



Child Safeguarding Statement

St Andrew's N.S. 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 Andrew'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 Daphne Wood
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Caroline Aragane
- 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 abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the schools 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.

Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 11th March 2017

This Child Safeguarding Statement was reviewed by the Board of Management on 19th January 2022

Signed: 

Chairperson of Board of Management

Date: 19th January 2022

Signed: 

Principal/Secretary to the Board of Management

Date: 19th January 2022



Child Safeguarding Risk Assessment: Written Assessment of Risk of St Andrew's N.S.

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 St Andrew'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 -
<p>Class teaching</p> <p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> - Teachers - SNAs - Caretaker/Secretary/Cleaners - ECA teachers - External Tutors/Guest Speakers - Volunteers/Parents in school activities - Visitors/contractors present in school during school hours - Visitors/contractors present during after school activities 	<p>Harm not recognised or promptly reported.</p> <p>Harm to pupils</p>	<p>All school personnel are provided with a copy of the school's Child Safeguarding Statement.</p> <p>The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel.</p> <p>School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015 and its Addendum (2019).</p> <p>Staff have completed the Tusla training module. Teacher remains in the class with a guest speaker. Pupils are only to be sent on message inside the school in twos.</p> <p>JI and SI are to go no further than the office. All staff have been Garda Vetted either through the Teaching Council or Church of Ireland House. Cleaners are not to commence work until 3:30pm when all pupils should have left the building.</p>



<p>Use of external personnel to supplement curriculum</p>	<p>Risk of child being harmed in school by a member of staff of another organisation or other person</p>	<p>Class teacher or other member of staff stays with the class for the duration of the visit. Visitors do not have one to one access to pupils unless they come to the school directly as members of the HSE, Tusla, Colleges of Education, DES SCAPA/NEPS. All parent helpers must be Garda Vetted.</p>
<p>Training of school personnel in Child Protection matters</p>	<p>Harm not recognised or reported promptly</p>	<p>The school has provided each member of school staff with a copy of the school's Child Safeguarding Statement. Principal goes through protocols in September staff meeting. CP is on the agenda for every staff meeting. Staff and BOM members are encouraged to avail of relevant training.</p>
<p>One to one teaching</p>	<p>Harm by school personnel</p>	<p>Teacher/SNA and pupil must remain visible at all times (See Support Teaching Policy). Each classroom has a glass panel in the door. Open doors where necessary.</p>
<p>Outdoor teaching -School Grounds or Outdoor classroom</p>	<p>Harm by school personnel</p>	<p>Outdoor classroom is in full view as it is surrounded by windows. Classes are NOT PERMITTED to leave the school grounds without prior arrangement with the principal. All external teachers/ student teachers MUST be accompanied by a member of the teaching staff.</p>



Care of Children with additional needs, including intimate care needs	Harm by school personnel	See Intimate Care Policy. Two adults must be present. Never do something for a child that they can do for themselves.
Toileting accidents	Harm by school personnel	See Intimate Care Policy. Two members of staff to be present and never do anything for a child that they can do for themselves.
Shared facilities with New Court Special School	Harm by personnel/visitors from other school. Adults unknown to pupils	Access points between the schools are protected by keypads/ switches. Pupils are not allowed go to New Court unsupervised by a member of St Andrew's Staff. Two schools have separate recreation areas. Pupils are not to use the toilets in the Large Hall without supervision. Pupils are not permitted to leave the school building without permission.
Integration with Newcourt	Older pupils behaving and talking inappropriately	Integration with appropriate age groups. See Integration Policy
First Aid Care of Pupils	Harm to pupil by member of staff Vulnerability of staff member	If a pupil is injured they are asked to check their injury privately should a garment of clothing need to be removed. If a member of staff needs to do this two adults should be present, with door open, yet respecting pupil privacy. Remember: never do anything for a pupil that they can do for themselves.
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full and Weaving Wellbeing 2 nd to 6 th class.
Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground Infants: Collection of pupils by the wrong adult. i.e. where there is a	Arrival at 8:30-8:50am and dismissal at 1:10pm, 2pm and 2:10pm supervised by Teachers. Pupils are supervised until they are collected. Parents regularly reminded by email, text and



	<p>different adult collecting or a substitute teacher not knowing the parents. Older pupils not being collected.</p>	<p>newsletter that they are responsible for their children until 8:30am when doors open. It is the responsibility of parents to inform office/teacher if there is going to be a different adult collecting their child. In the case of a substitute teacher, either a teacher/principal/SNA must be at the front door/ infant door during dismissal. If in doubt ask the secretary to contact parents. All pupils who have not been collected must report to office. (see Arrival and Dismissal Policy)</p>
<p>Managing of challenging behaviour amongst pupils, including appropriate use of restraint</p>	<p>Risk of harm to pupils and staff through aggressive behaviour. Risk of harm to pupil due to inappropriate use of restraint. Risk of harm to children with SEN.</p>	<p>See Special Educational Needs Policy. Use internal telephone system to call the office for support if necessary. If outside or in the hall, send two pupils to call another adult. Health & Safety Policy Code of Behaviour Pupil and SNA/ teacher must be visible at all times.</p>
<p>Use of external personnel to support the PE Curriculum neg GAA., Cricket etc</p>	<p>Harm to pupils</p>	<p>Where external personnel are used to support sports and other extra activities during the school day, the class teacher or another teacher should be present at all times.</p>
<p>ECA Activities:</p>		<p>ECA Policy Checklist & Procedures in place. All volunteers and teachers should be Garda Vetted. 2 adults must be present at all times.</p>



