

# CHILD SAFEGUARDING STATEMENT & RISK ASSESSMENT

**St Joseph's N.S.**



*Nurturing excellence in education*

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 Joseph's NS.

**2023-2024**

St Joseph's NS is a primary/special/post-primary school providing primary/post-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 Josephs NS 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 **Dr Rosalyn Morris**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Mr Shane McEntee**
- 4 The Relevant Person is **Dr Rosalyn Morris**  
*(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 06/02/2018.

This Child Safeguarding Statement was reviewed by the Board of Management on: 17/10/2023.

Signed: *Joan Waters R.S.M.*

Chairperson of Board of Management  
Management

Date: 17/10/2023

Signed: *Dr. Rosalyn Harris*

Principal/Secretary to the Board of

Date: 17/10/2023

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of St Joseph'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 (revised 2023)*, the following is the Written Risk Assessment of St Josephs NS

#### 1. List of school activities

<b>ARRIVALS</b>
Adults on playground :
Break times on yard.
Use of stairs
<b>Dismissals</b>
<b>Early closures</b>
<b>Managing of challenging behaviour</b>
<b>Bullying incident</b>
Care of pupils with specific vulnerabilities / needs.
Care of pupils with specific vulnerabilities / needs e.g pupils from ethnic minorities, traveller community, children in care.
<b>EXTRA-CURRICULAR ACTIVITIES</b>
Community Class Walks e.g. Church Complex, playground, swimming
Procedures for arrival and dismissal of selected pupils extra – curriculum days e.g. choir / workshops
Procedures for Assembly
Lunch-time activity
ART /dance/ drama/Sports
Summer Camp / July Provision
Breakfast / Book Club
Homework clubs / Dina School.
<b>SCHOOL VISITORS</b>
Parent visits on school activities
Fundraising events involving parents
Family learning and parents in school activities
Sports / Drama / Coaches
Maintenance personnel
<b>CHILDREN IN AND OUT OF CLASSROOM CONTEXTS</b>
Children ill at break time: supervision appropriate
Participation of children in religious ceremonies / religious instruction external to school.
Children on Messages
Administration of First Aid
Who / where

Breaks
During class
One – to –one teaching & interactions
R.R. / M.R. / E.B.D. (classroom door/ access / visibility)
School field trips, Tours and Swimming lessons
Bus Escort
<b>CHANGING/TOILETING PROCEDURES</b>
Use of toilets during breaks (e.g. doors left open / doors wedge etc.)
Use of class toilets (toilet accidents)
Sports Day: Toilets
Changing area for Sports
Swimming Lessons / Shower
School Showers
<b>CURRICULAR AND ADMIN ISSUES</b>
Use of ICT by pupils in schools
Use of ICT by staff in the school

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

<p><b>The school has identified the following risk of harm in respect of its activities –</b></p> <p>Due to bullying of a child</p> <p>Due to inadequate supervision of children in the yard.</p> <p>Due to inappropriate relationship / communications between child and another child or adult.</p> <p>To children with SEN who have particular vulnerabilities</p>
<p>Inadequate supervision</p> <p>Not being recognised by school personnel.</p> <p>Not being reported properly and promptly by school personnel.</p> <p>Child being harmed in the school by a member of school personnel.</p> <p>Child being harmed by another child.</p>
<p>Not being recognised by school personnel.</p> <p>Not being reported properly and promptly by school personnel.</p> <p>Child being harmed in the school by a member of school personnel.</p> <p>Child being harmed by another child.</p>
<p>Due to bullying of a child</p> <p>Due to inadequate supervision of children in the yard.</p> <p>Due to inappropriate relationship / communications between child and another child or adult.</p> <p>To children with SEN who have particular vulnerabilities</p>
<p>Due to inadequate supervision of children in the yard.</p> <p>To children with SEN who have particular vulnerabilities</p>
<p>Not being reported properly or promptly by school personnel</p> <p>Child being harmed in the school by another child</p>

