

Child Safeguarding Statement

St. Laurence'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. Laurence'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 Karen Hendy
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Richard Meaney
- 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 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 _____ [date].

This Child Safeguarding Statement was reviewed by the Board of Management on _____ [most recent review date].

Signed: _____

Chairperson of Board of Management

Date: _____

Signed: _____

Principal/Secretary to the Board of Management

Date: _____

Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Laurence's N.S.

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. Laurence's N.S.

1. List of school activities

Training of school personnel in Child Protection matters
Daily arrival and dismissal of pupils.
Recreation breaks for pupils.
After school clubs
Late drop- offs, early collection, late pick up, attendance
Classroom teaching.
One to one teaching.
Outdoor teaching activities
Application of sanctions under the school's Code of Behaviour including detention of pupils.
School-based bullying, verbal, physical or psychological.
Administration of first aid.
Administration of medicine.
Toilet areas.
Information Communication Technology and other digital devices.
Storage or publication of photos of children.
Data Protection.
Interaction with visitors to the school/ external coaches.
Student teachers undertaking training placement in school.
Students participating in work experience in the school.
Sporting Activities and Annual Sports Day.
Use of off-site facilities for school activities including school outings.
Fundraising events involving pupils.
Care of pupils with specific vulnerabilities/ needs.
Recruitment of school personnel.
Online teaching and learning remotely

2. The school has identified the following risk of harm in respect of its activities –

Training of school personnel in Child Protection matters	Harm not recognised or reported promptly
Daily arrival and dismissal of pupils.	Risk of child being harmed by another child. Risk of child being harmed in the school by another adult. Risk of harm not being recognised by school staff.
Recreation breaks for pupils.	Risk of child being harmed in the school by another child. Risk of child being harmed in the school by another adult. Risk of harm not being recognised by school staff.
After school clubs	Risk of child being harmed by another child.

	Risk of child being harmed in school by another adult.
Late drop- offs, early collection, late pick up, attendance.	Risk of child being harmed in school by another adult.
Classroom teaching.	Risk of child being harmed in the school by a member of school personnel. Risk of child being harmed in the school by another child.
Outdoor teaching activities	Risk of harm due to inadequate supervision of children
One to one teaching.	Risk of harm in one-to-one teaching.
Application of sanctions under the school's Code of Behaviour including detention of pupils.	Risk of child being harmed in the school by a member of school personnel.
School-based bullying, verbal, physical or psychological.	Risk of harm due to bullying of child.
Administration of first aid.	Risk of child being harmed in the school by another adult.
Administration of medicine.	Risk of child being harmed in the school by another adult.
Toilet areas.	Risk of harm due to inappropriate relationship/ communications between child and another child or adult.
Information Communication Technology and other digital devices.	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.
Storage or publication of photos of children.	Risk of pupil images being accessed and used inappropriately.
Data Protection.	Risk of personal information regarding pupils being accessed and used inappropriately.
Interaction with visitors to the school/ external coaches.	Risk of child being harmed in the school by another adult. Risk of harm not being recognized by school staff.
Student teachers undertaking training placement in school.	Risk of child being harmed in school by another adult.
Students participating in work experience in the school.	Risk of child being harmed in school by another adult.
Sporting Activities and Annual Sports Day.	Risk of child being harmed in school by a member of school personnel. Risk of child being harmed in school by another child. Risk of child being harmed by another person while participating in out of school activities.
Use of off-site facilities for school activities including school outings.	Risk of child being harmed by a member of school personnel, a member of staff of another organization or other person while child is participating in out of school activities.
Fundraising events involving pupils.	Risk of child being harmed by a member of school personnel, a member of staff of another organization or other person while child is participating in out of school activities.
Care of pupils with specific vulnerabilities/ needs.	Risk of child being harmed by a member of school personnel. Risk of child being harmed in the school by another child.
Recruitment of school personnel.	Risk of child being harmed in the school by a member of school personnel.
Online teaching and learning remotely	Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms 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
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3. The school has the following procedures in place to address the risks of harm identified in this assessment –

Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<ul style="list-style-type: none"> • DLP and DDLP will attend PDST face-to-face training. • All staff members will view Túsla and PDST training modules. • Board of Management will record all instances of staff and board training. • All school personnel are provided with a copy of St. Laurence's National School's • Child Safeguarding Statement and this is also displayed on a notice board in the reception area of the school. • <i>The Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel • School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i> and it's Addendum (2019)
Daily arrival and dismissal of pupils.	<p>Risk of child being harmed by another child.</p> <p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognised by school staff.</p>	<ul style="list-style-type: none"> • The Board of Management has a suitable yard/ playground supervision agreement in place to ensure appropriate supervision of children during arrival and dismissal periods. This begins at 8.50am when the school gate is opened and the children enter the school grounds to line up at the school door to enter the school building, and ends at 2.30pm when teachers hand over the children to parents/guardians at the school gate.
Recreation breaks for pupils.	<p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognised by school staff.</p>	<ul style="list-style-type: none"> • The school has a suitable yard/ playground supervision roster for both teaching staff and the SNA to ensure appropriate supervision of children during recreation breaks. • The school implements in full the Stay Safe Programme • The school implements in full the SPHE curriculum • The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools
After school clubs	Risk of child being harmed by another child.	<ul style="list-style-type: none"> • Individuals/ groups using the facilities of St. Laurence's National School are required to put procedures in place to ensure that all children in their care are properly supervised

	Risk of child being harmed in school by another adult.	<p>at all times. This includes the supervision of pupils waiting beforehand and waiting to be collected afterwards.</p> <ul style="list-style-type: none"> • In line with the school's Child Safeguarding procedures all activities must be supervised by at least two, Garda vetted adults.
Late drop-offs, early collection, late pick up, attendance.	Risk of child being harmed in school by another adult.	<ul style="list-style-type: none"> • Latecomers must buzz the school gate on arrival and make their way to the school office where the school secretary will admit them. • Early leavers must be signed out in the early leavers book in the school office by an appointed adult. The adult must wait in the reception area until the child is summoned. • Significant concerns in relation to timekeeping are reported to the Education Welfare Officer. • Pupils' attendance at school will be monitored with an absence slip completed by a parent / guardian for all missed days or an email to the school email address. • Absences of 20 days or more are reported to the Education Welfare Officer.

Classroom teaching.	<p>Risk of child being harmed in the school by a member of school personnel.</p> <p>Risk of child being harmed in the school by another child.</p>	<ul style="list-style-type: none"> • Copies of the school's Child Safeguarding Statement and Child Safeguarding Risk Assessment are made available to school staff. • Glass viewing panels are installed in all doors where possible. • Glass viewing panels will not be obstructed in any way.
Outdoor teaching activities	Risk of harm due to inadequate supervision of children	<ul style="list-style-type: none"> • The school has a supervision policy in place to ensure appropriate supervision of all pupils at all times.
One to one teaching.	Risk of harm in one-to-one teaching.	<ul style="list-style-type: none"> • Parents/ guardians are required to provide written consent in instances where a child is withdrawn from class for supplementary teaching. • Glass panels are installed in the doors of support teaching rooms. • Glass panels will not be obstructed in any way.
Application of sanctions under the school's Code of Behaviour including detention of pupils.	Risk of child being harmed in the school by a member of school personnel.	<ul style="list-style-type: none"> • In line with the school's Code of Behaviour, detention of pupils during recreation breaks may be used as a sanction for unacceptable behaviour. During detention periods pupils will remain in the senior room classroom where two members of staff will supervise them.
School-based bullying, verbal, physical or psychological.	Risk of harm due to bullying of child.	<ul style="list-style-type: none"> • The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> • This Anti Bullying Policy is available to all staff and parents/ guardians in the school. • Adequate supervision is provided to ensure codes of behaviour are being followed. • The school fully implements the Social Personal and Health Education (SPHE) curriculum including Walk Tall, Stay Safe and RSE programmes.

