



## **Child Safeguarding Statement Stewarts School**

Stewarts School is a special school providing education to students from aged four to eighteen years with special educational needs.

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 Stewarts School has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Mary Carrig
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Rita Fitzgerald
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
  - fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
  - fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
  - adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
  - develop a practice of openness with parents and encourage parental involvement in the education of their children; and
  - fully respect confidentiality requirements in dealing with child protection matters.
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- The school will also adhere to the above principles in relation to any adult student with a special vulnerability.

- 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.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the 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.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to these procedures.
- The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It

will be made available to Tusla and the Department if requested.

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

This Child Safeguarding Statement was adopted by the Board of Management on 28/08/20.

Signed: *Louise Larmody* Signed: *Mary Connolly*  
Chairperson of Board of Management Principal/Secretary to the Board of Management

Date: August 28th 2020







## **Child Safeguarding Statement - Assessment of Risk at Stewarts School**

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Stewarts School.

### **1. List of school activities**

- classroom teaching
- One to one support/teaching/supervision in classrooms/MSR/PE Hall
- One to one support/teaching/supervision in PE Hall
- Outdoor teaching activities e.g. nature walk, science experiment, PE
- Sporting/PE activities – including football and swimming
- Use of off-site facilities for school activities e.g. shop trips, class walk, individual walk
- Curricular Provision in respect of SPHE, RSE & Stay Safe.
- Managing of challenging behaviour amongst students, including appropriate use of MAPA techniques
- Intimate care needs
- Use of toilet and changing room areas
- Daily arrival and dismissal of students
- Recreation break times for students
- School transport arrangements including use of bus escorts
- Training of school personnel in Child Protection matters
- Hand-over of students to other professionals during the day
- Use of external personnel to supplement curriculum
- FAI personnel, musician, fireman, gardai, etc.
- Other professionals visiting the school
- Dentist, HSE doctor/nurses for vaccinations, photographer,
- Visitors during school day/class times (e.g. parents, related professionals, NCSE, JCT, etc.)
- Students participating in work experience (nurses, teachers, SNAs, social care workers)
- Annual Sports Day
- School outings
- Special Olympics events including overnight trips
- Administration and storage of medication
- Administration of First Aid
- Prevention and dealing with bullying amongst students
- Care of students with specific vulnerabilities/ needs such as
  - Students from ethnic minorities/migrants
  - Students perceived to be LGBT
  - Members of the Traveller community
  - Students of minority religious faiths
  - Lesbian, gay, bisexual or transgender (LGBT) students
  - Students in care
- Recruitment of school personnel including
  - Teachers, SNAs, Nurses
  - CE participants
  - Secretary, Cleaners
  - Sports Coaches

- Volunteers/Parents in school activities
- Visitors/contractors present in school during school hours
- Use of Information and Communication Technology by students in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations

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

- Harm by school personnel
- Harm by other students/unknown adults
- Injury to students
- Covid 19 transmission causing illness
- Unknown adults/children present
- Unknown adults present
- Non-teaching of SPHE, RSE & Stay Safe
- Inappropriate behaviour
- Unknown adults collecting students
- Harm not recognised or reported promptly
- Harm by student on placement
- Unknown adults on school grounds
- Risk of harm being unreported
- Unknown adults in an unfamiliar environment
- Unfamiliar environment
- Harm not promptly reported
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of bullying
- Risk of images/videos of children being taken without permission from parents
- Risk of images being uploaded on social media
- Student information on view in classroom

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

- Code of conduct for staff student interactions
- Child safeguarding statement
- Vetting for all staff in place
- Open door policy
- Follow best practice
- Individual timetables and schedules in place
- No locked doors, Glass window on doors
- Parents informed of supports/practices
- MSR guidelines in place
- Staffing arrangements
- RSE programme
- Individual and class protocols as needed
- Health & Safety Statement
- Covid 19 Response Plan
- Infection Prevention and Control
- Supervision schedule for football matches
- Trips out policy
- Swim Pool Guidelines and Supervision schedules

