



Child Safeguarding Statement and Risk Assessment Template January 2022

Child Safeguarding Statement

St. Anne's School is a Special school providing primary and post-primary education to pupils from ages 4 to 18 year of age.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), the [Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St. Anne's Special 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 **Anne Comerford**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Andrea Hynes**
- 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 school's 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 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 DE 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.

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 _____ [date].

This Child Safeguarding Statement was reviewed by the Board of Management on _____ [most recent review date].

Signed: *Stephen Walsh*

Chairperson of Board of Management

Signed: *Dee Cullen*

Principal/Secretary to the Board of Management

Date: 22/2/22

Date: 22/2/22



Child Safeguarding Risk Assessment

Written Assessment of Risk

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the '*Child Protection Procedures for Primary and Post-Primary Schools 2017*', the following is the Written Risk Assessment of St. Anne's Special School

List of school activities	The school has identified the following risk of harm in respect of its activities –	The school has the following procedures in place to address the risks of harm identified in this assessment -
Classroom based activities Personal Care activities: 1. Dressing/undressing 2. Toileting & Intimate Care 3. Menstrual care 4. Showering Peg feeding Gymnasium activities Hydrotherapy pool activities Mobility programmes within the school building Mobility programmes on campus Mobility programmes in the local community Sensory Room Sensory garden Woodwork Activity Use of ICT by pupils in school Online Teaching and Learning Art & Music Therapy Activities Home Economics & Social Area room School Outings St. Anne's Campus environment Attending pony riding activities in the local community (currently suspended) Attending local shops, restaurants, libraries etc Use of adventure playground Use of hard surface play area	Training of school personnel in Child Protection matters One to one teaching Care of Children with special needs, including intimate care needs Toileting Areas Curricular Provision in respect of SHPE, RSE & Stay Safe Programs Daily arrival and dismissal of pupils Managing of challenging behaviour amongst pupils Visiting Activity Facilitators Sporting Activities School Outing Online teaching and learning Use of tablet devices and smartphones in the classroom and in the course of the school day. School Transport arrangements including use of bus escorts Administration of Medicine Administration of First Aid Prevention and dealing with bullying amongst pupils Recruitment of school personnel including; Teachers, SNAs, Caretaker/Secretary/Cleaner, External Tutor/Visiting Guest, Volunteers/Parents in school activities, Visitors/Contractors present in school during school hours, Visitors/Contractors present during after school activities	Procedures in place to address risks of harm are identified in table below.

List of School Activities	Risk Level	The School has identified the following Risk of Harm in respect of it's activities	The School has the following Procedures in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	High	Harm not recognised or reported promptly. Training not given to new staff members promptly.	Child safeguarding Statement & DE procedures made available to all staff. DLP & DDLP to attend PDST training. All staff to view TUSLA training module and any other online training offered by PDST. BOM records all records of staff and BOM training.
One to one teaching	Med	Harm by school personnel	Open doors when appropriate. Doors with glass windows.
Care of Children with special needs, including intimate care needs	High	Harm by school personnel	Intimate Care Policy Staff training
Toileting Areas/changing areas	Med	Inappropriate Behaviour	Adequate and appropriate supervision Intimate Care Policy
Swimming/use Hydrotherapy Pool & Changing areas	High	Inappropriate Behaviour	Hydrotherapy Pool procedures in place. Pool Policy in place. Supervision of 2 staff at all times.
Curricular Provision in respect of SHPE, RSE & Stay Safe, JC1 Personal Care Programs	Med	Non-teaching of same programs	School implements SPHE, RSE, Stay Safe and JC1 Program in full across the school and documented in CMS. SPHE & RSE policies in place.

