

ST. BRIGID'S NATIONAL SCHOOL, CASTLEKNOCK



CHILD SAFEGUARDING STATEMENT

Saint Brigid's National School is a Primary National School, state-funded by the Department of Education and Skills. The school was established under the patronage of the Archdiocese who defines the ethos of the school. We are based on Castleknock, Dublin 15. We provide primary education for children aged 4 to 12 years. In addition to the Principal and Deputy Principal we currently employ 48 teachers, 13 Special Needs Assistants, a caretaker, a secretary and a housekeeper.

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. Brigid's National School has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is **Ms. Nicola Fay**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Mrs. Noelle Mac Donagh** and in the absence of both the most senior member of staff will assume the role. (Currently Ms. Melissa Stokes)
4. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all 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 cooperate 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/guardians and encourage parental involvement in the education of their children.
- 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:

- a. In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission, or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
- b. In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website
- c. In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - 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 the Board of Management members to avail of relevant training

The Board of Management maintains records of all staff and Board member training

- d. In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in

the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

- e. In this school the Board has appointed the DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.

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


7. In accordance with the Children First Act 2015 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.


8. The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.

9. This statement has been published on the school's website and has been provided to all members of school personnel, the Parents/guardians' Association (if any) and the patron. It is readily accessible to parents/guardians and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

10. This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted
by the Board of Management on 18th October 2021.

Signed: 
Chairperson of Board of Management
Management

Signed: 
Principal/Secretary to the Board of

Date: 18th October 2021

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RISK ASSESSMENT AND PROCEDURES

Below is the risk assessment of potential harm we have identified in our school and procedures we have put in place to manage these risks

Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm 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" Children First Act, 2015

ACTIVITY	RISK IDENTIFIED	PROCEDURES TO MANAGE THE RISK
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly and correctly by any member of staff	<ul style="list-style-type: none"> • All Staff to view online training offered by An Tusla • The DLP and DDLP will avail of training through the CSPMA or Education Centres and/or online • All staff have access to the Child Protection Procedures for Primary and Post Primary Schools 2017 and Children First 2017 and DES Circular 0081/2017 and must adhere to them • All staff will have a copy of the CSS available in their rooms • Each teacher is now a mandated person • The DP or DLP will support the mandated person to ensure procedures are followed correctly and promptly • The CSS is reviewed annually by the SMT • School management will update the staff and the Board on current guidelines and provide any required training • Board of Management records all records of staff and board training • The name of the DLP is displayed in reception • New staff members will be made aware of all procedures around child protection by Deputy Principal
Recruitment of School Personnel	Harm not recognised	<ul style="list-style-type: none"> • Adherence to garda vetting and recruitment circulars published by the DES • References provided and checked • NQTs mentored by two staff members
Curricular Provision in respect to SPHE, RSE, Stay Safe	Non-Teaching of same	<ul style="list-style-type: none"> • School implements SPHE, RSE, Stay Safe in full
ACTIVITY	RISK IDENTIFIED	PROCEDURES TO MANAGE THE RISK

Arrival and Dismissal	Harm from older pupils, unknown adults on the playground	<ul style="list-style-type: none"> • Arrival to school is supervised by Teachers and SNAs from 8:30 - 9:00 am and SNAs supervise dismissal in the yards • Children not collected at hometime know to return to reception • No adult should ever approach a child on the school grounds in an aggressive manner
Collection from school	Harm from an unauthorised adult collecting a child	<ul style="list-style-type: none"> • Names and numbers of those permitted to collect in lieu are collected on enrolment forms and given to Infant class teachers. • Infants must be collected at classroom doors by a known adult. • Teacher must be informed in advance of any changes in collection arrangements • No adult should approach a child on the school grounds in an aggressive manner • If an adult unknown to the teacher presents to collect an Infant child and the teacher has not been informed the parents/guardians are phoned before the child is released
Early collection	Harm to a child if leaving school unsupervised	<ul style="list-style-type: none"> • Early collections: A note must be given by parents/guardians /guardians to the teacher and the child must be collected by an adult through reception during office hours. • They must be signed out by an adult • Parents/guardians are asked not to collect children during breaks
Latecomers and attendance	Harm to pupils	<ul style="list-style-type: none"> • Children arriving after 9:10 am should enter through reception • Same morning confirmation of absence texts are sent to parents/guardians /guardians when a child is absent • Parents/guardians must furnish an explanatory note or send an app message when a child is absent. Teachers record reasons on Aladdin. • Attendance and punctuality are monitored, and significant concerns are discussed with parents/guardians and reported to An Tusla
After school clubs and activities	Harm to pupils	<ul style="list-style-type: none"> • After school childcare clubs collect Infants at classrooms. • Clubs run by teachers have a list of children's names and numbers. Teachers supervise dismissal and collection by a known adult unless permission has been given in writing for them to walk home • Clubs run by external agencies must provide the BoM with details of garda vetting and insurance

