

Template 1: Child Safeguarding Risk Assessment Template

Draft statement to be approved, currently under consultation

Written Assessment of Risk of School of the Divine Child

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].

1. List of school activities

Curricular Provision in respect of SPHE, RSE, Stay Safe.
Classroom Management and Teaching
One to one teaching
Care of Children including intimate care needs – toilet areas and swimming
Care of Children moving around the School
Training of school personnel in Child Protection matters
Perceptions of various disabilities
LGBT Children
Travelling by bus – to and from School and on tours
Daily arrival and dismissal of pupils
Managing Challenging Behaviour among pupils
Recreation breaks
Outdoor teaching activities
Sporting activities
Music activities including Music Generation project
Dining Room and meals generally
School outings
Visitors to School
Children attending Therapy appointments
Students participating in work experience
Student teachers undertaking training placement in school
Administration of medicine and first aid
Recruitment of School personnel
Sharing of School premises with Enable Ireland
Use of ICT
Use of video/photography/other media to record school events
After school use of school premises by other organisations

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

Harm not recognised or properly reported
Harm by school personnel
Harm by visitors or staff employed by outside agencies
Inappropriate behaviour
Injury
Curricular areas not taught
Bullying
Reporting roles may not be clear
Policies and protocols may not be clear or adhered to
Inadequate training

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

Child Safeguarding Statement and DES Procedures
Recruitment and training protocols including statutory vetting requirements and Tusla training

Policies on ó
Intimate care,
one to one teaching,
classroom organisation,
supervision ó including arrival and dismissal of children,
ICT usage,
Anti-ö bullying and code of behaviour,
transport,
Health and Safety,
Managing challenging behaviour,
Work experience,
Visitors to school,
Induction of new staff

Protocols on
Accompanying children to appointments,
Working with visitors and work experience students
Parents,
Substitute Teachers, SNAs and Bus Escorts
Visiting contractors
Visits from Parents
Visits from personnel from outside agencies who support the School

Important Note: It should be noted that risk in the context of this risk assessment is the risk of öharmö 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 [date]. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed Miriam Murphy Date 9th March 2018

Chairperson, Board of Management

Signed Patricia Harrington Date 9th March 2018

Principal/Secretary to the Board of Management

Template 2: Child Safeguarding Statement Template

The School of the Divine Child is a special school School providing primary and post-primary education to pupils from Junior Infants to 18 years of age.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of School of the Divine Child 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 Patricia Harrington
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Mary O'Hanlon
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

- 5 The following procedures/measures are in place:
 - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
 - In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.

- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training

- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

- In this school the Board has appointed the abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.

- All registered teachers employed by the school are mandated persons under the Children First Act 2015.

- In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to this statement.

- The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available 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 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on _____ .

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal/Secretary to the Board of Management

Date: _____

Date: _____

Template 3: Checklist for Review of the Child Safeguarding Statement

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

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

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

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

	Yes/No
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	Yes
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the -Child Protection Procedures for Primary and Post Primary Schools 2017ø	No
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the -Child Protection Procedures for Primary and Post Primary Schools 2017ø were subsequently issued by the DLP?	Yes
23. Has the Board ensured that the Parentsø Association (if any), has been provided with the schoolø Child Safeguarding Statement?	Yes
24. Has the Board ensured that the patron has been provided with the schoolø Child Safeguarding Statement?	Yes
25. Has the Board ensured that the schoolø Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	Yes
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
30. Is the Board satisfied that the Departmentø 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?*	Yes
31. 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)?*	Yes
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the schoolø Child Safeguarding Statement?	Yes
33. Has the Board sought the feedback of parents in relation to the schoolø compliance with the requirements of the child safeguarding requirements of the -Child Protection Procedures for Primary and Post Primary Schools 2017ø	Yes
34. Has the Board sought the feedback of pupils in relation to the schoolø child safeguarding arrangements?	Yes
35. Is the Board satisfied that the -Child Protection Procedures for Primary and Post Primary Schools 2017ø are being fully and adequately implemented by the school?	Yes
36. Has the Board identified any aspects of the schoolø Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the schoolø Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	Yes
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the schoolø Child Safeguarding Statement have been adequately addressed?	Yes

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

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management