



Holy Rosary School Child Safeguarding Statement

Holy Rosary 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 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 Holy Rosary 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: **Brendan Roache**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is: **Siobhán Byrne**
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

- 5 The following procedures/measures are in place:
 - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.

- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
 - In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
 - In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
 - In this school the Board has appointed the abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the schools child safeguarding statement.
 - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
 - In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing these risks is included with the Child Safeguarding Statement.
 - The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.
- 6 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.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 14/03/2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 20/10/2022.

Signed: Nocken Bolger

Chairperson of Board of Management

Date: 20/10/2022

Signed: Brendan Roache

Principal/Secretary to the Board of Management

Date: 20/10/2022

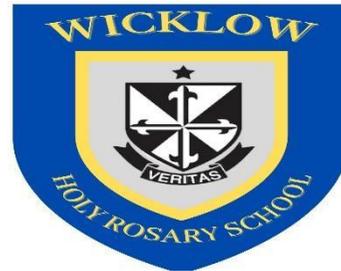
**Next Review:
September 2022**

CHILD SAFEGUARDING RISK ASSESSMENT

Ratified by the BOM on 14th March 2018
Reviewed on 4th October 2022

Holy Rosary School





In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Holy Rosary School.

In undertaking this risk assessment, the Board of Management, following consultation with all members of the school community, has endeavored to identify as far as possible, the risks of harm that are relevant to our 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.

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.*

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;”

Risk Assessment

	School Activity	Risk of harm	Risk Level	Procedures in place to address risk
1.	Training of school personnel in Child Protection matters	Risk of harm not recognised or reported promptly	Low	<ul style="list-style-type: none"> Holy Rosary School’s Child Safeguarding Statement & Child Safeguarding Risk Assessment is distributed to all staff who must acknowledge in writing the receipt of the documents. Staff also acknowledge in writing that they are aware of their responsibility to be familiar with and implement consistently the contents of Holy Rosary School’s Child Safeguarding Statement and Child Safeguarding Risk Assessment. Staff are informed that the Department of Education & Skills Child Protection Procedures for Primary & Post-Primary Schools 2017 and Children First (National Guidance for the

				<p>Protection & Welfare of Children) are available in the Principal's office.</p> <ul style="list-style-type: none"> • Face-to-face Child Protection Training for the Board of Management was provided by CPSMA on 21st February 2018. • All staff engage with e-learning Túsla training module and on completion of assessment submit certificate to Principal. • Mandated staff engage with e-learning training module provided by PDST. • DLP & DDLP have engaged with PDST training. • The Board of Management retains all records of Child Protection Training for staff and for the Board of Management.
2.	Daily arrival and dismissal of pupils.	Risk of child being harmed on the school	High	As detailed in our school Daily Arrival and Dismissal section of Supervision Policy:

		<p>grounds or in the school building by another child.</p> <p>Risk of child being harmed on the school grounds or in the school building by an adult.</p> <p>Risk of harm not being recognized by school staff</p>		<ul style="list-style-type: none"> ● Main entrance in both buildings have magnetic locks so visitors must be provided with access by a staff member. ● The BOM has a suitable playground supervision rota (9.10am -9.20am. for assembly and 3-3.10pm for dismissal) to ensure appropriate supervision of children during assembly and dismissal times. ● Wet Mornings- Supervision provided indoors from 9.10am. One teacher remains at the door that children are entering until 9.20am. <ul style="list-style-type: none"> - Bethlehem: Adults other than staff are not permitted to enter the building. - Holy Rosary: Adults other than staff are directed to wait in the Reception Area if they wish to speak with a teacher. ● Children in Infants to 2nd classes (Bethlehem) must be brought to and from school by an adult. Parents of pupils in 3rd to 6th classes (Holy Rosary) must ensure they have satisfactory arrangements in place for the collection of pupils once they leave the school grounds at the end of the school day. ● Pupils must be accompanied by an adult when using the “ramp” (Holy Rosary School Rules).
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3.	<p>Recreation breaks for pupils</p>	<p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by an adult.</p> <p>Risk of harm not being recognized by school staff</p>	Med.	<p>In line with our Playground section of Supervision Policy:</p> <ul style="list-style-type: none"> ● The school has a suitable playground supervision roster for both teaching staff and SNAs to ensure appropriate supervision of children during recreation breaks. ● Wet days: Staff on duty supervise indoors. SNAs remain with the children they support. Supervision for our ASD classes is arranged at a local level. ● (See Late drop-off, early collection, late collection, poor attendance Section 6). Should a parent/appointed adult wish to collect a pupil during recreation time, without having given advance notice to the child’s Class Teacher, he/she must report to teacher on duty. A staff member accompanies the adult to collect the pupils belongings. The class teacher is informed of the collection and will note the early leaving on our Aladdin system.
4.	<p>Hand-over of children to an appointed person at collection time in Bethlehem.</p>	<p>Risk of child being harmed in the school by another adult.</p>	High	<ul style="list-style-type: none"> ● A parent coming to collect a child during break/lunch who hasn’t informed the child’s teacher of this in advance, will be asked to wait until the teacher/SNA on duty is free to accompany the parent and child to collect the child’s

