



Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

St. James' School, Cappagh is a primary/special/post-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. James' School, Cappagh 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 Mrs. Tara Rocca Houlihan.
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Ms. Fiona Keane.
- 4 The Relevant Person is Mrs. Tara Rocca Houlihan.
(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](http://gov.ie) 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.

- 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 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 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 and reviewed by the Board of Management on 09/10/2024

Signed: *Eyrel Madigan*

Chairperson of Board of Management

Eyrel Madigan

Signed: *Tara Roca Paulkin*

Principal/Secretary to the Board of Management

Tara Roca Paulkin

Date: 25/09/24

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Child Safeguarding Risk Assessment

Written Assessment of Risk of St. James' National School, Cappagh

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. James' school, Cappagh.

Child Safeguarding Risk Assessment of any Potential Harm

List of School Activities

Training of school personnel in Child Protection matters.

The School has identified the following Risk of Harm

Harm not recognised or reported promptly if training is not completed.

Staff who have not completed training joining staff.

The School has the following Procedures in place to address risk identified in this assessment

Child Safeguarding Statement & DE procedures made available to all staff.

The DLP did online training with PDST E Learning.

The DDLP did online training with PDST E Learning.

All Staff have viewed the Tusla training module and also availed of the PDST Training.

BOM records all records of staff and board training.

One to one teaching, small group teaching, classroom teaching, outdoor teaching, children contact with non-teaching staff.

Harm by school personnel.
False allegation made against a staff member.

All resources – books, DVD's, CD's, newspapers, websites etc. must be checked for their appropriateness with regard to age and suitability.

As a general rule, physical contact between adults and children should not be necessary. However, physical contact may be used to comfort, reassure or assist a child. In these cases it must be in the open in front of others, be acceptable to the child and be age appropriate. It should be in response to the needs of the child and not the adult.

Glass windows in doors. (Not in infant rooms)

All staff Garda Vetted.

All staff should never do anything of a personal nature that the child can do themselves.

All substitute staff required to produce Garda Vetting, a Statutory Declaration, Form of Undertaking and photo I.D.

Induction of new staff. Assistant Principal in-charge of induction of new staff. Relevant class teachers in-charge of mentoring co-op students. Principal in-charge of mentoring SNAs and any new non-teaching staff.

Care of Children with special needs, including intimate care needs.

Harm by school personnel.
False allegation made against a staff member.

Meeting will take place to organise this and Student Support File will be created before child starts school. Specific toileting plan to be drawn up. Two staff members will be present where possible. See Intimate Care Policy.

Toilet areas.

Inappropriate behaviour.

Toilets are located within classrooms. Class teachers have various systems in place whereby children who want to use the toilet either ask the teacher or simply go quietly without asking. In some classes it is policy to have a sign in / sign out book. Any child with mobility difficulties/ wheelchair user will have access to the toilet in the main building which facilitates this.

Toileting accidents.

Harm by school personnel.
False allegation made against a staff member.

Clean underwear and suitable clothing is kept in the school. If a child has an accident they will be given clean clothes to change into. If they are stuck verbal instruction will be given by teacher/SNA. If for some reason they can't change themselves parents/ emergency contacts will be called. If no contacts can be reached the child will be assisted by two adults.

Curricular Provision in respect of SPHE, RSE, Stay safe.

Non-teaching of same.

School implements SPHE, RSE, Stay Safe in full. This is monitored through Cuntas Miosúil and Principal discussion with teachers. Parental consent is sought prior to sensitive areas of the Curriculum being delivered.

LGBT Children/Pupils perceived to be LGBT.

Bullying.

See Anti-Bullying Policy. See Code of Behaviour.

Daily arrival and dismissal of pupils.

Unknown adults on the playground. Harm to pupils.

See Supervision Policy

Supervision in place from 9.00am. Parents/ guardians must not drop children before this time and this is regularly communicated to parents. Teachers dismiss children each day. Teachers call home if (themselves or through Principal) they have a query re who has presented themselves to collect the child.

Sports Coaches.

Harm to pupils.

Teachers remain in charge of class and stay with pupils at all times. Joint Agreements made with any sporting organisations which involve presentation of Garda Vetting and Statutory Declaration/Form of Undertaking.

Students participating in work experience.

Harm to pupils.

See Work Experience Policy

Garda Vetting is sought where possible. Where Garda Vetting is not applicable the student will be supervised by a staff member.

Recreation breaks for pupils.

Harm to pupils.

Teachers and SNA's ensure they are visible on yard and that all children are visible. Each classroom has a designated yard area and supervisor.

Supervision Rota in place. Supervision Policy in place.