<p>Adult visitors to the school</p> <ul style="list-style-type: none"> - Sports Coaches - Student Teachers - Guest Speakers - Transition Year Students - Contractors present during or after school - PTA members - BOM members 	<p>Person/s on the premises without the knowledge of principal or staff members</p>	<ul style="list-style-type: none"> • Visitors must enter and sign in at reception • Main entrance has a magnetic lock so visitors can only be given access by a staff member • Side gate is locked at 9:15 am and external doors are kept closed and locked where possible • Adults who are not regular visitors to the school should be accompanied by a staff member when moving around the school • Teachers always remain with their class when a guest/coach is speaking to them • Regular visitors eg. Sports coaches, guest speakers or external teachers are Garda vetted or a copy of their vetting and insurance is supplied to the school. • Children are closely supervised by staff during all events at which visitors are invited into the school • Staff members are asked to politely question any unaccompanied visitors they see in the school. • Children go on jobs in pairs (not during restrictions) • It is at the principal's discretion if a visiting teacher, student, or SNA is to be left in sole charge of a class • Guidelines are given and discussed with Student Teachers and TY Students
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ACTIVITY	RISK IDENTIFIED	PROCEDURES TO MANAGE THE RISK
<p>Events held outside of the school e.g. sport venues, choir performances, school tours and use of offsite facilities for school activities</p>	<p>Harm or injury to pupils</p>	<ul style="list-style-type: none"> • Teachers will assess any risks before the event • Teachers bring a list of pupils, contact numbers and medical boxes if required • Pupil: Adult Minimum Ratio 1:15 in older classes and 1:10 in Infants • Teachers closely monitor children when moving to and from areas, using rest rooms and entering and exiting the venue • Teachers closely monitor children when interacting with staff of the centre they are visiting • Photographs may only be taken by staff members and not by parents/guardians who are helping to supervise • Parental written consent must be provided prior to an outing • Teachers must wait until all children are collected after the event unless they have prior permission to walk home • School Code of Behaviour applies

		<ul style="list-style-type: none"> • Pupils are NOT permitted to bring mobile phones or digital devices on school outings • Teachers will not travel with only one child in their car
Altar Servers	Harm or injury to pupils	<ul style="list-style-type: none"> • Must give a written request to teacher from parents/guardians • Pupil must sign in and out a reception • Must return to school immediately after Mass
School Transfers	Tusla not aware a child has moved schools	<ul style="list-style-type: none"> • DLP will inform Tusla if a child who is the subject of a report transfers to another school or secondary school
Storage and Publication of photos or videos of children	Harm to children from unknown people accessing images	<ul style="list-style-type: none"> • Parental consent for school to take and publish photos is requested on the enrolment form • Only group images are uploaded to the school app or blog and names are not linked to the images • Images of individual children are stored on the school administration system. • Teachers are requested to only take group shots and not to store images of children on personal devices for longer than is necessary • Images for the school magazine and website are stored in secure online folders and on the deputy principal's password protected computer • Parents/guardians should not share, publish or tag images of pupils other than their own on social media if they take photos at a school event • Permission is sought from parents/guardians if outside agencies wish to publish images in line with our AUP policy
Accessing the internet, use of videos and use of mobile devices	Harm to pupils accessing inappropriate content Bullying	<ul style="list-style-type: none"> • Children must be supervised when using devices that allow internet access • All video clips must be previewed by teachers • All movies shown must be of a Universal or G rating. If a teacher wishes to show a PG, they must pre approve the film before showing it • Mobile phones are not permitted in school or on outings • School internet is filtered by NCTE • The school may provide emails to children to access Office 365, Google Classroom and Minecraft but emailing will be blocked <p>See AUP Policy and Code of Behaviour</p>

