



Convent Junior School
Laurel Hill
Castleblayney
Co. Monaghan

CHILD SAFEGUARDING STATEMENT

Updated in September 2023

The Convent Junior School is a primary school with special classes providing primary education to pupils from Junior Infants to First 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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of the Convent 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 (revised 2023)* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Veronica Trehy
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Sinead McArdle
- 4 The Relevant Person is Veronica Trehy
(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 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.

- 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 October 12th, 2023.

This Child Safeguarding Statement was reviewed by the Board of Management on October 12th, 2023 (most recent review date).

Signed: *Pete McMahon*

Signed: *Verónica Trehy*

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: October 4th, 2023

Date: October 4th, 2023_



Convent Junior School
Laurel Hill
Castleblayney
Co. Monaghan

CHILD SAFEGUARDING RISK ASSESSMENT

Updated in September 2023

Child Safeguarding Risk Assessment.

Written Assessment of Risk of Convent Junior School

According to guidelines, it is the responsibility of each school to ensure, as far as possible, that any risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

The official guidelines acknowledge that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm

as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

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*, and the information paragraphed above, the following is the Written Risk Assessment of Convent Junior School.

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 05/02/2019. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed _____ *Peter McMahon* _____ Date : 16TH October 2023

Chairperson, Board of Management

Signed _____ *Veronica Trehy* _____ Date: 16TH October 2023
Principal/Secretary to the Board of Management



Child Safeguarding Risk Assessment

Written Assessment of Risk of the Convent Junior School

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, the following is the Written Risk Assessment of the Convent Junior School, Castleblayney.

List of school activities

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils
3. Classroom teaching
4. One-to-one teaching
5. One-to-one counselling/SCP groups
6. Outdoor teaching activities
7. Sporting Activities
8. School outings
9. Use of toilet/changing areas in schools
10. Annual Sports Day
11. Fundraising events involving pupils
12. Use of off-site facilities for school activities
13. School transport arrangements including use of bus escorts
14. Care of children with special educational needs, including intimate care where needed,
15. Care of any vulnerable students, including intimate care where needed
16. Management of challenging behaviour amongst pupils
17. Administration of Medicine
18. Administration of First Aid
19. Curricular provision in respect of SPHE, RSE, Stay Safe
20. Prevention and dealing with bullying amongst pupils
21. Training of school personnel in child protection matters
22. Use of external personnel to supplement curriculum
23. Use of external personnel to support sports and other extra-curricular activities
24. 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*
25. Recruitment of school personnel including -
 - Teachers/SNA's*
 - Caretaker/Secretary/Cleaners*
 - Sports coaches*
 - External Tutors/Guest Speakers*
 - Volunteers/Parents in school activities*

26. Visitors/contractors present in school during school hours
27. 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. Students participating in work experience in the school
31. Student teachers undertaking training placement in school
32. Use of video/photography/other media to record school events
33. After school use of school premises by other organisations
34. Use of school premises by other organisation during school day
35. Breakfast club / afterschool club

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
7. Harm from older pupils, unknown adults
8. Risk of injury to pupils and staff due to inadequate management of challenging behaviour
9. Risk of harm due to bullying of child
10. Risk of harm due to inadequate supervision of children in school
11. Risk of harm due to inadequate supervision of children while attending out of school activities
12. Risk of harm due to inappropriate relationship/communications between child and another child or adult
13. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
14. Risk of harm to children with SEN who have vulnerabilities
15. Risk of harm to child while a child is receiving intimate care
16. Risk of harm due to inadequate code of behaviour
17. Risk of harm in one-to-one teaching, counselling, coaching situation
18. Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
19. Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device, photos and videos or via any other means.
20. Non-teaching or inaccurate teaching of SPHE, RSE & Stay Safe programmes

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*
2. The *Child Protection Procedures for Primary and Post-Primary Schools 2017* and *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* are made available to all school personnel
3. School Personnel are required to adhere to 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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#)
4. DLP & DDLP attended face to face training

5. All staff viewed Tusla training module & other online training offered by PDST.
6. BOM records all records of staff and board training.
7. The school implements in full the Stay Safe Programme
8. The school implements in full the SPHE curriculum
9. Daily arrival of pupils is supervised by the Principal and deputy principal and dismissal supervised by the class teacher who supervise pupils on late pickups.
10. After school and breakfast clubs - always two members of staff present and principal or Deputy Principal present at dismissal times. Code of behaviour extended to the after school and breakfast club.
11. 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* and positive behaviour and mindfulness constantly promoted throughout the school.
12. The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. Supervision expected when using toilet at break times. Toilet in classrooms – teacher supervision and monitoring in place. Policy on Usage & Supervision of toilets in place.
13. Break time supervision policy in place. Buddy system where necessary, 2 friendship benches and a sensory garden provided for the children too.
14. The school has in place a policy and clear procedures in respect of school outings
15. The school has a Health and safety policy
16. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
17. The school has a code of conduct for school personnel (teaching and non-teaching staff)
18. The school complies with the agreed disciplinary procedures for teaching staff
19. The school has a Special Educational Needs policy
20. The school has an intimate care policy/plan in respect of students who require such care which includes two staff always present if changing is required.
21. The school has in place a policy and procedures for the administration of medication to pupils and parental permission must be given PRIOR to administration of medicine.
22. 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
 - 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
23. The school has in place a policy and procedures for the administration of First Aid
24. The school has in place a code of behaviour for pupils
25. The school has in place an ICT policy in respect of usage of ICT by pupils
26. The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
27. Parental permission is sought at enrolment for use of video/photography/other media to record school events and all staff are made aware of any child where permission has not been given.
28. The school has in place a Critical Incident Management Plan
29. The school has in place a Home School Liaison policy and officer for HSCL support and other related issues.
30. SCP Staff member actively involved with targeted children with specific needs.
31. Regular Pastoral care meetings and contacts with Tusla.
32. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
33. Pupil /staff ratio is higher when on school trips and outings. High Visibility jackets worn and policy on school tours in place and implemented. Use of offsite facilities for school activities (Muckno park) Pupil/staff ratio is lower on such occasions and an awareness created amongst children prior to use of facilities.

34. The school has in place a policy and procedures for the use of external sports coaches – This is the code of conduct for external Sports Coaches.
35. Code of conduct for parents, home school partnership policy and policy on visiting contractors are in place for any visitors/contractors present in school during school hours and after school activities.
36. Additional supervision of classes arranged on Sports Days where teacher/relief must always be with their class during the day.
37. Fundraising events- all involved in and helping out must be either garda vetted or assisting with someone who is garda vetted, as are all school staff including bus escorts, caretaker, kitchen staff.
38. The school has in place a policy and clear procedures for one-to-one teaching activities including open doors/ clear visibility into the classrooms. Table between teacher and pupil and glass window on class room door.
39. The school has in place a policy and procedures for one-to-one counselling
40. The school has in place a policy and procedures in respect of student teacher placements – garda vetting must be obtained and supervision where possible.
41. The school has in place a policy and procedures in respect of students undertaking work experience in the school
42. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisation.
43. Hire & Use of School Premises policy in place for the rare occasion of the school being used by another organisation during school day.

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.