# St. Clare’s College Child Safeguarding Statement

St. Clare’s College 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,](http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf) [Children First: National Guidance for the Protection and Welfare of Children 2017](https://assets.gov.ie/25844/b90aafa55804462f84d05f87f0ca2bf6.pdf)[, the Addendum to Children First (2019),](https://assets.gov.ie/25819/c9744b64dfd6447985eeffa5c0d71bbb.pdf) the Child Protection Procedures for Primary and Post Primary Schools (revised 2023[)](https://www.gov.ie/pdf/?file=https://assets.gov.ie/45063/2d4b5b3d781e4ec1ab4f3e5d198717d9.pdf#page=1) and [Tusla Guidance on the preparation of Child Safeguarding Statements,](https://www.tusla.ie/uploads/content/4214-TUSLA_Guidance_on_Developing_a_CSS_LR.PDF) the Board of Management of St. Clare’s College 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 **Teresa Donnellan**
3. The Deputy Designated Liaison Person (Deputy DLP) is  **Ciara Deasy**
4. The Relevant Person is **Teresa Donnellan**

(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 DLP.)

1. 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.

1. 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](https://revisedacts.lawreform.ie/eli/2012/act/47/revised/en/pdf) 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.

1. 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.

1. 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 **28/9/2023.**

This Child Safeguarding Statement was reviewed by the Board of Management on **28/9/2023**

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

Padraig Campbell Teresa Donnellan

Chairperson of Board of Management Principal/Secretary to the Board of Management

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Child Safeguarding Risk Assessment Written Assessment of Risk of St. Clare’s College

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 PostPrimary Schools revised 2023* the following is the Written Risk Assessment of St. Clare’s College.

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| **1. List of school activities** | **2. The school has identified the following risk of harm in respect of its activities –** | **3. The school has the following procedures in place to address the risks of harm identified in this assessment -** |
| **Daily Activities**   * Daily arrival and dismissal of pupils * Recreation breaks for pupils * Congregation at locker areas * Use of Toilet Facilities * School Transport * Departure at the end of the school day * Supervised Evening Study | * Risk of harm not being recognised by school personnel. * 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 child being harmed in the school by another child * Risk of harm due to bullying of student | * Supervision procedures are in place in all areas of school including toilets and changing rooms during arrival, dismissal and breaktimes. * Students have designated areas and stay in these areas with doors open at these times. * Additional support of Year Heads monitoring their group. * Designated toilets for junior and senior students. * Supervision at the door of school when leaving and supervision at school gates/buses. |

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| **Teaching and Learning Activities**   * Curricular provision in respect of SPHE, RSE, wellbeing * Prevention and dealing with bullying amongst pupils * Classroom interactions * Classroom teaching * One-to-one teaching * Students from the school participating in work experience elsewhere * Use of external personnel to supplement the curriculum in the case of absenteeism * Students participating in work experience in the school * Student teachers undertaking training placement in school | •  •  • | Risk of child being harmed in the classroom by another student  Risk of harm due to inadequate supervision of students  Risk of harm not being reported properly and promptly  Risk of harm due to bullying of a child Risk of harm in one-to-one teaching, counselling or coaching  Risk of child being harmed in the school by  volunteer or visitor to the school | * All School staff are Garda Vetted. * The school has a Health & Safety Policy * All students are aware of our Code of Behaviour and Anti-Bullying Policy.            * The school delivers and implements the SPHE and Wellbeing Curriculum at Junior   Cycle and also implements the RSE and  Wellbeing Curriculum at Senior Cycle   * The school has an Antibullying policy and Code of Behaviour drafted in consultation with stakeholders. * Students are classroom based apart from specialist subjects. Each class has base classroom. All classrooms have glass windows on the door. Classroom doors open in between classes and adequate supervision protocol is in place. * School personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools revised 2023*   *Post-Primary Schools revised* and all registered |

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| * Use of Information and Communication Technology by pupils in school * Application of sanctions under the school’s Code of Behaviour including detention of pupils, confiscation of phones etc.                         **Sporting and Extracurricular Activities**   * After school activities, project work, choir rehearsals, additional classes | •  •  •                      • | Risk of harm caused by students inappropriately assessing IT, Social media, mobile phones and other devices while at school.  Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner  Risk of harm caused by one student to another communicating in an inappropriate manner via social media, texting, digital device or other manner  Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school/extracurricular activities | teaching staff are required to adhere to the *Children First Act 2015*   * All school personnel are Garda Vetted. * The school has protocols in place in respect of students undertaking Work Experience externally * The school has an Acceptable Use Policy in respect of all Computers, Internet and Social Media. Only school recording and storage device will be used. Safe and secure storage of video/photography equipment within the school. * The school has a Code of Conduct for all school personnel * The school has a Mobile Phone Policy in place and all staff and students are aware of this          * All staff are aware of our Child Safeguarding Statement and have appropriate training. |

