



## Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Parents' Association and wider School Community

The Board of Management of St. Paul's School 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 27/9/23 [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](http://www.education.ie)

Signed J. H. Oadey Date 27.9.23  
Chairperson, Board of Management

Signed John Luby Date 27.9.23  
Principal/Secretary to the Board of Management



<b>POLICY NO</b>	<b>POLICY TITLE</b>
<b>9</b>	<b>Child Safeguarding Statement and Assessment</b>

### **DOCUMENT CONTROL**

This Policy Document has been prepared by the Board of Management (BOM) in consultation with the Parents' Association and Staff of St Paul's Primary School and taking into account all relevant legislation/circulars.

### **REVISION HISTORY**

<b>REVISION NO</b>	<b>DESCRIPTION</b>	<b>APPROVED BY</b>	<b>DATE</b>
REV 1	FIRST ISSUE	BOM	March 4th, 2007
REV 2	UPDATE	BOM	June 18th, 2018
REV 3	UPDATE	BOM	Nov 3rd, 2022
REV 4	UPDATE	BOM	Sept 27th, 2023

<b>NEXT REVIEW NO LATER THAN</b>	October 2024
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# St. Paul's National School

## Child Safeguarding Statement

### CHILD SAFEGUARDING STATEMENT

St. Paul's School 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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St. Paul'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 (revised 2023) as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is John Tuohy
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Mary Dalton
- 4 The Relevant Person is John Tuohy  
*(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 gov.ie 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.

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.

This Child Safeguarding Statement was adopted by the Board of Management on 23/1/2019.

This Child Safeguarding Statement was reviewed by the Board of Management on 27/9/23 (most recent review date).

Signed:   
Chairperson of Board of Management

Signed:   
Principal/Secretary to the Board of Management

Date: 27.9.23

Date: 27.9.23

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of St. Paul's 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 (revised 2023)*, the following is the Written Risk Assessment of St. Paul's School.

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 -
Training of school personnel in Child Protection matters	<ul style="list-style-type: none"> <li>Harm not recognised or reported promptly</li> <li>Staff not following policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Child Safeguarding Statement and DES procedures made available to staff</li> <li>DLP and DDLP attended PDST online training.</li> <li>All Staff to view <a href="#">Tusla</a> training module and any other online training offered by PDST</li> <li>BOM advised of relevant training</li> <li>BOM records all records of staff and board training.</li> </ul>
One to one Support Learning	<ul style="list-style-type: none"> <li>Harm by school personnel</li> <li>Staff not following policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Open doors</li> <li>Table between teacher and pupil</li> <li>Glass in window</li> </ul>
Care of children with special needs, including intimate care needs	<ul style="list-style-type: none"> <li>Harm by school personnel</li> <li>Staff not following policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>N/A presently</li> <li>Policy on intimate care to be devised</li> </ul>
Curricular Provision in respect of SPHE, RSE, Stay safe	<ul style="list-style-type: none"> <li>Non-teaching of same</li> <li>Staff not following policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>School implements SPHE, RSE, Stay Safe in full</li> </ul>

List of school activities	The school has identified the following risk of harm in respect of its activities –	The school has the following procedures in place to address the risks of harm identified in this assessment -
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	<ul style="list-style-type: none"> <li>• Injury to pupils and staff</li> <li>• Staff not following policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> <li>• Code of Behaviour</li> </ul>
Daily arrival and dismissal of pupils	<ul style="list-style-type: none"> <li>• Harm from other pupils, unknown adults on the playground</li> <li>• Traffic driving on road beside school</li> </ul>	<ul style="list-style-type: none"> <li>• Arrival and Dismissal Procedures</li> <li>• Health &amp; Safety Policy</li> <li>• Speed ramps, signage, chain fencing along footpath and supervision</li> </ul>
Recreation breaks for pupils	<ul style="list-style-type: none"> <li>• Injury to pupils/bullying</li> <li>• Harm not recognised or properly or promptly reported</li> <li>• Staff not following policies or procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy &amp; Procedures in place</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Behaviour/Anti-Bullying Policy</li> <li>• Health Promoting Schools &amp; Active Schools Initiatives</li> <li>• SPHE Curriculum fully implemented</li> </ul>
Classroom teaching	<ul style="list-style-type: none"> <li>• Harm to pupils – one to one</li> <li>• Bullying</li> <li>• Teacher called out of class</li> <li>• Staff not following policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policies and procedures</li> <li>• Health &amp; Safety Policy</li> <li>• Anti-Bullying Policy</li> </ul>
Outdoor teaching Activities	<ul style="list-style-type: none"> <li>• Injury to pupil</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policies and procedures in place</li> <li>• Health &amp; Safety Policy</li> <li>• SPHE Curriculum fully implemented</li> </ul>
Sporting Activities	<ul style="list-style-type: none"> <li>• Harm to pupils</li> <li>• Injury to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policies and procedures in place</li> <li>• Health &amp; Safety Policy</li> <li>• Vetting Procedures</li> </ul>

