



St Oliver Plunkett's NS

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

St Oliver Plunkett's NS is a primary school providing primary education to pupils from Junior Infants to Sixth Class

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), the [Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St. Oliver Plunkett's NS 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 Mairéad Murphy
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Joanne Callaghan
- 4 The Relevant Person is Mairéad Murphy
(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;



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- 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](http://gov.ie) 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.



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- 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 23.11.2017

This Child Safeguarding Statement was reviewed by the Board of Management on 6.06.2024

Signed: Sheila Macken

Chairperson of Board of Management

Sheila M. Macken

Date: 6.06.2024

Signed: Mairead Murphy

Principal/Secretary to the Board of Management

Mairead Murphy

Date: 6.06.2024

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Child Safeguarding Risk Assessment

Written Assessment of Risk of St Oliver Plunkett's NS

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 (revised 2023)*, the following is the Written Risk Assessment of St. Oliver Plunkett's NS.

Note:

School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019). These are shared with all school personnel.

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
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	Child Safeguarding Statement (revised 2023) & DES procedures made available to all staff DLP& DDLP attended PDST face to face training All Staff have completed Túsla training module & any other online training offered by PDST(May 2021) To be redone by teaching staff in September 2024. SNAS completed in February 2024. Mairéad and Joanne completed May 2024
School building project	Builders on site – potential interaction	BOM records all records of staff and board training Hoarding complete to separate building works and school Staff meeting – staff to remind children not to engage with anyone on site Assembly – children reminded not to engage with anyone on site



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		Stay Safe programme completed 2023-2024
One to one teaching One to one Learning Support	Harm by school personnel	School has policy in place for one to one teaching Open doors Table between teacher and pupil Glass in window
Care of Children with special needs, including intimate care needs	Harm by school personnel	Policy on intimate care Two members of staff present should intimate care needs arise
Toilet areas	Inappropriate behaviour	Usage and supervision policy Designated toilets for each class
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full Weaving Wellbeing Programme
Care of pupils with specific vulnerabilities/ needs such as Pupils from ethnic minorities/migrants <ul style="list-style-type: none"> 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 (Children in Tusla's Child Protection Notification System) Children with Medical Needs	Harm to pupils Bullying	Anti-Bullying Policy Anti- Racist Policy Inclusion Policy Code of Behaviour Behaviour Trackers Behaviour(s) of Concern Policy
Recruitment of school personnel including - Teachers <ul style="list-style-type: none"> SNA's 	Harm not recognised or properly or promptly reported	Administration of Medicine Policy Information about children with allergies is shared with staff Child Safeguarding Statement & DES procedures made available to all staff



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<ul style="list-style-type: none"> • Caretaker/Secretary/Cleaners • Sports coaches • External Tutors/Guest Speakers • Volunteers/Parents in school activities <p>Visitors/contractors present in school during school hours</p> <p>Visitors/contractors present during after school activities</p> <p>Volunteers/Parents in school activities</p>		<p>Staff have engaged in Tusla training module & any other online training offered by PDST (2021) To be completed again September 2024</p> <p>Vetting Procedures compliant</p> <p>Policy of Parents / Volunteers</p> <p>Policy on Visiting Contractors – caretaker/school personnel remain present</p> <p>All members of the Parents' Committee are Garda Vetted</p> <p>Members of the Parents' Committee have staff member/s present while activity is taking place</p> <p>Principal attends Parent Committee meetings and creates awareness around child protection</p> <p>All activities involving children are pre-approved by the BOM</p> <p>Volunteer Parents (e.g. speaker) , staff member is present</p>
<p>List of School Activities</p>	<p>The School has identified the following Risk of Harm</p>	<p>The School has the following Procedures in place to address risk identified in this assessment</p>
<p>Daily arrival and dismissal of pupils</p>	<p>Harm from older pupils, harm from peers</p>	<p>Arrival and dismissal supervised by staff</p> <p>Supervision Policy</p>
<p>Managing of challenging behaviour amongst pupils, including appropriate use of restraint</p>	<p>Injury to pupils and staff</p>	<p>Restraint Policy</p> <p>Health & Safety Policy</p> <p>Code of Behaviour</p> <p>CPD for staff (Manual Handling Course 2021, Training by the NCSE) Request for support in this area for CPD 2024/2025 applied for</p>



