

# **Child Safeguarding Statement**



**HOLY TRINITY  
NATIONAL SCHOOL**

**20190T**

**DLP: JAMES TOBIN**

**DDLDP: BRIANOG BRADY DAWSON**

**March 2018**

Holy Trinity National School 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 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 Holy Trinity 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: James Tobin
- 3 The Deputy Designated Liaison Person (Deputy DLP) is: Brianóg Brady Dawson
- 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. The school will adhere to the following principles of best practice in child protection and welfare. The school will:
  - a. recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
  - b. fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
  - c. fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
  - d. 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
  - e. develop a practice of openness with parents and encourage parental involvement in the education of their children; and
  - f. 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:
    - i. Has provided each member of staff with a copy of the school's Child Safeguarding Statement
    - ii. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
    - iii. Encourages staff to avail of relevant training
    - iv. Encourages Board of Management members to avail of relevant training
    - v. 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 above named DLP as the 'relevant person' (as defined in the Children First Act 2015) to be the first point of contact in respect of the school's 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, 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 attached as an appendix to these procedures.
- 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 [www.holytrinity.ie](http://www.holytrinity.ie). It has been provided to all members of school personnel, the Parents' Association and the patron. It is displayed in the school foyer and is readily accessible to parents and guardians. 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 \_\_\_\_\_

Signed: \_\_\_\_\_

Chairperson of BoM

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Principal/Secretary to the BoM

Date: \_\_\_\_\_

**Child Safeguarding Risk Assessment  
(of any potential harm) and school procedures to address risks of  
harm to pupils.**

***The following procedures are in line with the ideals of our school's  
Mission Statement.***

*(Please note: procedures in italics are currently being drafted/re-drafted/implemented.)*

<b>List of School Activities</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
Training of school personnel in Child Protection matters	Child Safeguarding Statement & DES procedures made available to all staff  DLP & DDLP to attend PDST face to face training Túsla training module & online training offered by PDST completed by staff.  BOM documents all records of staff and board training
One to one adult-pupil contact: <ul style="list-style-type: none"> <li>• Teaching</li> <li>• Assessment</li> <li>• SNA withdrawal of a pupil</li> </ul>	School has policy in place for one to one adult-pupil contact Glass panels in doors of all SEN rooms
Care of Children with special needs (intimate care/toileting)	Policy on intimate care / toileting Care details and Parent form signed in advance
Toilet areas	Supervision policy: only 1 pupil at a time in toilet; in-class break use of toilets is with prior permission of supervising adult; Yard use: pupil accompanied by 2 Buddies
Curricular Provision in respect of SPHE, RSE, Stay safe.	School implements SPHE, RSE, Stay Safe in full
Daily arrival and dismissal of pupils: <ul style="list-style-type: none"> <li>○ in a.m. }</li> <li>○ end of regular day }</li> <li>○ early closing day }</li> <li>○ at other times }</li> </ul> Late arrivals Early going home	<i>Arrival and dismissal policy</i> Code of Behaviour Anti-Bullying Policy Prompt dismissal of pupils Staggered dismissal on shorter day: Infants -11.55; Remainder of school – 12.00 Pupils from 3 <sup>rd</sup> – 6 <sup>th</sup> : allowed go home on their own, with prior signed permission from parents Infant pupils: <i>Names &amp; contact details of any collectors are included on Enrolment Form</i>  Latecomers must report to the office Pupils being collected early must be signed out at the office
Attendance	Roll called before 9.45 daily and recorded on Aladdin School is compliant with reporting requirements under Education (Welfare) Act 2000 Annual Attendance Report completed

<p>Parents entering school building during day:</p> <ul style="list-style-type: none"> <li>○ school parents</li> <li>○ Montessori parents</li> <li>○ Breakfast club parents</li> </ul>	<p><i>Montessori protocol</i> <i>Breakfast Club protocol</i></p> <p>Parents who visit the school during the day, must report to the school office and wait in foyer. Pupil pick-ups will be from the office not the classroom. Parents who have an appointment in the school must report to the school office and will be escorted to the meeting.</p>
<p>Breakfast Club</p>	<p>Adult supervision is provided at all times; <i>Breakfast Club protocol</i> Code of Behaviour policy Anti-Bullying policy</p>
<p>School doors open</p>	<p>Entry through main lobby is by code or office button; All other doors will be closed once pupils have entered the building and only opened to allow yard access and return. <i>All authorised visitors wear identifying lanyard</i></p>
<p>Pupils going on messages around school / travelling to another room / pupil leaving early</p>	<p>Age-appropriate measures are in place: Pupils are sent in pairs (three pupils if one is going home); SEN pupils for 1-1 sessions are collected by SEN teachers; SEN pupils for groups sessions will travel together.</p>
<p>Pupils exiting to yard and returning at break times</p>	<p>Supervision policy Code of Behaviour policy Anti-Bullying policy</p>
<p>Pupils playing in yard</p> <ul style="list-style-type: none"> <li>○ Junior yard</li> <li>○ Senior yard</li> </ul>	<p>Supervision policy Code of Behaviour policy Anti-Bullying policy School gates closed</p>
<p>Pupils in classroom during break times</p>	<p>Pupils remain in their seats; Toilet visits are only made with permission from supervising adult Code of Behaviour policy Anti-Bullying policy IT equipment only to be used with content chosen and set up by class teacher Buddy protocol in place</p>
<p>Staff collecting classes from yard in a.m.</p>	<p>Pupils line up in class lines Code of Behaviour policy applies Anti-Bullying policy applies</p>
<p>Management of challenging behaviour involving staff physical intervention</p>	<p>Restraint policy and Information Report Supervision policy Code of Behaviour Anti-Bullying policy</p>
<p>Senior pupil 'Buddies'</p>	<p>Protocol for Buddies Supervision Policy Anti-Bullying Policy</p>
<p>Leaving hall for bathroom break (e.g. P.E.) Leaving yard for bathroom break Leaving yard for First Aid</p>	<p>Pupils encouraged to use toilets before P.E. &amp; breaks. In an emergency during P.E. class, pupils (<i>with the exception of Infants</i>) will be accompanied by another pupil to Room 1. Two Buddies accompany a pupil leaving the yard for bathroom break / First Aid and wait to return with pupil.</p>

