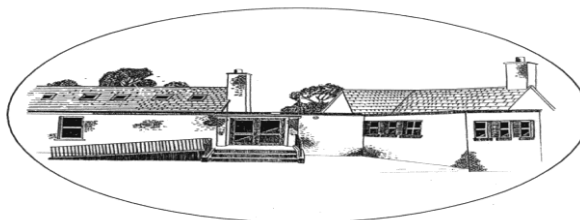


*S.N. Mhíchíl Naofa,
11, Sr. Ó'Bearáin,
Luimneach.
V94A0K7
Uimh. Rolla 12834 S*



*St. Michael's N.S.,
11, Barrington St.,
Limerick.
V94A0K7
Tel/Fax 061 - 315927*

Website: www.smnslimerick.ie

Email: office.stmichaelsns@gmail.com

Child Safeguarding Statement

Saint Michael's National 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 *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 Saint Michael's National 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 Schools 2017* as part of this overall Child Safeguarding Statement.
- 2 The Designated Liaison Person (DLP) is: Miriam Smyth

- 3 The Deputy Designated Liaison Person (Deputy DLP is: Sally Fossitt
- 4 The Board of Management (BOM) 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. The school will adhere to the following principles of best practice in child protection and welfare.

The school will:

- a. recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
- b. fully comply with its statutory obligations under the *Children First Act 2015* and other relevant legislation relating to the protection and welfare of children
- c. fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- d. 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
- e. develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- f. fully respect confidentiality requirements in dealing with child protection matters

- 5 The following procedures/measures are in place:
 - a. 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

- b. 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
- c. 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:
 - i. has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - ii. ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - iii. encourages staff to avail of relevant training
 - iv. encourages BOM members to avail of relevant training
 - v. the BOM maintains records of all staff and Board member training.
- d. 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*
- e. 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.

6 All registered teachers employed by the school are mandated persons under the *Children First Act 2015*

- 7 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
- 8 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
- 9 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 and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 10 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 BOM on 7th March 2018.

Signed: *The Very Rev'd Niall J. Sloane*
Chairperson of BoM

Date: 7th March 2018

Signed: *Miriam Smyth*
Principal

Date: 7th March 2018

	List of School Activities	Risk Level	The School has identified the following Risks of Harm	The school has the following procedures in place to address risks identified in this assessment
Board of Management	❖ Familiarisation and Training of all BOM members in updated Child Protection Procedures	Low	<i>Harm not being recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Copy of DES 'Child Protection Procedures for Primary & Post Primary Schools 2017' sent by email for each BOM Member • Copy of C.81/2017 by email to all BOM members • Board members invited to attend CPSMA training – 2018 • Child Safeguarding Statement and Child Safeguarding Risk Audit & Assessment to be undertaken and ratified by BOM by 11 March 2018 • Child Protection Oversight Report to be provided at each BOM meeting from March 2018
School Staff	❖ Familiarisation and training of all school staff in updated 2017 Child Protection Procedures <i>Teachers, SNAs, Ancillary Staff</i>	Low	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • School Staff made aware of their obligations under <i>Children First 2015</i> and revised procedures and responsibilities (February 2018) • All staff encouraged to familiarise themselves with DES 'Child Protection Procedures for Primary & Post Primary Schools 2017' publication. (January 2018) & this has been emailed to all staff • All relevant documentation also circulated for staff email • Staff to undertake Túsla online training and receive certification (February 2018)