Administration of first aid.	Risk of child being harmed in the school by another adult.	<ul style="list-style-type: none"> • School personnel strictly adhere to the school's Accident and Injury Policy. In the event of accident or injury to a pupil: • The relevant staff member in the presence/ view of another adult treats minor accidents/ injuries.
Administration of medicine.	Risk of child being harmed in the school by another adult.	<ul style="list-style-type: none"> • Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents/ guardians and agreed by the principal/ chairperson of the Board of Management.
Toilet areas.	Risk of harm due to inappropriate relationship/ communications between child and another child or adult.	<p>During pupil contact time:</p> <ul style="list-style-type: none"> • Class teachers will supervise pupil's use of toilet facilities. • Only one pupil at a time permitted in the class toilets. <p>During recreation breaks:</p> <ul style="list-style-type: none"> • Pupils must get permission from the teacher on yard duty to enter the school to use their class toilet. • Only one pupil at a time permitted in class toilets. • Pupils can only access the building through doors in the junior corridor.
Information Communication Technology and other digital devices.	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.	<ul style="list-style-type: none"> • The PDST Technology in Education filters access to Internet. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school has permits access to YouTube but blocks websites that are categorized as Personal such as blogs, and Social Networking such as Flicker and Facebook. <p>In line with our school's Acceptable Usage Policy:</p> <ul style="list-style-type: none"> • A teacher will always supervise Internet sessions. If there is no teacher in the room, access to the Internet is prohibited. • Pupils are not permitted to use personal devices in school unless they are requested to bring it to school by a member of the teaching staff for use during school for educational purposes. • See Acceptable Usage Policy for more details.
Storage or publication of photos of children.	Risk of pupil images being accessed and used inappropriately.	<ul style="list-style-type: none"> • Parental consent to take photos of children is obtained in writing by the school at the beginning of each school year. • Class teachers are made aware of any children in his or her class who do not have permission to be in school photos • Photos are taken on one specific school device (android tablet), which remains on school property. • Children's names are not published with photos uploaded to the school website, published in the school newsletter or other relevant publications. • Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes. • Children are not permitted to use camera phones/digital devices during the school day or at school events.
Data Protection.	Risk of personal information regarding pupils being accessed and used inappropriately.	<p>In line with the school's Data Protection Policy:</p> <ul style="list-style-type: none"> • Confidential documents relating to children in the school are stored securely in the school. • Hard copies are stored in locked filing cabinets. • Documents are shared with staff on a need to know basis.
Interaction with visitors to the school/ external coaches.	<p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognized by school staff.</p>	<ul style="list-style-type: none"> • Visitors and external coaches must check in at reception at the front entrance before accessing the school building. • Regular visitors to the school, eg external teachers, guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school. • Persons administering external programmes (eg GAA coaches etc) through another body will provide the school with confirmation of vetting from their relevant organization and a copy of any appropriate insurance. <p>In line with our school's Health and Safety Statement:</p>

