



Firoda National School

CHILD SAFEGUARDING STATEMENT

Holycross N.S., Firoda is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Firoda N.S. has agreed the Child Safeguarding Statement set out in this document.

1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement

2 The Designated Liaison Person (OLP) is: Ailish Dunne (Principal)

3 The Deputy Designated Liaison Person (Deputy DLP) is: Joe Meagher (Deputy Principal)

4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the

school adheres to the relevant procedures set out in Chapter 7 of the Child Protection - Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary. procedures for school staff which are published on the DES website.

- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garcia vetting and recruitment circulars published by the DES and available on the DES website.
 - In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - ▶ Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - ▶ Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - ▶ Encourages staff to avail of relevant training
 - ▶ Encourages Board of Management members to avail of relevant training
 - ▶ The Board of Management maintains records of all staff and Board member training
 - In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and PostPrimary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
 - In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
 - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
 - In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to this statement.
 - The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.
- 6 This statement has been published on the school's website and has been provided to all members of school personnel and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 14/11/2019.

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal/Secretary to the Board of Management

Firoda NS

Child Safeguarding Risk Assessment

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of **Firoda National School**.

1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- Outdoor teaching activities
- Sporting activities
- School outings
- Use of toilet areas
- Annual Sports Day
- Use of off-site facilities for school activities
- Care of children with special educational needs, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Students participating in work experience in the school
- Student teachers undertaking training placement in the school
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations

Care of pupils with specific vulnerabilities/needs such as:

- Pupils from ethnic minorities/migrants
- Members of the Traveller community
- Lesbian, gay, bisexual or transgender(LGBT) children
- Pupils perceived to be LGBT
- Pupils of minority religious faiths
- Children in care
- Children on CPNS (Child Protection Notification System)

Recruitment of school personnel including:

- Teachers/SNA's
- Caretaker/Secretary/Cleaners
- Sports Coaches
- External Tutors/Guest Speakers
- Volunteers/parents in school activities
- Visitors/contractors present in school during school hours
- Visitors/contractors present during after school activities

2. The school has identified the following risk of harm in respect of its activities -

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of a child being harmed in the school by a member of school personnel
- Risk of a child being harmed in the school by another child
- Risk of a child being harmed in the school by volunteer or visitor to the school
- Risk of a child being harmed in the school by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons (as defined in the CFA 2015)
- Risk of harm due to bullying of a child by a member of staff/volunteer/peer
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children in while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm of a child through the use of unauthorised photography (as defined in the CFA 2015)
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school (as defined in the CFA 2015)
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child when child is receiving intimate care
- Risk of harm due to inadequate Code of Behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

All school personnel are provided with a copy of the school's *Child Safeguarding Statement*

- Yes

The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel:

Hard copy given to all school personnel at the start of the new academic year or when changes have occurred in policy.

School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*.

- *Adopted by Holycross NS on 14/11/2019*

The school implements in Revised *Stay Safe Programme*

- The *Stay Safe Programme* is implemented in its entirety on a whole school basis
- *Programmes are devised/organised between shared-class teachers to ensure implementation.*

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| <p>The school implements in full the SPHE curriculum</p> <ul style="list-style-type: none"> • SPHE Whole School Plan is currently being revised and updated • SPHE is included in all short and long term planning • Sensitive RSE modules are delivered by an external instructor to 6th Class pupils annually |
| <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</p> <ul style="list-style-type: none"> • Yes |
| <p>The school has a codes of conduct for school personnel as follows (teaching and non-teaching staff):</p> <ul style="list-style-type: none"> • <i>School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015</i> • <i>Holycross NS personnel also adhere to the Code of Professional Conduct for Teachers published by the Teaching Council in accordance with section 4(2)(b) of the Teaching Council Acts, 2001-2015</i> |
| <p>The school complies with the agreed disciplinary procedures for teaching staff</p> <ul style="list-style-type: none"> • Yes |
| <p>The school has provided each member of school staff with a copy of the school's <i>Child Safeguarding Statement</i></p> <ul style="list-style-type: none"> • Yes |
| <p>The school ensures all new staff are provided with a copy of the school's <i>Child Safeguarding Statement</i></p> <ul style="list-style-type: none"> • Yes |
| <p>The school encourages staff to avail of relevant training</p> <ul style="list-style-type: none"> • Yes |
| <p>The school encourages Board of Management to avail of relevant training</p> <ul style="list-style-type: none"> • Yes |
| <p>The school maintains records of all staff and board members training</p> <ul style="list-style-type: none"> • Yes <ul style="list-style-type: none"> (a) OLP: Child Protection Seminar (b) Seminar for Principals: Child Protection and safeguarding Inspections (04/02/2019) |
| <p>The school has in place a Code of Behaviour for all pupils</p> <ul style="list-style-type: none"> • Yes |
| <p>The school has in place a Critical Incident Management Plan</p> <ul style="list-style-type: none"> • Yes <i>Revised</i> |
| <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></p> <ul style="list-style-type: none"> • Yes |