				<ul style="list-style-type: none"> • DLP & DDLP to participate in PDST online training and be familiar with Child Safeguarding Statement and School Safeguarding Risk Audit and procedures • DLP attended IPPN talk (19/02/2018) • DLP & DDLP to attend PDST face to face training (29/05/2018) • Record of staff training and certification to be retained for BOM
Recruitment of Staff/ Volunteers	❖ Recruitment of school personnel i.e. Teachers, SNAs, Ancillary Staff, Sports Coaches, External Tutors/Guest Speakers etc.	Medium	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures available to all staff • Vetting of school staff • Vetting of volunteers (as appropriate) • Supervision of Pupils Policy (to be drafted in March/April 2018)* • Vetting documentation presented in advance for outside speakers, HSE personnel etc.
	❖ Volunteers/Parents for school activities e.g. Sports events	Medium	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Vetting of volunteers (as appropriate) • Pupils under supervision of teachers – never in care of volunteers

<p>Entry and Dismissal of pupils</p>	<p>❖ Morning entry and home time dismissal of pupils</p>	<p>Medium</p>	<p><i>Unknown adults in the school grounds/premises</i></p>	<ul style="list-style-type: none"> • School gate (St. Joseph's Street entrance) closed. School gate (Barrington Street entrance) opened just before 8.40am daily School's main entrance door opened for arrival and dismissal times. Door closed after school starts. Doors opened again at 1.20pm and 2.20pm for dismissal and closed after dismissal. • Front door monitored by school secretary. Key pad system in operation. • School procedure in place for adults only to open front door. • Parent/guardians advised to ensure children collected at home time - Junior Classes pupils remain under care of teacher until collected • Non-collected pupils go to school office – parents/guardians contacted as necessary • If a different adult is collecting a pupil, parents/guardians must give written notification to pupil's class teacher – Implementation Sept 18 • If person collecting child is unknown to staff the pupil's Personal Data Form (PDF) is checked and parent/guardian contacted for clarification. • Gardaí contacted if a pupil is not collected after a reasonable length of time (1 hour). Two staff members will stay with pupil until Gardaí arrive.
	<p>❖ Curricular provision in respect of SPHE,</p>	<p>Low</p>	<p><i>Non-teaching of the curriculum and</i></p>	<ul style="list-style-type: none"> • School implements SPHE as a curricular subject and SPHE taught in all classes as per SPHE plan.

Curricular Provision	RSE, Stay Safe.		<i>relevant lessons</i>	<ul style="list-style-type: none"> • School implements RSE, Stay Safe Programme in full. • School implements social and emotional programme, Friends for Life, when deemed appropriate
	❖ Use of Information and Communication Technology (ICT) by pupils and school staff during school day	Medium	<i>Inappropriate use of school internet - pupils exposed to inappropriate online content or messaging</i> <i>Inappropriate recording of staff or pupils</i>	<ul style="list-style-type: none"> • Acceptable Use policy for ICT for Pupils and school staff • Data Protection Policy • Supervision of Pupils Policy (to be drafted in March/April 2018)*
Teaching	<ul style="list-style-type: none"> ❖ Classroom teaching ❖ One to one teaching ❖ Outdoor teaching i.e. PE/Sports etc. 	Low	<i>Harm not recognised or reported in accordance with procedures</i> <i>Inadequate supervision</i>	<ul style="list-style-type: none"> • Daily recording of pupil attendance (via Aladdin) • Supervision of Pupils Policy (to be drafted in March/April 2018)* • Child Safeguarding Statement and DES procedures • Open door policy • Glass in door in SEN Classrooms not to be obstructed • SEN Policy & SNA Policy

and Learning	❖ Care of pupils with specific vulnerabilities/ needs based on race, disability, religion etc	Low	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Child Safeguarding Statement and DES procedures • Supervision of Pupils Policy (to be drafted in March/April 2018)* • SEN Policy & SNA Policy
	❖ Use of video/ photography/other media to record school events	Medium	<i>Online posting of school images and pupils and staff</i>	<ul style="list-style-type: none"> • Acceptable Use Policy • Reminder notice posted each term on school website and on school newsletter and verbal reminders for school events advising parents/guardians that recordings are not allowed and photos are for personal use only and not for uploading onto social media sites.
Special Education Needs (SEN)	❖ Care of pupils with SEN including intimate care needs	Low	<i>Harm by school personnel</i>	<ul style="list-style-type: none"> • SEN Policy & SNA Policy • Supervision of Pupils Policy (to be drafted in March/April 2018)* • Child safe guarding statement • School procedure in place in the event of a toileting incident- parents contacted and parent takes responsibility for changing of clothes • Intimate Care Policy (to be drafted March/April 2018)*

