



## St. Anne's Loreto Primary School Risk Assessment

In understanding this risk assessment, the board of Management of St. Anne's Loreto Primary School, following in-service with PDST (DLP and DDLP) and CPSMA (BOM members) during April and May 2018, has endeavoured to identify as far as possible, the risks of harm that are relevant to our school to ensure that adequate procedures are in place to manage all risks identified.

While it is not possible to foresee and remove all risks 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 Notice:** 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;”

## Child Safeguarding Risk Assessment (of any potential harm)

	List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
	<p><b>Training of school personnel in Child Protection matters</b></p> <p><b>National Guidance for the Protection and Welfare of Children.</b></p>	Harm not recognised or reported promptly	<ul style="list-style-type: none"> <li>• St. Anne’s Loreto Primary School Child Safeguarding Statement, Child Safeguarding Risk Assessment &amp; DES procedures made available to all staff.</li> <li>• Staff members will acknowledge receipt of St. Anne’s Child Safeguarding Statement, and Child Safeguarding Risk Assessment.</li> <li>• DLP &amp; DDLP have attended PDST face to face training on April 26<sup>th</sup> 2018 and further update training offered by NESC.</li> <li>• All Staff, including bus escorts have viewed Túsla training module &amp; any other online training offered by PDST, most recently in December 2020. PDST E-Learning “Children 1<sup>st</sup>”</li> <li>• BOM members have been invited to avail of CPSMA Child Protection Training on 1<sup>st</sup> May 2018. More recently the Tusla Children First E-Learning Programme in December 2020</li> <li>• The staff initially trained in February / March 2018, retrained on the Tusla Children First Webinar on 20<sup>th</sup> March 2019 and most recently refreshed their training on 16<sup>th</sup> December 2020 with the PDST E-Learning Programme.</li> <li>• BOM records all records of staff and board training.</li> </ul>
	<p><b>One to one teaching/counselling</b></p>	Harm by school personnel/visitor	<ul style="list-style-type: none"> <li>• School has policy in place for one to one teaching- Appendix A guidelines.</li> <li>• Parents are informed and provide written consent if children are withdrawn from class for additional supports.</li> <li>• Garda Vetting Secured Policy &amp; Child Protection Awareness &amp; Training Procedures in place</li> <li>• Adequate supervision by school personnel.</li> <li>• Doors open as often as possible</li> <li>• Table between teacher and pupil where possible/ furniture arranged for adult to be visible from outside</li> <li>• Glass panel in the door.</li> </ul>

			<ul style="list-style-type: none"> <li>• Glass panels will not be obstructed in any way.</li> </ul>
	<b>Care of Children with special needs, including intimate care needs</b>	Harm by school personnel	<ul style="list-style-type: none"> <li>• Policy on intimate care- Appendix A guidelines</li> </ul>
	<b>Curricular Provision in respect of SPHE, RSE, Stay safe.</b>	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full. Appendix A guidelines 'Induction of Pupils'.
	<b>Daily arrival and dismissal of pupils</b>	Harm from older pupils, unknown adults on the playground	<ul style="list-style-type: none"> <li>• Arrival and dismissal supervised by Teachers</li> <li>• Appendix A guidelines- Supervision &amp; Attendance</li> <li>• Release lock on gate in place, timed to coincide with school times.</li> <li>• The BOM has a phased entry system commencing at 09.05am to ensure appropriate entry of children during term time.</li> <li>• A school yard supervision rota is in place.</li> <li>• Parents are reminded regularly that no supervision is available before 09.05am.</li> <li>• All adults are required to report to reception prior to advancing through the school building. Where necessary and accompanied.</li> <li>• Pupils are requested not to leave the care of teacher until they are safely collected by their parents / guardians / appointed adult.</li> <li>• Pedestrian entrance to the school has a timed magnetic lock to allow pupils / staff of nominated classes timely entry to and exit from school. School staff may open the appropriate gates.</li> <li>• Our front door is fitted with an intercom so visitors must state their business and are only allowed essential access by a staff member.</li> <li>• Parents of pupils in all classes must ensure they have satisfactory arrangements in place for the collection of pupils.</li> <li>• Up-to-date contact numbers must be available to the school at all times. Any change of number must be notified to the office / updated on the Aladdin Connect App by parents with immediate effect.</li> <li>• Due to current CoVid 19 measures we exercise a phased entry to / exit from our school campus. For those families with more than one child in our school, we ask that the parents aim to have the children arrive at the earliest assigned class time. For their family. Teachers will facilitate this system. At school discharge time all children must be collected at their individual class dismissal time.</li> </ul>
	<b>Hand-over of children to an appointed adult</b>	Risk of child being harmed in the school by another adult.	<ul style="list-style-type: none"> <li>• Names and contact number of 3 adults who have permission to collect each child are provided by parents at the beginning of each year and stored on our school online data -base.</li> </ul>

