



St Oliver's N.S: Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement December 2023

St Oliver's N.S is a primary/special/post-primary school providing primary/post-primary education to pupils from Junior Infants to Sixth Class/First Year to Leaving Certificate Year (delete as appropriate).

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 Oliver's 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: Catherine Tiernan Bell
- 3 The Deputy Designated Liaison Person (Deputy DLP) is: Yvette Kellett
- 4 The Relevant Person is: Catherine Tiernan Bell
(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 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 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.

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 13th of December 2023.

This Child Safeguarding Statement was reviewed by the Board of Management on 13th of December 2023.

Signed: Enda White
Chairperson of Board of Management

Signed: Catherine Tiernan Beal
Principal/Secretary to the Board of Management

Date: 13/12/2023

Date: 13/12/2023



Id Safeguarding Risk Assessment December 2023

Written Assessment of Risk of St Oliver's N.S, Ballymakenny Road, Drogheda, Co.Louth.

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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of St Oliver's N.S.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment –
Child protection Training of School Personnel	<ul style="list-style-type: none"> Indicators of harm /abuse not being recognised by school personnel Harm / Abuse not being reported properly and promptly by school personnel Risk of child being harmed in the school by a member of school personnel Risk of child being harmed by a volunteer / parent person while child participating school activities Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities 	<p>The Provision of information and training for all school personnel</p> <p>The BOM –</p> <ul style="list-style-type: none"> Provides all school personnel with a copy of the school's Child Safeguarding Statement & Risk Assessment. Requires that all school personnel sign the 'Acceptance of St Oliver's N.S Child Protection Safeguarding Statement form and return a signed copy to the DLP Ensures the DES child protection procedures are made available to all school personnel Requires that all school personnel, mandated and non-mandated, adhere to the DES <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> Ensures staff avail of relevant training <ul style="list-style-type: none"> a) the DLP /DDLDP must avail of training provided by a professional organisation (e.g.

	<ul style="list-style-type: none"> • Risk of child being harmed in the school by another child 	<p>PDST) on a regular basis – Certificate of attendance provided to the BOM.</p> <p>b) All school personnel are required to do the online Tusla training and provide a copy of the certificate of completion to the DLP.</p> <p>c) A Croke Park session will be utilised on an annual basis to address the DES child protection requirements of staff either using an outside facilitator or the PDST online training. Patricia Shanahan November 2023 facilitated this.</p> <ul style="list-style-type: none"> • Encourages the Board of Management members to avail of relevant training. • Maintains records of all staff and board member training.
Record Keeping	<ul style="list-style-type: none"> • Risk of Sensitive Information not being shared with DLP / DDLP as required • Risk of records of a sensitive nature not being properly secured and treated in confidence • Risk of loss of records of a sensitive nature 	<p>Record Keeping</p> <p>All school personnel are required to ensure that the DLP is aware of any sensitive records e.g. child protection monitoring records they are maintaining and to ensure that all such records are kept in a secure location and are treated with the strictest of confidence.</p> <p>All such records form part of the school record keeping system and must be filed with the central school records at the end of the school year or in the event that the staff member is going on 'leave' e.g. maternity leave, career break etc. or is leaving the school to take up employment elsewhere.</p>

Recruitment of school personnel And Volunteers / Parents in school activities	<ul style="list-style-type: none"> • Risk of recruiting unsuitable personnel • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel • Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation or other person while child participating in school activities 	<p>Garda Vetting and Recruitment of school personnel</p> <p>All school personnel are required to be Garda vetted and the relevant DES circulars in relation to recruitment and Garda vetting are adhered to.</p> <p>Best practice procedures with regard to interviewing and checking references are followed.</p> <p>All volunteers/ parents regularly involved in school activities are Garda vetted.</p> <p>All school personnel, volunteers / parents involved in school activities are provided with a copy of the school's Child Safeguarding and Risk Assessment Statement.</p> <p>All school personnel, volunteers / parents involved in school activities are required to sign the 'Acceptance of St Oliver's N.S Child Protection Safeguarding and Risk Assessment Statement form and return a signed copy to the DLP</p>
Curriculum Implementation of SPHE and the Stay Safe programme	<ul style="list-style-type: none"> • Risk of inadequate implementation of the SPHE curriculum and the Stay Safe programme • Risk of pupils not learning the skills and strategies necessary to protect themselves 	<p>Planning for and implementation of the SPHE curriculum and the Stay Safe programme:</p> <p>The school implements in full the SPHE curriculum over a two year cycle as outlined in the school plan for SPHE which can be found at.....</p> <p>Curriculum Implementation of SPHE and the Stay Safe programme</p>

