

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment **Template**

Child Safeguarding Statement

St. Michael's School is a special school providing primary/post-primary education to pupils, ages 5 – 18 years, who, on psychological assessment, are found to be functioning within the level of Mild General Learning Disability.

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 St. Michael's 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 (revised 2023) as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Dr. Sharon Gorevan
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Ms. Margaret O'Riordan
- 4 The Relevant Person is Dr. Sharon Gorevan
- 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 Department of Education (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](#) 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 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 website or will be made available on request by the school.
- 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 27/03/2019 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 24/04/24 [review date]

Signed: Fr. Bernadette Carron
Chairperson of Board of Management

Date: 24.04.2024

Signed: Sharon Gorenan
Principal

Date: 24/04/2024

Child Safeguarding Risk Assessment Written Assessment of Risk of St. Michael's 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 St. Michael's School

Child Safeguarding Risk Assessment (of any potential harm)

List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	High	<p>Harm not recognised or reported promptly</p> <p>Training not undertaken by new staff members promptly</p>	<p>Child Safeguarding Statement & Department of Education's procedures made available to all staff and on display throughout the school buildings.</p> <p>DLP& DDLP to attend PDST face to face training All Staff to engage in training via Tusla module & any other online training offered by PDST</p> <p>Induction process as implemented by the Deputy Principal BOM to maintain records of staff and BOM training</p> <p>A 'Policy Folder' containing the updated Child Safeguarding Statement is available in every classroom</p>
One to one teaching	Med	Harm by school personnel	<p>Every effort will be made to ensure that this teaching takes place in an open environment and parents/guardians of pupils involved in one-to-one teaching are informed by class teacher.</p> <p>Work being carried out by special needs assistants with pupils on a one-to-one basis will also be carried out in an open environment.</p> <p>Open doors where possible Table between teacher and pupil Glass panel in door/ windows clear</p>
Care of children with special needs, including intimate care needs	High	Harm by school personnel	<p>Policy on Intimate Care Staff training- Patient Handling Training</p>

			Use of Intimate Care templates 2 SNAs present at all times
Use of toilet/changing/shower areas in the school	High	Inappropriate behaviour	SNA supervision at peak times/lunchtime in the toilet areas. Teachers to put in place supervision for particular pupils if required. Use of shower facilities only as documented and agreed by senior management, staff involved, pupil and parents as part of Intimate Care plan.
Care of pupils with specific vulnerabilities/ needs such as those unable to communicate their decision or response or communicate the boundaries needed in a peer to peer situation	High	Inappropriate behaviour	Teachers put in place supervision protocol and staff implement supervision accordingly for particular pupils if required. Protocol available in the blue folder for pupils, where required. Protocol available on Aladdin.
Impact of COVID-19	Med	Impact on school community	Follow HSE guidance regarding staying at home/ reporting positive cases etc. Maintain good hygiene standards/ good ventilation/ good cleaning management etc.
Curricular Provision in respect of SPHE, RSE, Stay safe.	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full Policies in place Training available/completed by teachers in Stay Safe and RSE Communication letters to parents termly. Teacher plans are furnished monthly.
Managing of challenging behaviour amongst pupils	High	Injury to pupils and staff Impact on pupils	Health & Safety Policy Code Of Behaviour Restorative Practice Training Positive Behaviour Support Plans/ documented proactive and reactive strategies CPD from Mason Hayes & Curran Support from NCSE, External agencies sought
Daily arrival and dismissal of pupils	High	Harm from other pupils, misbehaviour from pupils	Supervision Policy & Rota for Staff -adequate supervision Health, Safety & Welfare Policy

		Car Park Area Car/bus accidents	Bus Escorts designated for all buses/taxis Individual protocols in place for some pupils Code of Behaviour
Recreation breaks for pupils	High	Injury to pupils/Bullying Harm not recognised or properly or promptly reported	Break & lunch time supervision Procedures in place- Staff designated zones Health & Safety Policy Code Of Behaviour Individual support provided as identified. Restorative Practice Training
Classroom/subject teaching	High	Harm from improper use of equipment Challenging behaviour	Health & Safety Policy School rules/contract Code of Behaviour Antibullying Policy Use of Positive Behaviour support plans Teacher to incorporate health & safety measures for all lessons SNA designated for all practical subjects Where necessary, cater for smaller groups
Outdoor teaching activities	High	Harm from improper use of equipment Absconding of pupils	Health & Safety Policy Teacher and SNA assigned at all times Teacher to incorporate health & safety measures for all lessons Age appropriate activities/groupings
Sporting Activities	High	External competitions Changing facilities Inappropriate use of equipment Injury	Adequate supervision Gender appropriate supervision Teacher to incorporate health & safety measures for all lessons and outings
Choir	Low	External competitions Outside school activities, e.g. First Communion, Confirmation etc.	Adequate supervision Gender appropriate supervision Teacher to incorporate health & safety measures for all lessons and outings
Students participating in work experience	Low	Harm by student	Work experience Policy Child Safeguarding Statement. Policy Folder in every class

