

# St Felim's National School

(042) 9665605  
office@thevalens.com  
www.thevalens.com



Roll No. 18564W  
Charity No: 20109967  
Principal: Mrs. Eilís Keegan  
Deputy Principal: Mrs. Patrice Clarke

Leiter, Bailieborough, Co. Cavan A82 CX30

January 2024

## Child Safeguarding Documents

### St Felim's N.S.

### 18564W



Part A: Child Safeguarding Statement

Part B: Child Safeguarding Risk Assessment

Part C: Checklist for Review of the Child Safeguarding Statement

Part D: Notification regarding the Board of Management's review of the Child Safeguarding Statement

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## **Part A: Child Safeguarding Statement** **St Felim's N.S.**

St Felim'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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St Felim'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 (revised 2023)* as part of this overall Child Safeguarding Statement.
2. The Designated Liaison Person (DLP) is Mrs Eilís Keegan, Principal.
3. The Deputy Designated Liaison Person (Deputy DLP) is Mrs Patrice Clarke, Deputy Principal.
4. The Relevant Person is Mrs Eilís Keegan, Principal.
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 1/2/2024

This Child Safeguarding Statement was reviewed by the Board of Management on 1/2/2024. [recent review date]

Signed: Gerry Ahern  
Chairperson of Board of Management

Signed: Si/Is Keegan  
Principal/Secretary to the Board of Management

Date: 1/2/2024.

Date: 1/2/2024

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## **Part B: Child Safeguarding Risk Assessment**

### **Written Assessment of Risk of St Felim's N.S.**

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*, the following is the Written Risk Assessment of St. Felim's National School.

#### **1. List of school activities:**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One to one learning support
- One-to-one and/or small group counselling, including pupil investigations
- Outdoor teaching activities
- One-to-one & small group movement & de-escalation breaks
- Sporting Activities: on-site and off-site
- School outings, including school tours
- Use of toilet areas in schools
  - Toilets in classrooms
  - Toilets outside classrooms
  - Toilets at either end of the main corridor
  - Staff Toilets
  - Adults/Wheelchair accessible toilet
- Use of classrooms or toilet areas for changing into sports gear
- Annual Sports Day
- Swimming Lessons (2<sup>nd</sup>-4<sup>th</sup> Class)
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School Transport arrangements including the use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of S.P.H.E., R.S.E.,



- Prevention and dealing with bullying amongst pupils including cyber-bullying
- Training of school personnel in child protection matters
- Use of external personnel to supplement the curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Use of external personnel to support the teaching of music
- Care of pupils with specific vulnerabilities/ needs such as:
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (L.G.B.T.Q.) children
  - Pupils perceived to be L.G.B.T. Q.
  - Pupils of minority religious faiths
  - Children in care
  - Children on C.P.N.S. (Child Protection Notification System)
  - Children with medical needs
- Recruitment of school personnel including:
  - Teachers/S.N.A.s
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies external to the school, e.g. Altar serving
- Use of Digital Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour
- Students participating in work experience in the school
- Student teachers undertaking training placement in the school
- Use of video/photography/other media to record school events
- After-school use of school premises by other organisations
- Use of school premises by other organisations during the school day
- After School Clubs (when in operation)
- After-school meetings, e.g. Active Schools Meetings, Green Schools Meetings
- Cumann na mBunscol matches (off-site)
- Sacramental preparation practices in the church
- Choir practices and performances in the church
- Community Events, e.g. Christmas Lights
- School-based activities which involve an invited audience
- Movement and placement of pupils to another classroom when a teacher is absent.
- Visits from external agencies/community members – Tusla (Social Worker/E.W.O.), D.E.S. Inspectors, NEPS, Visiting Teachers, PDST/NCSE personnel, Priest/Pastoral Assistant.
- Visits from sales representatives, delivery companies, contractors, and maintenance workers from various companies
- H.S.E. staff – vaccinations/hearing and vision testing
- Annual school photographer
- Remote Teaching and Learning when required
- Use of digital platforms by teachers and pupils
- Infant Induction Activities
- Meetings with parents during school hours
- Routine Fire Drills

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

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- 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
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or another person while the child is participating in out of school activities e.g. school trip, swimming lessons, matches
- Risk of harm due to inappropriate use of online remote teaching and learning communication platform
- Risk of harm due to bullying of a child, including cyber-bullying
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with S.E.N. who have particular vulnerabilities including medical vulnerabilities
- Risk of harm to a child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one or small group teaching, counselling, coaching situation or in the course of a pupil investigation
- Risk of harm resulting from inappropriate communication between school personnel and pupils via social media, texting, or other digital devices.
- Risk of harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or another manner
- Risk of harm due to inadequate supervision of children on an internet-enabled device while at school
- Risk of harm due to inappropriate use of digital technology
- Risk of harm caused by school personnel or another child when engaging in remote teaching and learning
- Risk of harm caused by an individual other than school personnel using a digital device to record, capture or share digital images on internet platforms

