



**Sacred Heart Secondary School,  
Drogheda**

**Child Safeguarding Statement  
&  
Risk Assessment**

**April 2018**

# Sacred Heart Secondary School

## Child Safeguarding Statement

**The Sacred Heart Secondary School** 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 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 **The Sacred Heart Secondary 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 **Ms. Leoni Carroll**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Ms. Caroline Sheelan**
- 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 (however 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 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 s 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 attached as an appendix to these procedures.
- 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.

- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association 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 on 11<sup>th</sup> April 2018.

Signed: *Vincent Donovan*

Chairperson of Board of Management

Signed: *Leoni Carroll*

Principal/Secretary to the Board of Management

Date: 11<sup>th</sup> April 2018

Date: 11<sup>th</sup> April 2018

## Written Assessment of Risk of the Sacred Heart School, Drogheda

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 the Sacred Heart School.

### 1. List of school activities

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils at break and lunchtime
3. Classroom teaching
4. One-to-one teaching
5. One-to-one counselling
6. Outdoor teaching activities
7. Sporting Activities
8. School outings
9. School trips involving overnight stay
10. School trips involving foreign travel
11. Use of toilet/changing/shower areas in schools
12. Annual Sports Day/Last Day Activities Day
13. Fundraising events involving pupils
14. Fundraising events involving pupils outside the school premises
15. Use of off-site facilities for school activities e.g. Other school gyms for matches or competitions
16. School transport arrangements including use of bus escorts
17. Care of children with special educational needs, including intimate care where needed,
18. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
19. Administration of Medicine
20. Administration of First Aid
21. Curricular provision in respect of SPHE, RSE
22. Prevention and dealing with bullying amongst pupils
23. Training of school personnel in child protection matters
24. Use of external personnel to supplement curriculum
25. Use of external personnel to support sports and other extra-curricular activities
26. 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) pupils
  - Pupils perceived to be LGBT
  - Pupils of minority religious faith
  - Pupils in care
  - Pupil on CPNS
27. Recruitment of school personnel including -
- Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
28. Participation by pupils in religious ceremonies/religious instruction external to the school
29. Use of Information and Communication Technology by pupils in school
30. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
31. Students participating in work experience in the school
32. Students from the school participating in work experience elsewhere
33. Students from the school participating in community links
34. Student teachers undertaking training placement in school
35. Use of video/photography/other media to record school events
36. After school use of school premises by other organisations
37. Use of school premises by other organisation during school day
38. Breakfast club/After school clubs
39. Evening study
40. Tuition after school
41. Student Representative Council/Student Leadership Council/Green School/ other meetings with students/teachers/outside visitors

**12. The school has identified the following risk of harm in respect of its activities –**

1. Risk of harm not being recognised by school personnel
2. Risk of harm not being reported properly and promptly by school personnel
3. Risk of child being harmed in the school by a member of school personnel
4. Risk of child being harmed in the school by another child
5. Risk of child being harmed in the school by volunteer or visitor to the school

6. 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 activities e.g. school trip, swimming lessons, work experience, community links
7. Risk of harm due to bullying of child
8. Risk of harm due to inadequate supervision of children in school
9. Risk of harm due to inadequate supervision of children while attending out of school activities eg. Work experience
10. Risk of harm due to inappropriate relationship/communications between child and another child or adult
11. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
12. Risk of harm to children with SEN who have particular vulnerabilities
13. Risk of harm to child while a child is receiving intimate care
14. Risk of harm due to inadequate code of behaviour
15. Risk of harm in one-to-one teaching, counselling, coaching situation
16. Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
17. Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

**13. The school has the following procedures in place to address the risks of harm identified in this assessment –**

1. All school personnel are provided with a copy of the school's Child Safeguarding Statement. This is displayed in all classrooms of the school, at the reception and on the website.
2. The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel on Office 365
3. 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
4. The school implements in full the SPHE curriculum
5. The school implements in full the Wellbeing Programme at Junior Cycle
6. 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
7. The school has supervision procedures to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
8. The school has in place a policy and clear procedures in respect of school outings. See School Tour Policy
9. The school has a Health and Safety Statement and Policy
10. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting

11. The school has a dignity in the workplace policy for school personnel (teaching and non-teaching staff)
12. The school complies with the agreed disciplinary procedures for teaching staff
13. The school has a Special Educational Needs policy
14. The school has a plan in respect of students who require such specific care
15. The school has in place a policy and procedures for the administration of medication to pupils
16. The school –
  - Has provided each member of school 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
  - Requires and Encourages staff to avail of relevant training
  - Encourages board of management members to avail of relevant training
  - Maintains records of all staff and board member training
17. The school has in place a procedures for the administration of First Aid. See Health and Safety Statement and Policy.
18. The school has in place a code of behaviour for pupils which includes the use of mobile phones. See Code of Behaviour Policy.
19. The school has in place an Acceptable Use policy of usage of ICT by pupils
20. The school has in place a Critical Incident Management Plan
21. The school has in place procedures for employing the use of external persons to supplement delivery of the curriculum
22. The school has in place procedure for the use of external sports coaches
23. The school has in place procedures for one-to-one teaching activities.
24. The school has in place a policy and procedures for one-to-one counselling. See Guidance Plan & Policy.
25. The school has in place procedures in respect of student teacher placements.
26. The school has in place a policy and procedures in respect of students undertaking work experience in the school. See Work Experience and Placement policy.
27. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience/community placements in external organisations.
28. The school has in place procedures in respect of students attending evening study, after school clubs.

**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 11<sup>th</sup> April 2018. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: *Vincent Donovan*

Date 11<sup>th</sup> April 2018

Chairperson, Board of Management

Signed *Leoni Carroll*

Date 11<sup>th</sup> April 2018

Principal/Secretary to the Board of Management

### Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: All School Personnel, SHS Parents' Council and all members of The Sacred Heart School wider school community.

The Board of Management of The Sacred Heart Secondary School wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 11<sup>th</sup> April 2018
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website [www.education.ie](http://www.education.ie)

*Vincent Donovan*

Signed \_\_\_\_\_ Date 11<sup>th</sup> April 2018

Chairperson, Board of Management

Signed \_\_\_\_\_ *Leoni Carroll* -----Date 11<sup>th</sup> April 2018



Principal/Secretary to the Board of Management