

## **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 2017](#) 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 2017 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 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 DE 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 DE 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 schools 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 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 DE 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.

## **6 Implication of the Current Situation in relation to how schools operate in relation to Covid-19. Our school COVID Response Plan should be read in conjunction with this document.**

The annual review of the Child Safeguarding Statement was brought forward in line with remote learning practices and advice during the Covid-19 global pandemic.

Many of our policies are being reviewed and updated taking cognisance of online/distance activities as detailed in our ‘Action Plan for Remote Learning’.

As detailed in our updated Acceptable Use Policy (AUP) for pupils, online network platforms permissible for use by staff include Zoom, Seesaw and G-Suite (Google Classroom). Parental /pupil consent is necessary.

As part of its delivery of remote learning, staff are organising a series of virtual classroom events to allow teachers, SNAs and students to interact in real time using the Zoom videoconferencing platform. Teachers will communicate the details and scheduled times to students and parents by email using their work email address. Care is needed to ensure the online security of everyone involved. Students are reminded that all of the school's policies, notably the Code of Behaviour and the Acceptable Use Policy, apply during these online lessons. As the virtual classroom provides an opportunity for participation, teachers encourage some audio and/or video interaction with students. Students are being advised of best practice around this participation e.g. quiet location, proper attire, no personal information visible in background (bedrooms etc. best avoided) etc.

No live recordings will be done using Zoom videoconferencing platform. This is to respect the personal data of all, both staff and students, who participate in each virtual lesson. All are reminded that no recording (or screen photograph) of any part of the video lesson should be made by any other means. The recording and onwards sharing of personal data would be unlawful as well as a contravention of the school's policies.

The school appreciates home support to ensure that best learning outcomes are achieved while also respecting everybody's privacy at home. Videos of students reading or completing exercises or activities will be deleted at the end of the school closure.

Communication between staff and parents will be via emails and between staff members will be via email or Aladdin, the school approved communication service. Communication from the school to parents will be via SMS or email via the Aladdin system. Staff will adhere at all times with Child safeguarding procedures, i.e. no unapproved personal contact with students and all communications should use "work" email addresses rather than personal emails. Emails will be deleted at the end of each school year. Class teachers will contact families by telephone once a week, blocking their own phone ID number.

Teachers are permitted to bring class laptops home in consultation with the Principal, for use as appropriate, during periods of school closure and remote learning with students. Staff using their own devices at home, cannot store student data on them, including images of children engaged in learning activities. Great care is needed when any personal data is stored on a school device. Staff must ensure device screens are not visible to others when personal data is being accessed and screen savers should automatically activate when the device is not in use. Care is exercised around the security and use of any mobile devices.

Staff are reminded of Child Safeguarding procedures, AUP, Code of Behaviour and its addendum, Action Plan for Remote learning. In line with the review of our school's Child Safeguarding Statement at this time, staff are advised when handling a concern or disclosure, to follow the Child Safeguarding Procedures. Where it is not possible to jointly report a concern with the Designated Liaison Person (DLP), the teacher/SNA should make their own report directly to Tusla and provide a copy of that report to the

school DLP. For further information, visit [www.tusla.ie/children-first/contact-a-social-worker](http://www.tusla.ie/children-first/contact-a-social-worker)

- 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.
- 9 Further to the Child Protection & Safeguarding Inspection Report where there are cases that require the Board to exercise its oversight role, the minutes of the relevant Board of Management meeting should record the Board's oversight of the case and the documents considered by the Board for this purpose.

This Child Safeguarding Statement was adopted by the Board of Management on 27/03/2019.

This Child Safeguarding Statement was reviewed by the Board of Management on 30/11/2022.