		Risk of harm not being recognized by school staff		<p>belongings. The class teacher is informed of the collection and records the early leaving on our Aladdin system.</p> <ul style="list-style-type: none">● Names and contact numbers of all persons who have permission to collect each child are requested from parents at the beginning of each school year & updated, if needs be, by parents during the school year. Class teacher has access to this information which is securely stored on our Aladdin system.● Children are brought to their lines in the school playground at collection time and released to their appointed person.● If a person unknown to the teacher comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the teacher contacts the parents to confirm the child has permission to go with that person.● In the event of being unable to contact the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the person.● In line with Substance Misuse Policy, if an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, every effort is made <u>not</u> to
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				handover the child to the adult. If the adult insists on taking the child, another relative of the child is contacted. A report is made to the DLP or DDLP immediately and Túsla and/or Gardaí are contacted if deemed necessary.
5.	After-school activities and Childcare Providers	<p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by another adult.</p>	High	<p>In line with our school's Use of the School Premises Policy:</p> <ul style="list-style-type: none"> • Individuals/groups using the facilities of the school are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards. • Names and contact numbers of all persons who have permission to collect each child are requested from parents at the beginning of each after-school term and updated, if needs be, by parents. After-school tutors and childcare providers are asked to store this information carefully. • Activities run by individuals/groups - Responsibility lies solely with the individual/group for communicating with parents about starting/finishing times, cancellations or rescheduling. A contact number should be provided to parents.

				<ul style="list-style-type: none">● Children are collected from their teachers and are expected to be supervised at all times by personnel from the relevant after-school classes and childcare providers. This includes the supervision and care of pupils waiting before the after-school class begins and waiting to be collected afterwards.● All after-school tutors and childcare providers are required to have suitable vetting.● Childcare providers collecting pupils from our school must wear identification.● All parents are made aware that pupils must be collected on time. If a pupil is not collected on time the after-school tutor/childcare provider in charge must make contact with the parents.● In the event of an after-school tutor/childcare provider being unable to make contact with either a parent or a nominated emergency contact, the after-school tutor/childcare provider shall ring the TUSLA Duty Social Worker for advice, record details of advice in writing and take appropriate action as advised.
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6.	<p>Late drop-off, early collection, late collection, poor attendance</p>	<p>Risk of child being harmed by an adult.</p>	<p>High</p>	<p>In line with our School Attendance Policy:</p> <ul style="list-style-type: none"> ● Main entrance doors in both buildings have magnetic locks and should be kept closed at all times. Visitors must be provided with access by a staff member. ● Holy Rosary Building - All visitors are required to report to reception prior to entering the school building. <p style="text-align: center;">LATE DROP-OFF</p> <ul style="list-style-type: none"> ● Bethlehem - Main entrance door is closed at 9.25am. Door will be only be re-opened after 9.25am. when a member of staff becomes available. ● Holy Rosary Building - Families / children must report to reception. ● Adults are not permitted to accompany latecomers to class. <p style="text-align: center;">EARLY COLLECTION</p> <ul style="list-style-type: none"> ● Parents / Guardians are asked to advise the school of early collections via Aladdin. Collections in both buildings are arranged via the front door and the pupils in question are marked as early leavers.
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				<ul style="list-style-type: none">• When a parent needs to collect a child early, and the class teacher has not been informed, they report to / ring the office. In the case of collections from Bethlehem, the secretary rings the Bethlehem landline or Deputy Principal's mobile phone, and collection via the front door is arranged. In the Holy Rosary building, the parent / guardian takes a seat in the waiting area while the secretary organises for the pupil in question to collect their belongings and come to reception.• For lunchtime collections, the staff member, who provides access to the building, is solely responsible for the visitor until she/he leaves. Staff members on yard duty assist in getting the pupil in question to reception and ensure that they have their belongings. The class teacher must be informed of the early collection and all early leavers must be recorded on the Aladdin system. <p style="text-align: center;">LATE COLLECTION - POOR ATTENDANCE</p> <ul style="list-style-type: none">• Significant concerns in relation to timekeeping are reported to the Education Welfare Officer.
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				<ul style="list-style-type: none"> • Children’s attendance at school will be monitored with a written explanation required for any missed days. • Should a child be absent for 20 days, a report must be made to Túsla by the Principal. Significant attendance concerns are referred to the Education Welfare Officer by means of individual referral (except in the case of serious illness, child being in hospital or bereavement in the child’s immediate family).
7.	Classroom teaching	Risk of harm by school personnel Risk of harm from other pupils,	Low.	<ul style="list-style-type: none"> • All school staff will be supplied with a hard copy of the schools Child Safeguarding Statement and Child Safeguarding Risk Assessment. • All staff have access to Child Protection documents via the shared Drive. • Glass panels are installed in the doors of all classrooms in the school. • Glass viewing panels will not be obscured in any way. • In the event of a teacher needing to leave the classroom, the classroom door is always left open and the teacher next door takes responsibility for the class.