		<p>The Stay safe programme will be taught in every class over the year as part of the school's SPHE Plan.</p> <p>All teachers will revise the topics of Touches and Secrets and Telling as part of Year 2 of the SPHE plan</p> <p>On completion of the Stay Safe programme all class teachers are required to sign the 'Completion of the Stay Safe Programme' document (available in Child Protection Folders of all staff)</p> <p>Individual teacher planning documents must indicate when specific objectives of the SPHE curriculum, (including the Stay Safe programme) will be taught (timetabled for) and what specific objectives of SPHE, Stay Safe and RSE will be taught in that period of time.</p> <p><u>The Cuntas Miosiuil of individual teachers will highlight the SPHE content objectives covered and the Stay Safe lessons covered in that month.</u></p>
Prevention and dealing with bullying amongst pupils	<ul style="list-style-type: none"> • Risk of harm due to bullying of child • Risk of serious incidents of bullying not being recognised as being a child protection concern • Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour 	<p>All school personnel are required to act in accordance with the school's Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>. A copy of that policy can be found</p> <p>Pupils will receive teaching on the prevention of and dealing with bullying as part of the SPHE programme</p> <p>Child protection concerns that arise from serious instances of bullying amongst children must be reported to the DLP in accordance with DES <i>Child Protection</i></p>

		<i>Procedures for Primary and Post Primary Schools (revised 2023)</i>
Online Safety	<ul style="list-style-type: none"> • Risk of harm to pupils by school personnel, other adults and children • Risk of pupils accessing inappropriate online material • Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour 	<p>The School has in place an Acceptable Use Policy for school personnel and pupils</p> <p>As part of the SPHE curriculum targeted age-appropriate lessons addressing online safety are provided for all pupils.</p> <p>Pupils learn appropriate strategies and skills for dealing with situations where they feel unsafe in the online community</p>
Online Teaching and Learning Remotely	<ul style="list-style-type: none"> • Risk of inappropriate behaviour/ conversations between school personnel and pupils 	All school personnel must adhere to the policy adopted by the BOM for online teaching and learning remotely
Arrival/Dismissal and Recreation breaks for pupils	<ul style="list-style-type: none"> • Risk of harm to pupils by another child or an adult 	<p>Teachers on supervision duty during the arrival, dismissal and recreation breaks.</p> <p>The school has a yard/playground supervision rota to ensure appropriate supervision of children during, arrival, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.</p>
One to one teaching	<ul style="list-style-type: none"> • Risk of child being harmed by a member of school personnel • Risk of allegations being made against a member of staff 	<p>One-to-one teaching may be provided for any pupil where it is deemed by teaching staff and the principal to be in the best interest of the child. In all such situations written parental consent must be given.</p> <p>All one to one teaching sessions should be clearly timetabled and should only be carried out where there are appropriate arrangements in place with regard to</p>

		the physical environment (e.g. vision panel in door, open door policy, table between teacher and pupil).
Toileting Issues	<ul style="list-style-type: none"> • Risk of pupil being harmed by a member of school personnel or another child/ren • Risk of an allegation being made against a another child/ren or a member of school personnel 	<p>Pupils with Specific Toileting Needs:</p> <ul style="list-style-type: none"> • The individual needs of pupils with specific toileting needs are addressed as part of the requirements outlined in the school's Intimate Care policy which can be found on Aladdin and in the office in the Policy folder. • SNAs assisting pupils with toileting / changing must act in accordance with that child's plan as agreed with parents/carers and school personnel <p>Dealing with Toileting Accidents:</p> <ul style="list-style-type: none"> • The school has a supply of clean clothing and toilet wipes available for use in such situations. • If the child can tend to themselves they will be offered wipes and clean clothing. The parent or carer will be informed by the teacher of the incident on collection of the pupil or a phone call is made to parents of child. • In any situation where the child cannot attend to themselves the parents/ carers will be notified by phone of the incident. Parents / carers will be asked if they wish to come to the school to attend to the child or if they would like staff to attend to the child. <p>Where a parent/ carer cannot be contacted, staff will attend to the child unless the school has been specifically notified by a parent/ carer that staff in the school do not have permission to assist the child.</p>