The school has a yard/playground supervision policy to ensure appropriate supervision of children during, receiving, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.

Receiving: 9:00am Dismissal: 2:40pm

- *Jnr. & Snr. Infant Dismissal: 1:40pm*
- *The first two weeks of school are from 9:00am to 12:30pm for Junior Infants*
- *The Principal commences supervision from 8:50am following doors opening*
- *Children arriving go to their assigned classrooms where teachers are present*
- *Running and games are not allowed at this time for insurance, health and safety reasons*
- *Inclement weather. Children leave their schoolbags in their classrooms and proceed to the open area. Children are supervised by the principal until 8:50am*
- *Parents have been informed about morning procedures in our school newsletter*

Dismissal: Jnr. & Snr. Infant 1:40pm sharp

- *Parents wait in the open area. The children are dismissed individually from the classroom once the teachers have established that the parent/guardian has arrived : 1st - 5th Class: 2:40pm sharp*
- *Parents of pupils in classes from 1st - 6th class must ensure they have satisfactory arrangements in place for the prompt collection of pupils once they leave the school grounds at the end of the school day*
- *The children are supervised to and at the exit doors as they exit the building*
- *Early leavers for Sports Events: parents sign an authorisation form for each event giving permission for their child to leave school, travel to and from venue with designated club personnel/parents and compete at event. All authorisation forms are kept in child's individual file*

Breaks:

- *The school yard is enclosed and access to outsiders is denied by way of gates. These gates are closed immediately after the children have entered the school building in the morning*
- *Two external doors are also Jocked by a thumb turn Jock at this time. Access to the building is controlled via a main door at the school office.*
- *There is a 10 minute break at 10:50am and lunch is from 12:20pm to 12:50pm*
- *The pupils are supervised as they exit their classrooms and enter the school yard in single file*
- *There is one school yard with one Teacher and two SNAs on duty*
- *There is a rota in place for teacher supervision which is displayed in the staff room*
- *Wet day supervision is in the classrooms. One class grouping has access to the school /CT room, this is timetables and displayed throughout the school. One class grouping has access to the school hall which is timetables and displayed throughout the school. Supervision is as above.*

Toilets:

- *Classroom rules apply to access and to use of school toilets in each room*
- *At break times children are discouraged from re-entering the building except when necessary*
- *Children who wish to use the toilets during break-times can only do so with permission from the teacher or SNA on yard duty. This ensures that he/she knows who has left the yard. Numbers are kept to a minimum.*

The school has the following procedures in place to deal with a threat from outside:

- Adequate supervision of the school yard
- A member of staff is located at the front of the school during break times
- Gates are closed
- Thumb turn lock is on main door

The school has the following procedures in place to deal with a suspicious approach:

- OLP informed
- OLP interviews those involved
- OLP contacts parents whose children are involved, if applicable
- An Gard a Siochana and/or Tusla are contacted, where applicable

The school has in place a Health and Safety policy •

Yes

Care of pupils with specific vulnerabilities/needs

- Holycross NS is welcoming and caring towards the needs of pupils with specific vulnerabilities
- Practices and procedures in this regard are detailed in various school policies and school prospectus such as:
 - (a) Code of Behaviour
 - (b) Anti-Bullying Policy
 - (c) SPHE Policy
 - (d) Mobile Phones Policy (e) Acceptable Usage Policy

Procedures regarding participation by pupils in religious ceremonies/religious instruction external to the school