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

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*. The Child Safeguarding Statement is displayed in classrooms and inside the main entrance. The names and photographs of the DLP and DDLP are on display at the entrance to the school and in the school corridor. The *Child Safeguarding Statement* is also available in teachers' Classroom Policy folders and on the staff padlet.
- The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* are made available to all school personnel. Copies are available digitally on the staff padlet.
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*, and all registered teaching staff are required to adhere to the *Children First Act 2015 and its addendum (2019)*.
- The school will ensure that staff will avail of relevant training in Child Protection. Records relating to all staff training will be recorded in B.O.M. minutes.
- The school will encourage staff and Board Members to avail of relevant training in Child Protection.
- The school will dedicate at least one Croke Park meeting to Child Protection annually in Term One.
- The school implements in full the Stay Safe Programme. Stay Safe Lessons are taught annually in Senior Infants, Second, Fourth, and Sixth Class.
- The school implements in full the S.P.H.E. curriculum.
- The school has an R.S.E. Policy which it implements in full.
- The school has an Anti-Bullying Policy that fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*.
- The school addresses anti-racism awareness as part of anti-bullying awareness month.
- 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 a policy and procedures in respect of School Tours and Excursions.
- The school has a Health and Safety Policy.
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
- The school has a Dignity at Work policy. A copy of the Teaching Council Code of Professional Conduct for Teachers is available on the staff padlet.
- The school complies with the agreed disciplinary procedures for teaching staff as set out in Circular 0049/2018.
- The school has a Special Educational Needs policy.
- The school has a Toileting and Intimate care policy. Intimate care plans are reviewed annually for students who require such care.
- The school has 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 a policy and procedures for the administration of First Aid.
- The school has in place a Code of Behaviour for pupils.
- The school has in place an Internet Acceptable Use Policy. The school seeks consent annually for the use of the Seesaw platform and pupil commenting on Seesaw is disabled and all activities on Seesaw are previewed before teacher approval.
- The school has procedures to seek parental permissions using Aladdin Connect for school-related activities e.g. use of Seesaw etc.
- The school has in place a mobile phone policy.
- The school has in place a Critical Incident Management Plan.
- The school has implemented procedures whereby visitors to the school must declare themselves to the school office and sign the sign-in/out book.
- The school implements a signout system for the early dismissal of pupils.
- The school has procedures to ensure all external doors are locked when not required for entry/exit during the school day. Teachers are made aware of their responsibility in this area.
- The school has in place a policy and procedures for the use of external persons to supplement the delivery of the curriculum. Teachers must remain with their class while an external speaker or sports coach is present. The teacher has ultimate responsibility for the children at these times.
- The school has a policy and procedures for the use of external sports coaches.
- The school has procedures for one-to-one teaching activities in our S.E.N. Policy.
- The school ensures that there are clear glass panels in the doors of all classrooms and resource rooms. This is to facilitate one-to-one or small-group teaching or counselling.
- The school encourages all teachers to investigate incidents with a colleague present. If a colleague is unavailable, all investigations should occur with the classroom door open.
- The school has a policy and procedures in relation to Work Placements.
- The school has a swimming policy. Pupils are required to dress independently for swimming.
- The school has a policy of requesting members of an invited audience not to record school events for publication on social media.
- The school has an admissions policy which includes consent for the publishing of photographs.
- Parents must provide written permission for pupils to attend altar serving. During this time, the children will be under the supervision of a parent or the person with whom they will travel.
- All parent helpers who wish to assist with sports coaching must be Garda Vetted. Parent helpers are not permitted to enter changing rooms at sporting facilities off site without a teacher present.
- The school has a Remote Teaching and Learning and Communication Plan in place. This policy has been communicated to parents.
- The school facilitates internet safety talks to pupils in Fifth Class every year
- The school facilitates Anti Bullying Awareness Workshops for pupils when necessary.
- The school has an Accident and Injury 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 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 impossible to foresee and remove all risks of harm, the school has 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 1/2/2024.

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed Gerry Sheeran Date 1/2/2024.

Chairperson, Board of Management

Signed Filís Keegan Date 1/2/2024

Principal/Secretary to the Board of Management