

Child Safeguarding Statement and Risk Assessment



For: St Vincent de Paul Junior School

At: Griffith Avenue, Drumcondra, Dublin 9

St. Vincent de Paul Junior School is a primary school providing education to pupils from Junior Infants to Second 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) and 2025, Child Protection Procedures for Schools 2025 and Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024), the board of management has adopted the Child Safeguarding Statement and Risk Assessment set out in this document. The Board of Management of St. Vincent de Paul Junior School has adopted and will implement fully and without modification the department's Child Protection Procedures for Schools 2025 as part of this overall Child Safeguarding Statement and Risk Assessment.

- **The Designated Liaison Person (DLP) is** Leanne Drought
- **The Deputy Designated Liaison Person (Deputy DLP) is** Caroline Maher

- **The Relevant Person (DLP) is** Leanne Drought
- **The Relevant Person (DLP) can be contacted on** info@svdpjunior.ie
01 8334538
- **The Chairperson is** Stuart Thompson

The Board of Management recognises that child protection and safeguarding permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In all of these, 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 happening to children and protect members of school personnel from the necessity to take unnecessary risks that may leave themselves open to accusations of child abuse.
- Develop a practice of openness with parents and encourage parental involvement in the education of their children.
- Fully respect confidentiality requirements as set out in the Child Protection Procedures for Schools 2025 in dealing with child protection matters.
- Adhere to the above principles in relation to any vulnerable adult.

Procedures and Measures in Place

Our Child Safeguarding Statement and Risk Assessment has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance 2017*, and *Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed.* (Tusla, 2024), and the *Child Protection Procedures for Schools 2025*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- **Procedure for the Management of Allegations of Abuse or Misconduct against School Personnel Relating to a Child Availing of Our Service**
 - > Where any member of school personnel is the subject of any investigation in respect of any act, omission or circumstance in relation to a child attending the school, the school is required to adhere to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Schools 2025* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.

- **Procedure for the Safe Recruitment and Selection of School Personnel to Work With Children**
 - > The school is required to adhere to the requirements of the Vetting Act. The selection or recruitment of staff and their suitability to work with children, requires the school to adhere 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 Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.

 - > A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

- **Procedure for Provision of and Access to Child Safeguarding Training and Information, Including the Identification of the Occurrence of Harm**
 - > The school provides information and training to members of school personnel in relation to the identification of the occurrence of harm (as defined in the 2015 Act) as follows:
 - The school has provided each member of school personnel, including any new members of school personnel, (employees and volunteers, board of management members, student teachers and those on work experience) with a copy of the school's Child Safeguarding Statement and Risk Assessment.
 - The school ensures that members of school personnel have availed of relevant training and completed child protection training.
 - The school encourages board of management members to avail of any relevant training and complete child protection training.
 - The board of management ensures that records of all staff and board member child protection training are maintained.

- **Procedure for the Reporting of Child Protection or Welfare Concerns to Tusla**
 - > All members of school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Schools 2025*, in relation to reporting of child protection concerns to Tusla. Mandated reporting applies to all registered teachers and any other mandated person who may be employed by the school, for example a chaplain or nurse. A full list of those people who are mandated persons is set out in Appendix 1 procedures.

- **Procedure for Maintaining a List of the Persons (if any) in the Relevant Service Who Are Mandated Persons**
 - > There is a procedure in place to maintain a list of mandated persons. Schools may on occasion employ additional staff who are mandated by virtue of their profession. This list will include all registered teachers and identify additional employees that are not registered teachers.

➤ **Procedure for Appointing a Relevant Person (In schools this person is the DLP)**

- > There is a procedure in place for appointing a relevant person.

The various procedures referred to in this Child Safeguarding Statement and Risk Assessment can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

In accordance with the Children First Act 2015, the Addendum to Children First 2019 and 2025, and the Child Protection Procedures for Schools 2025, the board of management 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.

This statement has been published on the school's website or will be made available on request by the school. It has been provided to all members of school personnel, the parents' association (if any), the patron and parents. A copy of this statement and risk assessment will be made available to Tusla and the department if requested.