8.	<p>One to one teaching, one-to-one counselling, one-to-one communication between adult/child, one-to-one sessions in multi-sensory room & para-educational room in Bethlehem and “Into the Quiet” room in Holy Rosary Building</p>	<p>Risk of harm in one-to-one situation.</p>	<p>Med.</p>	<ul style="list-style-type: none"> ● Glass panels are installed in the doors of all classrooms in the school and are not obscured in any way. ● Glass panel blinds (“Into the Quiet” Room) will remain open during one-to-one communication with a pupil. ● Glass panel blinds and door in Principal’s office will remain open during one-to-one communication with a pupil.
9.	<p>Application of sanctions under the school’s Code of Behaviour incl. detention of pupils, confiscation of phones etc.</p>	<p>Risk of harm by school personnel</p> <p>Risk of harm by another pupil</p>	<p>Med.</p>	<p>In line with the Code of Behaviour*:</p> <ul style="list-style-type: none"> ● Detention of pupils during recreation breaks may be used as a sanction for negative behavior. During detention periods pupils will be supervised by the Class Teacher, Principal or other appointed staff member. Should there be just one pupil for detention, the pupil will be required to remain seated in the “Red Zone” of the yard. <u>*Our Code of Behaviour is currently under review and our responses to various behaviours is subject to change. This section will be reviewed and updated following the ratification of our new Code of Behaviour.</u>

				<p>In line with Policy on Use of Mobile Phones:</p> <ul style="list-style-type: none"> ● Pupils in classes Junior Infants-4th classes are <u>not</u> allowed to bring mobile phones/other technological devices (which include but are not limited to devices that can send electronic communications , images or footage) to school or onto school grounds. 5th/6th classes can bring a phone to school with written parental permission. <i>(Cross reference Code of Behaviour and Mobile Phone & other Technological Devices Policy).</i>
10.	<p>School-based bullying, verbal, physical or psychological</p>	<p>Risk of harm due to bullying of child</p>	Med.	<p>The school Anti Bullying Policy is available to all staff.</p> <ul style="list-style-type: none"> ● Anti-bullying policy is on our school website to inform parents. ● Promotion of a culture of openness and respect by informing pupils that we are a “Telling School” so that pupils will approach staff to discuss concerns and worries about themselves or others being bullied. ● Adequate supervision is provided to ensure Code of Behaviour is followed. ● The Holy Rosary School Shield Statements are taught to all classes and revised on the 1st Monday of every month and are on display in both playgrounds.

11.	<p>Management of challenging behaviour of pupils with individual needs.</p>	<p>Risk of harm by school personnel</p> <p>Risk of child self-harming</p>	Med.	<ul style="list-style-type: none"> ● Should these cases present, they will, with parent / guardian permission, be discussed with the relevant Special Needs Education Officer (S.E.N.O.) and/or NEPS psychologist. ● This may lead to a more detailed behavioural management programme being implemented at home and or in class or to a referral for further specialist assessment. ● SNAs and support teachers will follow Student Support Files for these particular students. ● Intervention plans will be agreed with the parents / guardians. ● The school will engage the services of the N.C.S.E. to support teaching and non-teaching staff when required. ● The B.O.M. and all school staff were provided with Managing Conflict and Aggression in schools training in May 2018. This will be renewed as the need arises.
12.	<p>Administration of First Aid</p>	<p>Risk of child being harmed in the school by another adult.</p>	Med.	<ul style="list-style-type: none"> ● Accident, Injury & First Aid Policy to be ratified by BOM ● All staff will exercise their duty of care to pupils for the duration of the school day. ● All SNAs are fully trained in the administration of First Aid <p>In the event of Accident or Injury to a pupil:</p>

