**Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template (Landscape Version)**

**Child Safeguarding Statement**

St Oliver Plunkett Primary School 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](http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf), [Children First: National Guidance for the Protection and Welfare of Children 2017](https://assets.gov.ie/25844/b90aafa55804462f84d05f87f0ca2bf6.pdf), [the Addendum to Children First (2019)](https://assets.gov.ie/25819/c9744b64dfd6447985eeffa5c0d71bbb.pdf), the [Child Protection Procedures for Primary and Post Primary Schools 2017](https://www.gov.ie/pdf/?file=https://assets.gov.ie/45063/2d4b5b3d781e4ec1ab4f3e5d198717d9.pdf#page=1) and [Tusla Guidance on the preparation of Child Safeguarding Statements](https://www.tusla.ie/uploads/content/4214-TUSLA_Guidance_on_Developing_a_CSS_LR.PDF), the Board of Management of St Oliver Plunkett Primary 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 **Mr. Padraig Farrell (Acting Principal)**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Ms.** **Kathleen Quinn (Acting Deputy Principal)**
4. The Relevant Person is **Mr Padraig Farrell (Acting Principal & DLP**)

*(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. This person can also be the DLP)*

1. 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.

1. 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 (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the [gov.ie](https://www.gov.ie/) 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](https://revisedacts.lawreform.ie/eli/2012/act/47/revised/en/pdf) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the [gov.ie](https://www.gov.ie/) 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 (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
* All registered teachers employed by the school are mandated persons under the Children First Act 2015.
* In accordance with the Children First Act 2015 and the Addendum to Children First (2019), 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 included with the Child Safeguarding Statement.
* The various procedures referred to in this Statement can be accessed via the school’s website, the [gov.ie](https://www.gov.ie/) website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

1. 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.
2. 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 September 20th 2023.

This Child Safeguarding Statement was reviewed by the Board of Management on September 20th 2023.

Signed: Helena Gibbons Signed: Padraig Farrell

Chairperson of Board of Management Principal/Secretary to the Board of Management

Date: Date:

**Child Safeguarding Risk Assessment**

**Written Assessment of Risk of *St Oliver Plunkett’s Primary School***

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 [name of school].

