



## San Carlo Junior National School Child Safeguarding Statement 2023- 2024

San Carlo J.N.S. is a primary school providing primary education to pupils from Junior Infants to Second 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 Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of San Carlo J.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 (revised (2023))* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Carol Smyth (Acting Principal).
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Sheena Bourke (Acting Deputy Principal).
- 4 The Relevant Person is Carol Smyth (Acting Principal).  
(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. In a school setting the relevant person shall be the designated liaison person.)
- 5 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.

6 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](http://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](#) 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](http://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](http://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.

- 7 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.
- 8 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 **26/09/23**.

This Child Safeguarding Statement was reviewed by the Board of Management on **26/09/23**.

Signed: \_\_\_\_\_  
Chairperson of Board of Management

Signed: Carol Smyth  
Principal

Date: 26/09/23

Date: 26/09/23

## **Child Safeguarding Risk Assessment**

### **Written Assessment of Risk of San Carlo Junior National School**

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* the following is the Written Risk Assessment of San Carlo Junior National School.

#### 1. List of school activities

- Daily arrival and dismissal of pupils
- Classroom teaching
- Recreation breaks for pupils
- Outdoor teaching activities
- Sporting activities
- Care of children with special needs including intimate care needs
- Curricular provision in respect of SPHE, RSE, STAY SAFE
- One to one teaching
- Training of school staff in Child Protection matters
- Student teachers undertaking teacher training placement in the school
- Sports coaching
- Students participating in work experience
- School outings
- Annual Sports Day
- Use of toilet/changing/shower areas in school
- Use of off-site facilities for school activities (library/school tours)
- Fundraising events involving students
- Care of pupils with specific vulnerabilities/needs such as pupils from ethnic minorities, members of the travelling community, LGBT children, pupils of minority religious faiths, children in care, children with medical needs, children on CPNS
- Administration of First Aid
- Administration of Medication
- Application of sanctions under the school's Code of Behaviour
- Use of external personnel to supplement the curriculum
- Prevention and dealing with incidents of bullying
- Use of Information Technology and Communication Technology
- Recruitment of school personnel including teachers, SNAs, caretaker, school secretaries, cleaners, coaches, guest speakers, visitors, contractors, volunteers
- Use of photography/video/other media to record school events
- After school use of school premises by other organisations
- Student teachers undertaking training placement in school
- ASD Special Class – it's operation within the school and in the playground area
- School attendance during the Covid 19 Pandemic (Alternative entering and exiting of building, additional staff room space, extra measures for hand hygiene)
- Distance Learning required as a result of the Covid 19 Pandemic.

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

- Risk of harm due to inadequate supervision by school personnel
- Risk of harm not being recognised by school personnel
- Risk of harm due to inadequate Code of Behaviour
- Risk of harm from older pupils or unknown adults on the playground
- Possible risk of harm by teacher/other adult
- Risk of harm not being reported properly and promptly by school personnel
- Risk of physical Injury to pupils and staff
- Risk of harm due to bullying of child
- Risk of harm to children with SEN who have particular vulnerabilities

- Risk of harm to child receiving one to one teaching/coaching
- Risk of harm to child who is receiving intimate care
- Risk of harm to child from visiting coach
- Risk of harm due to inappropriate relationship/communications between a child and another child or adult
- Risk of inappropriate accessing/using computers, social media or phones while in school
- Risk of harm to the child caused by school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or person while child is participating in out of school activity e.g. School trip/outing to the library
- Risk of harm to the child from a visitor to the school

#### Risks associated with activities of pupils attending the ASD Special Class

- Risk of harm to child while being escorted on and off the bus
- Risk caused by lack of awareness of danger
- Risk of flight
- Risk from climbing activities that they children like
- Risk of injury from a classmate with behavioural issues
- Risk of choking from putting inappropriate objects into the mouth
- Risk of self-harm from head-banging/hitting
- Risk from the inappropriate use of equipment i.e. the deep pressure roller/ball pit
- Risk from the inappropriate use of P.E equipment/outdoor play area
- Risk to child while being escorted around the school to join other classes
- Risk to health from toileting difficulties experienced by some of the children
- Risk of injury to the Bus Escort, SNA or teacher from behavioural tendencies that some of the pupils display.

