

ST ANDREW'S COLLEGE

Junior School



CHILD SAFEGUARDING STATEMENT AND RISK ASSESSMENT

October 2024



Child Safeguarding Statement and Risk Assessment

St Andrew's College Booterstown Avenue, Blackrock, Co Dublin, A94 XN72 is a Junior (primary) and post-primary school providing primary/post primary education to pupils from Junior Infants to Leaving Certificate Year.

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 Governors of St Andrew's College has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Governors 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 Ms Louise Marshall who can be contacted by phone at 01-2882785 or by email at lmarshall@st-andrews.ie.
3. The Deputy Designated Liaison Person (Deputy DLP) is Ms Denise Buckley who can be contacted by phone at 01-2882785 or by email at dbuckley@st-andrews.ie.
4. The Relevant Person is Ms Denise Buckley who can be contacted by phone at 01-2882785 or by email at dbuckley@st-andrews.ie. (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. This person can also be the DLP). (Please see Appendix 3 – St Andrew's College Procedure for the Appointment of a Relevant Person as per the Children First Act 2015, Children First National Guidance for the Protection and Welfare of Children, 2017 and the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)).
5. The Board of Governors 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 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)

“harm” means, in relation to a child—

(a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or

(b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise’”

“ill-treatment” means, in relation to a child, to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated;

“neglect” means, in relation to a child, to deprive the child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care;

“sexual abuse” means, in relation to a child—

(a) an offence against the child, specified in Schedule 3,

(b) wilful exposure of the child to pornography, or

(c) wilful sexual activity in the presence of the child;

“welfare” includes, in relation to a child, the moral, intellectual, physical, emotional and social welfare of the child.

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 Governors members to avail of relevant training.
- The Board of Governors maintains records of all staff and Board of Governor 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 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 Governors 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 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 Governors on

Signed: *Sam [Signature]*

Chairperson of Board of Governors

Date: *24 October 2024*

Signed: *L. [Signature]*

College Principal

Date: *24 October 2024*

Child Safeguarding Risk Assessment

Written Assessment of Risk of St Andrew's College Junior School, Blackrock, Co Dublin

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)* and the Addendum to Children First: National Guidance for the Protection and Welfare of Children published in January 2019, the following is the Written Risk Assessment of St Andrews College Junior School.

1. List of school activities

- Daily arrival and dismissal of students.
- Assemblies.
- Recreation breaks for students.
- Classroom teaching.
- One-to-one teaching.
- One-to-one counselling.
- Outdoor teaching activities.
- Sporting Activities.
- School outings.
- School trips involving overnight stay.
- Use of toilet/changing/shower areas in schools.
- Annual Sports Days.
- Fundraising events involving students.
- Use of off-site facilities for school activities.
- School transport arrangements including use of bus escorts.
- Care of Junior School children with additional educational needs, including intimate care where needed.
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required.
- Administration of Medicine.
- Administration of First Aid.
- Monitoring curricular provision in respect of SPHE, Wellbeing, RSE, Stay Safe Programme and other relevant curriculum.
- Prevention and dealing with bullying amongst pupils.
- Training of school personnel in child protection matters.
- Pupil Leadership.
- Use of external personnel to supplement curriculum.
- Use of external personnel to support sports and other extra-curricular activities.
- Care of students with specific vulnerabilities/needs.
- Recruitment of school personnel including
 - Teachers/SNAs
 - Support and Ancillary Staff
 - Cleaners

- Outside catering company – Sodexo
- Sports coaches
- External tutors/guest speakers
- Volunteers/parents in school activities
- Visitors/contractors/employees of contractors present in school during school hours.
- Visitors/contractors/employees of contractors present during after-school activities.
- Student teachers undertaking training placement in 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.
- Early Morning Supervision/After school care.
- Early morning/after school scheduled and ad hoc classes.
- Extra-Curricular Activities before and after school.
- After school music classes.

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/contractors/employee of contractor or other person while child participating in school activities on site.
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation/contractors/employee of contractor or other person while child participating in out of school activities.
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in remote teaching and learning or remote extracurricular activity.
- Risk of harm due to bullying of child.
- 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 due to children inappropriately accessing/using computers, social media, phones and other devices while engaged in remote teaching and learning.
- Risk of harm to children with AEN who have particular vulnerabilities.
- Risk of harm to child while a child is receiving intimate care.