	Toilet in classroom beside First Aid is used and Buddies wait at the classroom door. See Supervision policy
Classroom teaching	Teacher Code of Professional Conduct Teacher supervision & effective classroom management; Code of Behaviour policy Anti-Bullying policy Restraint policy & completion of any Incident Report.
Staff leaving classroom	If teacher needs to leave classroom- Door is left open Neighbouring Teacher informed Neighbouring Teacher monitors class Staff recognises collective responsibility nature of duty of care.
Splitting of class (e.g. EPV day / Teacher illness)	<i>Class division arrangements are drawn up in Sept. indicating allocation of pupils for EPV/Teacher illness.</i> EPV day: Co-Teacher splits class according to arrangements; Illness: Principal/Deputy or nominated teacher splits class; Where possible, pupils remain on same floor level; Pupils go to/return from yard with 'new' class.
SEN teaching:	Teacher supervision & effective classroom management Data Protection policy Code of Behaviour policy Anti-Bullying policy Restraint policy & completion of any Incident Report.
School outings / short trips	Pupils leave the school grounds under the care of more than one adult <i>Prior Risk Assessment for annual tours</i> <i>Garda Vetting of accompanying adults</i> <i>Garda Vetting of adults facilitating the purpose of the outing</i> Supervision policy School Outings policy Code of Behaviour policy Anti-Bullying policy <i>Toilet use (out-of-school protocol)</i>
Outdoor teaching activities e.g. pupils working in the school garden	Teacher supervision & effective class management; Code of Behaviour policy Anti-Bullying policy Restraint policy & completion of any Incident Report Pupils encouraged to use toilets before session; In an emergency, pupil will be accompanied by another pupil to nearest classroom toilet.
Managing challenging behaviour- In classroom On school grounds Out-of-school activity	Teacher Code of Professional Conduct Restraint policy and Information Report Supervision policy Code of Behaviour Anti-Bullying policy <i>Garda Vetting of accompanying adults</i> <i>Garda Vetting of adults facilitating the purpose of the outing</i>

Investigating an incident in one-to-one context	Teacher Code of Professional Conduct Own classroom door and neighbouring classroom door left open and neighbouring teacher informed Code of Behaviour Anti-Bullying policy Restraint policy and Information Report
Application of sanctions for misbehaviour	Teacher Code of Professional Conduct Code of Behaviour policy
Application of Bullying prevention, intervention and sanctions	Teacher Code of Professional Conduct Anti-Bullying policy
Use of ICT by pupils in the school	AUP policy in place No unsupervised access to internet School filter in place Access to class laptop by Teacher only Mobile Phone policy prohibits switching on of phones on school grounds Supervision policy Code of Behaviour Anti-Cyber Bullying policy
Use of photos, videos, phones, social media to record school events; use of social media by parents (e.g. whatsapp groups)	School protocol on recording of school events for family use only and not for online uploading; <i>Parents reminded to act responsibly when using social media / whatsapp</i>
Use of ICT by school staff	No personal devices to be used for recording (audio/visual); No recording (audio/visual) of identifiable pupils; Parental permission sought See AUP
Administration of medicine / First Aid	First Aid policy First Aid training for staff Administration of medication policy Supervision policy
Lunches	Healthy Eating policy Teachers note any pattern of concern regarding pupils with no lunch/with poor nutritional lunches
Sporting Activities involving visiting coaches	Garda Vetting required No access without Teacher presence
Swimming – dressing rooms, use of toilets	<i>Swimming protocol observed</i> Separate changing rooms for boys and girls Pupils rinse under showers, while still in swim-gear Accompanying teachers adopt supervising positions.
Visits to Sonas room / Library	Teacher supervision & effective class management; Code of Behaviour policy Anti-Bullying policy Restraint policy & completion of any Incident Report Glass panels in doors
After-school extra-curricular <ul style="list-style-type: none"> <li>○ Indoor activities</li> <li>○ Outdoor activities</li> </ul>	After-school facilitators obliged to adhere to Holy Trinity Child Safeguarding Statement
Students participating in work experience	Work Experience Policy – over 16yrs and Garda Vetted only accepted for work experience No access without Teacher presence