#### School attendance during the Covid-19 Pandemic

- There is a serious risk to the health, safety and well-being of pupils and staff as a result of the easy transference of the Covid 19 virus especially in relation to children with intimate care needs, ASD and very young children who don't understand the need for social distancing

#### Distance Learning;

- Risk of harm caused by pupil engaging with strangers online.
- Risk of harm caused by pupils engaging in inappropriate behaviour e.g. posting hurtful messages or images on line.
- Risk of pupils inadvertently accessing / viewing inappropriate material e.g. YouTube ads

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

- All school staff are provided with a copy of the school's Child Safeguarding Statement and DES procedures
- School personnel are required to adhere to the Department's *Child Protection Procedures for Primary and Post Primary Schools (revised (2023))* and all registered teaching staff are required to adhere to the Children First Act 2015
- Copies of the Child Safe Guarding Statement and Risk Assessment are on display in the lobby area and in the main corridor.
- Tusla and PDST training completed by all staff
- The school implements a Supervision policy to ensure appropriate supervision of children during assembly, dismissal, during breaks and in respect of specific areas such as toilets etc.

- The school has recently reviewed it's Code of Behaviour
- The school has an Anti-Bullying Policy which adheres to the requirements of the DES

#### Anti-Bullying Procedures For Primary and Post-Primary Schools

- The school fully implements its SEN policy
- An Intimate care policy is in place
- The school implements SPHE, RSE and Stay Safe programmes in full
- The school has a Health and Safety policy
- A Visitors policy is in place
- The school implements a Student teacher policy
- A Work experience policy is in place
- The school has an SNA policy
- A School trip/outing policy is in place
- Vetting procedures are in place
- Retrospective vetting has been completed
- An Administration of medication policy is in place
- First Aid guidelines are followed
- A school accident/injury policy is in place
- The school follows a communication with parents policy
- The school follows an ICT and AUP policy
- An Internet safety policy is in place
- The school has a Data protection privacy statement and follows GDPR guidelines and procedures
- A Critical incident policy is in place
- The school follows a Physical Education policy
- A Substance use policy is in place
- The school has a Protected disclosures policy
- A Hire and use of school premises policy is in place
- The school has a Fundraising policy in respect of fundraising events
- The school has a plan for sharing communication around parental responsibilities towards the safe, smooth running of the school

To mitigate the risks in the ASD Special Class the following procedures are in place:

#### The ASD Special Class

- 2 SNAs to escort pupils on and off the bus. Teacher and Principal to help when extra support needed.
- The class was granted extra SNA hours to cover a pupil with very significant needs
- In-class phone system in place to call for help. Red "urgent" card system also in place to help if evacuation is needed when dangerous behaviours are experienced.
- Engagement with the National Council For Special Education (NCSE), Children's Disability Network Team (CDNT) and Special Needs Organiser (SENO) for advice and training
- Fence installed for flight risk children.
- Coded door put in to avoid children being unsupervised at an entrance/exit.
- Communication journals are in operation between parents and teacher which can help alert teacher to possible risks on any given day i.e. when a child has a headache, tummy trouble or is upset due to poor sleep.

Covid 19 Pandemic - Should closures occur again, the following will be enacted:

- The Principal and In School Management Team carried out a Risk Assessment to minimise the risk to pupils and staff of being exposed to the Covid-19 virus.
- The team then worked with all its stakeholders to develop a "Plan for the Re-opening of San Carlo Junior N.S.". This plan was reviewed before re-opening in September 2021 and took new guidelines released by the DES into consideration. This plan was then distributed to all parents, board members and staff and is available on the school website. The plan catered for adjustments to be made to

the school environment. It clearly outlines cleaning procedures to be followed and the use of PPE equipment and sanitisers within the school. The plan also adjusted our supervision procedures for pupils at admission, dispersal and break times. Staff members follow all guidelines issued by the DES and the HSE.

#### Distance Learning

- The school has in place an Acceptable Use Policy which applies to school related activities both at home and at school.
- The school teaches Stay Safe Internet Safety and Cyberbullying lessons regularly.
- The internet platform in use by the school is seesaw. Parents must give permission and monitor its use.
- The school reminds parents of the need to monitor and discuss pupils' online activities on a regular and ongoing basis.
- Staff have a school email to keep personal and professional emails separate.

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 (revised 2023)*.

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.