Signed: S. Bernadette Carron

Chairperson of Board of Management

Date: 30/11/2022

Signed: Sharon Gorenan

Principal/Secretary to the Board of Management

Date: 30/11/2022

## 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 2017*, 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
<p>Training of school personnel in Child Protection matters</p> <p>Induction process by Deputy Principal</p>	High	Harm not recognised or reported promptly	<p>Child Safeguarding Statement &amp; DES procedures made available to all staff</p> <p>DLP&amp; DDLP to attend PDST face to face training</p> <p>All Staff to view Tusla training module &amp; any other online training offered by PDST</p> <p>BOM records all records of staff and board training</p> <p>Policy Folders available in every classroom.</p>
<p>One to one teaching</p>	Med	Harm by school personnel	<p>Every effort will be made to ensure that this teaching takes place in an open environment and that parents/guardians of pupils involved in one to one teaching are informed. 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. Any such arrangements must be completed on a written template, available on Aladdin, and submitted to the office.</p> <p>Open doors</p> <p>Table between teacher and pupil</p> <p>Glass in window</p> <p>SNA accompany teachers whilst online, where possible.</p> <p>No recordings or photos or screen shots permitted</p>

Online remote learning/platforms	Med	Harm by school personnel/ harm by pupils Harm from other pupils re cyber -bullying	Use of parent emails to notify parents of Zoom calls and for communication purposes. Parental supervision advised Consent as per AUP policy Principal/Deputy Principal can be invited to attend online class engagement Regular communication by staff with Principal/Deputy Principal. Staff, pupils to attend dressed and in an open room area. Staff to be aware of screen visibility at all times. No unapproved personal contact. Reminder to pupils of acceptable use policy, anti-bullying policy and addendum to code of behaviour etc.
Care of children with special needs, including intimate care needs	High	Harm by school personnel	Policy on intimate care
Toilet areas	High	Inappropriate behaviour	SNA supervision at peak times/lunchtime. Teachers to put in place supervision for particular pupils if required.
Impact of COVID-19	Med	Impact on school community	Comprehensive COVID-19 Response Plan and risk assessment regularly updated and implemented by the school community detailing all control measures and practices/supports. In addition, our school's 'Remote Action Plan for Learning' should be consulted and implemented. Staff must be vigilant and report any disclosures or concerns of a child protection nature to the DLP during such periods of remote learning.
<b>List of School Activities</b>	<b>Risk Level</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
Curricular Provision in respect of SPHE, RSE, Stay safe.	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full Teacher plans are furnished monthly.
Managing of challenging behaviour amongst pupils	High	Injury to pupils and staff	Health & Safety Policy Code Of Behaviour

Daily arrival and dismissal of pupils	Med	Harm from other pupils, misbehaviour from pupils Car Park Area	Supervision Policy & Rota for Staff Health & Safety Policy Bus Escorts designated for all pupils
Recreation breaks for pupils	High	Injury to pupils/Bullying Harm not recognised or properly or promptly reported	Break time Policy & Procedures in place Health & Safety Policy Code Of Behaviour
Classroom/subject teaching	High	Harm from improper use of equipment	Health & Safety Policy 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
<b>List of School Activities</b>	<b>Risk Level</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
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.
<b>List of School Activities</b>	<b>Risk Level</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
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 Specific lessons taught to address this issue Pastoral curriculum
<b>List of School Activities</b>	<b>Risk Level</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> </ul>	Med	Bullying Exclusion	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	Med	Unsupervised access to pupils	Adequate supervision for pupils at all times Visitors sign in book Communication to staff regarding visit Teacher to incorporate health & safety measures where necessary
Use of Information and Communication Technology by pupils in school	High	Bullying Staff not following policies & procedures	Adequate supervision ICT policy Anti-Bullying Policy

		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
Use of video/photography/other media to record school events	High	Inappropriate use of photographs/video recordings and/or other media without prior consent.	Consent forms signed by parent/guardians upon enrolment and/or as required. Designated Post Holder for the appropriate recording of school events. Adequate supervision. Notification to parents/guardians at all times.
<b>List of School Activities</b>	<b>Risk Level</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
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 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 ..... It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

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

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Principal/Secretary Board of Management

Date \_\_\_\_\_

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

The [Child Protection Procedures for Primary and Post-Primary Schools 2017](#) 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 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. 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 2017'?	
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 2017' 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 2017'?	
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 2017' 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 2017'?	
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 2017' 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: 30/11/2022

Chairperson, Board of Management

Signed Sharon Gorekin

Date: 30/11/2022

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

The Board of Management of St. Michael's Sp. 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 30/11/2022.
- 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 Sr. Bernadette Carron

Date: 30/11/2022

Chairperson, Board of Management

Signed Sharon Gorenan

Date: 30/11/2022

Principal/Secretary to the Board of Management