				<ul style="list-style-type: none"> • Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil/s. • Accidents/injuries that involve treatment of minor cuts, bumps etc. that are not exposed will be treated by the child themselves and the parent contacted if deemed necessary. • Parents should always be informed of reported head bumps.
13.	Administration of Medicine	Risk of child being harmed in the school by another adult.	Med.	<p>In line with our school Administration of Medicines Policy:</p> <ul style="list-style-type: none"> • Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents and agreed by the Principal/Chairperson.
14.	<p>Care of pupils with specific vulnerabilities:</p> <p>Pupil from ethnic minorities/migrants</p> <p>Members of the Travelling Community</p> <p>Lesbian, gay, bisexual or transgender (LGBT) children</p>	<p>Risk of harm by school personnel</p> <p>Risk of harm from other pupils,</p>	Med.	<p>In line with our school Vision Statement and Shield Statements:</p> <ul style="list-style-type: none"> • Holy Rosary School is a place free from discrimination, threats, bullying and harassment for all pupils. The dignity and uniqueness of each student is respected and nurtured. We are all different and we are all equal. • In as far as is possible the pupil and parents will be involved in identification of his/her personal requirements, wishes, etc.

	<p>Pupils perceived to be LGBT</p> <p>Pupils of minority religious faiths</p> <p>Children in care</p> <p>Children on CPNS (Child Protection Notification System)</p>			<ul style="list-style-type: none"> ● A written copy of any parental agreement that exists on matters will be kept on the pupil’s enrolment file. ● Parents will be notified of any changes from agreed procedures. ● At all times the dignity and privacy of the pupil will be paramount. <p>Practices & procedures in this regard are detailed in various school policies such as:</p> <ul style="list-style-type: none"> ● Code of Behaviour ● Anti-Bullying Policy ● S.P.H.E Policy ● Supervision policy ● Mobile Phones & Other Technological Devices Policy ● Acceptable Usage Policy ● School Tours Policy
15.	<p>Participation by pupils in religious ceremonies/religious instruction external to the school.</p>	<p>Risk of harm from other pupils</p> <p>Risk of harm from other adults</p>	Med.	<p>In line with our school’s Supervision Policy:</p> <ul style="list-style-type: none"> ● Teachers will ensure there is effective supervision at all times going to and from the church and in the church. ● When ceremonies take place outside of school time it is parents’ responsibility to ensure that their child/children are

				adequately supervised and that suitable arrangements are in place for getting pupils to and from the ceremony.
16.	Toilet Areas	<p>Inappropriate behaviour</p> <p>Risk of harm by an adult</p> <p>Risk of harm by another pupil</p>	High	<p>During pupil contact time and during break and lunch-times on wet days:</p> <ul style="list-style-type: none"> ● Bethlehem - Maximum of two pupils at a time are permitted in the class toilets and class teachers supervise pupils' use of toilet facilities. ● Holy Rosary - As toilets are in blocks on both corridors it's impossible to have these facilities supervised. Children are required to sign out of class and are expected to return to class without delay. ● Neither building has a public toilet facility. <p>Exception: Parents requesting to use the toilets for themselves or children may be permitted to use toilet in Principal's office or must be accompanied to another toilet in Bethlehem or Holy Rosary building.</p> <ul style="list-style-type: none"> ● On wet days children must ask permission to go to the toilet from the teacher/SNA on duty. ● On Open Days eg. Grandparent's Day, Sponsored Activity Day etc. children in Holy Rosary are brought to the toilet as a

				<p>whole class or SET teachers supervise the corridors when pupils leave the classroom to go to the toilet.</p> <p>During breaks in the playground:</p> <ul style="list-style-type: none"> ● Bethlehem - Pupils must seek permission from the teacher on yard duty to enter the school to use the four toilets closest to the yard. One teacher on duty oversees the pupils going into & coming out of the toilet. ● Holy Rosary - Pupils must seek permission from teacher on yard & line up outside the two toilets at the rear of the PE hall in vision of teacher & SNAs on duty. Pupils must always return to teacher who gave them permission to inform them that they have returned to the yard. ● Bethlehem & Holy Rosary - In the event of the teachers on duty being occupied with an incident in the yard, an SNA will assume responsibility for monitoring toilets. Other than the toilets pupils are not allowed into the rest of the school building. ●
17.	Information Communication	Risk of harm due to children	High	<ul style="list-style-type: none"> ● Access to internet is filtered by the PDST Technology in Education. All Filtering Levels are designed to block content