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

Child Safeguarding Risk Assessment

List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
Procedures:		
School Personnel Child Protection Training of School Personnel	Risk of <ul style="list-style-type: none"> • harm not being recognised by school personnel • harm not being reported properly and promptly by school personnel • harm where members of school personnel have not received appropriate training • child being harmed in the school by a member of school personnel/child/volunteer/visitor 	<ul style="list-style-type: none"> • All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement and Risk Assessment</i>. • The <i>Child Protection Procedures for Schools 2025</i> are made available to all school personnel. • School personnel are required to adhere to the Child Protection Procedures for Schools 2025 and all registered teaching staff are required to adhere to the Children First Act 2015 as well as supporting the continued implementation of the best practice guidance set out in Children First: National Guidance for the Protection and Welfare of Children 2017 and its addenda,

		<p>including the Addendum to Children First 2019 and 2025.</p> <ul style="list-style-type: none"> • Procedures and policies are constantly referred to and revised. <i>*Relevant to all risks.</i> • The school encourages personnel to avail of relevant training. • The school encourages Board of Management members to avail of relevant training. • The school maintains records of all personnel and board member training.
<p>School Personnel Recruitment of school personnel including: Teachers/SNAs/Caretaker/Secretary/Children</p>	<p>Risk of</p> <ul style="list-style-type: none"> • recruiting unsuitable personnel • harm not being recognised by school personnel • harm not being reported properly and promptly by school personnel • harm where members of school personnel have not received appropriate training • child being harmed in the school by a member of school personnel/child/volunteer/visitor 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation. • The school adheres to the relevant Department of Education circulars in respect of recruitment. • Best practice procedures with regard to interviewing and checking references are followed.

<p>Volunteers/ External Personnel/ Work Experience/ Student Placement</p> <p>Sports coaches</p> <p>External Tutors/Guest Speakers</p> <p>Volunteers/Parents in school activities</p> <p>Student Teachers/SNAs</p> <p>Visitors/contractors present in school during school hours</p> <p>Visitors/contractors present during after school activities</p> <p>Use of external personnel to supplement curriculum</p> <p>Students participating in work experience in the school</p> <p>Student teachers undertaking training placement in school</p>	<p>Risk of</p> <ul style="list-style-type: none"> • harm not being recognised by school personnel • harm not being reported properly and promptly by school personnel • harm where members of school personnel have not received appropriate training • child being harmed in the school by a member of school personnel/child/volunteer/visitor 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation. • In accordance with Circular No. 0042/2018 ‘Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills’ Wellbeing Policy Statement and Framework for Practice’, a member of the teaching staff will always be present when external personnel are working with students. • A copy of the school’s Child Safeguarding Statement & Risk Assessment will be made available to all external coaches/personnel/volunteers/ student teachers. The school’s work experience information note is shared with all student teachers/SNAs etc. • In the event that external personnel/volunteers/students have a child protection concern or that a child makes a disclosure to them they must report the matter to the DLP.
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		<ul style="list-style-type: none"> • The class teacher will remain in the class/hall/yard etc. at all times during talks/visits/activities provided by visitors/external personnel • A teacher/s will always accompany pupils travelling to events.
<p>Record Keeping</p>	<p>Risk of</p> <ul style="list-style-type: none"> • sensitive information not being shared with the DLP/DDLP as required • records of a sensitive manner not being properly secured and treated in confidence • loss of records of a sensitive nature 	<ul style="list-style-type: none"> • All school personnel are required to record concerns; what they have observed and when they observed it. • All school personnel are required to ensure that the DLP/DDLP is aware of any sensitive records e.g. child protection monitoring records they are maintaining and to ensure all records are kept in a secure location and are treated with strictest confidence. • All such records form part of the school record keeping system and must be filed with the central school's records at the end of the school year (currently in the principal's office). • Pupil SS/SSP files to be maintained in SET central location and files can only be released to class teachers by SENCO/Principal and must be returned within the same working day.
<p>Prevention:</p>		

