

## Child Protection Safeguarding Statement

Holywell Educate Together National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Holywell Educate Together National 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 **Maria Boyne**.
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Cathal Manning**.
- 4 The Relevant Person is **Maria Boyne**. *(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. This person can also be the DLP).*
- 5 The Board of Management of Holywell ETNS 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 Board of Management 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.

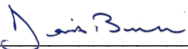
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - 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.

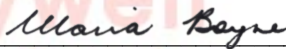
This Child Safeguarding Statement was adopted by the Board of Management on November 20<sup>th</sup> 2024.

This Child Safeguarding Statement was reviewed by the Board of Management on November 20<sup>th</sup> 2024.

Signed: \_\_\_\_\_  


Date: 20/11/24

Chairperson of Board of Management

Signed: \_\_\_\_\_  


Date: 20/11/24

Principal/Secretary to the Board of Management

## Holywell Educate Together National School- Child Safeguarding Risk Assessment 2024-25

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 Holywell ETNS, Swords, Co. Dublin.

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	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• DLP&amp; DDLP to attend face to face training when made available</li> <li>• All staff and members of the Board of Management received training on revised Child Protection Procedures (October 2024)</li> <li>• All Staff has taken online training and provide evidence of completion to Principal</li> <li>• BOM records all records of staff and board training</li> </ul>
Daily Arrival and Dismissal of pupils	Inadequate Supervision, Inappropriate Behaviour, Bullying	<ul style="list-style-type: none"> <li>• Morning Supervision for Senior Management members &amp; SETs of front of school and entrance doors</li> <li>• Class Teachers hand over all students Infants – 2<sup>nd</sup> at home time (unless attending after-school, with written confirmation of such by parents/guardians).</li> <li>• Class Teachers walk their class (3<sup>rd</sup>- 6<sup>th</sup>) to exit point and hand over to parent or children walk home if they have consent.</li> <li>• Children dismissed from school only at specific times (1.10pm for infants &amp; 2.10pm for classes 1<sup>st</sup>-6<sup>th</sup> class).</li> <li>• Teachers running after-school clubs must keep a list of home-time arrangements for each club member and return all children directly to the care of the after-school/childcare staff at agreed venue.</li> </ul>
One to one teaching	Harm by school personnel	<ul style="list-style-type: none"> <li>• Procedures in place for one-to-one teaching (door is ajar at all times, parents/guardians aware the child is with the teacher one to one, adequate distance in place between children when not possible to have desk in between student and teacher, ie. In the case of Reading Recovery lessons).</li> <li>• Doors with Glass Window Pane (if not available, door will be left ajar at all times).</li> </ul>
Care of children with additional needs, including intimate care needs	Harm by school personnel	<ul style="list-style-type: none"> <li>• Toileting/Intimate Care policy</li> <li>• Two staff present to attend to intimate care needs &amp; if child needs clothes changed. Staff member waits outside the toilet/room if the child can change themselves.</li> <li>• Parents are aware of arrangement</li> <li>• Communication with home &amp; records kept on 'classdojo'/'Aladdin'</li> </ul>