	<p>Technology and other digital devices.</p>	<p>inappropriately accessing/using computers, social media, phones and other devices while at school.</p>		<p>of an illegal or pornographic content. Our school has a level 4 filtering setting which allows access to YouTube but blocks websites that are categorized as Personal such as blogs and Social Networking such as Flickr and Facebook.</p> <p>In line with our school’s Acceptable User Policy:</p> <ul style="list-style-type: none"> ● Internet sessions will always be supervised by a teacher. In a teacher’s absence from the room, access to the Internet is prohibited. ● Pupils are not permitted to use personal devices in school. ● See Acceptable User Policy for more details.
<p>18.</p>	<p>Storage or publication of photos of children</p>	<p>Risk of pupil images being accessed and used inappropriately.</p>	<p>High</p>	<ul style="list-style-type: none"> ● Parental consent to take photos of children is obtained by the school on enrolment. ● Each class teacher is informed of any child in her/his class who does not have permission to have her/his photo taken in school or at school-authorized events. This information is available on our Aladdin system under permissions. Teachers are informed by the class's previous teacher of permissions at handovers each August / September. ● Staff, parents, coaches and visitors are not permitted to take photos of children on their own personal devices. The only

				<p>exception to this is family of pupils attending school performances may take photos of the performance on their personal devices and are reminded at each performance that these photos are only for personal use and are not to be placed on social media. Photos of school tours and other school events are only to be taken by staff using the school camera/school device.</p> <ul style="list-style-type: none"> • Children’s names are not published with photos uploaded to the school website or class blogs. • Children are not permitted to use electronic devices (e.g. iPads, cameras, laptops etc.) unless under the supervision of an adult and for educational purposes. • Children are not permitted to use camera phones/digital devices during the school day or at school events including school tours and our annual Graduation ceremony.
19.	Data protection	Risk of personnel information regarding pupils being accessed and used inappropriately.	High	<ul style="list-style-type: none"> • Data Protection Policy has been drawn up and ratified by the B.O.M. • Confidential documents relating to children in the school are stored securely in the school. • Hard copies are stored in locked filing cabinets in classrooms and offices.

				<ul style="list-style-type: none"> • Soft copies are stored securely on password-protected computers for only as long as is necessary. • Information including documents are only shared with staff on a need to know basis.
20.	Use of video/photography/other media to record school events	Risk of Bullying Harm from adults Harm from other pupils	Med.	It is school policy that: <ul style="list-style-type: none"> • Parents will be informed at school or school-related events that any photographs or videos taken by parents or other individuals are for private, personal use only. • Photographs or videos of school events or school related events taken by parents or other individuals must not be uploaded to any website to be viewed by others (e.g. Face book).
21.	Interaction with visitors to the school eg. external coaches, families of pupils at school events etc.	Risk of child being harmed in the school by another adult.	High	<ul style="list-style-type: none"> • Visitors and external coaches must check in at: Bethlehem - Receiving member of staff. Holy Rosary - Reception at front entrance. • On days when visitors are invited to the school eg. Grandparents' Day, Book Fair etc. the corridors are always supervised by school staff. Pupils are never to be sent on messages from the classroom. In Holy Rosary Building if

		<p>Risk of harm not being recognized by school staff</p>		<p>pupils need to use the toilet they must be accompanied by a member of the SET team or an SNA.</p> <ul style="list-style-type: none"> ● Maintenance contractors, persons delivering goods and business representatives etc. are asked to come to the school either before or after school hours. If they have to visit during school hours, they must always be accompanied by a member of school staff, generally the caretaker or secretary. ● External coaches delivering co-curricular activities will be garda-vetted specifically for Holy Rosary School before commencing the delivery of the activity. ● External coaches (with the exception of Irish Dancing Teacher who teaches half the class at a time) must always have a class teacher present. If an external coach requires photocopying or to collect equipment etc. this must be done by the coach in order for the class teacher to remain with the class. <p>In line with our school's Health and Safety Statement:</p> <p style="text-align: center;">VISITORS TO THE SCHOOL</p> <ul style="list-style-type: none"> ● Children are closely supervised by staff members during all school events to which visitors are invited and where visitors
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				<p>are present. A teacher must always be present with the class.</p> <ul style="list-style-type: none"> ● On days eg. Enrolment Days, Coffee Morning, Grandparents' Day or Sponsored Activity Day, vaccination days etc. children are not sent on messages and in Holy Rosary Building children will be brought to the toilets by an authorized member of school staff. ● Should parents/authorized adults wish to collect children after a school performance which finishes close to the end of the school day, they must wait in the school hall while their children return to class to collect their belongings and are accompanied back to the hall by a member of school staff.
22.	<p>Student teachers undertaking training placement in school.</p>	<p>Risk of child being harmed in the school by another adult.</p>	<p>Low</p>	<p>In line with our school Policy on Students on Teaching Placement & Work Experience:</p> <ul style="list-style-type: none"> ● Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with: <ul style="list-style-type: none"> - Written verification that the placement is supported by and indemnified by the college in which the student is attending