	Risk of harm not being recognised by school staff.	<ul style="list-style-type: none"> <li>Up-to-date contact numbers must be available to the school at all times with any change of number notified to the office with immediate effect.</li> <li>Children are accompanied by staff to exit the school and released to their appointed adult.</li> <li>If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc) and the school has not been informed beforehand in writing by the parent/guardian, the class teacher/staff will endeavour to contact the parents/guardians to confirm the child has permission to go with this adult.</li> <li>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 this adult.</li> <li>If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, the child is not released by the class teacher. This would then be reported to the DLP or DDLP immediately.</li> </ul>
<b>Late drop-offs, early pick up collection, late pick up, attendance</b>	Risk of child being harmed in the school by another adult	<ul style="list-style-type: none"> <li>In line with our <b>School Attendance Policy</b>: Late arrivals must be recorded by their teacher from their class start time plus 5 minutes discretion time.</li> <li>Early leavers must be recorded also on our Aladdin Connect system and handed over to a Parent/Guardian by an appointed adult. Pupils from first class upwards are expected to come to reception independently. Infant pupils will be chaperoned by a member of staff.</li> <li>Significant concerns in relation to timekeeping are recorded, retained and reported to the School Principal. These records are inputted on the school online data system.</li> </ul>
<b>Preventing of and dealing with school-based bullying behaviour amongst pupils.</b>	Risk of harm pupil to pupil due to bullying of a child.	<p>The school <b>Anti-Bullying Policy</b> is available to all staff online in the "A" folder under 'Organisational Policies'.</p> <ul style="list-style-type: none"> <li>Strict adherence to the above and Positive Behaviour and Discipline Code as referenced in Appendix A.</li> <li>The Anti-Bullying Policy is on our school website to inform parents.</li> <li>Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries.</li> <li>Adequate supervision is provided to ensure the Positive Behaviour &amp; Discipline Code is being followed.</li> <li>Stay Safe / Walk Tall / Internet Safety, Cyberbullying Programme "Don't Be Mean Behind your Screen" / RSE and Web wise programmes are offered to the appropriate classes annually.</li> <li>Child Protection Awareness and Training is offered to staff when the opportunity presents locally.</li> </ul>

		<ul style="list-style-type: none"> <li>• Anti-bullying survey conducted termly, 3<sup>rd</sup> – 6<sup>th</sup> Classes, and results followed up upon.</li> </ul>
<b>Managing of challenging behaviour amongst pupils.</b>	Injury to pupils and staff	<p>As outlined in <b>Department of Education &amp; Skills Primary Curriculum 02/05</b> some pupils with serious difficulties may require more urgent action.</p> <ul style="list-style-type: none"> <li>• Should these cases present, they will, with parent /guardian permission, be discussed with the relevant Special Needs Education Officer (SENO) and / or NEPS Psychologist.</li> <li>• This may lead to a more detailed behavioural management programme being implemented at home and/or in class and/or a referral for further specialist assessment.</li> <li>• SNA's and support teachers will follow educational plans for these particular students.</li> <li>• Intervention plans will be agreed with the parents / guardians.</li> <li>• The school will engage the services of the <b>National Council for Special Education (NCSE)</b> to support teaching and non-teaching staff when required.</li> <li>• Garda Vetting Secured Procedures</li> <li>• Appendix A - Bullying</li> <li>• Child Protection Awareness &amp; Training</li> <li>• Health &amp; Safety Policy</li> <li>• Positive Behaviour and Discipline Code</li> </ul>
<b>Sporting Activities and Sports Day</b>	Harm to pupils/ unknown adults/public in the environs	<ul style="list-style-type: none"> <li>• Garda Vetting Secured Policy &amp; Child Protection Awareness &amp; Training Procedures in place</li> <li>• Adequate supervision</li> <li>• Appendix A guidelines – Games.</li> </ul>
<b>Recreation breaks for pupils</b>	Harm from other pupils/school personnel	<ul style="list-style-type: none"> <li>• The school has a yard/playground supervision roster for both the teaching staff and SNA's to ensure appropriate supervision of children during the recreation breaks.</li> <li>• Appointed adults wishing to collect a pupil during recreation time must report to reception and are not permitted to enter school yards.</li> <li>• School staff will ensure that no member of the public engages any child in conversation during yard time.</li> <li>• Yard duty rota in place/sub cover in case of absence is managed by the Principal.</li> <li>• Appendix A guidelines on Visibility &amp; Behaviour</li> <li>• Mission Statement</li> </ul>
<b>Lack of or insufficient lunch.</b>	Child at risk of neglect.	<ul style="list-style-type: none"> <li>• Teachers will monitor children's lunches and ensure that all children are provided with a reasonable quantity of healthy food each day.</li> <li>• If a child is not provided with any lunch in school, the school phones the parents and</li> </ul>