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| •  •  •  •  •  •  • •  • | School outings and School trips involving overnight stay  Participation by pupils in religious ceremonies/religious instruction external to the school  Use of video/photography/other media to record school events School trips involving foreign travel  Use of toilet/changing/shower  areas in schools  Use of off-site facilities for school activities and School transport arrangements including use of bus escorts  Annual Sports Day  Fundraising events involving pupils  Use of external personnel to supplement the curriculum and to support sports and other extracurricular activities | * •   •  •            •  • | Risk of harm due to bullying of child  Risk of harm due to inadequate supervision of children attending in school activities  Risk of harm due to inadequate supervision of children while attending out of school activities Risk of a student being harmed during a coaching session  Risk of student being harmed by another student  Risk of harm to children who are receiving First Aid Treatment    Risk of harm due to inadequate supervision of children while attending out of school activities | * All School staff are Garda Vetted and Adequate Supervision procedures are in place at all times. * Overnight School Tours Policy and School Code of Behaviour applies. All outings are authorised by Principal and appropriate Protocols are in place * The school has an Acceptable Use Policy in respect of all Computers, Internet and Social Media. Only school recording and storage device will be used. Safe and secure storage of video/photography equipment within the school. * All external personnel involved in sport or extracurricular activities are Garda Vetted. ✓ Staff are required to adhere to *Child*   *Protection Procedures for Primary and PostPrimary Schools revised 2023* and all registered teaching staff are required to adhere to the *Children First Act 2015*   * Supervision of all fundraising activities by staff, code of behaviour applies, students not allowed leave the premises without supervision/permission, minimum of two |

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| **Additional Educational Needs**   * Care of children with special educational needs, including intimate care where needed and Care of any vulnerable adult students, including intimate care where needed * Management of challenging behaviour amongst pupils, including appropriate use of restraint where required * Administration of Medicine * 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 | •  •  •  •  • •  •  •  • | Risk of harm to children with SEN who have vulnerabilities  Risk of harm to child while a child is receiving intimate care  Risk of harm caused by personnel not differentiating for the needs of students with  SEN  Risk of harm to child while a child is receiving medicine.  Risk of student being harmed by another student  Risk of harm due to inadequate code of behaviour  Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner  Risk of harm caused by one student to another communicating in an inappropriate manner via | teachers and two students must be present for the counting of any monies collected for the chosen cause.       * All Teachers and SNAs are fully trained and Garda Vetted * The school has a Special Educational Needs Policy * Students with SEN are escorted to their transport at departure. * Administration of Medicine Protocol applies. * Staff trained in First Aid * Provision of RSE, SPHE and wellbeing in curriculum. * Specific Days celebrated to create awareness around diversity in or school * Students with specific vulnerabilities are cared for under our Pastoral Care Policy, Guidance Policy and SEN Policy in consultation with NEPS and other agencies. * Form teachers, Year Heads and Guidance Counsellor monitor class groups. * Code of Behaviour applies. |

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| − Children on CPNS      **Recruitment of school personnel including -**   * Teachers/SNAs * Caretaker/Secretary/Cleaners * Sports coaches * External Tutors/Guest Speakers * Substitute Teachers * Volunteers/Parents in school   activities   * Visitors/contractors present in school during school hours * Visitors/contractors present during after school activities | •                  •  •  •  •  • | social media, texting, digital device or other manner  Risk of harm in one-to-one teaching, counselling, coaching situation  Risk of harm to students by personnel who are not qualified.  Risk of harm to students from personnel who have a history of unacceptable practices in previous employment  Risk of harm to students from a member of personnel who has a history of abuse. Risk of harm caused by member of school personnel communicating with students in an inappropriate manner via social media, mobile phone or other device.  Risk of harm to students by a visitor or a volunteer to the school. | * Anti-bullying Policy applies. * All staff have been provided with the Child Safeguarding Statement. * One to one Teaching Policy applies * DLP and Deputy DLP are trained. All staff training in Tusla & PDST Children First training.            * The school adheres to Garda Vetting Legislation and to DES circulars relating to the recruitment of SNAs, teaching staff, caretakers, cleaners, sports coaches, guest speakers. * All external personnel involved in sport or extracurricular activities are Garda Vetted. * The school has a Visitor Policy in place. Outside contractors if on site during school hours are accompanied by school personnel e.g., caretaker * Social media guidelines and Acceptable Use Policy applies. |

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| * After school use of school premises by other organisations   ➢ Use of school premises by other organisations during school day |  | ✓  External organisations use of the gym is currently suspended and under BOM review. |

**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 genera 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.