



St. Francis Junior School
Priorswood, Dublin 17
Roll No. 17104G

Child Safeguarding Statement

St. Francis Junior School is a primary school providing primary education to pupils from Junior Infants to Second 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 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. Francis Junior 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 **Aileen Plunkett**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Rose Finn**
- 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 DES 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 DES and available on the DES 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 above-named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the 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, 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 DES 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. (see Appendix)

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.

Child Safeguarding Statement Adopted, Reviewed and Ratified by the Board of Management on:

30.11.2022

Ann Copeland

Chairperson: Ann Copeland

Aileen Plunkett

Principal: Aileen Plunkett

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. Francis Junior School

1. List of school activities:

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one play therapy
- Outdoor activities
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Student teachers on observation days / teaching practice
- After school activities including (but not exclusive to) homework club
- Pupils 'staying in during' break-time due to illness / note from home requesting this
- Preparation for First Confession / First Holy Communion
- Pupils going 'on message' around the school for class teacher / member of school personnel
- School outings
- School transport for tours / activities
- Toilet issues especially with Junior / Senior Infants Pupils with SEN
- Sports Day / Active Week / Well-Being Week
- Whole School Events including school Christmas shows, travelling show, sports' day etc: changing costumes / large volume of people in the school
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements
- Care of pupils with special educational needs, including intimate care where needed
- Parent courses delivered through HSCL scheme
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Management of challenging behaviour
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- 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
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- Recruitment of school personnel including:
 - Teachers/SNA's
 - Ancillary staff
 - External Tutors/ Sports coaches / Guest Speakers
 - 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
- 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
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- School use of school premises by other organisations when school day is over

2. The school has identified the following risks of harm in respect of its activities:

- Risk of harm not being reported properly and promptly by school personnel
- Risk of harm at times of arrival and dismissal
- Risk of pupil being harmed in the school by a member of school personnel
- Risk of pupil being harmed in the school by another child
- Risk of pupil being harmed in the school by a volunteer or visitor to the school
- Risk of pupil being harmed by a member of school personnel, a member of staff of another organisation or other person while the child is participating in out of school activity
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to bullying of pupil
- Risk of harm due to inadequate supervision of children in school
- 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 pupil while he / she is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

3. 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* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*

- School Staff (Teachers, SNAs, Secretary, Caretaker) are required to complete TUSLA Introduction to Children First, e-learning programme
- The school adheres to the requirements of the Garda Vetting Legislation and relevant DES circulars in relation to recruitment and Garda Vetting
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- 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 a supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks
- The school has in place a policy and clear procedures in respect of school tours / outings
- The school has a Health & Safety Policy. *We hope to review and update it before June 2023.*
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an Administration of Medication policy.
- The school has a Code of Behaviour and Discipline for pupils
- The school has an AUP policy
- The school has a Mobile Phone Policy in respect of usage of mobile phones by pupils
- The school has a Critical Incident Management Policy/Plan. *We hope to review and update it before June 2023.*
- The school has a Home School Liaison Policy and related procedures
- The school has a BoM School statement re: SCP Play Therapy in school
- The school has a policy for student teachers / work experience students who are on placement in the school
- The school has a Remote Teaching & Learning policy
- *The school does not have a policy for the administration of First Aid. This was not undertaken in 2021-2022 but hopes to be complete by the end of the academic year 2022-2023. Staff will also receive training on basic First Aid before the end of the school year.*

Identified risks if identified will be addressed during the school year 2022-2023 and policy / procedure will be put in place.

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.



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Appendix to Child Safe Guarding Statement and Risk Assessment

Child Protection Practices

The staff and Board of Management of this school have identified the following as areas of specific concern in relation to Child Protection. Following discussion and consultation, the staff and Board of Management have agreed that the following practices be adopted:

- Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult.

While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness:

- It is acceptable to the child
- It is open and not secretive
- The age and developmental stage of the child

School personnel should avoid doing anything of a personal nature for children that they can do for themselves.

School personnel should never engage in or allow:

- The use of inappropriate language or behaviours
- Physical punishment of any kind
- Sexually provocative games or suggestive comments about or to a child
- The use of sexually explicit or pornographic material

Visitors / Guest Speakers

Appropriately appointed and screened visiting teachers of varying disciplines, engaged by the Board of Management of St. Francis' Junior School to perform specific duties, may be left to work with a class alone at the Principal's discretion.

Visitors / guest speakers should never be left alone with pupils. The school principal / class teacher has a responsibility to check the credentials of the visitor / guest speaker and to ensure that the material in use is appropriate.

Children with specific toileting/intimate care needs

- In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, special needs assistant, Principal and if appropriate the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs.
- The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file.

Toileting accidents

Clean underwear and suitable clothing will be kept in the school so that if a pupil has an 'accident' of this nature, they will in the first instance be offered fresh clothing into which they can change. Junior Infant children's parents/guardians will be called to come to the school to change their child's clothing during the September -December period or until the child is fully settled into school and is able to change his/her clothing his/herself or with minimum help.

If the pupil for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. A record of all such incidents will be kept and Principal and parents will be notified.