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Use of external personnel to support sports and other extra-curricular activities Use of external personnel to supplement curriculum	Harm to pupils	Policy & Procedures in place such as outside coaches policy Staff member stays present
Students participating in work experience	Harm by student	Work experience Policy Child Safeguarding Statement. Garda Vetting completed by training college
Recreation breaks for pupils	Harm to pupils	Supervision Policy Anti-bullying Policy
Classroom teaching	Harm to pupils	Policies in place
Outdoor teaching activities	Harm to pupils	Supervision Policy Health and Safety policy School excursion policy
Sporting Activities	Harm to pupils	Outside coaches Policy Supervision Policy Anti-bullying Policy Code of Behaviour
Homework club	Harm to pupils	Supervision Policy Code of Behaviour Anti-Bullying Policy Two staff members present
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
School outings	Harm to Pupils	Schools excursions Policy
Annual Sports Day	Harm to Pupils	Supervision Policy
Fundraising events involving pupils	Harm to pupils	Supervision Policy Outside personnel are Garda Vetted



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Use of off-site facilities for school activities	Harm to pupils	Supervision Policy Anti-bullying Policy School Excursion Policy
School transport arrangements	Harm to pupils	Supervision Policy School Excursion Policy
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
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Harm to personnel Harm to pupils	Restraint Policy Manual Handling Course (All Staff)
Administration of Medicine Administration of First Aid	Harm to pupils	Members of staff have first aid training (2020 and updated for 9 members of staff November 2024) Parents provide training to staff Administration of Medicine Policy
Prevention and dealing with bullying amongst pupils	Harm to pupils	Anti- Bullying Policy Tracker behaviour sheets On agenda for every BOM meeting and staff meeting
Training of school personnel in child protection matters	Non attendance	Training using PDST webinars for all staff Túsla training on line Child Protection is on each BOM agenda and Staff meeting agenda



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Use of external personnel to supplement curriculum	Harm to pupils	Outside coaches policy Teacher is present
Homework Club	Harm to Pupils	Two teachers present Code of Behaviour All school policies
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
Use of Information and Communication Technology by pupils in school	Bullying Harm to pupils	AUP policy Mobile Phone Policy Anti-Bullying Policy Code of Behaviour Webwise lessons Internet safety lessons linked with RSE
Online teaching and learning remotely	Harm to Pupils	AUP Policy Mobile Phone and Smart Device Policy Code of Behaviour
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Harm to pupils	Code of Behaviour Mobile Phone and Smart Device Policy
Student teachers undertaking training placement in school	Harm to pupils	Student teacher Policy Teacher is present Garda Vetting in place
Use of video/photography/other media to record school events	Inappropriate distribution of images	AUP policy Data Protection Policy Mobile Phone and Smart Device Policy



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After school use of school premises by other organisations	Harm to participated	Board of Management procedures

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.

Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In



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the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as "any potential for harm". Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to Children First: National Guidance for the Protection and Welfare of Children published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

This risk assessment has been completed by the Board of Management on 6.06.2024. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed Shela N. Nasser
Chairperson, Board of Management

Date : 6/6/2024

Signed Heidee Murphy

Date: 6/6/2024

Principal/Secretary to the Board of Management

Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

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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> ?	Y
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Y
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> ?	Y
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)	Y
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Y
7. Has the DLP attended available child protection training?	Y
8. Has the Deputy DLP attended available child protection training?	Y
9. Have any members of the Board attended child protection training?	N
10. Has the school appointed a DLP and a Deputy DLP?	Y
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y
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?	Y
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Y
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?	Y
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Y

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?	Y
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?	Y
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Y
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?	Y
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?	Y
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
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
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?	N/A
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Y
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Y
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)	N/A
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Y
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?*	Y
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)?*	Y
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	N/A
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> ?	Y
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Y
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?	Y
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N

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?	N/A
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?	N/A

*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 Shirley N. Nacera Date 6/6/2024

Chairperson, Board of Management

Signed Mairéad Murphy Date 6/6/2024

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.