needed for swimming

- Designated changing rooms available.
- Intimate care and toileting policy
- School staff always present
- Individual and Class Protocols
- Use of walkie talkies/ school mobile phone as needed
- School implements SPHE, RSE, Stay Safe in full
- Code of Behaviour
- Behaviour Support Plans, Protocols and Strategies
- Break-time supervision
- Anti-bullying policy
- Staff training – MAPA, Manual Handling, Child Safeguarding (DES/TUSLA)
- Parental consents
- Other staff/students in environment
- Procedures for arrival and departure of students and buses
- Evening supervision rota –students not picked up
- Supervision Procedures for break times
- Guidelines for bus escorts in place, Vetting in place for bus escorts
- Bus Eireann have procedures for bus personnel and have vetting in place,
- Child Safeguarding Statement & DES procedures made available to all staff
- DLP& DDLP to attend PDST face to face training
- All staff to view PDST training module & any other online training offered
- BOM records all records of staff and board training
- All professionals vetted by HSE, Voluntary Body
- School staff present with some students
- Clinical support for school children policy
- Vetting of external personnel/agency staff regularly in the school
- Access to school policy
- Work experience policy/guidelines
- Trips out of school policy
- Critical incident policy
- Clear reporting procedures
- Specific plan drawn up for event
- Parents may be present
- Safe administration and storage of medication procedure
- Medication administered by nurses
- Individual protocols
- Appropriate staff arrangements for supervision
- Trained first aid staff and nurses, list in staff areas
- Anti-bullying policy
- SPHE curriculum
- Policy of volunteer involvement
- Policy on visiting contractors – Stewarts Care
- ICT policy
- Living in the Community module Junior Cycle – internet safety, social media
- Students not allowed mobile phones in school
- Anti-Bullying Policy
- Taking & using photographs/video policy
- After school users do not use classrooms, only general areas



**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 March 10<sup>th</sup> 2020. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ August 28th 2020

Chairperson, Board of Management

Signed \_\_\_\_\_ August 28<sup>th</sup> 2020

Principal/Secretary to the Board of Management





### Child Safeguarding Risk Assessment (of any potential harm)

List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Classroom teaching	Low	Harm by school personnel	Code of conduct for staff student interactions Child safeguarding statement Vetting for all staff in place Open door policy Follow best practice Protocols & behaviour support plans
One to one support/teaching/supervision in classrooms/MSR/PE Hall	Low	Harm by school personnel	Code of conduct for staff student interactions Child safeguarding statement Protocols & behaviour support plans Individual timetables and schedules in place No locked doors, Glass window on doors Walkie talkies in use Parents informed of & agree to supports/practices
MSR			MSR guidelines in place

One to one support/teaching/supervision in PE Hall			Glass panels on door
Outdoor teaching activities : e.g. nature walk, science experiment, PE	Low	Harm by school personnel/other students/unknown adults	Appropriate staffing arrangements in place RSE programme taught in all classes Individual protocols in place as needed Walkie talkies & phones used as needed
Sporting/PE activities – including football and swimming	Low	Injury to students Harm by staff Unknown adults/children present	Health & Safety Statement Supervision schedule for football matches Trips out policy Swim Pool Guidelines Swim Pool Supervision Agreed staff arrangements for each class in place for swimming Individual protocols in place as needed for swimming Designated changing rooms available for school use only. Intimate care policy School staff always present with students
Use of off-site facilities for school activities e.g. shop trips, class walk, individual walk	Low	Unknown adults present	School staff always present with students Out of school building protocols Individual and Class Protocols in place Use of walkie talkies/ mobile phone as needed
Curricular Provision in respect of SPHE, RSE & Stay Safe.	Low	Non-teaching of same	School implements SPHE, RSE, Stay Safe Programme Staff training available via PDST
Managing of challenging behaviour amongst students, including appropriate use of MAPA techniques	Med	Injury to students Harm by school personnel	Health & safety policy Code of Behaviour Individual Behaviour Support Plans and Strategies in place and discussed with parents/guardians Walkie talkies Break-time supervision

			Anti-bullying policy Staff training - MAPA
Intimate care needs	Med	Harm by school personnel	Policy on intimate care Individual student protocols as needed No locked doors Parental consents Staff student interactions policy
Use of toilet and changing room areas	Med	Inappropriate behaviour, harm by school personnel, harm by other students	Intimate care and toileting policy No locked doors Schedules in place Other staff/students in environment Parental consents
<b>List of School Activities</b>	<b>Risk Level</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
Daily arrival and dismissal of students	Low	Harm from other students? Unknown adults collecting students Harm by staff	Procedures for arrival and departure of students and buses Evening supervision rota – students not picked up
Recreation breaktimes for students	High	Harm by student, harm by staff	Supervision Procedures for breaktimes reviewed regularly
School transport arrangements including use of bus escorts	Low	Harm by student, harm by staff	Protocols for individual students in place Code of behaviour Staff student interactions Guidelines for bus escorts in place, Vetting in place for bus escorts Bus Eireann have procedures for bus personnel and have vetting in place, Bus Eireann guidelines when there is no one at home to receive a student