List of school activities	The school has identified the following risk of harm in respect of its activities –	The school has the following procedures in place to address the risks of harm identified in this assessment -
Students participating in work experience	<ul style="list-style-type: none"> <li>• Harm by student</li> </ul>	<ul style="list-style-type: none"> <li>• Vetting Procedures</li> <li>• Child Safeguarding Statement</li> </ul>
Student teachers undertaking training placement in school	<ul style="list-style-type: none"> <li>• Harm by student</li> </ul>	<ul style="list-style-type: none"> <li>• Vetting Procedures</li> </ul>
School Trips/Outings (Including overnight stays and foreign travel)	<ul style="list-style-type: none"> <li>• Injury to pupils</li> <li>• Unknown adults</li> <li>• Child missing</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policies and procedures in place</li> <li>• Health &amp; Safety Policy</li> <li>• Vetting Procedures</li> </ul>
Sports Coaches	<ul style="list-style-type: none"> <li>• Harm by student</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policies and procedures in place</li> <li>• Vetting Procedures</li> </ul>
Use of Toilets and Changing Facilities	<ul style="list-style-type: none"> <li>• Inappropriate Behaviour</li> <li>• Bullying</li> <li>• Harm to Pupils</li> <li>• Staff not following policies &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policies and procedures in place</li> <li>• Health &amp; Safety Policy</li> <li>• Vetting Procedures</li> </ul>
Annual Sports Day	<ul style="list-style-type: none"> <li>• Injury to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policies and procedures in place</li> <li>• Health &amp; Safety Policy</li> </ul>

List of school activities	The school has identified the following risk of harm in respect of its activities –	The school has the following procedures in place to address the risks of harm identified in this assessment -
Use of off-site facilities for school activities	<ul style="list-style-type: none"> <li>• Harm/Injury to Pupils</li> <li>• Unknown Adults</li> <li>• Child missing</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy &amp; Procedures in place</li> <li>• Health &amp; Safety Policy</li> <li>• SPHE Curriculum fully integrated</li> </ul>
Volunteers/Parents	<ul style="list-style-type: none"> <li>• Harm to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Vetting Procedures</li> </ul>
Fundraising Events (involving pupils)	<ul style="list-style-type: none"> <li>• Harm to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Vetting Procedures</li> </ul>
Administration of First Aid	<ul style="list-style-type: none"> <li>• Injury to Pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Training in First Aid</li> <li>• Health &amp; Safety Policy</li> <li>• Administration of Medication Policy</li> </ul>
Prevention and dealing with bullying amongst pupils	<ul style="list-style-type: none"> <li>• Harm to pupils</li> <li>• Staff not following procedures and policies</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy &amp; Procedures in place</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Behaviour/Anti-Bullying Policy</li> <li>• Health Promoting Schools &amp; Active Schools Initiatives</li> <li>• SPHE Curriculum fully implemented</li> </ul>
Use of external personnel to supplement curriculum	<ul style="list-style-type: none"> <li>• Harm to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Vetting Procedures</li> <li>• Supervision Policy &amp; Procedures in place</li> <li>• Health &amp; Safety Policy</li> </ul>
Use of external personnel to support sports and extra-curriculum activities	<ul style="list-style-type: none"> <li>• Harm to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Vetting Procedures</li> <li>• Supervision Policy &amp; Procedures in place</li> </ul>



List of school activities	The school has identified the following risk of harm in respect of its activities –	The school has the following procedures in place to address the risks of harm identified in this assessment -
Administration of Medicine	<ul style="list-style-type: none"> <li>Injury to Pupils</li> </ul>	<ul style="list-style-type: none"> <li>Diabetes training</li> <li>Staff Training in First Aid</li> <li>Administration of Medication Policy</li> <li>Health &amp; Safety Policy</li> </ul>
Use of Information & Communication Technology by pupils in school	<ul style="list-style-type: none"> <li>Bullying</li> <li>Staff not following policies &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li>ICT Policy/Acceptable Use Policy</li> <li>Anti-Bullying Policy</li> <li>Code of Behaviour</li> <li>SPHE Curriculum fully implemented</li> </ul>
Use of video/photography/other media to record school events	<ul style="list-style-type: none"> <li>Digital alteration/Circulating material online by parents and school personnel</li> <li>Staff not following policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Acceptable Use Policy</li> <li>Parental permission</li> </ul>
Recruitment of school personnel	<ul style="list-style-type: none"> <li>Harm to pupils</li> </ul>	<ul style="list-style-type: none"> <li>Vetting Procedures</li> <li>Child Safeguarding Statement &amp; DES procedures made available to staff</li> </ul>
Online Teaching & Learning Remotely	<ul style="list-style-type: none"> <li>Staff not following policies and procedures</li> <li>Pupils not following policies &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li>Remote Teaching &amp; Learning Policy</li> <li>Acceptable Use Policy</li> <li>Anti-Bullying Policy</li> <li>Code of Behaviour</li> </ul>

**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 a 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.

## Checklist for Review of the Child Safeguarding Statement

The Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) 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 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 (revised 2023)*

	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 (revised 2023)'?	Yes
2. Is the Board satisfied that the Child Safeguarding statement is displayed in a prominent place near the main entrance to the school?	Yes
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 (revised 2023)'?	Yes
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)	Yes
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Yes
7. Has the DLP attended available child protection training?	Yes
8. Has the Deputy DLP attended available child protection training?	Yes
9. Have any members of the Board attended child protection training?	Yes
10. Has the school appointed a DLP and a Deputy DLP ?	Yes
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
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 (revised 2023)' and the Children First Act 2015?	Yes
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
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?	Yes
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Yes
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	Yes
18. 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?	Yes
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Yes
20. 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
21. 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
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
24. 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 (revised 2023)'	No
25. In relation to any cases identified at question 21above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools (revised 2023)' were subsequently issued by the DLP?	Yes
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
30. 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
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
33. 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
34. 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
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
36. 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 (revised 2023)'	Yes
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
38. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools (revised 2023)' are being fully and adequately implemented by the school?	Yes
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
40. 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
41. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

Signed:   
Chairperson, Board of Management

Date: 27.09.23

Signed:   
Principal/Secretary to the Board of Management

Date: 27.9.23