Child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in our school activities e.g. school trip, swimming lessons.
Not being reported properly or promptly by school personnel Child being harmed in the school by another child Child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in our school activities e.g. school trip, swimming lessons.
Child inappropriately accessing Catholic lessons while in school.
To children with particular vulnerabilities
<b>EXTRA-CURRICULAR ACTIVITIES</b>
Due to inadequate supervision of children in the yard. Due to inappropriate relationship / communications between child and another child or adult. To children with SEN who have particular vulnerabilities
Not being reported properly and promptly by school personnel. Child being harmed in the school by a member of school personnel. Child being harmed in school by another child Child being harmed in school by a volunteer or visitor to the school.
Not being reported properly and promptly by school personnel. Child being harmed in the school by a member of school personnel. Child being harmed in school by another child
Not being reported properly and promptly by school personnel. Due to inadequate supervision of children in school.
Not being reported properly and promptly by school personnel. Child being harmed in the school by a member of school personnel. Child being harmed in school by another child Child being harmed in school by a volunteer or visitor to the school
Due to inadequate supervision of children in school.
Child being harmed in the school by a member of school personnel. Child being harmed in the school by another child. Due to inadequate supervision of children in the school. Child being harmed in the school by volunteer or visitor to the school
<b>SCHOOL VISITORS</b>
Not being recognised by school personnel. Not being reported properly and promptly by school personnel. Due to inappropriate relationship / communications between child and another adult or child.
Not being recognised by school personnel. Due to inappropriate relationship / communications between child and another adult or child
Not being recognised by school personnel. Due to inappropriate relationship / communications between child and another adult or child

Child being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participation in out of school activities e.g. school trip, swimming lessons.
Child being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participation in out of school activities e.g. school trip, swimming lessons.
<b>CHILDREN IN AND OUT OF CLASSROOM CONTEXTS</b>
Due to inadequate supervision of children in the school. Not being reported properly and promptly by school personnel Child being harmed in the school by another child
Due to inadequate supervision of children while attending out of school activities Child being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participating in out of school activities e.g. school trip, swimming lessons etc.
Not being reported properly and promptly by school personnel Child being harmed in the school by another child Child being harmed in the school by volunteer or visitor to the school
Not being reported properly and promptly by school personnel.
In one-to-one teaching, counselling, coaching session.
Due to inappropriate relationship / communications between child and another child or adult
Due to inappropriate relationship / communications between child and another adult or child
<b>CHANGING/TOILETING PROCEDURES</b>
To child while receiving intimate care
To child while receiving intimate care Child being harmed in the school by a member of school personnel. Child being harmed in the school by another child
Due to inappropriate relationship / communication between child and another child or adult
Due to inappropriate relationship / communication between child and another child or adult
Due to inappropriate relationship / communication between child and another child or adult
Due to inappropriate relationship / communication between child and another child or adult
<b>CURRICULAR AND ADMIN ISSUES</b>
Due to inappropriate relationship / communication between child and another child or adult. Caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner. Caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other
Caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner. Caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other