	Obligated to adhere to Holy Trinity Child Safeguarding Statement
Teaching placement of Student Teachers	Garda Vetted School Mission Statement Compliance with all relevant school policies Obligated to adhere to Holy Trinity Child Safeguarding Statement
SNA work placement	Garda Vetted Compliance with all relevant school policies Obligated to adhere to Holy Trinity Child Safeguarding Statement
Fundraising events involving pupils and outsiders e.g. Christmas Fair / Book Fair	Access only to designated areas Organisation and supervision of all activities by teachers / nominated adults Supervision policy Code of Behaviour Anti-Bullying policy
Annual Sports Day	Access only to designated areas Organisation and supervision of all activities by teachers Supervision policy Code of Behaviour Anti-Bullying policy
Use of external personnel to supplement curriculum	<i>All visitors to the school sign-in and sign-out at the office and must wear lanyard;</i> Obligated to adhere to Holy Trinity Child Safeguarding Statement  No pupil access without Teacher presence; Garda vetting required for visits other than incidental.
Volunteer / Parent helpers	<i>School Focus Week to promote / facilitate Garda Vetting Sept. each year.</i> <i>All visitors to the school sign-in and sign-out at the office and must wear lanyard;</i> No pupil access without Teacher presence; Obligated to adhere to Holy Trinity Child Safeguarding Statement
Visiting groups to school	<i>All visitors to the school sign-in and sign-out at the office and must wear lanyard;</i> No pupil access without Teacher presence Obligated to adhere to Holy Trinity Child Safeguarding Statement
Visiting inspectors – DES/Diocesan	All visitors to the school sign-in and sign-out at the office and must wear lanyard; No pupil access without Teacher presence Obligated to adhere to Holy Trinity Child Safeguarding Statement
One-on-one assessment/meeting (NEPS, HSE, Túsla, Other agencies)	<i>All visitors to the school sign-in and sign-out at the office and must wear lanyard</i>



	<p>Obligated to adhere to Holy Trinity Child Safeguarding Statement</p> <p>Glass panels in doors of assessment / meeting room</p> <p>Pupil withdrawn from class in consultation with class teacher</p> <p>Garda vetting of personnel dealing with pupils</p>
Visiting contractors / cleaners	<p><i>All visitors to the school sign-in and sign-out at the office and must wear lanyard;</i></p> <p><i>Contractors: wear lanyard;</i></p> <p><i>Cleaners: wear lanyard;</i></p> <p>Obligated to adhere to Holy Trinity Child Safeguarding Statement</p> <p>Pupils moving around the school will be in pairs/groups.</p>
Sacramental ceremonies / church practices	<p>Supervision policy</p> <p>School Outings policy</p> <p>Code of Behaviour policy</p> <p>Anti-Bullying policy</p> <p>Garda Vetting of accompanying adults</p> <p><i>Toilet use (out-of-school protocol)</i></p>
Fire drill	<p>Agreed and practiced fire drill procedure in place;</p> <p>School gates only opened by staff, if and when necessary;</p> <p>Collective teacher responsibility for duty of care.</p>
Staff car park	Designated entry and exit points for pupils separate to staff car park
Open days	<p>Entrance by public confined to designated locations;</p> <p>Organisation and supervision of all activities by school personnel;</p> <p>Supervision policy</p> <p>Code of Behaviour</p> <p>Anti-Bullying policy</p>
Use of school by other organisations, outside of school hours	<p>Access only to designated areas</p> <p>All organisations / facilitators receive copy of Holy Trinity Child Safeguarding Statement and are obliged to adhere to it.</p>
<p>Care of pupils with specific vulnerabilities/needs such as</p> <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• SEN pupils</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS</li> </ul>	<p>Supervision policy</p> <p>Code of Behaviour</p> <p>Anti-Bullying policy</p> <p>School implements SPHE, RSE, Stay Safe in full</p>
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary</li> </ul>	<p>Child Safeguarding Statement &amp; DES procedures made available to all recruited;</p> <p>Staff training (Tusla training module &amp; online training)</p> <p>Garda Vetting</p> <p>References where applicable</p> <p>Code of Professional Conduct</p>

**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* (see box below).

In undertaking this risk assessment, the Board of Management of Holy Trinity N.S. 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 on \_\_\_\_\_.

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

In accordance with section 2 of the Children First Act, 2015 the defined threshold of “harm” in relation to a child is as follows:

*“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;*

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