<p>Curriculum Implementation of SPHE and the Stay Safe programme</p>	<p>Risk of</p> <ul style="list-style-type: none"> inadequate implementation of the SPHE curriculum and the Stay Safe Programme 	<ul style="list-style-type: none"> The school implements in full the Social, Personal and Health Education (SPHE) curriculum. The school implements in full the Stay Safe programme. The Stay Safe programme will be taught in its entirety in junior infants, senior infants and first class during the school year. The Stay Safe Parents' Guide is available on the school website. Teachers endeavour to teach the Stay Safe lessons when all pupils are in attendance.
<p>Prevention and dealing with bullying amongst pupils</p>	<p>Risk of</p> <ul style="list-style-type: none"> harm due to bullying of child serious incidents of bullying not being recognised as being a child protection concern pupils not having the strategies/skills to report bullying/inappropriate behaviour 	<ul style="list-style-type: none"> School authorities have a code of behaviour and an anti-bullying policy in place in accordance with the department's Bí Cineálta procedures to prevent and address bullying in schools and as outlined in Circular 55/2024. The school also has an AUP Policy. A copy of the school's policies can be found on the school website and on sharepoint. Child protection concerns that arise from serious instances of bullying amongst pupils amongst must be reported to the DLP in accordance with the DES Child Protection Procedures.

Practice:

Physical contact

Risk of

- child being harmed in the school by a member of school personnel
- allegation being made against school personnel
- school personnel not acting in accordance with agreed school protocols and procedures

- Physical contact between school personnel and the child should always be in response to the needs of the child. While physical contact may be used to comfort, reassure or assist a child the following factors will determine its appropriateness:
 - ❖ It is acceptable to the child
 - ❖ It is open and not secretive
 - ❖ The age and developmental stage of the child
 - ❖ The safety of the child
- School personnel should avoid doing anything of a personal nature for children that they can do themselves.
- The school has complied with the Understanding Behaviours of Concern and Responding to Crisis Situations developed by the Department of Education and Youth to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety.

Administration of First Aid

Risk of

Staff are trained in administering first aid.

	<ul style="list-style-type: none"> • child being harmed in the school by a member of school personnel • allegation being made against school personnel • school personnel not acting in accordance with agreed school protocols and procedures 	<p>Staff administer first aid in open space i.e. corridor.</p> <p>Parents give consent for pupil to receive first aid at enrolment.</p>
<p>Toileting</p>	<p>Risk of</p> <ul style="list-style-type: none"> • child being harmed in the school by a member of school personnel • an allegation being made against another child/children or member of school personnel • school personnel not acting in accordance with agreed school protocols and procedures 	<p>Toileting General:</p> <p>The toilets are located outside of the classrooms. Each class has two scheduled visits to the toilets each day. At these times, in the interest of supervision and safety, the teacher may enter the toilets. Pupils are explicitly told that it is one child per cubicle. We endeavour to keep unsupervised toilet visits to a minimum. Staff members on the corridors complete periodic checks of toilets in the interest of supervision and safety.</p> <p>Toileting Yard:</p> <p>The toilets are located off the yard in Prefab 3A. Pupils are explicitly told that it is one child per cubicle. There is a supervising teacher in the zone outside 3A monitoring entry and exiting. Staff members on the yard complete periodic checks of toilets in the interest of supervision and safety.</p>

		<p>Pupils with specific toileting needs: The individual needs of pupils with specific toileting needs are addressed as part of the school's Intimate Care Policy, which can be found on the website and the school's shared Google drive. SNAs assisting pupils with toileting/changing must act in accordance with that child's plan as agreed with parents/carers and school personnel</p> <p>Dealing with toileting accidents: The school has a supply of clean clothing available for use in such situations. If the child can tend to themselves, they will be offered clean clothing and water wipes. Parents/guardians will be informed by the class teacher. In any situation where a child cannot attend to themselves the parents/guardians will be notified by phone of the incident. Prior to enrolment consent for staff to attend to the child in this instance will have been given, as part of the school's enrolment procedures. Staff attending to the child will do so in as 'open' an environment as possible with due regard to the privacy of the child. A record of such an incident to be kept in the class teacher's Accident/Incident Report Log.</p>
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		<p>Dealing with vomiting accidents: The school has a supply of clean clothing available for use in such situations. If the child can tend to themselves, they will be offered clean clothing and water wipes. Parents/guardians will be called to collect their child as per HSE guidance.</p>
<p>Use of Information Technology by pupils in school</p> <p>Online Safety</p>	<p>Risk of</p> <ul style="list-style-type: none"> • harm due to children inappropriately accessing/using devices at school • harm due to inappropriate relationships/communications between them and a child/adult • school personnel not acting in accordance with agreed school protocols and procedures 	<p>The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents.</p> <p>As part of the SPHE curriculum targeted age-appropriate lessons addressing online safety are provided for all pupils.</p> <p>Acceptable Usage Policy is implemented.</p> <p>Code of Behaviour is implemented.</p> <p>Anti-Bullying policy is implemented.</p> <p>Teacher supervision – use of ICT is always under direct school staff supervision.</p>
<p>Use of video/photography/other media to record school events</p>	<p>Risk of</p> <ul style="list-style-type: none"> • school personnel not acting in accordance with agreed school protocols and procedures • harm to a child through inappropriately sharing of information 	<p>Pupil names are never used with pupil photos.</p> <p>Prior to enrolment parents give permission for children to appear in print or school websites.</p> <p>In the event that staff use personal devices to photograph, record or video pupils and school events the data must be deleted from the</p>

