



Child Safeguarding Statement and Risk Assessment

January 2024

Child Safeguarding Statement

Holy Family 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 [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 Holy Family 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 (revised 2023)* as part of this overall Child Safeguarding Statement
- 2 **The Designated Liaison Person (DLP) is** **SARAH ALLEN**
- 3 **The Deputy Designated Liaison Person (Deputy DLP) is** **KATHERINE KISSANE**
- 4 **The Relevant Person is** **SARAH ALLEN**
(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. In a school setting the relevant person shall be the designated liaison person.)
- 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.



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 reviewed and adopted by the Board of Management on 23rd January 2023.

Signed: Lexa Borely
Chairperson of Board of Management

Signed: [Signature]
Principal/Secretary to the Board of Management

Date: 23rd January 2024

Date: 23 JAN 2024

Child Safeguarding Risk Assessment

Written Assessment of Risk of Holy Family Secondary 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 Holy Family Secondary School.

1. List of school activities

- Daily arrival and dismissal of students
- Recreation breaks for students
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- One-to-one academic mentoring
- Outdoor teaching activities
- Sporting Activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing in schools
- Sports Day(s) and Sporting event(s)
- Fundraising event(s) involving students
- Use of off-site facilities for school activities
- School transport arrangements
- Care of students with additional educational needs
- Management of challenging behaviour amongst students
- Administration of Medication
- Administration of basic First Aid
- Management of provision of food and drink
- Curricular provision in respect of SPHE, RSE.



- Prevention and dealing with bullying among students
- Training of school personnel in child protection and safeguarding matters
- Use of external personnel to supplement the curriculum
- Use of external personnel to support sports/ other extra-curricular activities
- Care of students with specific vulnerabilities/ needs such as:
 - Students from ethnic minorities/migrants
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT+) students
 - Students perceived to be LGBT
 - Students of minority religious faiths
 - Students in care
 - Students on CPNS (TUSLA)
- Recruitment of school personnel including -
 - Teachers/SNA's
 - Caretaker/Secretary/Cleaners/Auxiliary Staff
 - Sports coaches
 - External Tutors/Guest Speakers/Presenters
 - Volunteers/Parents in school activities
 - Visitors/contractors present in school during school hours
 - Visitors/contractors present during after-school activities
- Participation by students in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by students in school (this also includes any periods of remote school that may arise i.e. health and safety measures)
- Application of measures under the school's Code of Behaviour
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during the school day
- Homework club (Learning hub)/evening study
- Lunchtime and After-School clubs and group activities e.g. book club, sports teams, games club etc.
- School canteen

2. The school has identified the following risk of harm in respect of its activities -

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)*.

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of student being harmed in the school by a member of school personnel
- Risk of student being harmed in the school by another child
- Risk of student being harmed in the school by volunteer / visitor to the school



- 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 e.g. school trip
- Risk of harm due to bullying of student Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out-of-school activities, lunchtime school activities and after-school activities.
- 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 AEN who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm in one-to-one teaching, pastoral care, counselling, coaching and academic mentoring situation.
- Risk of harm caused by member of school personnel inappropriately communicating with pupils 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
- Risk of harm due to inadequate Code of Behaviour

3.

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

All Holy Family Secondary School policies and protocols are available to access on the school website www.holyfamily.ie

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement and Risk Assessment*
- The *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)
- The school has in place a *HFSS Code of Behaviour* for students



- The school has in place an **Anti-Bullying Policy and Programme of targeted anti-bullying interventions and anti-bullying awareness programmes** for students
- The school implements in full the SPHE and RSE curriculum
- The school has an **Anti-Bullying Policy and an Anti-Bullying Staff Team (Pastoral Care Team)** which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools* and as part of annual planning, the school undertakes anti-racism awareness, anti-bullying and inclusion initiatives.
- The school has a supervision policy to ensure appropriate supervision of students during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings, tours and school trips. **HFSS Educational Tours, Outings and Excursions Policy.**
- The school has a **HFSS Health and Safety Policy and Safety Statement**
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting **HFSS Vetting Policy**
- The school complies with the agreed disciplinary procedures for teaching staff and complies with all **Teaching Council codes**
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a **HFSS Additional Educational Needs Policy**
- The school has in place a policy and procedures for the administration of medication to students. The school has a **HFSS Administration of Medication Policy**
- The school –
 - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement and Risk Assessment
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training and has provided the appropriate opportunities to do so.
 - Encourages Board of Management members to avail of relevant training
 - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid and for the protocols for **HFSS First Aid (Basic) Responders**
- The school has in place a **Critical Incident Management Plan**
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum **HFSS Induction Policy**
- The school has in place **Supervision and Substitution** procedures and protocols
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities and for lunchtime and after-school club and team activities.
- The school has in place procedures for one-to-one teaching, pastoral care individual meetings, counselling, coaching and academic mentoring.
- The school has in place a policy and procedures in respect of student teacher placements **HFSS Induction Policy**
- The school has in place a **Dignity in the Workplace Policy**
- The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018.



- The school has in place a **HFSS Information Technology and Acceptable Use Policy** in respect of usage of Information Technology
- The school has in place a Mobile phone policy in respect of usage of mobile phones by students (**OFF and AWAY protocol**)
- The school has in place a **HFSS Critical Incident Management Policy**
- The school has in place a policy and procedures in respect of student teacher placements and all teachers' induction **HFSS Staff Induction Policy**
- The school has in place clear procedures for one-to-one counselling **HFSS Guidance and Counselling Policy**
- The school has in place procedures in respect of students of the school undertaking work experience in external organisations (**TY and LCVP programme coordination**)
- The school implements in full the Wellbeing Programme for students. The school has timetabled Tutor-Time for all students every week. **HFSS Wellbeing Plan**
- The school has a **Healthy Eating Policy**
- The school adheres strictly to all preparation, storage and serving systems monitoring to ensure the highest quality and safety for the school catering providers.

Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	YES
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	YES
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	YES
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	YES
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	YES
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	YES
7. Has the DLP attended available child protection training?	YES
8. Has the Deputy DLP attended available child protection training?	YES
9. Have any members of the Board attended child protection training?	YES
10. Has the school appointed a DLP and a Deputy DLP?	YES
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	YES
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	YES
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	YES
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	YES
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	YES
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	YES
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	YES
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	YES
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	YES
20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	YES

21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	YES
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	YES
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	YES
24. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	YES
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	YES
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	YES
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	YES
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	YES
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	N/A PRIMARY ONLY
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	YES
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	YES
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	YES
33. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	YES
34. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	YES
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	YES
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	YES
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	YES
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	YES
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	YES
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	YES
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	YES

Signed 

Date 23rd January 2024.

Chairperson, Board of Management

Signed 

Date 23 January 2024

Principal/Secretary to the Board of Management