				<ul style="list-style-type: none"> - Confirmation that Holy Rosary School’s vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement ● Teachers must remain with the class at all times. In the event of the Class teacher needing to leave the student teacher with the class, the classroom door must be left open and the teacher next door asked to supervise the class.
23.	<p>Students (Transition Year & Adults) participating in work experience</p>	<p>Risk of child being harmed in the school by another adult.</p>	<p>Low</p>	<p>In line with our school Policy on Students on School Placement and Work Experience:</p> <ul style="list-style-type: none"> ● The school requires confirmation from the post-primary school/relevant college, in writing, that Holy Rosary School’s vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement. ● Students must be able to provide current NVB vetting documentation which should be processed in <u>advance</u> of placement start date through the student’s school/college. ● Due to current legislation the school will not offer work experience/TY placement to students who cannot meet vetting obligations ie. they must be aged 16 years+.

24.	Use of the school premises by outside groups/individuals.	Risk from other adults	Low	<ul style="list-style-type: none"> ● Access to the school will not be granted to any outside group for use during the school day, from 9.00am to 3.15pm. with the exception of after-school classes (2-3pm) for Infant pupils and HSE personnel. <p>In line with our school's Use of the School Premises Policy:</p> <ul style="list-style-type: none"> ● In the event of individuals/groups using the school premises outside of school hours where there will be unrestricted access to children, it is essential that those who have said access provide evidence of up to date vetting to the BOM. Those providing such activities must email the school to confirm that they are vetted.
25.	Lack of, or insufficient lunch	Risk of neglect	Low	<ul style="list-style-type: none"> ● Teachers will ensure that all children are provided with lunch and encourage the children to bring a healthy lunch each day. ● If a child is not provided with any lunch in school the parents are contacted and asked to bring the lunch to school. ● If a lunch is not provided the class teacher will do his/her best to ensure the child is provided with a lunch. ● If a child is regularly provided with insufficient lunch the class teacher discusses it with the parents in the first instance. If

				the situation does not improve the class teacher will report this to the DLP or DDLP.
26.	School transport arrangements (currently not applicable)	Risk of child being harmed in the school by another adult.	High	<ul style="list-style-type: none"> ● A Transport Policy must be drawn up and ratified by the B.O.M. ● For pupils who travel to school on the school bus the garda-vetted bus escort meets the parents and supervises the relevant pupils on the bus and hands the pupils over to the SNAs on arrival at the school. Similarly after school the SNAs bring the pupils to the bus where they are handed over to the Bus Escort who supervises them until they reach the meeting point for their parents. ● There is no school bus or bus escorts for the 2022/23 school year. This will be reviewed and updated as necessary. ● The school only use transport operators which have a “Road Passenger Transport Operators Licence” <p>Furthermore:</p> <ul style="list-style-type: none"> ● Pupils will not be permitted to board or remain on a bus without teacher supervision. ● The school shall receive confirmation from any service provider that their employees are suitably vetted.

				<ul style="list-style-type: none"> ● Pupils are not allowed to travel in a staff-member’s vehicle except if the child is accompanied by his/her parents/guardians/ adult appointed to collect him/her. ● The school will not arrange lifts in parents’ cars to school events for pupils. Should this be the mode of transport chosen by the parents, it is solely parents who make these arrangements and take full responsibility for the arrangements.
27.	Parental, grandparental/other familial involvement in school activities.	Risk of child being harmed in the school by another adult.	High	<ul style="list-style-type: none"> ● Where parents/grandparents visit the school to take part or assist in school activities they will be required to undergo garda-vetting through the Dublin Diocesan Office and the responsibility for supervision and care of pupils rests with the relevant teacher. The class teacher must remain with the class at all times.
28.	All on-site activities eg. Active School Week & Annual Sponsored Activity Day	Risk of harm by school personnel/other pupils/other adults at the school	High	<ul style="list-style-type: none"> ● A sufficient pupil /teacher ratio must be maintained for groups of pupils engaged in all activities. ● All teachers exercise their Duty of Care to pupils during activities undertaken on site or off-site. ● Class Teacher/Other vetted nominated adult must remain with the children at all times.