		<p>asks them to bring the lunch to school. The "late lunch box" facility is suspended due to CoVid 19 measures.</p> <ul style="list-style-type: none"> <li>• If a lunch is not provided the DLP or DDLP will be informed immediately and best efforts are made to ensure the child is adequately fed throughout the day.</li> <li>• 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 take appropriate action to ensure resolution.</li> </ul>
<b>Classroom teaching</b>	<p>Harm to pupils</p> <p>Harm by school personnel</p> <p>Harm from other pupils</p>	<ul style="list-style-type: none"> <li>• All school staff will be supplied with a hard copy of the school <b>Child Safeguarding Statement and Child Safeguarding Risk Assessment.</b></li> <li>• Glass viewing panels installed in S.E.T. Classrooms.</li> <li>• Glass viewing panels will not be obstructed in any way.</li> <li>• Garda Vetting Secured Procedures</li> <li>• Child Protection Awareness &amp; Training</li> <li>• Mission Statement &amp; Positive Behaviour and Discipline Code</li> </ul>
<b>School Outings ** Due to CoVid 19 measures school outings are mostly suspended except at the discretion of the School Principal.</b>	Harm to pupils, unknown adults/public in the same environs	<ul style="list-style-type: none"> <li>• Venue suitability checked &amp; where possible, exclusive use secured for our pupils for the duration.</li> <li>• Adequate supervision by garda vetted personnel.</li> <li>• Appendix A – Tours/Trips.</li> <li>• Pupils will not be permitted to board / remain on a bus without school staff supervision.</li> </ul>
<b>School transport arrangements.</b>	Risk of child being harmed by another adult.	<ul style="list-style-type: none"> <li>• The school will only use transport operators that have a "Road Passenger Transport Operator's Licence"; are garda vetted and have Túsla First training.</li> <li>• All our bus escorts are garda vetted and have studied the Túsla Child Protection Training module and submitted their assessment certificate for our records.</li> </ul> <p><b>Furthermore</b></p> <ul style="list-style-type: none"> <li>• Bus escorts will notify the DLP / DDLP of any notable child protection concerns.</li> <li>• The school shall receive confirmation from any service provider that their employees are suitably vetted.</li> </ul>
<b>Homework club</b>	Harm to pupils.	<ul style="list-style-type: none"> <li>• Garda Vetting Secured Procedures</li> <li>• Child Protection Awareness &amp; Training</li> </ul>

<p><b>Use of toilet/changing areas in schools</b></p>	<p>Inappropriate behaviour causing potential harm to pupils.</p>	<p><b>During pupil contact time:</b></p> <ul style="list-style-type: none"> <li>• Class teachers will supervise pupil’s use of toilet facilities.</li> <li>• Only one pupil at a time permitted in the toilet cubicle.</li> </ul> <p><b>During recreation breaks:</b></p> <ul style="list-style-type: none"> <li>• Pupils are encouraged to use the toilet facilities before / after breaks.</li> <li>• Pupils must get permission from the SNA on yard duty to enter the school to use the toilets.</li> <li>• Only one pupil at a time permitted in toilet cubicles.</li> <li>• Pupils can only access the building through the nearest doors.</li> <li>• Usage &amp; supervision under our Appendix A guidelines: ‘Intimate care needs’ heading.</li> </ul>
<p><b>Fundraising events involving pupils ** Due to CoVid 19 measures fundraising events are mostly suspended except at the discretion of the School Principal.</b></p>	<p>Harm to pupils</p>	<ul style="list-style-type: none"> <li>• Adequate supervision by Garda Vetted Personnel &amp; School Staff</li> </ul>
<p><b>Use of off-site facilities for school activities ** Due to CoVid 19 measures off site facilities are mostly suspended except at the discretion of the School Principal.</b></p>	<p>Harm from other adults at the venue.</p> <p>Harm from other pupils.</p>	<p>In line with our <b>Supervision Policy and Health &amp; Safety Policy</b></p> <ul style="list-style-type: none"> <li>• All teachers will exercise a Duty of Care to pupils during sporting activities whether undertaken on site or off-site.</li> <li>• When off-site teachers will as far as is practicable have a second staff member with them to safeguard the supervision and care of pupils.</li> <li>• Adequate supervision by Garda Vetted Personnel.</li> <li>• Strict adherence to Appendix A guidelines ‘Changing for Games/P.E./Swimming &amp; ‘Children travelling in Staff Cars’.</li> </ul>
<p><b>School transport arrangements including use of bus escorts</b></p>	<p>Harm to pupils</p>	<ul style="list-style-type: none"> <li>• Adequate supervision by Garda Vetted Personnel</li> <li>• Appendix A guidelines - Communication</li> </ul>