		<p>personal device after material has been uploaded, printed or uploaded to the appropriate platform</p> <p>Principal/PA/nominated person to communicate to parents taking pictures at school events not to share them on social media.</p>
Remote Teaching and Learning (Online)	<p>Risk of</p> <ul style="list-style-type: none"> school personnel not acting in accordance with agreed school protocols and procedures an allegation being made against another child/children or member of school personnel 	<p>The school has an Acceptable Use Policy which includes provision for online teaching and learning remotely (sharepoint), and has communicated this policy to parents (website).</p> <p>Pupils, parents and school personnel must adhere to the policy adopted by the BoM for online teaching and learning remotely.</p>
Arrival/Dismissal And recreation breaks for pupils	<p>Risk of</p> <ul style="list-style-type: none"> child being harmed in the school by a member of school personnel/child/volunteer/visitor 	<p>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 etc.</p>
Collection of pupils during the school day	<p>Risk of</p> <ul style="list-style-type: none"> child being harmed in the school by a member of school personnel/child/volunteer/visitor 	<p>Parents/ carers will be asked to supply the school with the names and contact details of any adult that may be collecting a pupil during the course of the year.</p>

	<ul style="list-style-type: none"> • an allegation being made against another child/children or member of school personnel 	<p>Outside of normal dismissal times, school staff will only release pupils to those nominated by the parent/carer or where advance notice of another adult collecting the pupil is given by the parent / carer.</p> <p>In the event that another person arrives to collect a child the school will endeavour to contact the parent/carer to get their permission.</p> <p>Person/nominated person must check in with the office, where they must sign the child out and wait at the office while a member of staff (admin) organises for the child to come to the office.</p> <p>Procedures for late arrival, the intercom system will be used for a child to gain access to the school.</p>
<p>Exit Doors</p>	<p>Risk of</p> <ul style="list-style-type: none"> • child being harmed in the school by a member of school personnel/child/volunteer/visitor • school personnel not acting in accordance with agreed school protocols and procedures 	<p>Exit doors are opened and closed by staff members entering/exiting the yard.</p> <p>Front and back doors only entry and exit points for parents and pupils at arrival.</p> <p>The Board of Management sends communication to the school community to remind them of procedures.</p>

		Cooperation with the senior school in the securing of exit doors.
One to one teaching	<p>Risk of</p> <ul style="list-style-type: none"> • child being harmed in the school by a member of school personnel • an allegation being made against another child/children or member of school personnel • school personnel not acting in accordance with agreed school protocols and procedures 	<p>One-to-one teaching sessions are provided where it is deemed necessary in the best interest of the child. In such situations written parental consent must be given.</p> <p>One-to-one sessions are clearly timetabled, with appropriate arrangements in place with regard to the physical environment, e.g. glass panel in the door, open door policy, table between teacher and pupil</p>
After-school clubs	<p>Risk of</p> <ul style="list-style-type: none"> • child being harmed in the school by a member of school personnel/child/volunteer/visitor • school personnel not acting in accordance with agreed school protocols and procedures 	<p>After school clubs are ratified by the Board of Management.</p> <p>School procedures apply to the after school clubs.</p> <p>After school clubs are run by teaching staff only.</p>
<p>Sporting Activities</p> <p>School tours/trips</p> <p>Annual Sports Day</p> <p>Use of off-site facilities for school activities</p> <p>External personnel to support sports and other</p>	<p>Risk of</p> <ul style="list-style-type: none"> • child being harmed in the school by a member of school personnel/child/volunteer/facilitator • school personnel not acting in accordance with agreed school protocols and procedures 	<p>All school trips, outings and tours will be sanctioned by the Principal.</p> <p>Written parental consent must be given for all outings and tours, prior to enrolment (Enrolment form).</p>