		<p>Staff attending to the child will do so in as 'open' an environment as possible with due regard to the privacy of the child.</p> <p>It is important for staff to be aware that a parent/carer may not be in a position to come to the school immediately should their child have a toileting accident and consideration has to be given to the implications of leaving a child unattended to in this situation.</p>
Changing for Games / PE/ Swimming	<ul style="list-style-type: none"> • Risk of pupil being harmed by a member of school personnel or another child/ren • Risk of an allegation being made against a another child/ren or a member of school personnel 	<p>In all activities that require children to change clothing staff must ensure that a balance is struck between the child's right to privacy and adequate supervision. Pupils will be expected to dress / undress themselves. Teachers will always be present in a supervisory capacity. School staff will not take any responsibility for the dressing / undressing of pupils – except where that child's intimate care policy requires staff assistance. The needs of pupils who require assistance will be addressed under the schools Intimate Care policy. Staff should never do for anything of a personal nature for a child that the child can do themselves.</p> <p>Pupils will be encouraged to dress/undress in communal areas and will not be allowed share cubicles with anyone else. Changing for activities will not be permitted in areas where personnel other than school personnel are present.</p>

Collection of Pupils	<ul style="list-style-type: none"> • Risk of pupil being harmed being allowed to leave school with an unsuitable adult or child. • Risk of harm to a child by an adult or child • Risk of an allegation being made against a another child/ren or a member of school personnel 	<p>Prior to the enrolment of a child and on an annual basis thereafter parents/ carers will be asked to supply the school with the names and contact details of any adult that may be collecting a pupil during the course of the year.</p> <p>Outside of normal dismissal times of the school teachers will only release pupils to those nominated by the parent/carer or where advance notice of another adult collecting the pupil is given by the parent / carer. In the event that another person arrives to collect a child the school will endeavour to contact the parent/carer to get their permission. Under no circumstance will staff allow a child to leave the school with another person that does not have permission to collect them.</p> <p>At the normal dismissal time of Infants one of the persons nominated by the parent/ carer must collect the pupil from the school gate / classroom? The school must be notified in advance if someone other than the 'nominated' adult will be collecting a pupil.</p>
Managing challenging behaviour amongst pupils, including appropriate use of restraint	<ul style="list-style-type: none"> • Risk of harm to a child • Risk of an allegation being made against a member of school personnel 	<p>All relevant school personnel are trained in the Management of Actual and Potential Aggression (MAPA)</p> <p>In addition to the school's Code of Behaviour Individual Safeguarding plans /Positive Behaviour Management Strategies are in place for relevant pupils which are reviewed every six months or sooner if necessary. Parents / Guardians of pupils involved are consulted with in drawing up such plans and strategies.</p>

		<p>Patterns of behaviour and triggers are identified where possible to try to minimise re-occurrence.</p> <p>When necessary the school will seek appropriate clinical and therapeutic supports for pupils.</p> <p>Behaviour incident forms / behaviour check lists are completed for all pupils who are presenting with challenging behaviour. In addition Adverse Incident forms are completed when staff or pupils suffer injury. These forms are completed by the staff involved and are reviewed and signed by the Principal. In all such cases parents/guardians of all pupils involved will be notified.</p> <p>Once a term, or more frequently if necessary, a report on the management of challenging behaviour and serious /adverse incidents will be brought to the BOM by the principal.</p>
<p>Sporting Activities</p> <p>Use of external personnel to support sports and other extra curricula activities.</p> <p>Travel to away Sporting Activities</p>	<ul style="list-style-type: none"> • Risk of harm to a child by an adult or child • Risk of harm not being recognised and/or reported correctly and appropriately • Risk of an allegation being made against a another child/ren or a member of school personnel 	<p>External personnel / coaches working with pupils</p> <p>In accordance with Circular No. 0042/2018 '<i>Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice</i>' a member of the teaching staff will always be present when external personnel are working with students.</p> <p>All external coaches will be garda vetted.</p> <p>A copy of the schools' Child Safeguarding Statement and Risk Assessment will be provided to all external</p>

		<p>coaches who shall be required to sign the 'Acceptance of St Oliver's N.S Child Safeguarding Statement including the Risk Assessment' document and return the signed copy to the DLP.</p> <p>External coaches will be required to report child protection concerns to the DLP.</p> <p>A teacher/s will always accompany pupils travelling to sports events.</p>
<p>Use of information and communication technology by pupils in school</p>	<ul style="list-style-type: none"> • Risk of pupil accessing inappropriate material • Risk of pupils being bullied through technology 	<p>Appropriate filtering level is implemented by NCTE/PDST. Acceptable Usage Policy is implemented and parents must tick to indicate acceptance of same upon enrolment.</p> <p>Code of Behaviour is implemented.</p> <p>Anti-Bullying policy is implemented</p> <p>Teacher supervision- use of ICT is always under direct school staff supervision.</p> <p>No access to any social media platforms is possible within the school due to NCTE filtering.</p>
<p>Use of video/photography/other media to record school events</p>	<ul style="list-style-type: none"> • Risk of pupils identity being inappropriately shared • Risk of harm to a child through inappropriately sharing of information 	<p>Pupil names are never used with pupil photos.</p> <p>Parents give written permission for children to appear in print or online media or opt out.</p> <p>School personnel are required to use school devices when photographing, recording or videoing pupils and school events.</p>