Educational Trips/Matches/Aquatics/Sponsored Walks	High	External venues Transportation Walking down the hill Changing facilities Inappropriate use of equipment Inappropriate behaviour Injury	Adequate supervision Gender appropriate supervision Teacher to incorporate health & safety measures for all outings, school minibus available Post Holder responsible for provision of information regarding outings Health & Safety Policy Outings Policy P.E. Policy
Annual Sports Day	High	Parents/Guardians/Family visiting school for sporting activities Possible injuries/harm to pupils Inappropriate use of equipment Inappropriate use of cameras by visitors	Structured timetable for all events/groups Staff designated to all events/groups Additional supervision in place Visitors to sign in at the office Letter to parents/guardians informing them of the 'no photography' rule. Teacher to incorporate health & Safety measures for all activities.
Annual Art Exhibition/Grandparents Day	Med	Parents/Guardians/Family visiting school	Structured timetable for visitors drawn up by Post Holder. Visitors to sign in at the office.
School transport arrangements including use of bus escorts	Med	Harm to pupils Harm not recognised or properly or promptly reported	Incident report book for bus escorts Post Holder available to deal with any matter relating to transport Bus Escort training events, e.g. Child Protection, First Aid Communication with Bus Eireann/Department of Education as necessary Medical/Behaviour protocols in place.
Administration of First Aid	Med	Incorrect treatment or no treatment of injury	Procedures in place for administration of first aid First aid supplies located throughout the school Accident/Illness book to record administration of first aid Training provided to staff
Administration of Medicine	High	Incorrect or no medication administered	Policy on Administration of Medication Protocols in place, accessible to all staff and displayed in the Staff Area Staff and Bus Escorts informed of medical conditions Supplies of emergency medication carried by pupil at all times

Prevention and dealing with bullying amongst pupils	Med	Harm not recognised or properly/promptly recorded.	Anti-Bullying Policy Procedures in place to report/address bullying Report made to the BOM at each Board meeting. SPHE Policy Teaching of Stay Safe and RSE Implementation of Digital Learning Plan and teachings on Internet Safety Specific lessons taught to address this issue Pastoral curriculum
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none"> • 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 	Med	Bullying Exclusion Harm not recognised or promptly reported	Child Safeguarding Statement and DE procedures made available to all staff. Staff to engage with Tusla CPD Vetting procedures in place for all staff Procedures in place for External Visitors The school has a culture which embraces and includes all pupils, regardless of disability, religious denomination or other minority groups. All policies are adapted to ensure our Mission Statement is reflected.
Visitors to the school Therapists/clinicians visiting or providing treatment for pupils during the school day.	Med Med	Unsupervised access to pupils Harm by visiting personnel	Adequate supervision for pupils at all times Visitors sign in book Communication to staff regarding visit Teacher to incorporate health & safety measures where necessary Child Safeguarding Statement and DE procedures made available to all staff. External visitors/MDT Policy Written consent from parents
Use of Information and Communication Technology by pupils	High	Bullying Staff not following policies & procedures	Adequate supervision Digital Learning Plan Anti-Bullying Policy

in school, including social media access		Inappropriate internet use	Acceptable Use of Internet Policy Code of Behaviour The use of mobile phones both in school and on school transport service is not permitted Pastoral Support provided by staff Internet safety lessons Guest speakers
Use of video/photography/other media to record school events	High	Inappropriate use of photographs/video recordings and/or other media without prior consent. Cyber bullying Breaches of data protection	Consent forms signed by parent/guardians upon enrolment and/or as required. Designated ISMT for the appropriate recording of school events. Adequate supervision. Notification to parents/guardians at all times. Photographic consent and policy Data Protection and GDPR policy
Communal Area Movements of pupils	Med	Inappropriate behaviour Harm to pupils	Teachers assign various responsibilities/tasks to pupils in accordance with age and ability.

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.

This risk assessment has been completed by the Board of Management on 24/04/2024. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed S. Bernadette Cannon
Chairperson, Board of Management

Date 24.04.2024

Signed Gillian Gavan
Principal/Secretary Board of Management

Date 24/04/2024

Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools revised 2023](#) require that 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](#), the [Addendum to Children First \(2019\)](#) and the [Child Protection Procedures for Primary and Post-Primary Schools revised 2023](#).

	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 Revised 2023'?	
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	
3. 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 Revised 2023'?	
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015 ? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	
7. Has the DLP attended available child protection training?	
8. Has the Deputy DLP attended available child protection training?	
9. Have any members of the Board attended child protection training?	
10. Are there both a DLP and a Deputy DLP currently appointed?	
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
13. 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 Revised 2023' and the Children First Act 2015?	
14. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	
16. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	
17. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	

18. Have the minutes of each Board meeting appropriately recorded the CPOR report?	
19. 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?	
20. 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?*	
21. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	
22. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
23. 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 Revised 2023’?	
24. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the ‘Child Protection Procedures for Primary and Post Primary Schools Revised 2023’ were subsequently issued by the DLP?	
25. Has the Board ensured that the Parents’ Association (if any), has been provided with the school’s Child Safeguarding Statement?	
26. Has the Board ensured that the patron has been provided with the school’s Child Safeguarding Statement?	
27. Has the Board ensured that the school’s Child Safeguarding Statement is available to parents on request?	
28. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
29. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	
30. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
31. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
32. 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?*	
33. 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)?*	
34. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school’s Child Safeguarding Statement?	
35. 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 Revised 2023’?	
36. Has the Board sought the feedback of pupils in relation to the school’s child safeguarding arrangements?	
37. Is the Board satisfied that the ‘Child Protection Procedures for Primary and Post Primary Schools Revised 2023’ are being fully and adequately implemented by the school?	
38. Has the Board identified any aspects of the school’s Child Safeguarding Statement and/or its implementation that require further improvement?	
39. 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 ?	
40. Has the Board ensured that any areas for improvement that were identified in any previous review of the school’s Child Safeguarding Statement have been adequately addressed?	

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed Sr. Bernadette Carron Date 24.04.2024

Chairperson, Board of Management

Signed Sharon Gorevan Date 24/04/2024

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

Note: Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: all stakeholders, St. Michael's School Community

The Board of Management of St. Michael's S.N.S. 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 24/04/24 [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

Signed Sr. Bernadette Carron Date 24.04.2024

Chairperson, Board of Management

Signed Sharon Gorevan Date 24/04/2024

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