Accidents

While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our Incident book and will be addressed under our Accident Policy as part of Health and Safety.

One-to-one teaching

- It is the policy in this school that one-to-one teaching can sometimes be in the best interest of the child
- Every effort will be made to ensure that this teaching takes place in an open environment
- Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought
- Work being carried out by Special Needs Assistants will be carried out under the direction of the class teacher in an open environment

Attendance

Our school attendance will be monitored as per our attendance policy. With regards to child protection, we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse.

Bullying

Bullying behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred immediately to the DLP.

Children travelling in staff cars

Members of the school staff will not carry children alone in their cars at any time.

Communication

Every effort will be made to enhance pupil-teacher communication. If pupils have concerns they will be listened to sympathetically. The SPHE/Oral Language/RE programmes allow for open pupil-teacher

communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate with pupils on a one-to-one basis, they are requested to leave the classroom door open or request a colleague to attend. Further details on communications are found in the school's Communication Policy.

Induction of Staff

The DLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and the Children First National Guidance for the Protection and Welfare of Children 2017. All teachers are expected to teach the appropriate SPHE objectives in their class.

Induction of Pupils

All parents and children will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). All parents will be informed of the programmes in place in the school that deal with personal development e.g. RSE, Walk Tall, Stay Safe and SPHE. All new parents will be given a copy of the school's enrolment policy, which outlines the procedures parents and children should use when contacting the school if there are absences or concerns of an educational/personal/family matter. Parents are encouraged to make an appointment with the class teacher/principal if they wish to discuss their child's progress. All parents will have access to the school's Code of Behaviour and Discipline and Anti-Bullying policies.

Internet Safety

The Principal and Staff of St. Francis' Junior School will ensure that child protection concerns will be addressed in the school's Acceptable Use Policy as part of its Information and Communication Technology policy. The Stay Safe/ SPHE lessons in each classroom will be supplemented with appropriate resources.

All web content should be checked for their appropriateness with regard to age and suitability.

DVDs shown as a teaching resource must have a "U" rating or a "PEGI" rating appropriate to the age of the children.

All web and DVD content must be viewed in advance by the class teacher.

Record Keeping

Pupil files are kept in a locked filing cabinet in the secretary's office. Each pupil file contains a 'St. Francis' Junior School Record Keeping Sheet'. This sheet is used to document communication with parents / guardians / outside agencies. All educational files of pupils who no longer attend this school are kept in the strong room.

Sensitive information regarding children will be shared on a need-to-know basis.

Attendance is recorded daily using Data Biz.

Supervision

The school's supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. A rota will be displayed to cover breaks.

Visibility

Teachers will ensure that children are visible in the school playground. Children will not be allowed to spend time in classrooms, toilets or alcoves where they would not be under adult supervision. Children must first seek permission from the supervising adults who will monitor the children while they are absent from the playground and ensure they have returned safely. They are not to leave the school playground or to engage with adults who are outside of the school playground.

Collecting Children from the School

Children in Junior and Senior Infants must be collected at their classroom door at 1.30pm by a parent/guardian who shall be made known to the class teacher at the beginning of the school year.

Children in 1st and 2nd class must be collected at their classroom door at 2.30pm. The class teacher will accompany the children to the yard and will ensure that all children are collected by a parent/guardian.

Parents of children 2nd class who wish their children to go home alone must notify the school in writing.

Should a parent/guardian be unable to collect the child, the school must be notified and the name of the person collecting the child must be made known to the teacher.

Should a parent/guardian wish to collect their child before the end of the school day, they must notify the Principal/Secretary before collecting their child, give the reason for collection and sign the Signing Out Book.

Addendums to Child Safe Guarding Statement and Risk Assessment

Academic Year: 2018 – 2019

* Visitor / Guest sign in sheet introduced. All guests / visitors must sign in, in secretary's office

*Door key-pad / intercom system installed. Visitors / Guests only gain entry to school when admitted by secretary or member of staff. Staff use code to enter school, which means the door is never unlocked.

*All classroom doors fitted with a quick release latch so that in the event of an emergency a quick exit is possible by all.

* New Intercom System installed. All classes can hear a school message / Individual classes can hear a message / Teachers can communicate with the office in the event of an emergency or simply requiring information

* Mobile Phone Policy introduced

2019-2020

Statement for SCP facilitator delivering programme during school day ratified

Statement for student teachers / work experience students on placement in the school ratified

2020-2021

Policy Remote Teaching and Learning

2021-2022

*Major fire safety and electrics upgrading in the school. If when electricians/project workers are on site no child will be left in their company at any stage during the school day, inside the school building or outside on the school grounds. All school staff are aware of this.

*New or updated policies as identified in the school's Risk Assessment will be drawn up and implemented

*Junior Infant children's parents/guardians will be called to come to the school to change their child's clothing during the September -December period or until the child is fully settled into school and is able to change his/her clothing his/herself or with minimum help.

2022-2023

*New gate made and installed to ensure that children in ASD class are secure when playing in the playground. Lock is used on gate whilst class is out with teacher /SNAs