

St Anne's Community College



Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

St Anne's Community 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](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), the [Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St Anne's Community 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 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Beverley Hartigan
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Mary Fitzgerald
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

- In this school the Board has appointed the abovenamed DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the schools child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school’s procedures for managing those risks is included with the Child Safeguarding Statement.

- The various procedures referred to in this Statement can be accessed via the school’s website, the DE website or will be made available on request by the school.


Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.


6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management in September 2022

This Child Safeguarding Statement will be reviewed by the Board of Management in September 2023

Signed: 
 Chairperson of Board of Management

Signed: 
 Principal/Secretary to the Board of Management

Date: 12th Oct 2022

Date: 12th Oct '22

Child Safeguarding Risk Assessment

Written Assessment of Risk of St Anne's Community College, Killaloe, Co Clare

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

List of school activities	Risk Identified	Level of Risk L/M/H	Procedure in Place to manage the risk
<p>1</p> <p>Interactions between teachers and students including but not limited to:</p> <ul style="list-style-type: none"> • Classroom teaching • Evening study • Outdoor teaching activities • Sporting Activities 	<ul style="list-style-type: none"> • Risk of student being harmed in the school by a member of school personnel. • Risk of harm due to inappropriate relationship/communications between a student and an adult. 	L	<ul style="list-style-type: none"> • The school has provided each member of school staff with a copy of the school's Student 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 personnel are expected to adhere to the Teaching Council's Code of Conduct.
<p>2</p> <p>Interaction between students including but not limited to:</p> <ul style="list-style-type: none"> • Recreation breaks for students Movement between classes • Use of toilets • Use of PE changing rooms • Outdoor teaching activities • Sporting Activities 	<p>Risk of harm due to inadequate supervision of students</p> <ul style="list-style-type: none"> • Risk of harm due to bullying of student. • Risk of student being harmed in the school by another student. • Risk of harm due to inappropriate relationship/communications between a student and another student. 	L	<ul style="list-style-type: none"> • The school ensures appropriate supervision of students during breaks. • 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 in place a code of behaviour for students. • The school has a PE Policy in respect of changing rooms.

3	Daily arrival and dismissal of students.	<ul style="list-style-type: none"> Risk of harm due to inadequate supervision of students entering and leaving school. 	L	<ul style="list-style-type: none"> The school ensures appropriate supervision of students for daily arrival and dismissal as per the allocation provided under the Supervision & Substitution Scheme of the Department of Education and Skills. The school communicates annually with parents/guardians regarding the school's position outside of the times covered by the allocation provided under the Supervision & Substitution Scheme of the Department of Education and Skills.
4	One-to-one teaching/meetings with students	<ul style="list-style-type: none"> Risk of harm in one-to-one teaching/meetings with students situation. 	L	<ul style="list-style-type: none"> The school has in place a policy and procedures for one-to-one meetings with students. All staff or visiting counsellors trained and vetted. Glass panel in door of classrooms. Special Educational Needs Policy in place. The school is working on a Whole School Guidance Plan.
5	One-to-one counselling.	<ul style="list-style-type: none"> Risk of harm in one-to-one counselling situation. 	L	<ul style="list-style-type: none"> All staff or visiting counsellors trained and vetted. The school has in place procedures for one-to-one meetings with students. The school has a Special Educational Needs policy. The school has a Whole School Guidance Plan. The school has in place a Pastoral Care Policy. The school adheres to The Institute of Guidance Counsellors Cole Of Ethics. <u>*Microsoft Word - Code Of Ethics (fgc.ie)</u>
6	School Outings.	<ul style="list-style-type: none"> Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities. Risk of harm due to inadequate supervision of students while attending out of school activities. 	L	<ul style="list-style-type: none"> Sporting Activities. The school has a yard supervision policy to ensure appropriate supervision of children during, assemblies, dismissal and breaks and in respect of specific areas such as toilets etc. 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 in place a Code of Behaviour Policy for students. The school has in place a Pastoral Care Policy. The school has an Extra Curricular (Sporting Activities) Policy in place.

7	School trips involving overnight stay.	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities. Risk of harm due to inadequate supervision of students while attending out of school activities. 	L	<ul style="list-style-type: none"> The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.
8	School trips involving foreign travel.	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities. Risk of harm due to inadequate supervision of students while attending out of school activities. 	L	<ul style="list-style-type: none"> The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.
9	Use of off-site facilities for school activities.	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities. Risk of harm due to inadequate supervision of students while attending an off-site facility. 	L	<ul style="list-style-type: none"> The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.
10	Management of challenging behaviour amongst students, including appropriate use of restraint where required.	<ul style="list-style-type: none"> Risk of student being harmed in the school by a member of school personnel. Risk of student being harmed in the school by another student. 	L	<ul style="list-style-type: none"> The school has in place a Code of Positive Behaviour for students The school has in place a Special Education Needs Policy where appropriate.
11	Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.	<ul style="list-style-type: none"> Risk of harm due to inadequate code of behaviour. 	L	<ul style="list-style-type: none"> The school has in place a code of behaviour for students. The school has in place a mobile phone policy for students.
12	Care of students with medical and personal hygiene care needs.	<ul style="list-style-type: none"> Risk of harm to students who require administration of medicines and/or personal hygiene care. 	L	<ul style="list-style-type: none"> The school has an administration of medicines policy. First Aider/SNA responds to medical/personal care needs.