Toilet areas	Inappropriate behaviour	<ul style="list-style-type: none"> <li>Toilets in the Classroom</li> <li>Children accessing toilets before and after breaks.</li> <li>At yard-time, toilets are not available to students, with the exception of infants and children with additional needs.</li> </ul>
Curricular Provision in respect of SPHE, RSE, Stay Safe.	Non-teaching of same	<ul style="list-style-type: none"> <li>SPHE, RSE &amp; Stay Safe implemented in full</li> <li>RSE policy in place &amp; curricular links available to parents on school website</li> <li>Teachers own planning, notes and observations</li> </ul>
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	<ul style="list-style-type: none"> <li>Health &amp; Safety Policy</li> <li>Positive Behaviour Policy</li> <li>Managing Behaviours of Concern appendix to Positive Behaviour Policy</li> <li>Class and support teachers draft and implement Individual Behaviour Plan to support the child's behaviour in school.</li> <li>Restorative Practice Culture developed</li> <li>Specific staff trained in CPI/MAPA &amp; certified as such.</li> </ul>
Sports Coaches or external personnel to supplement the curriculum	Harm to pupils	<ul style="list-style-type: none"> <li>Coaches must present Garda vetting and other relevant documentation to school in advance</li> <li>Class teacher must be present at all times and in charge</li> </ul>
Recreation breaks for pupils	Harm to pupils by other pupils Bullying Inappropriate behaviour	<ul style="list-style-type: none"> <li>Yard supervision rota in place</li> <li>Adequate yard supervision in place</li> <li>Recording of incidents and behaviours on yard</li> <li>Active Yards in Place for all the school to minimise conflict/incidents</li> <li>Structured Play organised for individuals</li> <li>Positive Behaviour Policy</li> <li>Anti-Bullying Policy</li> <li>Restorative Practice Culture developed</li> <li>Staff administer first aid onsite in the yard and throughout the school day.</li> </ul>
Classroom teaching	Harm from other pupils and staff	<ul style="list-style-type: none"> <li>Positive Behaviour Policy</li> <li>Restorative Practice Culture developed</li> <li>Door open if in room alone with a child</li> <li>Door open between partner teacher if teacher is on break- SET teacher to cover where possible</li> </ul>
Outdoor teaching activities	Harm to pupils Bullying	<ul style="list-style-type: none"> <li>Adequate supervision in place</li> <li>Teacher present at all times</li> <li>Culture of reporting to staff promoted &amp; encouraged</li> </ul>
Online Teaching and Learning	Harm due to inappropriate use of online remote teaching and learning communication platform	<ul style="list-style-type: none"> <li>The school has an Acceptable Usage Policy and Digital Learning Policy in place, to include provision for online teaching and learning remotely</li> </ul>



		<ul style="list-style-type: none"> <li>Using Digital Platforms – Guidelines for teachers and parents</li> </ul>
Use of tablet devices, smartphones and smart watches in the classroom and in the course of the school day	Harm associated with misuse, abuse of devices and the various associated technologies	<ul style="list-style-type: none"> <li>The school has a digital learning policy</li> <li>Positive Behaviour Policy</li> <li>Online Safety talks for 5<sup>th</sup> &amp; 6<sup>th</sup> Classes annually &amp; their parents</li> <li>Assemblies to focus on online safety</li> <li>Rota in place where student's i-pad access is traceable and accountable.</li> <li>All recordable devices, phones and smartwatches submitted to the class teacher at the start of each day.</li> <li>Community Gardaí available to speak to 5<sup>th</sup> &amp; 6<sup>th</sup> class on online safety.</li> <li>School has introduced IT lessons to promote IT literacy and to promote online safety through 'Webwise' &amp; teaching 'Digital Citizenship'</li> </ul>
Sporting Activities	Harm to pupils Bullying	<ul style="list-style-type: none"> <li>Anti-Bullying policy</li> <li>First Aid Procedures</li> <li>Supervision Policy/School Tours/Trips Policy</li> <li>First aid bag with personal medication where required</li> <li>Risk Assessment conducted before trips/outings</li> <li>Contact list- Aladdin App</li> <li>Adequate supervision at all times</li> <li>Teachers must be present and in charge at all times</li> </ul>
School tours, trips and outings	Harm to pupils Bullying Inappropriate behaviour Risk of inappropriate communication between pupils via digital devices, physical injury	<ul style="list-style-type: none"> <li>Anti-Bullying Policy</li> <li>Digital learning Policy</li> <li>First Aid, Accidents Procedures- reporting</li> <li>Risk Assessment conducted before trips/outings</li> <li>School Tour/Trips Policy</li> <li>Proper supervision arrangements &amp; collection</li> <li>Pupil-teacher ratio (as per supervision policy)</li> </ul>
Annual Sports Day	Harm to pupils by inappropriate communications between child and unknown adult, inadequate supervision & physical injury	<ul style="list-style-type: none"> <li>Sports Day timetable and organisation circulated to school community in advance</li> <li>No photography or recording permitted by parents/visitors</li> <li>Positive Behaviour Policy</li> <li>Anti-Bullying Policy</li> <li>First Aid procedures in place.</li> <li>Teachers must be always present and in ultimate charge</li> </ul>
Fundraising events involving pupils	Harm to pupils by inappropriate communications between child and unknown adult, inadequate supervision & physical injury	<ul style="list-style-type: none"> <li>Appropriate insurance</li> <li>Safety Statement &amp; first aid procedures in place</li> <li>Event timetable, organisation &amp; procedures circulated to school community in advance</li> </ul>