List of School Activities	Risk Level	The School has Identified the following Risk of Harm in respect of it's activities	The School has the following Procedures in place to address risk identified in this assessment
Daily arrival and dismissal of pupils	Med	Harm from other pupils, unknown adults on the grounds Students absconding Car/bus accidents	Arrival and dismissal supervised by Teachers and SNA staff Principal & Deputy Principal. Keypads on doors. Traffic System in place.
Managing of behaviour that challenges, amongst pupils	High	Injury to pupils or staff Pupils exposed to behaviour that challenges from other pupils	Health and Safety Policy Code of Behaviour Policy, Safety Intervention Training for Teachers and SNAs Careful consideration to class allocation In-School Behaviour Support Team and Behaviour Support Plans where necessary.
Visiting Activity Facilitators	Med	Harm to pupils by visiting coaches or volunteers to the school	Visitors from reputable organisations with appropriate vetting Supervision by School Staff
Sporting Activities	Med	Harm by accident or inappropriate behaviour	Supervision by Teachers and SNA staff Code of Behaviour Policy
School Outings	High	Access to pupils by strangers Inappropriate activity by pupils, Flight, Dangers posed by unfamiliar environment	Adequate supervision procedures Adequate planning and preparation by staff consultation Code of Behaviour Policy

List of School Activities	Risk Level	The School has Identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Online Teaching and Learning	Med	Harm by inappropriate of online teaching and learning communication platforms	AUP Policy in place to include provision for online teaching and learning remotely
Use of tablet devices and smartphones in the classroom and in the course of the school day.	Med	Misuse and abuse of devices and various associated technologies.	Whole-school policy covering the use of tablet devices and smartphones in the classroom and during the school day as outlined in circular 38/2018
School Transport arrangements including use of bus escorts	High	Harm by accident, Harm by Personnel Inappropriate behaviour by students	Supervision by Bus Escorts Code of Behaviour Policy Anti- Bullying Policy NCSE SENO Application for individual transport and additional bus escort if deemed necessary,
Administration of Medicine	Med	Losing/Misplacing of medication/Expiry	Administration of Medicine Policy.
Administration of First Aid		Harm by incorrect administration of medication	Co-signing for administration of medications. Termly Medication Audit by School Nurse Administration of medicine by School Nurse Staff Training in administration of emergency medications –Buccal, Staff Training in First Aid, Manual Handling.
Prevention and dealing with bullying amongst pupils	Low	Harm to pupils	Anti-Bullying Policy, Code of Behaviour Policy, School implements SPHE, RSE & Stay Safe Program in full. School implements the Junior Cycle Wellbeing Programme.

<p>Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> .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 	Med	Bullying Harm to Pupils	<p>Anti-Bullying Policy</p> <p>SPHE Policy</p> <p>Teaching and Stay Safe Policy</p>
<p>Recruitment of school personnel including;</p> <p>Teachers</p> <p>SNAs</p> <p>Caretaker/Secretary/Cleaner</p> <p>External Tutor/Visiting Guest</p> <p>Volunteers/Parents in school activities</p> <p>Visitors/Contractors</p>	Med	<p>Harm not recognised or properly or promptly reported</p> <p>Harm</p>	<p>Child Safeguarding Statement & DE procedures made available to all staff</p> <p>Staff to view TUSLA Training Module and any other online training offered by PDST</p> <p>Vetting Procedures</p> <p>Visitor Protocol Pack</p> <p>Statutory Declaration & Letters of Undertaking</p> <p>Visitor Log</p>

present in school during school hours Visitors/Contractors present during after school activities <ul style="list-style-type: none"> Therapists/clinicians visiting or providing treatment for pupils during the school day Student teachers/social care students/trainee SNA's undertaking training placement in school 			
Use of digital technologies <ul style="list-style-type: none"> Staff accessing Drive outside of school building 	Low	Photographs storage of same Confidentiality breach of personal details etc.	AUP Policies Digital Technologies policy, Code of Behaviour Policy, Anti-Bullying Policy,
Use of video/photography/other media devices to record school events		Exposure/breach of confidentiality	Photographic/video parental consent. Data Protection Policy AUP Policy & Parental Consent Procedures

Covid-19 Student not attending school Students been in close proximity to other students and staff on a daily basis	Med	Minimal communication from home Possible Exposure to Covid-19	School record data on Aladdin (Attendance) Communication to TESS/EWO Teacher/School weekly communication with parents Covid-19 Government Response Plan Covid-19 Risk Assessment
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This Risk Assessment is a working document and may be amended as new risks come to our attention.

As Covid-19 is identified as risk of harm, Please see individual St. Anne's Covid-19 Risk Attached:

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.