13	Care of students with specific vulnerabilities/ needs including: <ul style="list-style-type: none"> • Students from ethnic minorities/migrants • Members of the Traveller community • Lesbian, gay, bisexual or transgender (LGBT) students and students perceived to be LGBT • Students of minority religions • Children in care • Children on CPNS 	<ul style="list-style-type: none"> • Risk of student being harmed in the school by a member of school personnel. • Risk of student being harmed in the school by another student. • Risk of harm due to bullying of student. 	L	<ul style="list-style-type: none"> • 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 in place a code of behaviour for students. • The school has a Dignity Charter.
14	Administration of Medicine.	<ul style="list-style-type: none"> • Risk of harm due to incorrect medications. 	L	<ul style="list-style-type: none"> • The school has in place a policy for the administration of medication to students.
15	Administration of First Aid.	<ul style="list-style-type: none"> • Risk of harm due to inadequate treatment. 	L	<ul style="list-style-type: none"> • The school has trained personnel in place for the administration of First Aid. • The school has an administration of medicines policy.
16	Curricular provision in respect of SPHE, RSE.	<ul style="list-style-type: none"> • Risk of harm due to inadequate education of students 	L	<ul style="list-style-type: none"> • The school implements in full the SPHE curriculum. • The school implements the RSE Programme with Senior Cycle students. • The school implements the Wellbeing Programme at Junior Cycle.
17	Use of Information and Communication Technology by students in school.	<ul style="list-style-type: none"> • Risk of harm due to students inappropriately accessing/using computers social media, phones and other devices while at school. 	L	<ul style="list-style-type: none"> • The school has in place an Acceptable User policy in respect of usage of ICT by students. • The school has in place a mobile phone policy in respect of usage of mobile phones by students.
18	Recruitment of school personnel including: <ul style="list-style-type: none"> • Teachers • SNAs • Admin staff • Caretaker • Cleaners 	<ul style="list-style-type: none"> • Risk of student being harmed in the school by a member of school personnel who has not been Garda Vetted. 	L	<ul style="list-style-type: none"> • LCETB adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting. • The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel. • All new staff are provided with a copy of the school's Student Safeguarding Statement. • The school encourages staff to avail of relevant training.

19	Use of external personnel to supplement curricular and / or support sports and other extra-curricular activities: <ul style="list-style-type: none"> • Sports coaches • External Tutors/Guest Speakers • Volunteers/Parents in school activities 	<ul style="list-style-type: none"> • Risk of student being harmed in the school by volunteer or visitor to the school. 	L	<ul style="list-style-type: none"> • The school requires all visiting speakers to either be Garda Vetted or provide a reference from another school. Class teachers are required to accompany all visiting speakers while in attendance at the school. • The School has in place an Extra-Curricular Sporting Activities Policy. • Parents/Guardians who volunteer are required to under Garda Vetting through LCETB.
20	Fundraising events involving students	<ul style="list-style-type: none"> • Risk of student being harmed in or out of school by a volunteer or member of the public. 	L	N/A
21	Use of video/photography/other media to record at school events.	<ul style="list-style-type: none"> • Risk of student being exposed public in a manner that is likely to be harmful to the student. 	L	<ul style="list-style-type: none"> • The school has in place an Acceptable User policy.
22	Use of student images for PR purposes.	<ul style="list-style-type: none"> • Risk of student being exposed public in a manner that is likely to be harmful to the student. 	L	<ul style="list-style-type: none"> • Opt-in / out questions on the school enrolment form and TY application form for parents/guardians to indicate preferences re student images.
23	Student teachers undertaking training placement in school.	<ul style="list-style-type: none"> • Risk of student being harmed in the school. 	L	<ul style="list-style-type: none"> • The school has in place a policy and procedures in respect of student teacher placements. • Induction with all Student Teachers to include Child Protection Procedures.
24	Use of school premises by other organisations during school day.	<ul style="list-style-type: none"> • Risk of student being harmed in the school. 	L	<ul style="list-style-type: none"> • N/A
25	Non-curricular related visitors / contractors present in school during school hours.	<ul style="list-style-type: none"> • Risk of student being harmed in the school by a visitor/contractor to the school 	L	<ul style="list-style-type: none"> • The school has a Health and Safety Statement. • The school has an External Visitor Policy. • Class teacher always remains in class.
26	Non-curricular related visitors / contractors present during after school activities.	<ul style="list-style-type: none"> • Risk of student being harmed in the school by a visitor/contractor to the school 	L	<ul style="list-style-type: none"> • The school has a Health and Safety policy. • All visitors are required to report to and sign in at reception and are accompanied to location within school, by school management or caretaker.
27	Use of Information and Communication Technology by staff.	<ul style="list-style-type: none"> • Risk of harm caused by member of school personnel communicating with students in an appropriate manner via social media, remote learning, texting, digital device or other manner. 	L	<ul style="list-style-type: none"> • The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement. • The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel.

	<ul style="list-style-type: none"> Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner. 		<ul style="list-style-type: none"> 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 personnel are expected to adhere to the Teaching Council's Code of Conduct. The school complies with the agreed disciplinary procedures for teaching staff.
28 Reporting	<ul style="list-style-type: none"> Risk of harm not being recognised by school personnel. Risk of harm not being reported properly and promptly by school personnel. 	L	<ul style="list-style-type: none"> The school has provided each member of school staff with a copy of the school's Child Safeguarding Statement. The Child Protection Procedures for Primary and Post-Primary Schools 2017 are presented to school personnel once annually copies of the presentation 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. The school encourages staff to avail of relevant training.

Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: *Deanna W. Hill* Signed: *Barbara Whelan*

Chairperson of Board of Management Principal

Date: *12th October, 2022* Date of next review: *September 2023*