



Holy Family School

Old Bridge Road, Cootehill, Co. Cavan



Child Safeguarding Statement

The Holy Family School is a special national school providing primary and post-primary education to pupils aged 4 to 18 years with a moderate disability, multiple disability, severe or profound disability and for children with Autism.

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 Holy Family 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 Procedure for primary and post-primary schools 2017 as part of this overall Child Safeguarding Statement.
2. The Designated Liaison Person (DLP) is Rachel Moynagh
3. The Deputy Designated Liaison Person (Deputy DLP is: Treassa O'Meara and Andrea McHugh (White Star Building).
4. The Board of Management recognizes that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's principles of best practice in child protection and welfare. The school will:
 - a. recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
 - b. fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
 - c. fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
 - d. 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
 - e. develop a practice of openness with parents and encourage parental involvement in the education of their children; and
 - f. 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:

- a. 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
- b. 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
- c. 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:
 - i. Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - ii. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - iii. Encourages staff to avail of relevant training
 - iv. Encourages Board of Management members to avail of relevant training
 - v. The Board of Management maintains records of all staff and Board member training.
- d. 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
- e. 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 school's child safeguarding statement.

6. All registered teachers employed by the school are mandated persons under the Children First Act 2015

7. 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 management those risks is attached as an appendix to these procedures.

8. 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

9. 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.

10. 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
26.02.2024

Signed: Laura Nutty

Chairperson of BoM

Date: 24/4/2024

Signed: Rachel Maynagh

Principal/Secretary to the BoM

Date: 24.04.2024

Written Assessment of Risk of the Holy Family School

1. List of School Activities	2. The School has identified the following Risk of Harm	3. The School has the following procedures in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<p>Child Safeguarding Statement & DES procedures made available to all staff.</p> <p>DLP & DDLP to attend PDST face to face training. All staff to view TUSLA training module and any other online training offered by PDST.</p> <p>BOM records all records of staff and board training.</p> <p>Bus escorts complete online training.</p>
One to one teaching	Harm by school personnel	<p>School has policy in place for one to one teaching.</p> <p>Open doors</p> <p>Table between teacher and pupil</p> <p>Glass in window</p>
Care of pupils with special needs, including intimate care needs	Harm by school personnel	<p>Policy on intimate care</p> <p>No staff member toilets or showers a pupil on their own without another adult in the vicinity.</p>

<p>Curricular Provision in respect of SPHE, RSE, Stay Safe</p>	<p>Non-teaching of same</p>	<p>School implements SPHE, RSE, Stay Safe in full</p>
<p>LGBT pupils Pupils perceived to be LGBT Pupils of minority religious faiths Pupils in care Pupils on CPNS</p>	<p>Bullying</p>	<p>Anti-Bullying Policy Code of behaviour</p>
<p>Recruitment of school personnel including:</p> <ul style="list-style-type: none"> • Teachers • SNAs • Caretaker / Secretary / Cleaners • Sports coaches • External Tutors / Guest Speakers • Visitors / contractors present in school during school hours • Visitors / contractors present during after school activities 	<p>Harm not recognised or properly or promptly reported</p>	<p>Child Safeguarding Statement & DES procedures made available to all staff.</p> <p>Staff to complete TUSLA training module and any other online training offered by PDST.</p> <p>This training is required to be completed annually.</p> <p>Character references</p> <p>High level supervision</p> <p>Vetting procedures</p> <p>Contractors where possible carry out work when school is closed.</p> <p>If they do have to carry out emergency work they will be accompanied by the school caretaker or member of school management.</p>
<p>Use of Information and Communication Technology by pupils in school</p>	<p>Bullying Misuse of media material</p>	<p>ICT policy Anti-Bullying Policy Code of Behaviour NCTE controls access to illicit sites blocked</p>

		Sanctions are in place for pupils who use mobile devices on the school premises.
Students participating in work experience in the school	Harm from staff members Harm from other pupils	Policy on 3 rd Level student placements Mentored on arrival Garda Vetting Not involved in toileting Not alone with pupils High level of supervision
School transport arrangements including use of bus escorts	Harm from bus escorts Harm from bus drivers Harm from another pupil Harm of one pupil to another	On-line training in the Children First for the bus escorts There is a copy of the Children First Policy on the school bus. All bus drivers and escorts are Garda Vetted. There is a high level contact with the school staff and bus staff. Multidisciplinary team available to assist with pupils who have behavioural difficulties on the transport. Guidelines in place for Bus Escorts when there is no one at home to take the child off the bus.
Administration of Medicine		Administration of medication policy in place. Parents of all pupils who wish them to receive medication for any ailment are asked to have their GP complete an 'Administration of Medication' form.