29.	Use of off-site facilities for school activities	Risk of harm from other adults at the venue Risk of harm from other pupils	High	<p>In line with our school Supervision Policy and Health and Safety Statement:</p> <ul style="list-style-type: none"> ● All teachers will exercise their Duty of Care to pupils during school activities whether undertaken on site or off-site. ● Prior to the use of off-site facilities teachers will satisfy themselves as to the suitability of the venue. ● Teacher responsibilities in this regard are detailed in the aforementioned policies.
30.	Use of external coaches/instructors during off-site activities.	Risk of harm from unknown adults at the venue	High	<p>In line with our school Supervision Policy, Health and Safety Statement & School Tours Policy:</p> <ul style="list-style-type: none"> ● All teachers will exercise their Duty of Care to pupils during school activities undertaken off-site. ● Organisers of off-site activities involving the use of external coaches/instructors must receive confirmation in writing from the host organisation that their coaches/instructors have suitable vetting. ● A maximum of 15 children to 1 teacher or 10 children to 1 non-teaching adult who has been vetted as a volunteer for Holy Rosary School. ● If class is divided into groups each group must be accompanied at all times by either a teacher from our school

				<p>or by an adult who has been garda-vetted as a volunteer for our school.</p> <ul style="list-style-type: none"> • Teacher responsibilities in this regard are detailed in the aforementioned policies. • Swimming- 3rd to 6th class pupils (2022-24) (1 class level at a time) are accompanied by class teachers, SET and relevant SNAs to the swimming pool for a module of 6 lessons each year. Children are supervised at all times - Should a minibus/taxi as well as a large coach be required, one teacher must travel on each mode of transport to and from the swimming pool. Female pupils change in the dressing room for females. Male pupils change in the dressing room for males. A teacher/SNA never remains in the dressing room/area with one child. Should a child need to go to the bathroom during the lesson, a teacher/SNA accompanies her/him and waits in the corridor outside the bathroom.
31.	Online Safety and Online Learning	Risk of harm from cyber bullying.	High	<ul style="list-style-type: none"> • An Online/Distance Learning Policy exists since September 2020.

		<p>Risk of harm from online trolling by other children and adults.</p>		<ul style="list-style-type: none"> ● The school's AUP has been updated to reflect our evolving use of IT ● Anti-Bullying Policy is reviewed annually ● Child Protection Policy is reviewed annually ● Useful information guides for parents are circulated on Internet Safety Day ● Gardaí visit our school to talk to 6th classes about online safety ● Internet safety lessons (ie Webwise) have been delivered in classes and students are explicitly taught how to use technology appropriately
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Holy Rosary School's Child Safeguarding Statement has been developed in line with requirements under the **Children First Act 2015**, the [Children First: National Guidance for the Protection and Welfare of Children 2017](#) and Tusla's **Child Safeguarding: A Guide for Policy, Procedure and Practice**. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

Procedure for the management of allegations of abuse or misconduct against workers / volunteers of a child availing of our service

- Minor complaints about staff are managed in line with the complaint's procedure, as outlined in our *Parental Complaints Procedure* which is available on our school website.
- Allegations against staff of abuse or misconduct are managed in line with the provisions of section 5.6 of the DES Child Protection Procedures for Primary and Post Primary Schools 2017.

Procedure for the recruitment and selection of workers and volunteers to work with children

- Only teachers who can provide up to date vetting by the National Vetting Bureau are employed in Holy Rosary School. All temporary and permanent teachers are registered with the Teaching Council.
- All Special Needs Assistants and ancillary staff employed by the Board of Management must undergo and successfully complete vetting process by the National Vetting Bureau in advance of commencing employment.
- References from previous employers are obtained before employment commences in the school.
- A Form of Undertaking and Statutory Declaration must be completed before commencing in the school.
- Parents and volunteers who attend the school on a regular basis to assist in school related activities will be vetted by the BOM through the Dublin Diocesan Office.

Procedure for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm

- School staff members are given a hard copy of Holy Rosary School's Child Safeguarding Statement and Child Safeguarding Risk Assessment.
- Hard copies of the following documents are readily available to school staff in both staffrooms and in the school office. They are also available on the school website and on the staff's sharded Drive:
 - Holy Rosary School's Child Safeguarding Statement
 - Holy Rosary School's Child Safeguarding Risk Assessment
 - DE Child Protection Procedures for Primary and Post Primary Schools 2017 (www.education.ie)
 - Primary Circular 0081/2017 (Publication of new "Child Protection Procedures for Primary and Post-Primary Schools 2017)
 - [Children First: National Guidance for the Protection and Welfare of Children 2017](http://www.dcy.gov.ie) (www.dcy.gov.ie)
- School staff members are informed of school child-protection and anti-bullying procedures during staff induction at the beginning of each school year.
- Other relevant school policies are available to all school staff in Policy folders in both staffrooms and on the shared Drive.
- Principal and other members of the BOM will avail of face-to-face Child Protection Training provided by CPSMA.
- All school staff and the BOM will avail of online training made available by TUSLA.
- All mandated persons will avail of online training made by PDST.
- The DLP/DDLP engaged with face to face Child Protection training with the PDST an May 2018 in Blackrock Education Centre and Wexford Education Centre, and will engage in any future training made available.
- School management will keep updated on current Child Protection guidelines and circulars.