		<p>Administration staff must ensure that activity centres / adventure centres where pupils are being brought to have in place their own Child Safeguarding Statement and that all supervising staff in activity centres / adventure centres have been Garda vetted.</p> <p>In accordance with Circular No. 0042/2018 'Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice' a member of the teaching staff will always be present when external personnel are working with students.</p> <p>All external coaches/external personnel/volunteers working with pupils under the supervision of the class teacher will be Garda vetted.</p> <p>A copy of the school's Child Safeguarding Statement & Risk Assessment will be made available to all external coaches/personnel/volunteers/student teachers who shall be required to sign the 'Acceptance of St Vincent de Paul GNS Child Protection Safeguarding and Risk Assessment</p>
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		<p>Statement' document and return the signed copy to the DLP.</p> <p>External coaches will be required to report child protection concerns to the DLP.</p> <p>A teacher/s will always accompany pupils travelling to sports events/school outings, etc.</p>
<p>Care of pupils with specific vulnerabilities/ needs such as</p> <p>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 Children on CPNS Children with medical needs</p>	<p>Risk of</p> <ul style="list-style-type: none"> • harm not being recognised by school personnel • harm not being reported properly and promptly by school personnel • harm where members of school personnel have not received appropriate training • child being harmed in the school by a member of school personnel/child/volunteer/visitor 	<p>All school personnel are provided with a copy of the school's Child Safeguarding Statement and are required to adhere to the Child protection Procedures for Primary and Post Primary Schools 2017. The school implements in full the SPHE curriculum.</p> <p>The school implements in full the Stay Safe programme. The school has an Anti-Bullying Policy which is implemented in full.</p> <p>School will liaise with TUSLA re children in care and children on CPNS.</p> <p>Principal/Deputy Principal will inform staff of relevant child safeguarding issues on a need to know basis.</p>
<p>Care of children with special educational needs, including intimate care where needed</p>	<p>Risk of</p> <ul style="list-style-type: none"> • child being harmed in the school by a member of school personnel 	<p>Prior to their enrolment in the school a meeting will take place with parents, relevant teachers and special needs assistants and the pupil, if appropriate, to discuss needs and draw up</p>

	<ul style="list-style-type: none"> • allegation being made against school personnel • school personnel not acting in accordance with agreed school protocols and procedures 	<p>Student Support File/Student Support Plus including Intimate Care/Toileting plan.</p> <p>The School has a Special Educational Needs Policy which is available to staff (shared drive) and parents on the school website</p>
<p>Other policies and procedures</p> <p>SPHE Curriculum, including the Stay Safe Programme Implementation Plan</p> <p>Use of ICT/ cameras/ Mobile Phones as per Acceptable Use Policy Administration of Medicine</p> <p>Administration of First Aid</p> <p>Anti-bullying Policy</p> <p>Remote teaching and learning policy</p>	<p>Risk of</p> <ul style="list-style-type: none"> • school personnel not acting in accordance with agreed school protocols and procedures 	<p>The school has developed policies and procedures in the following related areas. All school policies are available to access on the school drive:</p> <ul style="list-style-type: none"> • Health and Safety policy. • Agreed disciplinary procedures for teaching staff • Special Educational Needs policy. • Intimate care policy/plan in respect of students who require such care. • Administration of medication to pupils • First aid administered in common area – consent given by parents at enrolment • A code of behaviour for pupils • An AUP policy in respect of usage of ICT by pupils, including use of mobile phones • Critical Incident Management Plan • Remote teaching and learning (online)

In accordance with Section 11 of the Children First Act 2015 and with the requirements of Chapter 9 of the Child Protection Procedures for Schools 2025, the following is the written Child Safeguarding Statement and Risk Assessment. In undertaking this Child Safeguarding Statement and 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 Child Safeguarding Statement and Risk Assessment was reviewed by the board of management on 03/02/26.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of
Management