- Parents sign an authorisation form giving permission for their child to participate in religious ceremonies
- School personnel will ensure there is effective supervision at all times to, from and in the church

Intimate Care policy in respect of students who require such care •

Policy ratified on

Special Educational Needs Policy

- *Yes: Learning Support Policy*

Administration of Medication to pupils:

- *New policy ratified on*
- *In keeping with CPSMA advice the administration of medicines by staff will only happen in emergency situations. This policy is also published in the School Prospectus.*
- *Medicines (eg Jext Pens/Epipens/Inhalers) are kept in a locked press in the school. All children requiring medication are highlighted on the Aladdin school system as well as on the wall in the office. All teachers have a master copy of children requiring access to their medication during the school day. A master copy is also kept in the secretary's office. Substitute teachers are also informed of any children under their care requiring access to medication.*

Administration of First Aid:

- *Only Basic First Aid is administered by school staff i.e. Teachers, Secretary, SNA*
- *Parents are summoned immediately when basic First Aid is considered inadequate or when uncertainty arises. All parents' contact details are to hand in the Secretary's office.*
- *When warranted, facts relating to injuries are recorded in the Incident Book which is kept in a filing cabinet in the Secretary's office. Details are recorded by the Teacher on yard duty at the time of the incident.*

ICT Policy in respect of usage of ICT by pupils •

Yes

Use of photography/video/other media to record school events

- *Yes: Policy for Safe Use of Photographs and Video*
- *Consent/Non Consent information stored in individual files and highlighted on the school Aladdin system*

Mobile Phone Policy in respect of usage of mobile phones by pupils

- *Yes: Personal Mobile Phone policy (ratified by BoM 27/11/2018)*

Home School Liaison policy and related procedures

- *Holycross NS does not have a Home/School Liaison teacher*
- *Home /School liaison is mostly via telephone*

Policy and procedures for the use of external persons to supplement delivery of the curriculum

- *Such external persons will be under Teacher Supervision at all times*
- *Evidence of Garda Vetting must be presented where applicable*
- *Persons administering external programmes (eg GAA, Rugby coaches etc) through another body will provide the school with confirmation of vetting from their relevant organization (sanctioned by BoM 16/10/2018) and a copy of any appropriate insurance*

Policy and procedures for the use of external sports coaches (both in school and off site)

- *Such external persons will be under Teacher Supervision at all times*
- *Evidence of Garda Vetting must be presented where applicable*
- *When using external coaches/instructors for offsite activities (school tours etc) the school must receive confirmation in writing from the host organisation that their coaches/instructors have suitable vetting*

Policy and clear procedures for one-to-one teaching activities

- For the most part, one-to-one teaching occurs during Special Education Teaching. When one-to-one teaching is deemed appropriate at Holycross NS, the following options only are utilised:
 - (a) One-to-one teaching will take place in a room with a glass panel in the door
 - (b) One-to-one teaching will take place in the open-doored Resource room
 - (c) If a child needs one-to-one teaching, parents will be advised of any arrangement in place
- *Teachers are required to adhere to the Code of Professional Conduct for Teachers published by the Teaching Council in accordance with section 7{2}{b} of the Teaching Council Acts, 2001-2015*

Policy and procedures for Visitors/Contractors

- *Yes: Health and safety Policy*
- *All parents and visitors can only access the school via a main door at the school office. Upon being granted access they must then report to the secretary's office.*

Policy and procedures in respect of student teacher placement

- *The student will be under Teacher Supervision at all times*
- *Students must produce evidence of Garda Vetting*
- *Students must produce evidence of insurance from their education institution*
- *Student Teacher Policy drawn up and to be ratified*

Policy and procedures in respect of students undertaking work experience in the school

- *The student will be under Teacher Supervision at all times*
- *Students must produce evidence of Garda Vetting*
- *Students must produce evidence of insurance from their secondary school*
- *Work Experience Policy drawn up and to be ratified*

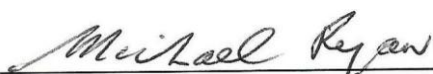
Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Schools 2017*

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on 10/10/18

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Date 10th Oct 2018

Signed 

Chairperson, Board of Management

Signed: Ailish Dunne

Date 10th Oct 2018

Principal