		<ul style="list-style-type: none"> • Staff members closely supervise children during all school events in which visitors are invited to or are present in the school.
Student teachers undertaking training placement in school.	Risk of child being harmed in school by another adult.	<p>Prior to accepting a student on teaching placement, it is the responsibility of said student to provide the school with:</p> <ul style="list-style-type: none"> • Written verification that the placement is supported by and indemnified by the college in which the student is attending. • Confirmation that St. Laurence's National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement. • Teachers to remain with the class at all times.
Students participating in work experience in the school.	Risk of child being harmed in school by another adult.	<ul style="list-style-type: none"> • The school requires confirmation from the school college, in writing, that St. Laurence's National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement. • Students must be able to provide current NVB vetting documentation, which should be processed in advance of placement start date through the student's post primary school or the relevant colleges. • Due to current legislation the school will not offer work experience/TY placement to students who cannot meet vetting obligations.
Sporting Activities and Annual Sports Day.	<p>Risk of child being harmed in school by a member of school personnel.</p> <p>Risk of child being harmed in school by another child.</p> <p>Risk of child being harmed by another person while participating in out of school activities.</p>	<ul style="list-style-type: none"> • All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site. • Teacher responsibilities in this regard are detailed in the school policies.
Use of off-site facilities for school activities including school outings.	Risk of child being harmed by a member of school personnel, a member of staff of another organization or other person while child is participating in out of school activities.	<ul style="list-style-type: none"> • All teachers will exercise their Duty of Care to pupils during school activities whether undertaken off site. • Prior to the use of off-site facilities teachers will satisfy themselves as to the suitability of the venue. • Teacher responsibilities in this regard are detailed in the school policies.
Fundraising events involving pupils.	Risk of child being harmed by a member of school personnel, a member of staff of another organization or other person while child is	<ul style="list-style-type: none"> • All teachers will exercise their Duty of Care to pupils during fundraising activities whether undertaken on site or off site. • Teacher responsibilities in this regard are detailed in the school policies.

	participating in out of school activities.	
Care of pupils with specific vulnerabilities/needs.	<p>Risk of child being harmed by a member of school personnel.</p> <p>Risk of child being harmed in the school by another child.</p> <p>Risk of harm to child while a child is receiving intimate care</p>	<p>In line with our school Mission Statement:</p> <ul style="list-style-type: none"> • St. Laurence's National School provides an inclusive environment where pupils with specific vulnerabilities are valued and supported. • In as far as is possible the pupil and parents/ guardians will be involved in identification of his/her personal requirements. • A written copy of any parental agreement that exists on matters will be kept on the pupil's enrolment file. • Parents will be notified of any changes from agreed procedures. • At all times the dignity and privacy of the pupil will be paramount. <p>Practices and procedures in this regard are detailed in various school policies such as:</p> <ul style="list-style-type: none"> • Special Educational Needsh policy • Code of Behaviour • Anti Bullying Policy • S.P.H.E Policy • Acceptable Usage Policy • School Tours Policy
Recruitment of school personnel.	Risk of child being harmed in the school by a member of school personnel.	<ul style="list-style-type: none"> • Only teachers who can provide up to date vetting by the National Vetting Bureau are employed in St. Laurence's National School. • All temporary and permanent teachers are registered with the Teaching Council. • All Special Needs Assistants and ancillary staff employed by the Board of Management must undergo and successfully complete vetting by the National Vetting Bureau in advance of commencing employment. • References from previous employers are obtained before employment commences in the school. • A Form of Undertaking and Statutory Declaration must be completed before commencing in the school.
Online teaching and learning remotely	<ul style="list-style-type: none"> • Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms • Risk of harm caused by member of school personnel communicating with pupils in an inappropriate 	<ul style="list-style-type: none"> • Remote Learning Policy and Internet Acceptable Use Policies in place for pupils and staff to include provision for online teaching and learning remotely, and has communicated this policy to parents • Pupils never engaging in one on one sessions with individual teachers except by phone call on a parents phone with the parent/guardian present • Zoom sessions will be by invitation only with the teacher creating a new invitation each time and controlling access to the session through the waiting room. • Breakout rooms supervised by teachers. • Classdojo will be the method of communication between the pupils and teachers. Parents have full access to this an must give permission for their children's involvement.

	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	
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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.

Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children

First Act, 2015, any risks of harm that may exist in respect of the school's activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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.

Ratification and Review

This policy was adopted by the Board of Management on _____.

The policy will be reviewed in the light of changes to legislation, directives from the patron or other circular letters.

Signed:

Chairperson, Board of Management

Date: _____

Signed:

Principal

Date: _____