		Staff receive training in administering medication to the pupils in their class. Staff receive training in First Aid.
Prevention and dealing with bullying amongst pupils	Bullying amongst other pupils	Anti-Bullying Policy Code of Behaviour High level of supervision School implements SPHE, RSE, Stay Safe in full.
Care of pupils with specific vulnerabilities / needs such as: <ul style="list-style-type: none"> • Pupils from ethnic minorities / migrants • Members of the Traveller community • Lesbian, gay, bisexual or transgender 	Bullying Pupils at risk from other pupils who might display behaviour which to them is acceptable	Children First Policy Anti-Bullying Policy Code of Behaviour High level of supervision School implements SPHE, RSE, Stay Safe in full.
Sporting Activities	Harm to pupils from staff member Harm from a coach or instructor Harm to pupils from other pupils Risk of pupils absconding	All coaches are Garda Vetted High level of supervision
School Outings	Harm from a member of the public Harm to pupils from staff member Harm to pupils from other pupils Risk of pupils absconding	Policy on school outings High level supervision More vulnerable pupils have 1:1 supervision
Use of toilet / changing / shower areas in school	Harm from member of staff Harm from another pupil	Intimate care policy in place

		<p>Pupils use the toilets at regular intervals during the day so staff are aware of when the pupils are in the toilets.</p> <p>Personal care is never carried out by a staff member on their own. A second staff member if not required to assist with the task, is in the vicinity.</p>
Annual Sports Day	<p>Harm from staff members</p> <p>Harm from other pupils</p>	<p>Not all pupils out on the grounds at the same time – each area is timetabled to avoid a lot of pupils being on the pitch at the same time and there is a high level of adult supervision.</p>
Fundraising events involving pupils	<p>Harm from members of the public</p> <p>Harm from staff members</p> <p>Harm from other pupils</p> <p>Risk of pupils absconding</p>	<p>High level of supervision, teacher and class SNA present.</p>
Use of off-site facilities for school activities	<p>Harm from staff members</p> <p>Harm from other pupils</p> <p>Harm from member of the public</p>	<p>High level of supervision</p>
Daily arrival and dismissal of pupils	<p>Harm from older pupils, unknown adults on the school grounds</p>	<p>Arrival supervised by SNAs and dismissal supervised by Teachers and SNAs.</p> <p>Pupils escorted from and to the buses.</p>
Managing of challenging behaviour amongst pupils, including appropriate use of restraint.	<p>Injury to pupils and staff</p>	<p>Restricted Practices Policy</p> <p>Health & Safety Policy</p> <p>Code of Behaviour</p> <p>All staff trained in MAPPA</p>

			Staff receive training in dealing with challenging behaviour.
The use of the Calm Room	Risk of pupil injuring themselves while in the room		Parents / Guardians have to sign off on the use of the room by their child. Child is monitored continuously Child can leave the room at any time.
Sports Coaches / visiting speakers invited in to school to work with pupils on different topics	Harm to pupils by member of another organisation		Garda Vetted High level of supervision
HFS students participating in work experience in the local community	Harm by members of the public Harm by trainer		Work experience policy Child Safeguarding statement High level of supervision
Recreation breaks for pupils	Harm to pupil from another pupil Harm to pupil from staff member		Rotas for teacher supervision of break times. All SNAs are rostered on playtime duty. Staff on duty at strategic points in the playground. Pupils with behavioural issues have 1:1 supervision.
Classroom teaching	Harm to pupils from staff member Harm to pupils from other pupils		Child Safeguarding Statement At least one SNA working in each classroom.
Outdoor teaching activities	Harm to pupils from staff member Harm to pupils from other pupils Risk of pupils absconding		High level of supervision Pupils who are more vulnerable have 1:1 supervision

<p>Student teachers undertaking training placement in school</p>	<p>Harm from staff members Harm from other pupils</p>	<p>Policy on Third Level student placements Mentored on arrival Garda vetting Not involved in toileting Not alone with pupils High level of supervision</p>
<p>Use of video / photography / seesaw and Facebook to record school events</p>	<p>Misuse of media material Inappropriate sharing of information</p>	<p>Parental permission is sought so that their child can appear on the school website and other publications. When parents / members of the public are in attendance of an event relating to school, the Principal asks those present to refrain from posting photographs or video clips on social media.</p>
<p>E-mail is used by staff to communicate with parents and to share documents with parents.</p>	<p>The risk of material being misused and shared</p>	<p>All the sites being used are secure. Parental permission has been sought for their child to have access to Seesaw and Private Facebook page. Each family can only see their own child's work unless it has been agreed that they can share some activities.</p>
<p>Management of food and drink</p>	<p>The risk that pupils may be hungry or thirsty</p>	<p>The school has a healthy eating policy. The pupils are provided with a morning snack and a hot lunch during the day. Pupils who have restricted diets or are on special diets for medical reasons are catered for on an individual basis.</p>

Children with Medical Needs	Some of the children who attend the school have high medical needs and they need close observation throughout the day.	The school has three nurses on the staff who care for the children with medical needs. Staff who have pupils in their class who have Epilepsy are trained in administration of Midazolam as are the Bus Escorts
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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 sanctioned by the Board of Management on _____

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

Signed: Kaura nuty Date 2-4/4/2024

Chairperson, Board of Management

Signed: Kapel Maynooth Date 24.04.2024

Principal / Secretary to the Board of Management