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

<ul style="list-style-type: none"> <li>• Junior infants to 2<sup>nd</sup> Class, 8:45am children walk directly into class from infant gate</li> <li>• 3<sup>rd</sup> to 6<sup>th</sup> enter via Tom Bellew Avenue</li> <li>• Supervision by school staff at gate, in corridors and in class</li> </ul> <p>No adults on yards</p>
<ul style="list-style-type: none"> <li>• High-vis jackets worn by staff on yard.</li> <li>• Ensure wedges / latches in use on all doors</li> <li>• Children form orderly line</li> <li>• It is the duty of all staff to be out promptly when on yard duty.</li> </ul> <p>➤ It is the duty of class teacher to return on time to collect the class.</p>
<ul style="list-style-type: none"> <li>• Always <b>keep on left</b> – single file</li> <li>• No jumping/ swinging / skipping etc.</li> <li>• Coming down stairs use stop point &amp; assemble in single file before exit building (e.g. beside indoor garden/beside staff male toilets)</li> <li>• Quiet voices</li> <li>• Going upstairs use stop point on corridor and assemble to wait for teacher to lead</li> <li>• Teachers ensure all class members up/down stairs before proceeding</li> </ul>
<ul style="list-style-type: none"> <li>• Infants walk directly to gate and designated person collects them.</li> <li>• All other classes walk out school gates and walk directly home.</li> <li>• Uncollected children are brought to reception where calls are made home.</li> <li>• 1;35pm: All gates are locked and school can only be accessed via Tom Bellew Avenue entrance</li> </ul>
<ul style="list-style-type: none"> <li>• Infants -3<sup>rd</sup> exit through infant gate being opened</li> <li>• 3<sup>rd</sup>-6<sup>th</sup> exit by Tom Bellew Gate</li> </ul>
<ul style="list-style-type: none"> <li>• See Code of Behaviour Policy and details on procedures</li> </ul> <p>3.</p>
<ul style="list-style-type: none"> <li>• See Anti-Bullying Policy</li> <li>• See the KiVA programme</li> <li>• Procedure, incidents screened initially by senior management and passed onto the KiVA team when and where appropriate.</li> </ul> <p>4. All incidents recorded and reported at BOM meetings.</p>
<ul style="list-style-type: none"> <li>• Parents / Guardians liaise with HSCL co-ordinator, critical incidence and wellbeing and department head.</li> <li>• Pupils offered right to opt out of religious events/tasks/lessons.</li> </ul> <p>5. Engage in chosen supervised activity in class / library</p>
<ul style="list-style-type: none"> <li>• School policies and designated personnel listed below support students who require specific care.</li> <li>• See Code of Behaviour, Critical Incident Policy</li> <li>• Personnel are HSCL and co-ordinators for Wellbeing, Religion and Diversity</li> </ul>
<ul style="list-style-type: none"> <li>• <b>EXTRA-CURRICULAR ACTIVITIES</b></li> </ul>
<ul style="list-style-type: none"> <li>• Before leave – all visit toilets correct ratio observed at all times</li> <li>• At least 2 adults always present</li> <li>• Children walk in line (or 2s), adult at front &amp; back</li> <li>• Road crossing- adult stops traffic – acts as lollipop man</li> <li>• Oral &amp; mental preparation of children on day before</li> </ul>

<ul style="list-style-type: none"> <li>• Adults should have at least one phone.</li> <li>• See comprehensive procedure for swimming in the school's Swimming Policy</li> </ul>
<ul style="list-style-type: none"> <li>• Children assemble in corridors, supervised by one class teacher and/or activity director</li> <li>• Teacher leads group to venue</li> <li>• Teacher returns at designated time to supervise pupil return to class.</li> <li>• Visitors always accompanied by staff personnel</li> </ul>
<ul style="list-style-type: none"> <li>• Follow procedures for leaving the classroom</li> <li>• Students visit toilet before assembly</li> <li>• All staff responsible to encourage good behaviour and full participation</li> <li>• SNA remain with pupil or with teachers at front of room <ul style="list-style-type: none"> <li>- Teacher vigilant that active listening occurs</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Pupils assemble at outside wall of Halla until collected by staff member</li> <li>• Pupils must be returned to yard before the buzzer sounds for the end of break</li> <li>- If delayed, teacher must accompany pupils to classrooms</li> </ul>
<ul style="list-style-type: none"> <li>• All staff receive in-service training re: Summer Camp delivery</li> <li>• Update on DLP for Summer Camps and July Provision <ul style="list-style-type: none"> <li>- All safety procedures specific to the delivery of the programmes confirmed during in-service prior to the start of camp.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Pupils assemble at infant gate at 8.30am</li> <li>• Pupils led by team staff leaders to and from venue <ul style="list-style-type: none"> <li>- All pupils walk directly to class supervised by staff</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Children only enter/leave after school activity room accompanied by staff.</li> <li>• After school personnel ensure children leave the school premises safely and on time.</li> <li>• Written records of any issues and problems are brought immediately to attention of HSCL. <ul style="list-style-type: none"> <li>- School procedures followed in relation to first aid/illness or toileting issues.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>- <b>SCHOOL VISITORS</b></li> </ul>
<ul style="list-style-type: none"> <li>• All Parents enter school via Reception</li> <li>• Assistant Principal or HSCL contacted by Secretary</li> <li>• Parent escorted by Assistant Principal to relevant class</li> <li>• Latecomers wait &amp; are brought by Secretary to relevant area</li> <li>• On departure parents are escorted by Assistant Principal</li> <li>• If taking child early Parent/guardian must sign out at Reception</li> <li>• In case of emergency SNA accompany parent to Halla toilet</li> </ul>
<ul style="list-style-type: none"> <li>• Parents involved in fundraising events are always accompanied by staff members</li> <li>-</li> </ul>
<ul style="list-style-type: none"> <li>• Parents must sign in and out</li> <li>• Parents are always accompanied by staff members at all times.</li> <li>• Parents are accompanied by staff members to staff toilets.</li> <li>- In whole class visits parents can only participate with their own child. Any child unaccompanied by a parent or guardian will participate with staff.</li> </ul>
<ul style="list-style-type: none"> <li>• All coaches - Garda vetting checked by Principal</li> <li>• Class informed that coaches have arrived</li> <li>• Visitors enter via Reception &amp; <b><u>must sign in</u></b></li> <li>• All visitors must wear lanyard</li> </ul>