	<b>Administration of Medicine</b>	Risk of child being harmed in the school by another adult. Check expiry dates on medicines.	In line with our school <b>Administration of Medicines Policy.</b> <ul style="list-style-type: none"> <li>• Parents are welcomed into the school to administer medication to pupils.</li> <li>• Older pupils may self-administer medication following detailed guidance on the matter by parents / guardians and teacher briefed on the topic by parents / guardians.</li> </ul>
	<b>Administration of First Aid</b>	Harm to pupils  Risk of child being harmed in the school by another adult.	In line with the <b>Accident &amp; Injury Procedures.</b> <ul style="list-style-type: none"> <li>• All staff will exercise their duty of care to pupils for the duration of the school day.</li> <li>• Only Garda Vetted school personnel are permitted to administer First Aid.</li> <li>• First Aid Training/Diabetes Training from Diabetes Nurse, defibrillator training, to be used if need be.</li> </ul> <p>In the event of Accident or Injury to a pupil:</p> <ul style="list-style-type: none"> <li>• Minor accidents / injuries will be treated by the relevant staff member in the presence / view of other pupil/s / staff.</li> <li>• Accidents / injuries that involve treatment of minor cuts, bumps etc that are not exposed, will be alerted to the child's parents / guardians by phone, briefed on the issue and bring the child home for treatment if deemed appropriate.</li> <li>• A timely account of the incident should be recorded and signed by staff present in school accident / incident report book.</li> <li>• Minor incidents will be notified to Parents/Guardians at home time by their teacher.</li> </ul>
	<b>CoVid 19 nominated Isolation Areas</b>	Risk of spread of infection to pupils.	<ul style="list-style-type: none"> <li>• There are 3 nominated isolation areas prepared.</li> </ul> <p>In the event of a child displaying possible CoVid 19 symptom's the following procedures are adhered to:</p> <ul style="list-style-type: none"> <li>• Teacher contacts the office using SNA/SET Staff or the WhatsApp messaging group.</li> <li>• PPE is worn by The School Principal / nominated school personnel.</li> <li>• Principal / nominated school personnel will excuse the child from class directly to the nominated isolation area. A face mask is provided to the child while awaiting collection.</li> <li>• Parents / Guardians will be contacted immediately and child excused from the premises.</li> <li>• Parents are directed to seek GP advice and liaise with the School Principal thereafter.</li> <li>• The nominated isolation area will be removed from service, signage displayed, disinfected and left to dry.</li> </ul>



		<ul style="list-style-type: none"> <li>The School Principal will make a note of the incident in her CoVid 19 diary and keep staff notified on an need to know basis.</li> <li>The school Principal will follow public health guidelines on the matter and communicate accordingly.</li> </ul>
<p><b>Use of external personnel to supplement curriculum – volunteers/Parents ** Due to CoVid 19 measures these visits are at the discretion of the School Principal.</b></p>	Harm to pupils	<ul style="list-style-type: none"> <li>These visits are arranged and confirmed by prior appointment only.</li> <li>Class Teacher to remain with the class.</li> <li>Garda Vetting Procedures Secured</li> <li>Child Protection Awareness &amp; Training</li> <li>Adequate supervision by school personnel</li> </ul>
<p><b>Interaction with visitors to the school / external coaches</b></p>	<p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm not being recognised by school staff.</p>	<ul style="list-style-type: none"> <li>Visitors and external coaches must check in at reception at the front entrance before accessing the main school.</li> <li>Regular visitors e.g. guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school.</li> <li>Persons administering external programmes (e.g. GAA coaches etc) through another body will provide the school with confirmation of vetting from their relevant organisation and a copy of any appropriate insurance.</li> </ul> <p>In line with our school <b>Health and Safety Statement :</b></p> <ul style="list-style-type: none"> <li>Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school.</li> </ul>
<p><b>Care of pupils with specific vulnerabilities/ needs such as</b></p> <ul style="list-style-type: none"> <li><b>General learning difficulties /developmental language delay</b></li> <li><b>Pupils from ethnic minorities/migrants</b></li> <li><b>Members of the Traveller community</b></li> <li><b>Lesbian, gay, bisexual or transgender (LGBT) children</b></li> <li><b>Pupils perceived to be LGBT</b></li> </ul>	Harm to pupils, bullying.	<p>In line with our school <b>Mission Statement</b></p> <ul style="list-style-type: none"> <li>St Anne’s Loreto PS will be welcoming, caring and respectful towards the needs of all pupils.</li> <li>Parents will be notified of any changes from agreed procedures.</li> <li>At all times the dignity and privacy of the pupil will be paramount.</li> <li>Staff will facilitate, as far as is practicable professional report recommendations.</li> </ul> <p>Practices and procedures in this regard are detailed in various school policies such as</p> <ul style="list-style-type: none"> <li>Positive Behaviour and Discipline Code</li> <li>Anti-Bullying Policy</li> <li>Anti Cyber Bullying Policy</li> <li>S.P.H.E. Policy</li> <li>Supervision Policy</li> <li>Mobile Phone Policy</li> </ul>

<ul style="list-style-type: none"> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS</li> </ul>		<ul style="list-style-type: none"> <li>• Acceptable usage Policy</li> <li>• School Tours Policy</li> <li>• Garda Vetting Procedures Secured.</li> <li>• Child Protection Awareness &amp; Training</li> <li>• Adequate supervision by school personnel</li> <li>• Appendix A guidelines – Communication</li> </ul>
<p><b>Recruitment of school personnel including -</b></p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>	<p>Harm not recognised or properly or promptly reported</p>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• Appendix A guidelines – Induction of Staff</li> <li>• Staff to view Tusla training module &amp; any other online training offered by PDST</li> <li>• Vetting Procedures Secured</li> <li>• Parent Volunteers are welcomed by appointment, garda vetting documents are processed in advance and these persons are supervised at all times.</li> <li>• Visiting Contractors are scheduled for after school hours as far as is practicable and supervised by the Principal / School Caretaker.</li> <li>• Adequate supervision by School Personnel</li> </ul>
<p><b>Participation by pupils in religious ceremonies/religious instruction external to school</b></p> <p><b>** Due to CoVid 19 measures such events are suspended for the most part except at the discretion of the School Principal.</b></p>	<p>Harm to pupils</p>	<p>In line with our school <b>Supervision Procedures</b></p> <ul style="list-style-type: none"> <li>• Pupils will not be permitted to make their way to the church unaccompanied.</li> <li>• Teachers will ensure there is effective supervision at all times both en route to, from and in the church.</li> <li>• Where ceremonies are conducted outside of school time it is parents responsibility to ensure that there are suitable arrangements in place for getting pupils to and from the event location.</li> <li>• Where ceremonies take place as part of a scheduled mass 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.</li> </ul>