Procedure for the reporting of child protection or welfare concerns to Tusla

- All mandated persons shall report a mandated concern to Tusla as soon as practicable in accordance with the Children First Act.
- The **DLP, Mr. Brendan Roache**, or in his absence/unavailability, **DDL, Ms. Siobhán Byrne**, shall act as a resource to the mandated person to ensure that reporting procedures are followed correctly and promptly.
- On completion by the mandated person, a report shall be forwarded to the relevant Duty Social Worker by the DLP, DDL or Mandated Person.
- In the event the report is forwarded by the DLP or DDL, the Mandated Person shall be informed in writing that the report has been forwarded.
- In the event that the report is forwarded by a mandated person without the assistance of the DLP/DDLP, the DLP or DDL shall be informed in writing and copies provided will be stored securely in a locked filing case in the strong room.

Procedure for maintaining a list of the persons in the relevant service who are mandated persons

All members of the teaching staff of Holy Rosary School are mandated persons. Mandated persons, as defined in the Children First Act 2015, have a statutory obligation to report concerns which reach a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports.

Procedure for appointing a relevant person

The Board of Management of Holy Rosary School, at a meeting held on the 4th October 2022, appointed the school principal, **Mr. Brendan Roache**, as DLP, the relevant person in accordance with the Children First Act 2015.

The Board of Management of School, at a meeting held on the 21st September 2021, appointed the school's Deputy Principal, **Ms. Siobhán Byrne**, as DDLP. The DDLP will deputise for the DLP in his absence.

The name and contact details of the current DLP and DDLP are displayed in the school reception area and are included on the Child Safeguarding Statement available on the school website.

Implementation

In Holy Rosary School we are committed to the implementation of our Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

All staff members acknowledge their responsibilities to safeguard our pupils while in our care. All teachers are fully aware of their responsibility to teach the Stay Safe Programme and the Social Personal and Health Education curriculum in full. With the full co-operation of everyone involved the level of risks will be minimized.

With the full co-operation of everyone involved the level of risk will be minimized.

Communication

This document will be published on our school website and will be circulated to all members of our school community, including parents and staff, via email. A hard copy of the policy will be made available on request.

Ratification and Review

Ratification and Review

This risk assessment was originally completed by the Board of Management of Holy Rosary School on 14th March 2018.

It was reviewed and updated as part of the school's annual review of its Child Safeguarding Statement on 20th October 2022.

Signed: Noreen Bolger.
Chairperson

Brendan Rowle
Principal

20/10/2022

Appendix Two: Annual Review Checklist

Holy Rosary School

Annual Review of the Child Protection Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require 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 Management 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 Management 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 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	No
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Túsla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, was the Board informed of any child protection reports made to Túsla/An Garda Síochána by the DLP?	Yes
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Túsla/and as a result of this advice, no report to the HSE was made?	Yes
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	No
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes

	Yes/No
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Túsla/An Garda Síochána were appropriately followed in each case reviewed?	Yes
18. 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?*	n/a
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
21. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'	No
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	n/a
23. Has the Board ensured that the Parents' Association has been provided with the school's Child Safeguarding Statement?	Yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school?	Yes
27. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
28. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
29. 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?*	Yes
30. 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)?*	Yes
31. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	n/a
32. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'	Yes
33. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
34. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
35. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes ←
36. 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 ?	Yes
37. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

Garda vetting of volunteers going forward

Signed Noileen Bolger (Chairperson) Date 20/10/22

Signed Brendan Roarke (Principal) Date 20/10/2022

Appendix 3: Notification of Review

Holy Rosary School

Notification Regarding the Board of Management's Review of the Child Safeguarding Statement and Risk Assessment

To: Archbishop Dermot Farrell

The Board of Management of Holy Rosary School wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 20/10/2022.
- 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 Naoilean Bolger Date 20/10/22
Chairperson, Board of Management

Signed Brendan Roche Date 20/10/22
Principal/Secretary to the Board of Management