- Risk of harm due to inadequate code of behaviour.
- Risk of harm in one-to-one teaching, counselling, coaching situation.
- Risk of harm caused by member of school personnel communicating with pupils in appropriate 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.

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 Protection Procedures for Primary and Post-Primary Schools (revised 2023)* are made available to all school personnel.
- 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 implements in full the Stay Safe Programme.
- The school implements in full the SPHE curriculum.
- The school has an Anti-Bullying Policy.
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school trips.
- 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 codes of conduct for school personnel (teaching and non-teaching staff).
- The school complies with the agreed disciplinary procedures for teaching staff.
- The school has an Additional Educational Needs policy (AEN).
- The school has an intimate care policy/plan in respect of students who require such care.
- The school has in place a policy and procedures for the administration of medication to pupils.
- The school
 - Has provided each member of the 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.
 - Ensures staff avail of relevant training.
 - Encourages Board of Governors members to avail of relevant training.
 - Maintains records of all staff and board member training.
- The school has in place a policy and procedures for the administration of First Aid.

- The school has in place a code of behaviour for pupils.
- The school has in place an ICT policy in respect of usage of ICT by pupils.
- The school has in place a mobile phone policy in respect of usage of mobile phones by students.
- The school has in place a Critical Incident Management Plan.
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.
- The school has in place a policy and procedures for the use of external sports coaches.
- The school has in place a policy and clear procedures for one-to-one teaching activities.
- The school has in place a policy and procedures for one-to-one counselling.
- The school has in place a policy and procedures in respect of student teacher placements and substitute teachers.
- The school has in place a policy and procedures in respect of students undertaking work experience in the school and in external organisations.

Important Note: It should be noted that risk in the context of the 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 (revised 2023)*

In undertaking this risk assessment, the Board of Governors 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.



Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015 to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Governors shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Governors should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

		Yes/No
1.	Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> ?	Y
2.	Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Y
3.	As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> ?	Y
4.	Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	Y
5.	Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
6.	Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Y

7.	Has the DLP attended available child protection training?	Y
8.	Has the Deputy DLP attended available child protection training?	Y
9.	Have any members of the Board attended child protection training?	Y
10.	Has the school appointed a DLP and a Deputy DLP?	Y
11.	Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
12.	Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y
13.	Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> and the Children First Act 2015?	Y
14.	Has the Board received a College Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Y
15.	Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Y
16.	Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Y
17.	Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	Y
18.	Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	Y
19.	Have the minutes of each Board meeting appropriately recorded the CPOR report?	Y
20.	Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Y
21.	Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made? *	Y
22.	Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Y
23.	Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
24.	Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> ?	N
25.	In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	N/A
26.	Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
27.	Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Y

28.	Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
29.	Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)?	Y
30.	Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
31.	Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Y
32.	Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions? *	Y
33.	Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)? *	Y
34.	Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	N/A
35.	Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> ?	Y
36.	Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Y
37.	Is the Board satisfied that the <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> are being fully and adequately implemented by the school?	Y
38.	Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N
39.	Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	N/A
40.	Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	N/A

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Checklist for Review of the Child Safeguarding Statement

Signed: 

Date: 24 October 2024

Chairperson, Board of Governors

Signed: 

Date: 24 October 2024

College Principal

Note: Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.



Notification regarding the Board of Governors review of the Child Safeguarding Statement

The Board of Governors of St Andrews College wishes to inform you that:

- The Board of Governors ratified the Junior School's Child Safeguarding Statement at the Board meeting of 24 October 2024.
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website www.education.ie

Signed:

Date:

24 October 2024

Chairperson, Board of Governors

Signed:

Date:

24 October 2024

College Principal

APPENDIX 1

Protocol authorising immediate action:

The following protocol authorises immediate action under section 7.2 of the 'Child Protection Procedures' for Post Primary Schools 2017'.

Where circumstances warrant it, as an essential precautionary measure in order to protect the children in the school, the College Principal is authorised by the school management authority to direct an employee to immediately absent himself or herself from the school without loss of pay until the matter has been considered by the employer. It is very important to note that the action under the protocol is intended to be precautionary and not disciplinary.