Withdrawal of children from class and one to one teaching	Harm to pupil by school personnel	<ul style="list-style-type: none"> • Parents/guardians provide consent for withdrawal from class eg. Guided reading and learning support, resource support, OT, sensory room and movement breaks • Glass panels are installed on all classroom doors and should not be covered • Teachers working in a 1:1 situation should do so in full view from outside the door.
Sensory Room		<ul style="list-style-type: none"> • The sensory room and LS10 have a viewing hole instead of a glass panel
Use of toilets, changing rooms and intimate care	Inappropriate behaviour or harm from school personnel or other pupils	<ul style="list-style-type: none"> • Children ask permission to leave the yard to go to the toilet and admission is limited to one pupil at a time This is supervised by 5th class pupils • A change of clothes is provided to any child who has an accident so they can change themselves. If they are unable or are badly soiled parents/guardians are contacted. If parents/guardians cannot attend, two members of staff may provide assistance. These incidents are recorded. Teachers should not remain alone in a toilet with a child. See Intimate Care Policy • In the case of a special needs child requiring intimate care, an agreement on procedures is reached with the parents/guardians at the start of the year including who covers if the designated SNA is absent.
Use of changing rooms	Harm to pupils	<ul style="list-style-type: none"> • Children changing for training after school do so ten minutes before leaving in classroom toilets • Two members of staff accompany teams to matches. One staff member must be of same gender as pupils • Children are allowed to use the dressing rooms to change in before each game. Teachers should only enter the dressing rooms if accompanied by another adult.
No Lunch	Possibility of neglect	<ul style="list-style-type: none"> • Parents/guardians are phoned or texted • If a child has no lunch on related occasions, the school will work with the parents/guardians and if necessary, provide a lunch
Use of school by outside agencies	Harm to pupils	<ul style="list-style-type: none"> • All agencies who use the school are responsible for the implementation of their own Child Safeguarding Statement and Garda vetting compliance

<p>Accidents and Injuries at school</p>	<p>Harm to pupils</p>	<ul style="list-style-type: none"> • Minor injuries are treated in the First Aid area by Ms.Kurpias. The yard supervisor reports these injuries to the class teacher. • Parents/guardians are called in the case of a more serious injury, and it is recorded on the school Aladdin administration system • Children who are ill need a letter to remain indoors. • Children in casts or on crutches must bring a letter and remain indoors or are seated on a bench/chair in the yard. • If parents/guardians cannot be contacted and medical assistance is urgently required, the principal and a member of staff will bring a child to hospital
<p>Managing challenging behaviour and use of restraint</p>	<p>Injury to pupil or staff</p>	<ul style="list-style-type: none"> • Physical restraint is only used in an emergency when the safety of the child or others is at risk • Staff seek assistance from another staff member • Staff must adhere to the schools Code of Behaviour
<p>School based bullying verbal, physical or psychological</p>	<p>Harm to more vulnerable such as those who are LGBT or those who are perceived to be e.g., Ethnic minorities, and minority faiths</p>	<ul style="list-style-type: none"> • Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> • Restorative practice is implemented, and all reported incidents of bullying are recorded (see anti bullying policy) • Talks for parents/guardians on Cyberbullying and internet safety are given annually. • Bullying of a sexualised nature is reported immediately to the DLP • Friends for Life program in 3rd 4th 5th 6th • Anti-bullying policy on school website and reception • Culture of openness and respect • SPHE curriculum taught annually • Stay Safe taught annually • Rainbows program for vulnerable grieving children • Adequate supervision is provided in class and yards • Code of Behaviour is displayed in classrooms

Record Keeping		<ul style="list-style-type: none"> • Sensitive documents including reports to An Tusla are shared on a need-to-know basis only and stored securely in a locked cabinet • All parties identified in a CP report are given a unique identifying code by the DLP • Reports are indexed to allow for easy tracking • Confidential data is not stored on external hard drives or usb keys <p>See data protection GDPR policy</p>
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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.

<p>Remote Learning with whole class or pod due to exceptional closures</p> <p>Remote learning with one pupil due to covid absence</p>	<p>Inadequate supervision of children using internet enabled devices while accessing schoolwork</p> <p>Interaction with a teacher outside school in a one-on-one situation</p>	<ul style="list-style-type: none"> • Pupils given school email addresses and passwords to access google classroom with parents' permission • It is the duty of parents to supervise children while working online • Code of good practice shared with pupils prior to use of Google classroom and Flipgrid. • Google hangouts, google meet and personal email disabled for all pupils • Google classroom chats supervised by teachers in 3rd and 4th and monitored by teachers in 5th and 6th • Live video will not be used by pupils • Recorded videos will be moderated by the teacher and only viewed by pupils with login code • Uploading of pupil's video and images or documents will be done securely through Google Classroom, Flipgrid and Aladdin and with parents' prior approval • Sharing of documents, images and videos with peers will only be with parental approval • Website and app recommendations will be pre approved by teachers • Communication between pupils and teachers from 2nd up will be through Google Classroom only and for educational purposes • Communication with younger pupils will be through Aladdin or via parents' email
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		<ul style="list-style-type: none"> • Phone calls to pupils must only be with prior approval of the principal and parents (SEN Pupils) • Teachers should where possible use the school phone and school email to contact parents and never share their private email or their phone number with pupils <p>see AUP and remote learning policies</p>
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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 in March 2018. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

REVIEWED

Signed 

Date 18th October 2021

Chairperson, Board of Management

Signed 

Date 18th October 2021

Principal/Secretary to the Board of Management