



**HOLY FAMILY SCHOOL
ROLL No 19433M**

**MANDATORY CHILD SAFEGUARDING
STATEMENT**

**Ratified
By
BOARD of MANAGEMENT
On
21 March 2022**

Mandatory Child Safeguarding Statement

Holy Family School is a special school providing education to pupils from 4yrs – 18yrs. 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 Holy Family 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 Margaret Looby (Principal)
3. The Deputy Designated Liaison Person (Deputy DLP) Kathryn O Connell (Deputy Principal)
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.

The following procedures/measures are in place:

Holy Family School.

- 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 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, 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 these procedures
- 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.

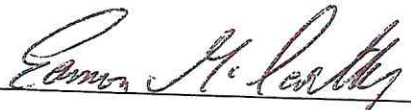
This statement has been published on the school's website and has been provided to all members of school personnel, the parents' association and the patron. It is readily accessible to parents

Holy Family School.

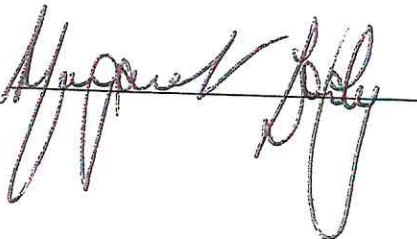
and guardians on request. A copy of this statement will be made available to Tusla and the Department if requested.

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 reviewed and adopted by the Board of Management on 21st March 2022.

Signed: 
Chairperson of Board of Management

Signed: 14/4/2022
Principal/Secretary to the Board of Management

Date: 

Date: 02/04/2022

Child Safeguarding Risk Assessment

Written Assessment of Risk of Holy Family School

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 Holy Family School.

1. List of school activities:

- Daily arrival and dispersal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- Outdoor teaching activities
- Sporting activities
- School outings
- School trips involving overnight stay eg Gaisce award activities.
- Use of toilet/ changing/shower areas in the school
- Annual sports day
- Fundraising events involving pupils
- Use of off-site facilities for delivery of the curriculum.
- School transport arrangements that involve bus escorts supervising/managing pupils
- Care of pupils with Special Educational Needs, including carrying out of intimate care where required
- Management of pupil challenging behaviour, including appropriate use of aversive techniques where required.
- Administration of medicine.
- Administration of First Aid
- Curricular provision in respect of RSE, SPHE, and the Stay Safe programmes.
- Prevention of, and dealing with bullying amongst pupils
- Training of school personnel in Child Protection matters
- Use of external personnel to supplement the curriculum
- Use of external personnel to support sports and other extra curricular activities.
- Care of pupils with specific vulnerabilities eg pupils in care, and pupils with complex medical needs.
- Recruitment of school personnel including : teachers, SNAs, caretakers secretaries, cleaners, bus escorts.
- Recruitment of external personnel including : sports coaches, external tutors, Guest speakers

- Recruitment of volunteers, parents for school activities,
- Management of visitors/contractors present in school during school hours
- Participation by pupils in religious ceremonies/religious instruction off campus during school hours.
- Use of Information/Communication Technology by pupils in the school .
- Students participating in work experience programmes in the school.
- Pupils participating in work experience programmes off campus
- Student teachers undertaking placement in the school
- Use of video/ photography/other media to record school events.
- Management of restrictions in place due to Covid 19 pandemic.

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

Risk of harm to pupils due to harm :

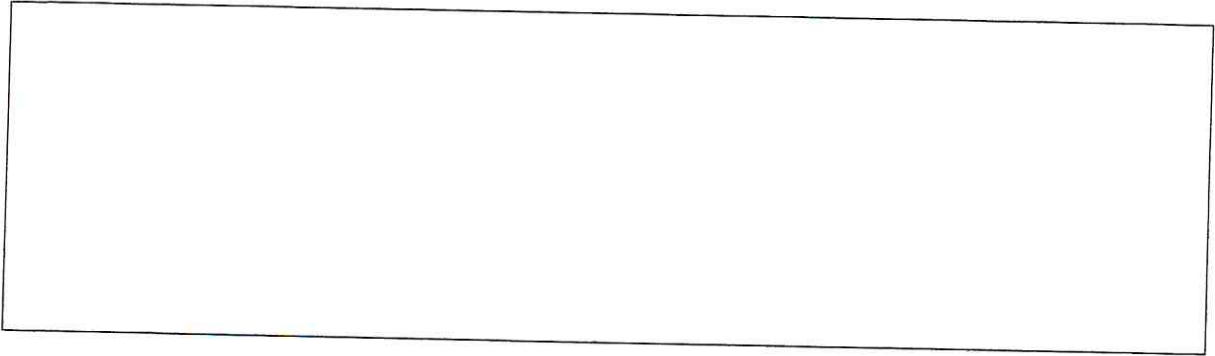
- not being recognised by school personnel
- not being reported properly and promptly by school personnel
- occurring in the school by school personnel
- occurring in the school by another pupil
- occurring in the school by a volunteer or visitor to the school
- occurring while the pupil is participating in out of school activity eg school trip swim class etc, by a member of school personnel
- due to bullying
- occurring because of inadequate supervision of pupils in school
- occurring because of inadequate supervision of pupils while attending off campus activities
- caused by inappropriate accessing/using computers (social media, inappropriate websites), phones and other devices at school.
- occurring to pupils with special educational needs having particular vulnerabilities
- occurring while receiving intimate care