<p>After School Club</p>	<p>Harm to pupils</p>	<p>All After School personnel must be Garda Vetted. Parents must sign their child(ren) on the roll and parents must collect their child(ren) on time. The After School Staff are responsible for pupils that are not collected.</p>
<p>Sports Day</p>	<p>Harm by staff member Bullying by peers Harm by members of the spectating adult body</p>	<p>All classes are segregated from the other spectators whilst on the field and supervised at all times by their class teacher or another teacher. Children availing of bathroom or first aid are accompanied from the field and to the First aid post/classroom designated for use of bathroom facilities, by an adult (Junior Infants – 2nd Class) or a classmate (3rd Class – 6th Class).</p>
<p>Transition Year participating in work experience Student teachers undertaking training placement in school</p>	<p>Harm by student</p>	<p>See St Andrew's Work Experience Policy All work experience pupils must be Garda Vetted. Work experience students should never to be left alone with a pupil. Student teachers to receive training on Child Protection by Principal/ Deputy Principal. Student teachers are Garda Vetted through their colleges.</p>
<p>Recreation breaks for pupils</p>	<p>Bullying by peers, bullying by older children</p>	<p>Playground is segregated according to age group. On duty staff watching children at all times to the best of their ability. See Code of Behaviour and Anti-Bullying Policy</p>
<p>School outings/ Sporting Activities</p>	<p>Harm to pupils by members of the public Harm to pupils by other pupils e.g. on the bus</p>	<p>Adequate supervision: 1 adult per ten pupils (with the exception of 6th class tour to Carlingford where there are 2 adults per 30 pupils) See Anti-Bullying and Code of Behaviour Policies Staff/ helpers must sit in strategic locations on the bus.</p>



<p>Swimming</p>	<p>Peer to peer abuse in changing rooms Harm to pupils by adults Harm to pupils by other members of the public using the premises. e.g. in toilets or in changing room</p>	<p>Class teachers accompany the pupils. All parental supervisors are Garda Vetted. Only parents who are on the rota as supervisors are allowed access to the changing room unless with prior consent of the principal. 2 adults in the changing room at all times. See Swimming Policy</p>
<p>Parent Volunteers during school hours E.g. reading, garden, library</p>	<p>Harm to pupils by adults</p>	<p>Volunteers must always work with two or more pupils with the exception of one-to-one reading which takes place in the corridors in full view. All volunteers are Garda Vetted.</p>
<p>Pupils arriving late to school when school is in assembly</p>	<p>Harm to pupils being alone in classroom or corridor</p>	<p>Pupil must drop their bag outside the hall and go straight to assembly. Person who opens door must watch pupil to ensure they go into the hall.</p>
<p>Access to the school during the day Access to school yard during break times</p>	<p>Harm to pupils by a stranger as we share the premises with another school. Strangers entering the school yard during break time. Strangers taking pictures of pupils</p>	<p>Access doors MUST be closed at all times (even when a class is out the front). Doors should remain closed at break times so that the SNA/teacher on duty is aware of who is accessing the school. Break time: all staff must be vigilant in monitoring strangers in the yard. If someone is taking a photograph, explain our policy and inform the principal.</p>
<p>School trips involving overnight stay i.e. Carlingford</p>	<p>Harm to pupil by adults i.e. persons know/unknown to them. Peer to peer abuse</p>	<p>Two staff members accompany the pupils on all tours. CCTV footage in operation in all common areas. Pupils must go around in groups of at least two. Staff in the centre are Garda Vetted. 6th class only go on overnight trips.</p>



		If member of staff needs to access pupils dormitory during the night e.g. pupil unwell, s/he must leave the door open.
First Aid/ Administration of Medication	Risk of child being harmed by a member of school personnel	First Aid is administered in corridor or in classroom with the door left open. The school has in a Policy for the Administration of Medication.
Care of pupils with specific vulnerabilities or needs	Risk of being bullied by other pupils	Please see : Anti-Bullying Policy, Code of Behaviour
Fundraising events involving pupils e.g. school sale	Harm to pupil by adults i.e. persons know/unknown to them. Peer to peer abuse	Games room is supervised by an adult who is Garda Vetted by the school. Access to areas of the school and New Court School is restricted. The overall responsibility for pupils during any fundraising event which is outside of school hours lies with their parents.
Use of Information and Communication Technology by pupils in school Use of video/photography/other media to record school events	Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner. Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner.	Please refer to: AUP policy Anti-Bullying Policy Code of Behaviour Close monitoring by the teacher using chrome books, iPads or laptops. Websites filtered by the DES. All films, photographs etc. should be kept within the school. Parents are asked not to post images of other children on Social Media. Under no circumstance should a member of staff upload a picture/ video of a child on any Social Media. Pupils are not allowed to bring phones on school trips.



Remote Teaching using Google Classroom and Zoom	Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link. Bullying 'Zoom Bombing' Inappropriate background during Zoom.	Parents should be present throughout any Zoom Classes. The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents. Pupil cameras should be switched on throughout meeting and must be switched on at the beginning.
---	---	--

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.