		<ul style="list-style-type: none"> <li>• Garda Vetting Secured Procedures</li> <li>• Child Protection Awareness &amp; Training</li> <li>• Adequate supervision by school personnel</li> </ul>
<b>Use of Information and Communication Technology by pupils in school</b>	<p>Risk of harm due to children inappropriately access/using computers, social media, phone and other devices while at school.</p> <p>Harm to pupils - Bullying</p>	<p>Access to the internet is filtered by PDST Technology in Education. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school has a filtering setting which allows access to YouTube but blocks websites that are categorised as Personal such as blogs and Social Networking such as Flicker or Face Book.</p> <p>In line with our schools' <b>Acceptable Use Policy (AUP)</b></p> <ul style="list-style-type: none"> <li>• Each child signs an iPad contract, the conditions attached are revised annually.</li> <li>• Internet sessions are always supervised by a teacher / nominated school personnel.</li> <li>• Access to the Internet is under the guidance of the teacher. See AUP for more details.</li> <li>• ICT policy including firewall software.</li> <li>• Anti-Bullying Policy</li> <li>• Appendix A guidelines – Internet Safety.</li> <li>• Positive Behaviour and Discipline Code</li> <li>• Adequate supervision by school personnel</li> <li>• Awareness &amp; Training of staff/pupils/parents: Webwise</li> </ul>
<b>Online teaching and learning</b>	Risk of harm due to inappropriate remote teaching and learning communication platform.	The school has an Acceptable Use Policy & Remote Teaching and Learning Policy in place to include provision for online teaching and learning remotely.
<b>Use of tablet devices and smartphone in the classroom and in the course of the school day.</b>	Risk of harm associated with misuse, abuse of devices and the various associated technologies.	The school has an Acceptable Use Policy & Remote Teaching and Learning Policy in place covering the use of tablet devices and smartphones in the classroom and during the school day, as outlined in Circular 0038/2018
<b>Storage and publication of photos of children.</b>	Risk of pupil images being accessed and used inappropriately.	<p>In line with the <b>Data Protection Policy</b></p> <ul style="list-style-type: none"> <li>• Parental consent to take photos is obtained by the school on Enrolment.</li> </ul>

		<ul style="list-style-type: none"> <li>• Class teachers are made aware of any children in his or her class who do not have permission to be in school photos.</li> <li>• Pupils names are not published with photos uploaded to the school website or class blogs.</li> <li>• Pupils are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes only.</li> <li>• Pupils are not permitted to have in their possession or use their own personal camera phones / digital devices during the school day, on the school campus or at school events.</li> </ul>
<b>Data Protection</b>	Risk of personal information regarding pupils being accessed and used inappropriately.	<p>In line with the <b>Data Protection Policy</b></p> <ul style="list-style-type: none"> <li>• Confidential documents relating to children in the school are stored securely in the school and compliant with current GDPR regulations.</li> <li>• Hard copies are stored in locked filing cabinets.</li> <li>• Soft copies are stored in a secure online database. A username &amp; password is required to access the documents.</li> <li>• Documents are only shared with staff on a need to know basis.</li> </ul>
<b>Application of sanctions under the school's Positive Behaviour &amp; Discipline Code including detention of pupils, confiscation of phones etc.</b>	<p>Harm to pupils</p> <p>Harm from other pupils</p> <p>Harm by School Personnel</p>	<p>In line with school <b>Policy on Detention of Pupils</b> and the <b>Positive Behaviour and Discipline Code:</b></p> <ul style="list-style-type: none"> <li>• In line with the school Positive Behaviour and Discipline Code and Policy on Detention of Pupils, detention of pupils during recreation breaks may be used as a sanction for challenging behaviour. During detention periods pupils will be supervised by the Principal, the teacher on Yard Duty supervision if 'time out' is being exercised or another appointed staff member.</li> </ul> <p>In line with the school <b>Policy on Use of Mobile Phones.</b></p> <ul style="list-style-type: none"> <li>• Phones if brought into school by a pupil are their responsibility and must be switched off.</li> <li>• Any pupil found with a phone switched on or using a phone during the school day will have the phone confiscated and it will remain so until it is collected, in person, by a parent / guardian.</li> <li>• ICT policy including firewall software.</li> <li>• Anti-Bullying Policy</li> </ul>