<b>List of School Activities</b>	<b>Risk Level</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
Training of school personnel in Child Protection matters	Med	Harm not recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff DLP & DDLP to attend PDST face to face training All staff to view PDST training module & any other online training offered BOM records all records of staff and board training
Hand-over of students to other professionals during the day (including students on placement with clinicians)	Low	Harm by personnel	All professionals vetted by HSE, Stewarts Care Students not on their own with students on placement School staff present with some students Individual timetables and schedules in place No locked doors, Glass window on doors Clinical support for school children policy
Use of external personnel to supplement curriculum FAI personnel, musician, fireman, gardai, etc. Other professionals visiting the school Dentist, HSE doctor/nurses for vaccinations, photographer,	Low	Harm by personnel	School staff always present Vetting of external personnel regularly in the school
Visitors during school day/class times (e.g. parents, related professionals, NCSE, JCT, etc.) Students participating in work experience (nurses, teachers, SNAs, social care workers)	Low	Harm by personnel Unfamiliar adults present	School staff always present Parental consent School staff always present Access to school policy
Agency staff (nurse/healthcare assistant) working in the school		Harm by student on placement Harm by agency staff	Work experience policy/guidelines Vetting in place by college School staff always present Child Safeguarding Statement Staff Student Interaction Guidelines Agency Staff induction guidelines Vetting in place by agency, seen by school School staff always present

				Child Safeguarding Statement
External personnel working in the school			Harm by external personnel	Work takes place after 3.00pm Staff member present if essential repair work is necessary
Annual Sports Day	Med		Unknown adults on school grounds Risk of harm being unreported	Child safeguarding statement Health and safety statement Supervision of student schedule drawn up for the day
School outings	Med		Unknown adults/children in an unfamiliar environment	Trips out of school policy Adequate staffing arrangements in place Individual/class protocols Critical incident policy Parent consents Clear reporting procedures
Special Olympics events including overnight trips	Med		Unknown adults in the environment Unfamiliar environment	Specific plan drawn up for event Parental consents School staff present Parents may be present
<b>List of School Activities</b>	<b>Risk Level</b>	<b>The School has identified the following Risk of Harm</b>		
Administration and storage of medication	Low	Harm to student		
Administration of First Aid	Low	Harm to student		
Prevention and dealing with bullying amongst students	Low	Harm to student		
		<b>The School has the following Procedures in place to address risk identified in this assessment</b>  Safe administration and storage of medication procedure Medication administered by nurses or trained staff Protocols Trained first aid staff, list in staff areas Nurse  Anti-bullying policy Code of Behaviour SPHE curriculum		

Transmission of Covid 19 virus causing illness	Med	Harm to student	Covid 19 Response Plan Operational Plan for School Day Infection Prevention and Control Policy
<b>List of School Activities</b>		<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
<p>Care of students with specific vulnerabilities/needs such as</p> <ul style="list-style-type: none"> <li>• Students from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Students perceived to be LGBT</li> <li>• Students of minority religious faiths</li> <li>• Children in care</li> </ul>	Low	Bullying	Anti-bullying policy Code of behaviour SPHE curriculum
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNAs</li> <li>• Nurses</li> <li>• CE Participants</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers/Guest Artists</li> <li>• Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> </ul>	Low	Harm not recognised or properly or promptly reported	<p>Child Safeguarding Statement &amp; DES procedures made available to all staff</p> <p>Staff to view PDST training module &amp; any other online training offered by the school</p> <p>Vetting Procedures</p> <p>Policy of volunteer involvement</p> <p>Policy on visiting contractors – Stewarts Care. Work carried out after 3.00pm. Essential repair work – staff member present</p>
Use of Information and Communication Technology by students in school	Low	Risk of harm due to children inappropriately accessing/using	ICT policy SPHE



		computers, social media, phones and other devices while at school Risk of bullying	Living in the Community module Junior Cycle – internet safety, social media Students not allowed mobile phones in school Anti-Bullying Policy Code of Behaviour
Use of video/photography/other media to record school events	Med	Risk of images/videos of children being taken without permission from parents Risk of images being uploaded on social media	Taking & using photographs/video policy Work placement policy
After school use of school premises by other organisations	Low	Student information on view in classroom	After school users do not use classrooms, only general areas

**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 harm 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 10/03/20. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ Date August 28th 2020  
Chairperson, Board of Management

Signed \_\_\_\_\_ Date August 28th 2020  
Principal/Secretary to the Board of Management