	<ul style="list-style-type: none"> ❖ Managing challenging behaviour (including flight risk children) 	Medium	<p><i>Accidental harm by school personnel</i></p> <p><i>Injury to pupils and staff</i></p>	<ul style="list-style-type: none"> • At least two staff members present if possible • Parents contacted immediately • Health & Safety Policy • Code of Behaviour • Supervision of Pupils Policy (to be drafted in March/April 2018)* • Anti-Bullying Policy • Critical Incidence Policy
Medical Emergencies and First Aid	<ul style="list-style-type: none"> ❖ Administration of First Aid Treatment by staff ❖ Administration of Medication by staff 	Low	<p><i>Accidental Harm by school personnel</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy (to be drafted in March/April 2018)* • Administration of Medication Policy and procedures (Policy to drafted in March/April 2018)* • All school staff receive basic First Aid training Nov 2017 • SNAs trained in the Administration of Medicines that are specific to needs of pupils in school Feb 2018
Coach drivers & Speakers & Visitors to the school for curricular	<ul style="list-style-type: none"> ❖ Use of external personnel to support the delivery of the curriculum (including Mobile library) 	Medium	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy (to be drafted in March/April 2018)* • Class Teacher always present • Vetting in accordance with CIPSMAs and DES regulations

purposes	service, sports coaches, etc)			
Fundraising events involving pupils during out of school hours	❖ Pupils attend fundraising events outside the normal school teaching hours	Medium	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p> <p><i>Unknown adults on premises</i></p> <p><i>Inappropriate videoing/recording of pupils during event by unknown/known adults</i></p>	<ul style="list-style-type: none"> • Child Safe-guarding Statement • Acceptable Use Policy • Code of Behaviour Policy • Anti-Bullying Policy • Supervision of Pupils Policy (to be drafted in March/April 2018)* • Health and Safety Policy • School to remind parents/guardians that it is their responsibility to adequately supervise their child/children
Behaviour &	❖ Recreation Breaks and Lunch breaks and yard time	Medium	<p><i>Inappropriate behaviour /communication with pupils</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy*, • Teacher and SNA on duty • School procedures in place for classes exiting onto the yard/entering back into the school

Supervision of pupils during school hours			<p><i>Unknown adults on the playground/in school grounds</i></p> <p><i>Inappropriate videoing/recording of pupils in the yard by unknown adults from houses looking onto school yard</i></p>	<ul style="list-style-type: none"> • Staff on duty in all play areas • Gate (St Joseph's St entrance) is closed at all times during school hours • Gate (Barrington Street entrance) locked before children enter the yard and opened again when pupils return to class • Staff on yard duty to be vigilant when out in school yard and report suspicious videoing/recording of pupils to the principal who will liaise with the Gardai on the matter
	❖ Toilet areas/other communal school areas	Medium	<i>Inappropriate behaviour by pupils</i>	<ul style="list-style-type: none"> • Classroom rules including toilet permissions • School procedure in place for children to go to toilet from the yard – Children go in pairs (pair from the same classroom) from the yard to the toilet in the school. Adult permission must be given. • Code of Behaviour • Signage on toilet doors
	❖ Exit and entry to class for play time	Medium	<i>Inappropriate behaviour</i>	<ul style="list-style-type: none"> • Teacher on duty in yard • Class teacher/SNAs supervise exit of pupils to yard area