The action under this protocol is an interim measure pending the employer's consideration of the matter. The employee will be invited to a meeting with the College Principal the purpose of which is to inform the employee of the allegation and the action being taken. The employee may be accompanied by an appropriate person of his or her choice and will be so advised. In any event, the employee will also be advised of the matter, in writing. The College Principal shall make a record of the meeting which shall be retained on the relevant case file.

APPENDIX 2

St Andrew's College Procedure for the Appointment of a Relevant Person as per the Children First Act 2015

GLOSSARY OF TERMS

Child Safeguarding – ensuring safe practice and appropriate responses by staff and volunteers to concerns about the safety or welfare of children, including online concerns, should these arise. Child safeguarding is about protecting the child from harm, promoting their welfare and in doing so creating an environment which enables children and young people to grow, develop and achieve their full potential.

Child Safeguarding Guide – Tusla Children First – Child Safeguarding: A guide to policy, procedure and practice.

Child Safeguarding Statement – defined in the Children First Act 2015, this is a statement, including a written assessment of risk of harm to children and the measures that will be taken to manage any identified risks.

Children First – This is an overarching term that refers to responsibilities under Children First: National Guidance for the Protection and Welfare of Children (DCYA, 2017) and/or Children First Act, 2015

Guiding principles and child safeguarding procedures – previously referred to as child protection and welfare policy and procedures, the procedures an organisation has in place to safeguard children from harm and reduce the risks to children of being harmed.

Provider – as defined in the Children First Act 2015, 'means, in relation to a relevant service, a person-

(a) who provides a relevant service, and

(b) who, in respect of the provision of such relevant service—

- (i) employs (whether under contract of employment or otherwise) one or more than one other person to undertake any work or activity that constitutes a relevant service,
- (ii) enters into a contract for services with one or more than one other person for the provision by the person of a relevant service, or
- (iii) permits one or more than one other person (whether or not for commercial or other consideration and whether or not as part of a course of education or training, including an internship scheme) to undertake any work or activity, on behalf of the person, that constitutes a relevant service;'

Relevant Person – means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the Child Safeguarding Statement Relevant service – as defined in the Children First Act 2015, 'means any work or activity specified in Schedule 1 [of that Act]'.

1.0 Introduction

The Children First Act 2015 sets out the requirement of providers of relevant services to have a Child Safeguarding Statement and specified procedures. St Andrew's College is identified as a provider of a relevant service. The specified procedure herein as required under the act details the appointment of a relevant person for the purposes of this part. This part refers to in this case the Child Safeguarding Statement.

2.0 Purpose

The purpose of this procedure is to:

1. Meet the requirements of the Child Safeguarding Statement and specified procedures
2. To provide all staff and board members with the process of identifying a relevant person
3. To provide the name of a relevant person for the purpose of the Child Safeguarding Statement

3.0 Scope

This procedure applies to all staff of St Andrew's College. In this procedure, references to staff should be interpreted as applying to direct employees of St Andrew's College, agency contracted staff, independent contractors providing services to St Andrew's College, persons on work placements, student placements and volunteers.

This procedure sets out guidance and direction for the St Andrew's College Board of Governors and all St Andrew's College staff and any member of the public who may request a copy of the Child Safeguarding Statement's specified procedure relating to the appointment of a relevant person. A relevant person is defined within the Children First Act 2015 and is a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's child safeguarding statement.

4.0 Legislation and Other Related Policies (need to check these)

- Children First Act 2015
- Children First National Guidance for the Protection and Welfare of Children 2017
- Tusla Guidance on the Developing a Child Safeguarding Statement
- Tusla Child Safeguarding: A Guide for Policy, Procedure and Practice

- Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)

5.0 Policy/Procedure/Protocol/Guidance

The procedure to appoint a relevant person for St Andrew's College is as follows

1. The St Andrew's College Board of Governors propose the relevant person and delegate the function of the relevant person to the College Principal.
2. The College Principal may delegate this function to a nominated individual.
3. The Board of Governors agree the College Principal or other nominated individual as the named relevant person for the purpose of the Child Safeguarding Statement.
4. The name of the relevant person will be displayed on the St Andrew's College Junior School Child Safeguarding Statement.

To be reviewed October 2025