		<ul style="list-style-type: none"> <li>• Positive Behaviour and Discipline Code</li> <li>• Adequate supervision by school personnel</li> <li>• Awareness &amp; Training of staff/pupils/parents: Webwise</li> </ul>
<b>Student teachers undertaking training placement in school</b>	Risk of child being harmed in the school by another adult.	<p>In line with our <b>School Charter on Students on Teaching Placement:</b></p> <p>It is at the discretion of the Board of Management to accept a student on teaching placement. It is the responsibility of said student to provide the school with:</p> <ul style="list-style-type: none"> <li>• Written request to the Board of Management to apply for placement.</li> <li>• Written verification that the placement is supported by and indemnified by the college in which the student is attending.</li> <li>• Confirmation that St. Anne’s Loreto PS vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement.</li> <li>• Teachers will remain in the classroom at all times.</li> <li>• Appendix A guidelines – Induction of Staff</li> <li>• Garda Vetting Procedures Secured</li> <li>• Positive Behaviour and Discipline Code</li> <li>• Adequate supervision by school personnel</li> </ul>
<b>Students participating in work experience.</b>	Risk of child being harmed in the school by another adult.	<p>In line with our school guidelines regarding <b>Students on work Experience</b></p> <ul style="list-style-type: none"> <li>• The school requires confirmation from the school/college, in writing that St. Anne’s Loreto P.S. vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing any work placement/workshop.</li> <li>• Students must be able to provide current NVB vetting documentation which should be processed in <u>advance</u> of placement start date through the students post-primary school or the relevant colleges.</li> <li>• Due to current legislation the school will not offer work experience / TY placement to students who cannot meet vetting obligations (under 16 years of age).</li> </ul>
<b>Parental involvement in school activities. ** Due to CoVid 19 measures such involvement is suspended for the most part except at the discretion of the School</b>	Risk of child being harmed in school by another adult	<ul style="list-style-type: none"> <li>• Where parents visit the school to take part or assist in school activities on a one off or irregular basis the responsibility for supervision and care of pupils rests with the relevant teacher. Where parents visit the school to take part or assist in school activities on regular basis they will be required to undergo vetting through the Meath Diocesan Office.</li> </ul>

<b>Principal.</b>		
<p><b>Use of the school premises by outside groups / individuals</b>  <b>** Due to CoVid 19 measures such activities are suspended until further notice.</b></p>	Risk from other adults	<ul style="list-style-type: none"> <li>• Access to the school will not be granted to any outside group for use during the school day from 9.05 am to 3 pm except by Board of Management consent in advance.</li> </ul> <p>In line with our schools <b>Hall Rental User Agreement Form</b></p> <ul style="list-style-type: none"> <li>• In the event of individuals / groups using the school premises out 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.</li> <li>• These children are supervised at all times by the adults, with their parents also taking responsibility for checking the garda vetting credentials of the activity leaders/providers.</li> </ul>
<p><b>Use of video/photography/other media to record school events</b>  <b>** Due to CoVid 19 measures such activities are suspended for the greater part except at the discretion of the School Principal.</b></p>	Harm to pupils via Inappropriate Social Media Use	<p>It is school policy that:</p> <ul style="list-style-type: none"> <li>• Parents will be informed annually that any photographs or videos of school events or school related activities taken by parents or other individuals are for private, personal use only.</li> <li>• Photographs or videos of school events or school related activities taken by parents or other individuals must not be uploaded to any website and / or social media platform to be viewed by others (e.g. Facebook, WhatsApp, Instagram, etc)</li> <li>• Messages / excerpts of messages communicated on our school Aladdin Connect Database are specifically for our school community only and must not be shared on any website / social media platform.</li> <li>• Adequate supervision by school personnel</li> <li>• Code of Ethical Conduct/Parent Charter.</li> </ul>
<p><b>After school use of school premises by other organisations – Music tuition, Red Cross, Taekwondo</b>  <b>** Due to CoVid 19 measures such activities are suspended until further notice.</b></p>	Inappropriate behaviour causing potential harm to pupils.	<p>In line with our school's <b>Hall Rental User Agreement Form</b></p> <ul style="list-style-type: none"> <li>• Individuals/groups using the facilities of St. Anne's Loreto PS 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.</li> <li>• Responsibility lies solely with the individual/Group using the premises for communicating with Parent about Start/Finishing times; Cancellations or re-scheduling. A contact number should be provided to parents.</li> <li>• Garda Vetting Procedures Secured</li> <li>• Positive Behaviour and Discipline Code</li> </ul>