			<i>by pupils</i>	<ul style="list-style-type: none"> • Teacher on duty in yard & SNAs supervise children return to classrooms
	<ul style="list-style-type: none"> ❖ Prevention and dealing with bullying and misbehaviour amongst pupils 	Medium	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Anti Bullying Policy and procedures • Social and Emotional programmes • Stay Safe programme • Code of Behaviour
Teaching Practice/ Third-level work Placement/ Secondary School work experience	<ul style="list-style-type: none"> ❖ Trainee Teachers on teaching placement ❖ Third level students on work placement ❖ Secondary pupils (16 years or over) on work experience 	Low	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Child Safeguarding Statement • Vetting of student teacher • Vetting of third level students • Vetting of secondary school students
	<ul style="list-style-type: none"> ❖ Parents/guardians seeking to collect pupils 	Medium	<i>Harm to pupils due to inappropriate behaviour</i>	<ul style="list-style-type: none"> • Parents/guardians report to school office – verification of identity where necessary • Parents/guardians/adults not permitted to go to classroom areas unless

Parents/ Guardians coming to the school	early/hometime/when pupils unwell etc		<i>/communication</i> <i>Unknown adults on the school premises</i>	accompanied by member of school staff <ul style="list-style-type: none"> • School security – bell at main entrance door • All parents/guardians remain at main entrance • If adult unknown, and/or no written permission given to school about adult collecting child, staff will contact parents/guardians to seek clarification • Parents/guardians/adults sign book at front entrance stating who they are collecting and time of collection
School Trips & use of External Facilities	<ul style="list-style-type: none"> ❖ School tours/outing involving one or multiple classes to external venues ❖ School Sports Day ❖ Hire of Transport (bus) ❖ Use of Public Transport 	Medium	<i>Harm not recognised or reported in accordance with procedures</i> <i>Supervision appropriate to the activity and transport option</i>	<ul style="list-style-type: none"> • Supervision of Pupils Policy (to be drafted in March/April 2018)* • Teacher(s) and/or SNA on duty • Adequate pupil-teacher ratio adhered to (according to the age of pupils) • Code of Behaviour • Ensure private transport providers hired by the school are licensed in accordance with regulations • Parents/guardians who assist in school trips are vetted

	<ul style="list-style-type: none"> ❖ Staff bringing pupils in their own cars (matches, sick child etc.) 	Medium	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy (to be drafted in March/April 2018)* • School procedure in place- either two extra children and/or an SNA/teacher accompanies
	<ul style="list-style-type: none"> ❖ Swimming 	Medium	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Supervision appropriate to the activity and transport option</i></p> <p><i>Harm to pupils due</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy (to be drafted in March/April 2018)* • Adequate pupil-teacher ratio adhered to (according to the age of pupils) • Code of Behaviour • School staff supervise from a distance/outside the changing room door but if a safety risk is identified two staff members will intervene

			<i>to inappropriate behaviour /communication</i>	
School Maintenance Contractors & non curricular visitors to the school	❖ Visitors/contractors in school during school hours & after school hours	Medium	<i>Harm to pupils due to inappropriate behaviour /communication</i>	<ul style="list-style-type: none"> • All contractors/ and visitors report to the school office • Contractors work outside of school hours where possible • Contractors/visitors provide identification where necessary • Supervision of Pupils Policy (to be drafted in March/April 2018)*
	❖ Contractors/Builders/ Personnel involved in the build of the school extension	Medium	<i>Harm to pupils due to inappropriate behaviour /communication</i> <i>Unknown adults on the school premises</i>	<ul style="list-style-type: none"> • When work on the school extension commences the BOM and principal will ensure that personnel on school grounds are vetted and that all necessary precautions will be implemented to lessen risk. Procedures will be confirmed at a later date.

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 is 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 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 completed by the Board of Management on 7th *March 2018*. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed *The Very Rev'd Niall J. Sloane* Dated 7th *March 2018*, Chairperson, Board of Management

Signed *Miriam Smyth* Dated 7th *March 2018*, Principal