

# Child Safeguarding Statement



**St Mary's Holy Faith Secondary School  
Killester, Dublin 5**

Date ratified by Board of Management:	<u>May 2018</u>
Next review date:	<u>September 2018</u>

# Child Safeguarding Statement

St. Mary's Holy Faith Secondary School is a post-primary school providing post-primary education to students from First Year to Leaving Certificate Year.

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 St. Mary's Holy Faith Secondary School 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 (DLP) is Evelyn McLoughlin
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Ann Cameron
- 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 Garda 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 Post-Primary 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 abovenamed 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 by the school on request.
- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) 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 \_\_\_\_\_ [date].

Signed: \_\_\_\_\_

Chairperson of Board of Management

Signed: \_\_\_\_\_

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	

	Yes/No
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	
27. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
28. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
29. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	
30. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	
31. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
32. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	
33. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
34. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	
35. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
36. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	
37. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## Notification regarding the Board of Management's review of the Child Safeguarding Statement

The Board of Management of \_\_\_\_\_ wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of \_\_\_\_\_ [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website [www.education.ie](http://www.education.ie)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## St. Mary's Holy Faith Secondary School Risk Assessment Audit

School Activities	Risk of Harm	Safeguards
<p><b>Non-classroom based activities</b></p> <ul style="list-style-type: none"> <li>• Daily arrival and dismissal of students</li> <li>• Recreation Breaks</li> <li>• Breakfast Club</li> <li>• Homework Club/Afterschool Study</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of students.</li> <li>• Risk of bullying behaviour</li> <li>• Risk of harm to student by member of school personnel</li> <li>• Risk of harm to student by another student</li> <li>• Risk of harm due to students inappropriately accessing social media, computers, phones, or other devices</li> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly or promptly by school personnel</li> <li>• Risk of harm to students who have particular vulnerabilities, e.g. students with SEN</li> </ul>	<ul style="list-style-type: none"> <li>• All school personnel will be provided with a copy of the school's <i>Child Safeguarding Statement</i></li> <li>• The <i>childProtection Procedures for Primary and Post-Primary Schools 2017</i> will be available to all school personnel</li> <li>• The Supervision roster ensures appropriate supervision of students before and after school, and during lunch break</li> <li>• The implementation of the St. Mary's Code of Behaviour</li> <li>• The implementation of the St. Mary's Anti-Bullying Policy</li> <li>• The implementation of St. Mary's Acceptable Use Policy</li> <li>• All visitors to the school remain in the school foyer unless</li> </ul>

		accompanied to another area of the school by school personnel
<p><b>Personnel present in the school who engage or may engage with students</b></p> <ul style="list-style-type: none"> <li>• Classroom teaching</li> <li>• Student teachers undertaking training placement in St. Mary's</li> <li>• Use of Substitute teachers</li> <li>• Training of school personnel in Child Protection matters</li> <li>• Recruitment of school personnel including teachers, SNA's, caretakers, Secretaries, cleaners, external tutors</li> <li>• Use of external personnel to supplement the curriculum</li> <li>• Use of external personnel to support sport and other extra-curricular activities, guest speakers</li> <li>• Volunteers/parents/guardians on school activities</li> <li>• Visitors/contractors present in school during the school day</li> <li>• Application of sanctions under St. Mary's Code of Behaviour, including detention of students, confiscation of phones</li> <li>• Management of students with challenging behaviour,</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to student due to inadequate supervision</li> <li>• Risk of harm to student by school personnel</li> <li>• Risk of harm to student by another student</li> <li>• Risk of harm to students due to inadequate implementation of Code of Behaviour</li> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly or promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Professional Conduct in place</li> <li>• All school personnel will be provided with a copy of the school's <i>Child Safeguarding Statement</i></li> <li>• Staff receive training in Child Protection procedures (Online and as CPD)</li> <li>• The implementation of the St. Mary's Code of Behaviour</li> <li>• Substitution roster in place daily</li> <li>• The Supervision roster ensures appropriate supervision of students</li> <li>• Parents/guardians sign Code of Behaviour</li> <li>• Multi-faceted communication system in place</li> <li>• Cooperating/Mentor teacher in place for all PME student teachers</li> <li>• DP oversees all placements</li> </ul>

<p>including appropriate use of restraint where required</p>		<ul style="list-style-type: none"> <li>• Vetting procedures in place</li> <li>• All new staff are provided with copy of St. Mary's Child Safeguarding procedures</li> <li>• DES and JMB recruitment procedures followed</li> <li>• Teaching council registration required</li> <li>• All visitors to the school remain in the school foyer unless accompanied to another area of the school by school personnel</li> </ul>
<p><b>One-to-one engagement with students</b></p> <ul style="list-style-type: none"> <li>• One-to one teaching</li> <li>• One-to-one counselling</li> <li>• One-to-one interviewing</li> <li>• One-to-one oral examination</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to student by school personnel</li> <li>• Risk of harm to student by visiting personnel</li> </ul>	<ul style="list-style-type: none"> <li>• All personnel (internal and visiting) vetted and trained in Child Protection procedures</li> <li>• Parental/guardian consent obtained where required</li> <li>• Glass panels in doors of interview rooms</li> <li>• Code of Professional Conduct in place</li> </ul>
<p><b>Outdoor and off-site activities</b></p> <ul style="list-style-type: none"> <li>• Outdoor teaching activities</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to student by member of staff of another organisation or other person while student</li> </ul>	<ul style="list-style-type: none"> <li>• Trips and Outings policy in place and implemented</li> </ul>

