

## Child Safeguarding Statement

Our Lady's Secondary School is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year'

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Our Lady's Secondary 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 (revised 2023)* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Mr. Eddie Kelly
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Ms. Jane Treanor
- 4 The Relevant Person is Mr. Eddie Kelly  
*(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)*
- 5 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.

- 6 The following procedures/measures are in place:
  - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.

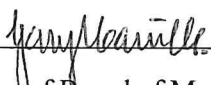
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\)](#) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) 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 (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- 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 those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

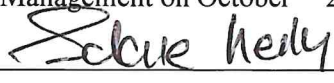
- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 8 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on October 5<sup>th</sup> 2023

This Child Safeguarding Statement was reviewed by the Board of Management on October 5<sup>th</sup> 2023

Signed:   
Chairperson of Board of Management

Date: October 5<sup>th</sup>

Signed:   
Principal/Secretary to the Board of Management

Date: October 5<sup>th</sup>



## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Our Lady's Secondary 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 (revised 2023)*, the following is the Written Risk Assessment of Our Lady's Secondary School.

#### List of School Activities

- Daily arrival and departure of pupils
- Movement of students between classes
- Recreation breaks for pupils and the time before, during & after school when students are on the school premises.
- Senior students leaving the school at lunchtime
- Classroom teaching
- Tuition after school
- Evening Study / Homework Club
- Saturday Study
- Breakfast Club
- Small group withdrawal teaching
- One-to-one teaching
- One-to-one counselling
- Use of external counsellor, meetings with personnel from external agencies e.g NEPS, TUSLA, HSE etc
- One to one meetings / discussions with the Principal / Deputy Principals / Year Head / Guidance Counsellor / Chaplain / SEN Coordinator / Tutor or any other staff member
- Outdoor teaching activities
- Sporting Activities
- Non sporting extra-curricular activities e.g drama, musical, school clubs
- Travel to and from extra-curricular activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Use of lift
- Sports / Fun Day
- Open Day
- Fundraising events involving pupils
- Meetings of student groups e.g Student Leaders, Amber Flag Committee, Student Leaders, Focus Groups etc
- Use of off-site facilities for school activities e.g gym, sports pitches etc
- School transport arrangements including use of bus escorts
- School transport arrangements including use of external companies
- Care of children with special educational needs, including intimate care where needed.
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine

- Administration of First Aid
- Curricular provision in respect of SPHE, RSE & Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities and to give talks
- Care of pupils with specific vulnerabilities/ needs such as:
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender LGBT+ children
  - Pupils perceived to be LGBT+
  - Pupils of minority religious faiths
  - Children in care
  - Children on CPNS
- Recruitment of school personnel including:
  - Teachers/SNA's / Supervisors
  - Caretakers/Secretaries/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers / Coaches etc
  - Volunteers/Parents in school activities
- Visitors/contractors present in school during school hours
- Visitors/contractors present during after school activities
- Use of Information and Communication Technology by pupils in school and during periods of school closure when students are engaging in online lessons.
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students participating in initiatives in the local community e.g Tidy Towns, visits to local hospitals, schools etc
- Students from the school participating in work experience outside of school
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- A number of students over 18 who would be considered vulnerable adults.

**The school has identified the following risk of harm in respect of its activities -**

- Risk of harm not being recognised by school personnel.
- Risk of harm not being reported properly and promptly by school personnel.
- Risk of child being harmed in the school by a member of school personnel.
- Risk of a child being harmed in the school by another child.
- Risk of child being harmed in the school by a volunteer or visitor to the school.
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while the child participates in out of school activities e.g. school trip.
- Risk of harm due to bullying of a child.
- Risk of harm due to inadequate supervision of children in school.
- Risk of harm due to inadequate supervision of children while attending out of school activities.
- Risk of harm due to inappropriate relationship/communications between child and another child or adult.
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.
- Risk of harm to children with SEN who have particular vulnerabilities.
- Risk of harm to a child while a child is receiving intimate care.
- Risk of harm due to inadequate code of behaviour.
- Risk of harm in one-to-one contact teaching, counselling, coaching situation.
- Risk of harm caused by members of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner.
- Risk of harm caused by members of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner.