		<ul style="list-style-type: none"> <li>• Risk Assessment conducted before trips/outings</li> <li>• Proper supervision arrangements &amp; collection</li> <li>• Garda vetting for volunteers</li> <li>• Anti-Bullying Policy</li> <li>• Proper supervision arrangements &amp; collection</li> <li>• Pupil-teacher ratio</li> </ul>
During & after school use of school by other individuals/groups/organisations	Harm to pupils	<ul style="list-style-type: none"> <li>• Insurance in place by outside groups</li> <li>• Proper supervision arrangements &amp; collection</li> <li>• Pupil-teacher ratio</li> <li>• Garda vetting</li> </ul>
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Physical harm to pupils & adults	<ul style="list-style-type: none"> <li>• Positive Behaviour Policy</li> <li>• Managing Behaviours of Concern Appendix to Positive Behaviour Policy</li> <li>• Restorative Practice community practice.</li> <li>• Reporting to parents after subsequent events</li> <li>• Presence of two staff members for particular aggressive/physical behaviour</li> <li>• Individual Behaviour Plans in place for specific students</li> <li>• Preventative programmes such as 'Braincalm' implemented by appropriately trained staff.</li> <li>• Specific staff trained in TCI/MAPA and certified as such</li> </ul>
Administration of Medicine & First Aid	Physical harm to pupils and adults	<ul style="list-style-type: none"> <li>• Administration of Medication Policy</li> <li>• Staff training in first aid very two years &amp; for those working with students with specific medical conditions</li> <li>• Indemnity signed by parents.</li> <li>• Medical Needs Folder for relevant staff of children who have chronic medical conditions.</li> <li>• Medicines stored in secure locations in a locked cabinet in the main office</li> <li>• Injuries pertaining to the neck and head, and other serious Injuries – dealt with at the office – parents informed</li> </ul>
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT+) children</li> <li>• Pupils perceived to be members of the LGBT+ community</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> </ul>	Bullying	<ul style="list-style-type: none"> <li>• Anti-Bullying policy</li> <li>• Positive Behaviour policy</li> <li>• Learn Together Curriculum and Lessons</li> <li>• Flag awards for Yellow flag, Amber flag application &amp; celebration of Pride annually in June.</li> </ul>