<ul style="list-style-type: none"> <li>• Sporting Activities</li> <li>• School outings</li> <li>• Annual Sports Day</li> <li>• Use of off-site facilities for school activities e.g. Annual School Musical</li> <li>• Fundraising events involving students</li> <li>• Participation of students in religious ceremonies, retreats, religious instruction external to the school</li> <li>• Students participating in work experience</li> </ul>	<p>is participating in out-of-school activities</p> <ul style="list-style-type: none"> <li>• Risk of harm to student due to inadequate supervision</li> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly or promptly by school personnel</li> <li>• Risk of harm to students who have particular vulnerabilities, e.g. students with SEN</li> <li>• Risk of harm due to students inappropriately accessing social media, computers, phones, or other devices</li> <li>• Risk of harm to student caused by inappropriate communication from adult personnel via social media, texting digital device or other manner</li> <li>• Risk of harm to student due to inappropriate relationship/communication between student and adult or another student (from our own school or another school)</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision procedures in place for all out-of-school activities</li> <li>• The implementation of the St. Mary's Code of Behaviour</li> <li>• The implementation of St. Mary's Acceptable Use Policy</li> <li>• Work experience module to prepare students</li> <li>• Liaison with the programme coordinator</li> <li>• Liaison with management</li> </ul>
<p><b>Activities involving overnight stays or personal care</b></p> <ul style="list-style-type: none"> <li>• School trips involving overnight stays</li> <li>• School trips involving foreign travel</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to student by school personnel</li> <li>• Risk of harm to student by another student</li> <li>• Risk of harm to student by member of staff of another organisation</li> </ul>	<ul style="list-style-type: none"> <li>• All school personnel will be provided with a copy of the school's <i>Child Safeguarding Statement</i></li> <li>• Code of Professional</li> </ul>

<ul style="list-style-type: none"> <li>• Use of toilet/changing rooms/shower/wash areas</li> <li>• Care of students with special educational needs, including intimate care where needed</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to student due to inadequate supervision on overnight stay</li> <li>• Risk of harm to students who have particular vulnerabilities, e.g. students with SEN</li> <li>• Risk of harm due to students inappropriately accessing social media, computers, phones, or other devices</li> <li>• Risk of harm to student caused by school personnel or other person from outside the school accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> <li>• Risk of harm to student while receiving intimate care</li> <li>• Risk of bullying of students by other students</li> </ul>	<p>Conduct in place</p> <ul style="list-style-type: none"> <li>• Supervision procedures in place for all trips</li> <li>• The implementation of the St. Mary's Code of Behaviour</li> <li>• The implementation of the St. Mary's Anti-Bullying Policy</li> <li>• The implementation of St. Mary's Acceptable Use Policy</li> </ul>
<p><b>Provision of sensitive curricular material and care of minority student groups</b></p> <ul style="list-style-type: none"> <li>• Curricular provision of SPHE and RSE</li> <li>• Prevention and dealing with bullying among students</li> <li>• Care of students of the Travelling community</li> <li>• Care of Lesbian, Gay, Bisexual, Transgender (LGBT) students</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm due to inaccurate/inadequate information</li> <li>• Risk of harm to students due to lack of training</li> <li>• Risk of harm to student due to bullying</li> <li>• Risk of harm to student by school personnel</li> <li>• Risk of harm to student by another student</li> <li>• Risk of harm not being recognised by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• SPHE and RSE policy in place and implemented</li> <li>• All SPHE teachers are fully trained</li> <li>• The implementation of the St. Mary's Code of Behaviour</li> <li>• The implementation of the St. Mary's Anti-Bullying Policy</li> <li>• Awareness raised during</li> </ul>

<ul style="list-style-type: none"> <li>• Care of students of minority religious faiths</li> <li>• Care of students in care</li> <li>• Care of students on CPNS</li> <li>• Care of students from ethnic minorities/migrants</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm not being reported properly or promptly by school personnel</li> </ul>	<p>Friendship Week</p> <ul style="list-style-type: none"> <li>• Pastoral Care System in place</li> <li>• Inclusive Ethos</li> <li>• Years Heads liaise with Tusla and inform relevant personnel</li> <li>• Year Heads attend Tusla meetings</li> <li>• Board of Management operates a reporting system at all BOM meetings</li> </ul>
<p><b>Medical care</b></p> <ul style="list-style-type: none"> <li>• Administration of First Aid</li> <li>• Administration of Medicine</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm to student by school personnel</li> <li>• Risk of harm to student by another student</li> <li>• Risk of harm to student by volunteer/visitor to the school</li> <li>• Risk of harm not being reported properly or promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid training provided to staff</li> <li>• First Aid Officer in place</li> <li>• Written instructions are provided by parents/guardians</li> <li>• Procedures for administering medication in place</li> <li>• SNA's receive specialised training when required e.g. PEG feeding</li> <li>• Two staff members present for intimate care</li> <li>• Toileting care instructions provided and agreed by parents/guardians</li> </ul>

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

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Secretary to the Board of Management