Swimming

Harm to Pupils

See Swimming Policy

School to request written assurance from swimming pool management that all staff are Garda Vetted and that they have a Child Protection Policy in place.

Joint Agreements made with these organisations which involve presentation of Garda Vetting and Statutory Declaration/ Form of Undertaking.

Full names of children accompanied by a photo are not displayed. Parents/ guardians give permission (registration form) for the display/use of photographs.

Display of photographs in school corridors/
hall/ church.

Children identified by adults.

School outings

Harm to pupils.

See School Tours Policy/Supervision Policy/Swimming Policy.

In the event that it is necessary for a child to travel in a car with a staff member the following procedures are in place:-
Booster seats are kept in school

- A minimum of 2 other children will always be present with the staff member.

Teachers and SNAs travel on outings. Strict supervision applies.

Parents/ guardians that are Garda Vetted are only parents/ guardians that may assist teachers.

Teachers oversee pupils on school trips and do not hand supervision over to tour leaders.

Annual Sports Day.

Harm to pupils.

Sports Day takes place at local G.A.A. field. Teachers and SNAS attend. Parents/ guardians that are Garda Vetted may assist teachers. Strict supervision applies.

Use of Community Hall.

Harm to pupils.

Teachers and SNAS attend.

Strict supervision applies.

Use of off-site facilities for school activities.

Harm to pupils.

Teachers and SNAS attend. Parents/ guardians that are Garda Vetted may assist teachers. Strict supervision applies.

Management of challenging

Harm to Pupils.

Code of Behaviour.

behaviour amongst pupils, including appropriate use of restraint where required.

Staff only take actions as per a prudent parent. Student Support Files are developed for children with special education needs and or behavioural needs.

Administration of Medicine.

Harm to pupils.

Meeting takes place between deputy/principal, parents/ guardians and relevant teachers and SNAS. Parents/ guardians must fill out instructions for medication administration.

Parents/ guardians must make request to BOM and fill out Indemnity form.

See Administration of Medicine and First Aid Policy.

Use of external personnel to supplement curriculum.

Harm to pupils.

In cases where external personnel are involved in coaching, mentoring, counselling, teaching or training of pupils, Joint Agreement must be made, Garda Vetting and Statutory Declaration/Form of Undertaking produced. Teacher stays in charge at all times.

When external personnel are coming as a resource to the teacher e.g. one off talk, the teacher stays in charge and in full supervision.

Care of pupils with specific vulnerabilities/
needs such as

Harm to pupils.

Student Support Files are developed for all children with
special educational needs.

- Pupils from ethnic minorities/migrants
- Members of the Traveller community

See Anti-Bullying Policy.

- Lesbian, gay, bisexual or
transgender (LGBT) children

School will work closely with Túsla re children in care.

- Pupils perceived to be LGBT
- Pupils of minority religious faiths
- Children in care
- Children on CPNS

<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • Teachers • SNA's • Caretaker/Secretary/Cleaners • 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 properly or promptly reported.</p>	<p>Child Safeguarding Statement & DE procedures made available to all staff.</p> <p>DP in-charge of induction of new staff. Principal in-charge of mentoring SNAs and any new non-teaching staff.</p> <p>Strict recruitment procedures followed – all staff must be Garda Vetted, complete Statutory Declaration and Form of Undertaking before starting and present photo I.D.</p> <p>Staff to view Tusla training module & any other online training offered by PDST.</p> <p>Visiting contractors to carry out work outside of school hours where possible. Contractors, when working during the day, will not have contact with children. All contractors discuss activities with Principal. Principal/ secretary will alert staff to presence of contractors.</p>
<p>Use of Information and Communication Technology by pupils in school.</p>	<p>Harm to pupils.</p>	<p>See ICT policy.</p> <p>Anti-Bullying Policy. Code of Behaviour.</p> <p>Use of ICT always under direct teacher supervision.</p>

Use of video/photography/other media to record school events.

Harm to pupils.

Pupil full names are not used with a photo.

Parents/ guardians give permission (registration form) for children to appear in print media with names.

Parents/ guardians give permission (registration form) for children to appear on website.

Parents taking pictures at school events are asked not to share them on social media.

Online Teaching/Remote Learning / use of online platforms

Harm to Pupils

Clear Guidelines on the appropriate use of Online Platforms for engaging in teaching and learning in St. James' National School have been set out for staff, students and parents - See Remote Learning Policy

See Anti-Cyber Bullying Policy See Acceptable Use of ICT Policy

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 no 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 and staff in September 2024 and was ratified on 25/09/24. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed



Chairperson, Board of Management

Signed



Principal/Secretary to the Board of Management