- occurring during one-to-one teaching, counselling, or coaching situation
- occurring during inappropriate communication by a member of the school personnel via social media, text, digital device or other manner
- occurring while adhering to procedures outlined in Holy Family School Covid response plan.

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

- All school personnel are provided with a copy of Holy Family School Child Safeguarding statement
- All school personnel are required to have access to a copy of 'Child Protection Procedures for Primary and Post-Primary schools 2017', and are required to adhere to the procedures contained therein.
- All registered teaching staff are required to adhere to the Children First Act 2015 being cognisant of the fact that all teachers are mandated persons in the context of the act
- The school implements in full the 'Stay Safe' programme
- The school implements in full the SPHE (Social, Personal and Health Education) Curriculum
- The school has in place an 'Anti-bullying' policy which fully adheres to the requirements of the 'Anti-Bullying procedures for Primary and Post-Primary Schools', and the associated circular 0045/2013.
- The school has yard/playground supervision procedures, to ensure appropriate supervision of pupils during arrival, dispersal and break times, and in respect of specific areas such as toilets, changing rooms, GP hall, one -to-one rooms, multi- sensory rooms etc.
- The school has clear procedures in respect of the management of outings off campus

- The school has a health and safety policy
- The school adheres to the requirements of Garda Vetting legislation and the Relevant DES circulars in relation to recruitment and Garda Vetting.
- The school has a 'Code of Behaviour' Policy
- The school has Intimate Care procedures, in respect of pupils who require such care.
- The school has an 'Administration of Medicine' policy
- The school :
 1. Has provided each member of school staff with a copy of the 'Child Safeguarding Statement'
 2. Ensures all new staff is provided with the 'Child Safeguarding Statement'
 3. Provides relevant training (MAPA, Manual Handling, Emergency meds administration) for staff.
 4. Encourages Board of Management members to avail of relevant training
- The school has in place procedures for administration of First Aid.
- The school has a 'Code of Behaviour' for pupils.
- The school has an 'Internet Acceptable Usage' policy in respect of usage of ICT by pupils and staff.
- The school has a 'Critical Incident Policy and Plan'
- The school has procedures for the use of external persons to supplement delivery of the curriculum
- The school has procedures for the use of external Sports Coaches
- The school has procedures for one-to-one teaching activities
- The school has a policy on 'Work Experience' placements
- The school has procedures in respect of pupils undertaking work experience in Off campus.
- The school has in place a 'Holy Family School Covid Response Plan' to manage the risks associated with the Covid 19 virus.



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 reviewed by the Board of Management on 21st March 2022. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed  Date 4/4/2022
Chairperson, Board of Management

Signed  Date 09/09/2022
Principal/Secretary to the Board of Management

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

To: Chairperson SIF MAURICE RORDAN

The Board of Management of HOLY FAMILY S.H.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 21/03/22 [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website www.education.ie

Signed  Date 21/3/2022

Chairperson, Board of Management

Signed  Date 21/03/22

Principal/Secretary to the Board of Management

Holy Family School

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 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

Checklist review 21st March 2022.

	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'?	yes
2. 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'?	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 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	yes
12. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	yes
13. 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?	yes
14. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	yes
15. 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?	yes
16. Have the minutes of each Board meeting appropriately recorded the CPOR 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
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 N/A
19. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	No
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 2017'?	no
22. 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?	yes
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	yes
25. Has the Board ensured that the school's 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)	n/a
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 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?*	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 school's Child Safeguarding Statement?	yes
33. 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'?	yes
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	no

35. 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?	yes
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes born training
37. 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?	yes
38. 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?	yes

Signed  Date 4/4/2022

Chairperson, Board of Management

Signed  Date 09/09/22

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.