



St Catherine's National School
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Child Safeguarding Statement

St Catherine's NS is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St. Catherine'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 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Karen Jordan
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Stephanie deBarra
- 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 above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the school's 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.
- 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 14th March 2022.

This Child Safeguarding Statement was reviewed by the Board of Management on 14th March 2022.

Signed: _____

Chairperson of Board of Management
Management

Date: _____

Signed: _____

Principal/Secretary to the Board of

Date: _____

Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Catherine's NS

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 Catherine's N.S.

1. List of school activities

1. Opening/Closing Times and break times
2. Children being collected early
3. Visitors/Visiting Tutors
4. SEN tuition
5. School Tours/Outings
6. Access/Egress
7. Swimming Lessons/Sports Events
8. After School Activities
9. After School Kids Club
10. Social Media
11. Participation with online meetings
12. Administration of Medicine
13. Administration of First Aid
14. Recruitment of staff
15. Student teachers undertaking training placement in school.
16. Students participating in work experience in the school
17. After school use of school premises by other organisations

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

1. Access to pupils by strangers or other adults/visitors
Risk of harm from other pupils
2. Access to the school by a stranger
3. Tutors behaving inappropriately.
Tutors lacking awareness of child safety issues.
4. SET behaving inappropriately
5. Access to pupils by strangers.

Inappropriate activity by pupils.
Dangers posed by unfamiliar environment

6. Access to pupils by strangers or other adults.
Flight risk for some pupils
7. Potential for unsupervised times in changing areas.
Access to pupils by strangers or other adults.
8. Potential for unsupervised times
After Schools Activities Access/egress
9. Kids Club Access/Egress
10. Potential for bullying.
Potential for grooming of pupils
11. Potential for bullying
Unauthorized access to the session
Potential for recording of meeting
Potential for photography of session being taken and/or shared.

Participants are exposed to inappropriate behaviour (Eg. Session is hacked and children are exposed to adult images)

12. Potential for grooming of pupils
13. Potential for grooming of pupils
14. Staff behaving inappropriately
Staff unaware of Health & Safety issues
Potential for grooming of pupils
15. Student teacher behaving inappropriately with pupils
Health & Safety concerns
Potential for grooming pupils
16. Students behaving inappropriately
Health & Safety concerns
Potential for grooming pupils
17. Access to unauthorised areas & files

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

1. Parents/Guardians have been advised that children are still in their care until gates open at 8.40am.

Parents/Guardians made aware that no one is permitted to be on school premises before 8.40am.

Parents/Guardians are asked NOT to enter the premises but to phone the office from the front gate if pupil has arrived late. Children, if late, can ring the doorbell, but parents must wait outside the railings, and parent/guardian should wait to make sure child has entered the school safely

Principal or other designated member of staff meets and greets until 8.50 am when doors are locked and gates closed.

Parents/Guardians are asked to 'drop and go' (unless the child is late) and are not permitted to escort children to classrooms and are asked to email any messages to staff rather than trying to speak with staff at the gates. For the first 2 weeks in Junior Infants an SET will be asked to have a tick system in place for new parents who may escort their new Junior Infant to their classroom.

Adequate Supervision at break times.

At home time, all children are lined up with their teachers in the yard and parents/guardians are asked wait outside the railings until their child is sent to them. Parents/Guardians asked to notify teacher if another adult is collecting their child. Teachers will not send children home with other adults unless authorised to do so by their parents.

During Covid Restrictions parents must wait outside the railings and children will be sent to them.

Children walking home have written permission and all teachers are asked to have an up to date list of these children and also provided in each teacher's sub folder. Toilets are only available for those adults and children in the school building during school time and for after school activities. Adults must always use a separate toilet to the children.

If a child is not collected within a reasonable length of time after the school day all reasonable efforts will be made to contact their parents/guardians including using Emergency Contact numbers. If contact is not made by the end of the working day the Garda at Kevin Street Station and Túsla will be notified and advice will be sought.

Communication Policy

2. Secretary will log these early collections on Aladdin.
All parents/guardians will be asked to remain outside the railings until their child has been brought to them.

During Covid Restrictions – all adults will be asked to phone the office from the front gate and the child will be brought to them. Parents should not enter the premises and ring the bell.

Attendance Strategy updated annually and posted on website.

3. Visiting tutors from reputable organisations with appropriate vetting.
All visitors are asked to wait outside the front door until the person/child they are looking for is located

All visitors asked to announce themselves at the office and asked to wear a visitors pass/lanyard

Sign in/sign out book beside the front door for staff and visitors

Tutors will be asked to verify their vetting and knowledge/understanding of Children's First legislation and procedures.

4. Glass panels in doors of all SEN rooms

5. Adequate supervision by Garda Vetted adults

Children will not be permitted to have wifi enabled devices with them on a trip/outing

Adequate planning and preparation by staff and risk assessment of venue/location.

Contact lists and all relevant medicines to be brought by teacher along with a portable first aid bag/kit

Field Trip Policy

6. Front door locked and children not permitted to open it.

Flight risk children identified to all staff members

Gates adequately supervised at break times.

All visitors greeted and allowed access by office staff, sign the book and wear a pass/lanyard

7. Adequate supervision provided – a minimum of 4 adults to accompany 2 classes on swimming trips.

Member of staff from the school to accompany any child or group of children to the bathroom.

Trained lifeguards in pool

8. Children are lined up outside the school building before being escorted into the building with the supervising parent/adult when tutor is ready for lesson. Supervising parent/adult should not be left supervising the activity.

All adult supervisors and instructors vetted by school prior to activity starting

Sign in and sign out sheet filled in by supervising adult

Front door locked.

Supervising adult should not allow other parents/guardians to wait for their child inside the building.

Children supervised leaving the school after the activity.

9. Kid's Club Staff to have a checklist/clipboard and to collect the children from the relevant teachers.

10. Pupils' mobile phones handed to class teacher in the morning and returned at end of school day unless needed by child for medical use e.g. Diabetes Blood Check app

app

SPHE Policy

Stay Safe

Anti-Bullying Policy.

Information sessions for pupils, parents and staff

Safer Internet Week celebrated and promoted annually every February.

11. Parent/guardian must fill out consent form for child's participation

Parent/guardian must agree to be present

Parents/guardians agree not to record, photograph or share the session in accordance with GDPR regulations

In the event that an unauthorised or unexpected person joins the online meeting, the host monitoring the meeting will immediately remove this participant.

Only meeting hosts can screenshare. Disabled for other participants.

If any participant behaves in any inappropriate fashion or displays any inappropriate material, the co-host should IMMEDIATELY terminate the online session.

Access to the online call/meeting will only be given to participants who are clearly named. Each child's name should be used as the ID on each call.

12. Parent/Guardian must fill out an Administration of Medicine form prior to staff administering any medication. A second member of staff should always be present.

13. First Aid is always administered in the school corridor. Child is sent in to bathroom alone to check injuries on legs etc. A second member of staff is called if injured student needs any further assistance.

14. School First Aid policy in situ and on website

15. Recruitment of teachers and SNAs follows the guidance set out by the Department of Education. All staff are vetted either through our Governing body (Church of Ireland Board of Education) or the Teaching Council. All staff are expected to provide relevant documentation in accordance with their Contract of Employment. All staff asked to complete Children's First Training.

16. Student teachers closely supervised and mentored by class teachers. School policies brought to the attention of student teachers.

17. Students closely mentoring and supervised by school staff. Relevant guidance provided to students.

18. Clean desk policy and filing cabinets locked. No outside organisation will be permitted on site without a staff member opening up and locking the premises. Outside agency will be aware of unauthorised areas.

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.