Use of Information and Communication Technology by pupils in school	Bullying Risk of harm due to inappropriately accessing/using ICT devices while at school	<ul style="list-style-type: none"> <li>• AUP policy</li> <li>• Anti-Bullying Policy</li> <li>• Positive Behaviour Policy</li> <li>• Assistive Technology Policy</li> <li>• Firewall managed by Sord IT company on both student and staff network</li> </ul>
Students/Student Teachers participating in work experience in the school	Harm not being recognised by school personnel Risk of harm due to inappropriate relationship/communication between child and adult	<ul style="list-style-type: none"> <li>• Children never left on their own with TY students or student teacher</li> <li>• Garda vetting &amp; insurance documentation from colleges</li> <li>• Teachers has overall responsibility of the class and teaching</li> <li>• Work experience and placement policy</li> </ul>
Trainee ANA's undertaking placement	Risk of harm by volunteer	<ul style="list-style-type: none"> <li>• Garda Vetting in place for Trainee ANAs</li> <li>• Children never left on their own with trainee ANAs</li> </ul>
Use of video/photography/other media to record school events	Risk of identification of individual child online	<ul style="list-style-type: none"> <li>• AUP policy</li> <li>• Procedures in place communicated to individual/ group/ organisations in advance</li> </ul>
Use of off-site facilities for school activities	Harm to pupils by inappropriate communications between child and unknown adult, inadequate supervision & physical injury	<ul style="list-style-type: none"> <li>• Anti-Bullying,</li> <li>• Positive Behaviour policy</li> <li>• Garda vetting for volunteers</li> <li>• Proper supervision arrangements &amp; collection</li> <li>• Pupil-teacher ratio</li> </ul>
School transport arrangements including use of bus escorts	Harm to pupils by inappropriate communications between child and unknown adult, inadequate supervision & bullying	<ul style="list-style-type: none"> <li>• Positive Behaviour Policy &amp; Anti-Bullying policy</li> <li>• Bus escorts are fully Garda vetted and reference checks in place prior to employment.</li> </ul>
Visits from External Agencies- DES, Inspectorate, NCSE, TUSLA and others	Risk of harm to pupils by volunteer/visitor to the school	<ul style="list-style-type: none"> <li>• All visitors to school sign it at office</li> <li>• Such Visitors are not left alone with children</li> <li>• Member of school personnel always present</li> </ul>
HSE Vaccinations/Hearing and Vision Tests	Risk of harm to pupils by those visiting	<ul style="list-style-type: none"> <li>• Sign in at office</li> <li>• Parents to sign consent form</li> <li>• Testing/Vaccinations take place in Hall</li> </ul>
Annual Book Fair	Risk of harm by visitors or volunteers	<ul style="list-style-type: none"> <li>• Class teachers present when class visit Book Fair</li> <li>• Takes place on corridors</li> </ul>
Recruitment of school personnel including – <ul style="list-style-type: none"> <li>• Teachers &amp; ANA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> </ul>	Harm not recognised or properly or promptly reported	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• Staff to receive Child Protection training/view Tusla training module/any other online training offered by Oide</li> <li>• Vetting Procedures</li> <li>• School Visitors, External Tutors- never unsupervised with children</li> </ul>

<ul style="list-style-type: none"> <li>• Visitors/contractors in school during school &amp; after school hours</li> </ul>		<ul style="list-style-type: none"> <li>• Agreed disciplinary procedures for teaching &amp; non-teaching staff</li> </ul>
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Risk of pupils being harmed by school personnel	<ul style="list-style-type: none"> <li>• Positive Behaviour Policy reviewed regularly</li> <li>• Acceptable Usage policy reviewed regularly</li> <li>• Anti-Bullying policy</li> <li>• Garda Vetting of all staff</li> <li>• Teaching and Non-Teaching Staff aware of policies</li> </ul>
Shared facilities with the community centre and school campus	Risk of pupils being harmed by un-vetted community centre staff	<ul style="list-style-type: none"> <li>• Community centre staff prohibited on school grounds whilst children are on the premises (internal and external during school hours and during afterschool).</li> <li>• Community centre staff must report to reception and be accompanied by school staff, in the case of an emergency or the servicing of joint facilities.</li> <li>• Shared facilities to be serviced outside of school opening hours/days.</li> <li>• Shared facilities (water meters etc.) to be recorded by caretaker and reported to community centre staff on agreed day and time.</li> </ul>

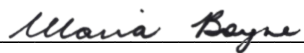
**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary 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 November 20th 2024. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed   
Chairperson, Board of Management

Date: November 20<sup>th</sup> 2024

Signed   
Principal/Secretary to the Board of Management

Date: November 20<sup>th</sup> 2024