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| 1. **List of school activities** | 1. **The school has identified the following risk of harm in respect of its activities –** | **Risk**  **Level** | 1. **The school has the following procedures in place to address the risks of harm identified in this assessment -** |
| Training of school personnel  in Child Protection matters | Harm not recognised or reported promptly | High | * Child Safeguarding Statement & DES procedures made available to all staff * All staff personnel made aware of the DLP & DDLP. * Child Protection a regular agenda on staff meetings * Child Protection procedures will be available on school share drive and all staff members will have access to a hard copy. * DLP & DDLP have undertaken online training in Child Protection * All Staff undertake PDST training module & complete Tusla E-Learning course. * Board Members have completed Child Protection training * BOM maintains records of staff and board training |
| One-to-one teaching | Harm by school personnel | Med | * Window in classroom doors where one-to-one teaching occurs (if no window, the teacher leaves the door open). * One-to-one teaching is only used in specific cases where deemed necessary. |
| Teaching of SPHE, RSE, Walk Tall and Stay Safe | Teaching of said subjects not being done | High | * School implements SPHE Curriculum including RSE/Stay Safe in full. * In-service is provided for staff on a regular basis for areas of the SPHE Programme. * A timetable of the yearly SPHE Programme is distributed to class teachers in September and each stream collaborates when planning for all subjects including SPHE * Booklets for Stay Safe sent home to parents |
| Outdoor activities | Harm to children | Low | * Extra supervision * Children go to toilets in pairs when class is outdoors * Gate in OMP field locked when children out there. * School gates locked during school hours |
| Care of children with special needs | Harm by school personnel  Risk of harm due to inadequate supervision of children while attending out of school activities | Med | * St Oliver’s has a SEN policy * St Oliver’s has an Intimate Care policy |
| Toilet areas | Inappropriate behaviour | High | * Supervision of the class * Teaching of SPHE and RSE |
| Toileting Needs in Caterpillar Room | Harm by School personnel | Med | * All toileting permission slips to be signed off by parents * All toileting needs to be addressed by 2 adults at all times * Updated Toileting & Intimate Needs policy |
| Teaching in the Caterpillar Room | Self-harm by students  & Flight Risk | Low | * Constant supervision by SNAs & Class teacher * Internal locks on all doors to the corridor * Internal Lock on Sensory Room * Internal locks on all doors in playground/courtyard area |
| Daily activities of children who are of different race, ethnicity, members of the LGBTQA+ community, children in care or with disability | Bullying | High | * St Oliver’s has an Anti-Bullying Policy which fully adheres to the requirements of the Department’s *Anti-Bullying Procedures for Primary and Post-Primary Schools* * We use the Fun Friends/Friends For Life programme * Annual Friendship week * Sporting activities that encourage and foster togetherness and teamwork * SPHE Programme * Inspirational messages throughout the school * Whole school approach to tackling bullying * Yard supervision |
| Daily arrival and dismissal of pupils | Harm from other pupils or unknown adults | High | * Children enter and exit through 3 separate gates * Gates are opened and supervised at 8.45 * Supervision on all three yards for arrival and dismissal * Children are collected promptly from their lines * Code of Behaviour Policy * All visitors to St Oliver’s sign in. * Door to main building closed and locked during school hours * Adults encouraged to allow children make their way independently to their lines * All children from Caterpillar Room to be accompanied to ramp where they are to be met by parents/bus escorts * Leaving/Arrival time for children in Caterpillar Room to be slightly staggered |
| Children walking from Car Park in the school gates | Harm to Pupils | Med | * Supervision on gate * 3 separate gates in use * Invalid parking space only used by those with a parking permit * Parents of children in the Caterpillar Room to walk students to ramp in Junior Yard for collection |
| Children while attending out of school activities | Harm from other unknown adults | High | * School Policy on field trips and school tours * Adequate supervision of such trips * Choosing suitable venues to visit * Garda vetted volunteers |
| Administration of medicine  Delivery of First Aid | Harm to pupils | High | * Administration of Medicine policy including Indemnity form for specific administration of medicine to be signed by parents. * Teacher/SNAs to be trained for children with specific medical conditions, e.g. diabetics, nut allergies. * Specific coloured diamond attached to child’s name on Aladdin if having a medical need * All medicine, inhalers etc checked and updated annually and date for review placed on bag * Health & Safety Policy * First Aid training to be carried out by all staff members every two/three years. * First Aid Officer to check medical supplies on a regular basis. |
| Sporting activities | Injury to students  Harm from adults  Safe transport | High | * Children have shorts on under school tracksuit * Two staff members go to matches and remain with children until they are collected after matches * Only teachers manage sports teams of the school * Teams avoid using changing rooms where possible * Children change in single cubicles when doing swimming lessons in Aura |
| After school groups using the premises | Harm to students | Med | * Individual insurance to be provided * All personnel to produce evidence of undertaking Garda Vetting * All personnel to receive Child Safeguarding Statement |
| School outings - e.g. school  tours, trips to library,  church....etc | Harm to students  Injury | Med | * School Outing policy * Garda vetted volunteers * 1 teacher to 10 children if walking down the town * Bus if raining |
| School transport to swimming, games, tours, etc | Harm to students  Injury | Med | * Teacher on the bus at all times * Bus fulfilling all safety regulations |
| External tutors/guest speakers  Parental Volunteers for  school activities/Fundraising  events  Visitors  Contractors Cleaners | Harm to students | High | * All external tutors to be Garda Vetted. * Visitors must sign in on arrival. * Visitors do not have unsupervised access to children. * External Contractors will only be on site outside school hours. * School Cleaners have no direct contact with children |
| Students participating in  work experience teacher  placement and substitute  teachers. | Harm by student | Low | * Work experience and Teacher Placement Policy * Child Safeguarding Statement given to all students. * All work experienced students & work placement teachers over the age of 16 must be garda vetted * Information sheet on the school given to all students prior to their commencing teacher placement |
| Homework Club | Harm to students  Risk of harm due to inadequate supervision of children while attending out of school activities | Med | * All workers at Homework Club supply Garda vetting to school completion * All children attending have referral forms filled in by parents in collaboration with HSCL teacher * School gates are closed during Homework Club time |
| Breakfast Club | Harm to Pupils  Risk of harm due to inadequate supervision of children while attending out of school activities | Med | * All workers at Homework Club supply Garda vetting to school completion * All children attending have referral forms filled in by parents in collaboration with HSCL teacher |
| Prevention and dealing with  bullying amongst pupils | Harm to pupils | High | * Anti-Bullying Policy * Code of Behaviour * Anti-Bullying records * Yard record books * Annual Friendship Week * Friendship and Anti Bullying notice Posters * Reinforcing good behaviours at Assembly |
| Mnagement of challenging behaviour including appropriate use of restraint when required | Harm to pupils | High | * Code of Behaviour Policy * Appropriate use of restraint when required * Adequate training to relevant staff |
| Active Schools Week | Harm to pupils | High | * All outside helpers are Garda vetted * All outside helpers are supplied with copy of Child Safeguarding statement * Teacher remains with class at all times |
| Crtical Incident | Harm to pupils | Med | * St Oliver’s has a critical incident policy * Principal has completed NEPS Critical incident course |
| Senior Students coaching Junior students  Senior students minding junior classes | Harm to pupils  Inappropriate behaviour  Risk of harm due to inadequate supervision of children while attending out of school activities | Med | * Teacher present at all times for such interactions |
| Video Conferencing with  pupils at home during  periods of non-attendance at  school due to Covid 19 | Harm to pupils  Inappropriate behaviour | High | * Acceptable Use Policy in place * Video Conference meetings are set up through school emails/platform and with all default security settings unchanged. * Meetings will be password protected. * Parents are required to supervise video * conferencing with school personnel |
| Use of Information and  Communication Technology  by pupils in school | Bullying | Med | * Anti-Bullying Policy; * Code of Behaviour; * Data Protection Policy; * Don’t Be Mean Behind Your Screen programme * SPHE |
| Use of tablet devices and  smartphones in the  classroom and in the course  of the school day | Risk of harm associated with  misuse, abuse of devices and the  various associated technologies | Med | * St Oliver’s have an Internet Acceptable Use Policy * Children are allowed leave smartphone in the office switched off during the school day. They are not allowed have it in class |
| Use of video/  photography/other media to  record school events e.g.  concerts, sports day,  sacraments.....etc | Harm to pupils  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 | High | * Parents will be informed via letter/email prior to the event of their responsibility towards the use of devices to photograph/video children. * Data protection policy * Adequate supervision will be provided. * On enrolling in St Oliver’s there is a Permission slip signed by parents to allow photographs of children to be take in relation to school events * No names published with pictures |
| Online Teaching | Risk of harm due to inappropriate  use of online remote teaching and  learning communication platforms | Med | * The school has an Internet Acceptable Use Policy in place, to include provision   for online teaching and learning remotely, which has been communicated to parents and staff |

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| **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.

The risk assessment was reviewed and amended by the Board of Management in September 2023. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.