**The school has the following procedures in place to address the risks of harm identified in this assessment**

- All school personnel are provided with a copy of the school's Child Safeguarding Statement
- The Child Protection Procedures for Primary and Post-Primary Schools 2017 the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) are made available to all school personnel
- School Personnel are required to adhere to the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)
- The school implements in full the SPHE curriculum.
- The school has its own Wellbeing Programme.
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school has supervision & substitution procedures to ensure appropriate supervision of students on the school premises during breaks for a reasonable amount of time before and after school.
- The school has Guidelines for Behaviour for Senior Students while off



school premises at lunchtime.

- The school has good practice procedures for school games.
- The school has a School Tours Policy.
- The school has protocols in place to deal with students signing in / out of school.
- The school has a Health and Safety Policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school has a staff handbook outlining guidelines for school staff and the school complies with the agreed disciplinary procedures for teaching & non- teaching staff
- The school has a Special Educational Needs policy
- The school has in place a policy and procedures for the administration of medication / first aid to pupils
- The school
  - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - Maintains records of all DES staff training and board member training
  - The school has in place a Code of Behaviour for pupils
- The school has in place an Acceptable Usage Policy in respect of usage of ICT by staff / pupils
- The school has in place a Critical Incident Management Plan
- The school has in place procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a Substance Misuse Policy
- The school has in place a Whole School Guidance Management Plan
- The school has in place procedures for Student Work Experience
- The school has in place procedures for the use of outside personnel, sports coaches etc
- The school has in place a Student Teacher Placement Policy.
- The school has in place a Dignity in the Workplace Policy.
- The school will address concerns in relation to vulnerable adults through TUSLA and HSE Safeguarding and Protection Teams, particularly; Ballyshannon Health Campus An Clochar, College Street, Ballyshannon Co . Donegal [071-9834660](tel:071-9834660) [Safeguarding.cho1@hse.ie](mailto:Safeguarding.cho1@hse.ie)

**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 (revised 2023)*

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 October 5<sup>th</sup> 2023. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: Gary Carville



Date: October 5<sup>th</sup> 2023

Chairperson, Board of Management

Signed:



Date: October 5<sup>th</sup> 2023

Principal/Secretary to the Board of Management

## Checklist for Review of the Child Safeguarding Statement

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

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of 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, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	YES
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	YES
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	YES
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	YES
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	YES
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	YES
7. Has the DLP attended available child protection training?	YES
8. Has the Deputy DLP attended available child protection training?	YES
9. Have any members of the Board attended child protection training?	YES
10. Has the school appointed a DLP and a Deputy DLP?	YES
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	YES
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	YES
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	YES
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	YES
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	YES
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	YES



17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	YES
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	YES
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	YES
20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	YES
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	N/A
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	YES
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	YES
24. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	N/A
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	YES
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	YES
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	YES
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	YES
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	YES
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	YES
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	YES
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	YES
33. 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
34. 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
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	YES
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	YES
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	YES
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> are being fully and adequately implemented by the school?	YES
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N/A

40. 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
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	YES

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

Signed  Date October 5<sup>th</sup> 2023

Chairperson, Board of Management

Signed  Date October 5<sup>th</sup> 2023

Principal/Secretary to the Board of Management

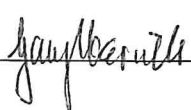
**Note:** Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

## Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Patron CEIST

The Board of Management of Our Lady's Secondary 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 October 5<sup>th</sup> 2023
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the [gov.ie](http://gov.ie) website

Signed  Date 5/10/23

Chairperson, Board of Management

Signed  Date 5-10-23

Principal/Secretary to the Board of Management



## Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Parents Association

The Board of Management of Our Lady's Secondary 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 October 5<sup>th</sup> 2023
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the [gov.ie](https://www.gov.ie) website

Signed  Date 5/10/23.

Chairperson, Board of Management

Signed  Date 0-10-23

Principal/Secretary to the Board of Management

## Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Student Council

The Board of Management of Our Lady's Secondary 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 October 5<sup>th</sup> 2023
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the [gov.ie](https://www.gov.ie) website

Signed  Date 5/10/23

Chairperson, Board of Management

Signed  Date 0-10-23

Principal/Secretary to the Board of Management