		<p>In the event that staff use personal devices to photograph, record or video pupils and school events the data must be deleted from the personal device after material has been uploaded, printed or uploaded to the appropriate platform</p> <p>Principal/nominated person to communicate to parents taking pictures at school events not to share them on social media.</p>
School tours / trips	<ul style="list-style-type: none"> • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel • Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation or other person while child participating in school activities 	<p>All school trips, outings and tours will be sanctioned by the principal – in certain circumstances the principal may have to get the prior approval of the BOM e.g. trips involving an overnight stay.</p> <p>Written parental consent must be given for all outings and tours.</p> <p>Teaching staff must ensure that activity centres / adventure centres where pupils are being brought to have in place their own Child Safeguarding Statement and that all supervising staff in activity centres / adventure centres have been Garda vetted.</p>
Student teachers undertaking training placement	<ul style="list-style-type: none"> • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel 	<p>Only students that are over 16 years of age and Garda vetted, by the organisation placing them on work experience, will be accepted by the school on work experience.</p> <p>All students will be given a copy of the school's Child Safeguarding Safety Statement and asked to sign an</p>

	<ul style="list-style-type: none"> • Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation or other person while child participating in school activities 	<p>'Acceptance of the St Oliver's N.S Child Safeguarding Safety Statement including the Risk Assessment'.</p> <p>In the event that students have a child protection concern or that a child makes a disclosure to them the student must report the matter to the DLP.</p>
<p>Care of pupils with specific vulnerabilities/needs such as:</p> <ul style="list-style-type: none"> • Members of the Traveller community Lesbian, gay, bisexual or transgender (LGBT) children • Pupils perceived to be LGBT • Pupils from ethnic minorities/migrants Pupils of minority religious faiths • Children in care • Children on Child Protection Notification System (CPNS) • Children in temporary accommodation 	<ul style="list-style-type: none"> • Risk of harm to a child by an adult or child • Risk of harm not being recognised and/or reported correctly and appropriately • Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour 	<p>All school personnel are provided with a copy of the school's Child Safeguarding Statement and are required to adhere to the <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i>.</p> <p>The school implements in full the SPHE curriculum</p> <p>The school implements in full the Stay Safe programme. The school has an Anti-Bullying Policy which is implemented in full.</p> <p>School will liaise with TUSLA re children in care and children on CPNS (Child Protection Notification System)</p> <p>Principal/Deputy Principal/HSCL will inform staff of relevant child safeguarding issues on a need to know basis.</p>
<p>Care of children with special educational needs, including intimate care where needed</p>	<ul style="list-style-type: none"> • Risk of harm to a child by an adult or child 	<p>Prior to their enrolment in the school a meeting will take place with parents, relevant teachers and special needs assistants and the pupil, if appropriate, to discuss needs</p>

	<ul style="list-style-type: none"> • Risk of school personnel not acting in accordance with agreed school protocols and procedures • Risk of allegation being made against school personnel 	and draw up an Individualized Education Programme (IEP) including Intimate Care/Toileting plan .
Other policies and procedures SPHE Curriculum, including the Stay Safe Programme Implementation Plan Use of ICT/ cameras/ Mobile Phones Acceptable Use Policy Administration of Medicine Administration of First Aid Prevention and dealing with bullying amongst pupils Online teaching and learning remotely After school use of school premises by other organisations Use of school premises by other organisation during school day	<ul style="list-style-type: none"> • Risk of harm to a child by an adult or child • Risk of school personnel not acting in accordance with agreed school protocols and procedures • Risk of allegation being made against school personnel 	The school has developed policies and procedures in the following related areas. All school policies are available to access on the school drive and are preloaded on every school desktop and laptop computer: <ul style="list-style-type: none"> • Health and safety policy. • Agreed disciplinary procedures for teaching staff • Special Educational Needs policy. • Intimate care policy/plan in respect of students who require such care. • Administration of medication to pupils • Administration of First Aid. • A code of behaviour for pupils • An ICT policy in respect of usage of ICT by pupils • A mobile phone policy in respect of usage of mobile phones by pupils and school personnel • Critical Incident Management Plan • Home School Liaison policy and related procedures • Online teaching and learning remotely • Outside agencies using the school facilities.

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 13th of December 2023. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed Enda White Date 13/12/2023

Chairperson, Board of Management

Signed Catherine Tieran-Boo Date 13/12/2023

Principal/Secretary to the Board of Management