<ul style="list-style-type: none"> <li>• Secretary must bring visiting coaches to venue</li> <li>• Teacher must be present at all times</li> <li>• Only teacher/SNA accompany child to toilet or First Aid</li> <li>• Visitors/coaches must sign out at Reception.</li> </ul>
<ul style="list-style-type: none"> <li>• All personnel must sign in at reception and sign out upon departure and wear lanyard.</li> <li>• The caretaker remains with incidental maintenance personnel until a job is complete</li> <li>• Except in emergencies, all maintenance work must be done after 2.45pm</li> <li>• Except in emergencies, all IT support personnel must complete work post 2.45 pm unless accompanied by staff/IT Head</li> </ul>
<ul style="list-style-type: none"> <li>• <b>CHILDREN IN AND OUT OF CLASSROOM CONTEXTS</b></li> </ul>
<ul style="list-style-type: none"> <li>• Only children with doctor's note can remain at indoor garden during breaks e.g. broken limb(children on course of anti-biotic etc. should be on yard) fit for school-fit for yard</li> <li>• If an ill child is awaiting collection – they remain in their class under supervision of an SNA (designated to that corridor) until parent/guardian arrives</li> <li>• If child deteriorates during this time – staff member must inform Principal immediately</li> <li>• Teacher/ SNA to adjudicate if ill child needs to be removed from classroom &amp; brought to reception area</li> <li>• Supervision by management</li> </ul>
<ul style="list-style-type: none"> <li>• Children follow bus drill re: partners etc</li> <li>• Children will be supervised at all times by teachers and SNA's.</li> <li>• In church / community event children will remain in school group and under the supervision of staff / school personnel.</li> <li>• In certain circumstances, parents can be asked to drop and collect at church / venue. However once in the church / venue school personnel will take over supervision of class groups.</li> <li>• For particular ceremonies and events children are asked to remain with their parents at all times.</li> <li>• Children not attending religious ceremonies are supervised in class by SET team.</li> </ul>
<ul style="list-style-type: none"> <li>• Only children on 6<sup>th</sup> class can go In pairs on messages throughout the school</li> <li>• Children in pairs may be sent on brief messages within their own corridor only</li> <li>• Children should not enter the photocopying / ipad room at any time</li> <li>• If a child is called over intercom the SNA for designated corridor will collect and accompany child to reception.</li> </ul>
<ul style="list-style-type: none"> <li>• YARD: <ul style="list-style-type: none"> <li>○ All SNA administer first – aid at station – accompanied by first –aid child supporter</li> <li>○ If in doubt contact Principal immediately</li> <li>○ All incidents <b><u>must</u></b> be recorded in the First Aid diary</li> </ul> </li> <li>• During class: <ul style="list-style-type: none"> <li>○ Class SNA or designated corridor SNA contacted</li> <li>○ SNA may be alerted to contact office immediately in emergency cases</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Teacher and child must be visible through glass at all times</li> <li>• Never leave child in class unaccompanied</li> <li>• Resource Teacher accompanies child to and from class</li> <li>• 5 min return prior to breaks or home time</li> </ul>