			<ul style="list-style-type: none"> <li>Adequate supervision by organisation personnel</li> </ul>
<p><b>Children not collected from after school activities.</b></p> <p><b>** Due to CoVid 19 measures such activities are suspended until further notice except at the discretion of School Principal.</b></p>	<p>Risk from other pupils</p> <p>Risk from other adults</p> <p>Inform Principal and if a pattern is evident the Principal will consider.</p>	<p>In line with our school <b>Hall Rental User Agreement Form</b></p> <ul style="list-style-type: none"> <li>In the case of school related activities, all parents are made aware of the finishing time of activities and that pupils must be collected on time. If a pupil is not collected on time the teacher(s) in charge must make contact with the parents.</li> <li>Teachers will remind parents of their obligation to ensure that the St Anne's Loreto Primary School data base has accurate contact information at all times.</li> <li>In the event of a teacher being unable to make contact with either a parent or a nominated emergency contact, the teacher shall ring the TUSLA Duty Social Worker to advise, record details of same and take the appropriate action as advised.</li> <li>Individuals/groups using the facilities of St. Anne's Loreto PS 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 and toileting.</li> <li>Responsibility lies solely with the individual / group using the premises for communicating with Parents about Starting / Finishing times. Cancellations or re-scheduling. A contact number should be provided to parents.</li> </ul>	

St. Anne's Loreto Primary School's 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 Túsla'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 there are availing of our service.

**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*.

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 on 17<sup>th</sup> May 2018.** It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

**Signed** *Máire O'Donoghue*

**Date** 13<sup>th</sup> January 2022.

**Chairperson, Board of Management**

**Signed** *Clodhna O'Brá.*  
**Principal/Secretary to the Board of Management**

**Date** 13<sup>th</sup> January 2022



## APPENDIX A

### Child Protection Practices

The staff and BoM of this school have identified the following as areas of specific concern in relation to Child Protection. Following discussion and consultation, the staff and BoM have agreed that the following practices be adopted:

- Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult.

While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness:

- It is acceptable to the child
- It is open and not secretive
- The age and developmental stage of the child

School personnel should avoid doing anything of a personal nature for children that they can do for themselves.

School personnel should never engage in or allow:

- The use of inappropriate language or behaviours
- Physical punishment of any kind
- Sexually provocative games or suggestive comments about or to a child
- The use of sexually explicit or pornographic material

All media platforms and products (CDs, DVDs and online videos / programmes etc. should be checked for their appropriateness with regard to age and suitability).

### Visitors/Guest Speakers

Visitors to the school are generally welcomed by appointment and will be signed in and given a visitor access badge.

Visitors/Guest speakers should never be left alone with pupils. The school (principal/ teachers) has a responsibility to check out the credentials of the visitor/guest speaker and to ensure that the material in use is appropriate.

### Children with specific toileting/intimate care needs

- In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened as far as is practicable after enrolment and before the child starts school, between parents/guardians, class teacher, special needs assistant, Principal and if appropriate the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs
- The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent.
- Two members of staff will be within proximity when dealing with intimate care/toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP / DDLP and the parents/guardians.

### Toileting accidents

Clean underwear and a change of clothing must be provided by the parents/guardians and will be stored in the classroom so that if a pupil has a 'toileting accident' they will in the first instance be offered fresh clothing into which they can change.

If the pupil for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. In all such situations, two members of staff should be present. A record of all such incidents will be kept and Principal and parents/guardians will be notified.

## **Accidents**

While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted on the day in our Accident/Incident book and signed by those staff members present at the time.

## **One-to-one teaching**

- It is the policy in this school that one-to-one teaching can be in the best interest of the child
- Every effort will be made to ensure that this teaching takes place in an open environment
- Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought
- Work being carried out by Special Needs Assistants will be carried out under the direction of the class teacher in an open environment.

## **Changing for games/ PE / Swimming**

Pupils will be expected to dress and undress themselves for Games/ PE/ Swimming. Where assistance is needed this will be done in the communal area and with the consent of parents. Under no circumstances will members of staff/ volunteers be expected to or allowed to dress/undress a child in a cubicle/private area. In such situations where privacy is required, the parents/guardians of the child will be asked to assist the child. St. Anne's will endeavour to have two male volunteers/member of staff in the male changing area and two female members of staff/ volunteers in the female changing area.

The BoM of St. Anne's Loreto P.S. has requested that all staff present at swimming activities be vetted for forthcoming school years. At all times there must be adequate supervision of pupils. While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency, a full record of the incident should be made and promptly reported to the Principal and parents/guardians.

## **Attendance**

Our school attendance will be monitored as per our Attendance Policy. Due to CoVid 19 we are reliant on the discretion of the parents /guardians to seek prompt GP advice and excuse the child if an infection risk is possible. We respect this approach yet encourage parents/guardians to use their common sense to balance the non-CoVid related sickness with the importance of maintaining, as consistent as possible, presence at school to enhance their learning. With regards to child protection, we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse.

## **Behaviour**

Children are encouraged at all times to play co-operatively adopting our School Rules of "Kind Hands, Kind Feet, Kind Words", "Stop & Think", and "Include Others". Inappropriate behaviour will be addressed under our Positive Behaviour & Discipline Code. If an incident occurs which we consider to be of a sexualised nature we will notify the DLP/DDLP who will record it, seek advice and respond to it appropriately.

## **Bullying**

Bullying behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to the DLP/DDLP.

## **Children travelling in staff cars**

In the event of school activities, where a member of staff must use their own car to transport children another member of school staff must accompany the driver. Child must be seated in the rear of the car with their seatbelts on during transportation.