<ul style="list-style-type: none"> <li>• If class is gone resource teacher must accompany child to yard or gate</li> </ul>
<ul style="list-style-type: none"> <li>• Please see clear procedures in School Policies on website: Field Trip Policy &amp; Swimming Policy</li> </ul>
<ul style="list-style-type: none"> <li>• See Policy / Procedures attached to contract.</li> <li>• meets the parent and child at the bus entrance</li> <li>• assists the child to board</li> <li>• secures the child's seatbelt</li> <li>• inform the principal if aware of a child causing danger to themselves or others.</li> <li>• inform the principal of any disclosures</li> </ul> <p>- in relation to toileting accident or sickness , emergency mop-up and cover bus supplies used. Parent and school contacted immediately.</p>
<p><b>- CHANGING/TOILETING PROCEDURES</b></p>
<ul style="list-style-type: none"> <li>• SNA accompany child from yard</li> <li>• Judgment call on toilet use for emergencies</li> <li>• Encourage children to use toilets before break time</li> <li>• Junior Infant children – Court Yard use Halla toilets</li> <li>• (1<sup>st</sup> – 3<sup>rd</sup> classes) children on the old Yard use toilet in Infant corridor</li> <li>• (4<sup>th</sup> – 6<sup>th</sup> classes) children on the Basketball court Yard use Halla</li> <li>• Intimate care policy for personal care needs of identified pupils. <ul style="list-style-type: none"> <li>- Personnel on work experience must always act in support <b><u>only</u></b> to a staff member for any toileting issues</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Seniors: permission at teacher's discretion</li> <li>• Infants: children request permission <ul style="list-style-type: none"> <li>• One child only in toilet at a time</li> <li>• Outside toilet door must be wedged open while toilet in use</li> <li>• SNA / Head source change of clothing when accident</li> <li>• Parent contacted by secretary with choice to collect child</li> <li>• Change occurs in designated yard toilet supervised by SNA or Head</li> <li>• Pupil change themselves ,staff outside door</li> <li>• Where necessary SNA follow intimate care procedures.</li> <li>• Personnel on work experience must always act in support <b><u>only</u></b> to a staff member for any toileting issues</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Children reminder to use toilet prior to departure</li> <li>• Sports centre toilet facilities are used</li> <li>• Only school staff member (teacher/SNA) to accompany children to toilet</li> <li>• SPORTS HEAD: contact if problem to make announcement</li> </ul>
<ul style="list-style-type: none"> <li>• Designated area :Halla</li> <li>• Children must be supervised by staff member</li> <li>• Screen erected if Halla in use</li> <li>• Divider used if mixed gender</li> <li>• Children exit Halla by emergency exit beside Memorial Garden (not through school building) Clothes stacked on benches</li> </ul>

<ul style="list-style-type: none"> <li>• Very strict procedures are followed at all times as outlined in swimming policy, this refers to public swimming lessons and water activities while on school tours.</li> </ul>
<ul style="list-style-type: none"> <li>• Showers are not used in school</li> </ul>
<ul style="list-style-type: none"> <li>• <b>CURRICULAR AND ADMIN ISSUES</b></li> </ul>
<ul style="list-style-type: none"> <li>• All procedures followed as per our Acceptable Use Policy</li> </ul>
<ul style="list-style-type: none"> <li>• Only school camera, video and school phones are used to video and record school events.</li> <li>• See Acceptable use Policy in relation to feedback to children on ipad/internet activity e.g: Class dojo</li> <li>• See Data Protection Policy</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 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.

### **General Procedures Summary to address risks of harm**

- All school personnel are provided with a copy of the school’s *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- 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 it’s Addendum (2019)
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school has an Anti-Bullying Policy and Kiva programme which fully adheres to the requirements of the Department’s *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school undertakes anti-racism awareness initiatives
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings

- The school has a Health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a code of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school 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
  - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- 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
- The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school



**The Board of Management of St Joseph's N.S. reserves the right, in consultation with the education partners to review and modify the Child Safeguarding School Risk Assessment as necessary.**

**This was reviewed by the Board of Management in 2019, 2020, 2021, 2022.**

**This was reviewed by the Board of Management on 17/10/2023**

Signed: *Joan Watters R.S.N.*

Chairperson of Board of Management

Date: 17/10/2023

Signed: *Dr. Rosemary Thomas*

Principal/Secretary to the Board of Management

Date: 17/10/2023