## **Communication**

Every effort will be made to enhance pupil-teacher and parent/teacher communication. If pupils/parents have concerns they will be listened to sympathetically. It is especially important that **issues are managed on the same day as they occur** so that accurate accounts can be recorded from all parties concerned. The SPHE/Oral Language/RE programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate with pupils on a one-to-one basis, they are requested to leave the classroom door open and/or request a colleague to attend. Parents are always welcome to make an appointment to speak with teachers, preferably during non-contact class time.

## **Induction of Staff**

The DLP/DDLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Guidelines and Procedures (DES, 2017) and Children First Act (2015), but particularly the recently published Children First – National Guidance for the Protection and Welfare of Children (2017). The DLP/DDLP will supply a copy of the Child Protection Procedures for Primary & Post-Primary Schools 2017 (DES) and Children First National Guidance for the Protection & Welfare of Children 2017 (DCYA) and the St. Anne's Loreto Primary School Child Safeguarding Statement and Risk Assessment Document to all new staff. All teachers are expected to teach the designated SPHE objectives for their class.

## **Induction of Pupils**

All parents and children will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). All parents will be informed of the programmes in place in the school that deal with personal development e.g. RSE, Walk Tall, Stay Safe and SPHE. A copy of the school's Admission Policy is available to view on the school website. Parents are encouraged to make an appointment to call / email the class teacher if they wish to discuss their child's progress. All parents will be guided to the policies of the school including the school's Positive Behaviour & Discipline Code and Anti-Bullying Policy on the schools website [www.stannesnavan.ie](http://www.stannesnavan.ie).

## **Internet Safety**

It is the intention of the Principal and Staff at St. Anne's Loreto P.S. to ensure that child protection concerns will be addressed in the school's Acceptable Use Policy as part of its Information and Communication Technology policy. The Stay Safe lessons in each classroom will be supplemented with a lesson from the Webwise resource pack made available to schools at [www.webwise.ie](http://www.webwise.ie)

## **Record Keeping**

Children's school reports are kept in the filing cabinet in the Principal's office. Electronic roll books will be updated daily. Sensitive information regarding children will be shared on a need-to-know basis. All educational files of pupils who no longer attend this school are boxed and stored. Information regarding disclosures are filed and kept in a secure filing cabinet.

## **Supervision**

The school's supervision procedures will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. A rota will be displayed to cover little break and lunchtime breaks. See Supervision Procedures for agreed rules around break-times.

## **Visibility**

Teachers will ensure that children are visible in the school playground and remain in their designated class "zone" areas. Children will not be allowed to spend time in classrooms, toilets or sheds where they would not be under adult supervision during recreation breaks. Children are not to leave the school playground without school staff consent or to engage with any adults who are outside of the school playground, as outlined in our 'Stay Safe' lessons and role-modelling of these potential scenarios.

## **Trips/Tours/Outings**

Outside of normal class activities, such as library visits, church visits, nature walks, specific consent will be sought from Parents/Guardians in the form of one of the following:

- a. Consent forms
- b. Permission request on Aladdin Connect
- c. Orally by the class teacher.

Specific consent will be needed to be furnished for each child for them to participate in the outing. In the event that there is no consent provided on the date/time stated by the parents/guardians arrangements will be made, at the discretion of the Principal and class teacher for this eventuality.

Two adults minimum shall accompany children on these outings

1. Teacher will bring a copy of the class contact details in the event of needing to communicate with parents/guardians and/or call the school office to send out a notification on Aladdin Connect.
2. Upon return to school, all pupils will remain with 2 school staff members until safely collected.  
**If a pupil is allowed to return home independently, the school needs to be notified in writing of this consent by their parents in advance of the day trip.**
3. A first aid kit will accompany the group on tour.
4. School staff will be in attendance with the pupils throughout the tour / outing.

**Scoil Áine Naofa  
Loreto,  
An Uaimh,  
Co. na Mí C15 E208**



**St Anne's  
Loreto Primary School  
Fairgreen, Navan,  
Co. Meath C15 E208**

**Telephone: (046) 9023039  
Email: [office@stannesnavan.ie](mailto:office@stannesnavan.ie)  
Roll No. 00883P  
[www.stannesnavan.ie](http://www.stannesnavan.ie)**

## **Child Safeguarding Statement**

St Anne's Loreto Primary 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 St Anne's Loreto P.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 **Clíodhna O' Bric.**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Olivia McElwaine.**
- 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.
- 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 DES 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 DES and available on the DES 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
  - Has forwarded a copy of this Child Safeguarding Statement to the Patron (via email)
  - 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 the meeting minutes.
- 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 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, 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.
- 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.

**Note:** The above is not intended as an exhaustive list.

- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and The Patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 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 17<sup>th</sup> May 2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 13<sup>th</sup> January 2022.

**Signed:** *Máire O'Donoghue*  
**Chairperson of Board of Management**

**Signed:** *Clíodhna O'Brí.*  
**Principal to the Board of Management**

**Date: 13<sup>th</sup> January 2022**

**Date: 13<sup>th</sup> January 2022**

