



**St Patrick's National School, Drumcondra, D09 XH52**

**Scoil Phadraig, Droim Conrach, Áth Cliath D09 XH52**

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**Charity number:20116453**

## **Child Safeguarding Statement**

St Patrick's National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St Patrick's National 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 Ms. Natasha Bassett
3. The Deputy Designated Liaison Person (Deputy DLP) is Mr. Alan Duffy
4. The Relevant Person is Ms. Natasha Bassett (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.)

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:

1. recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
2. fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
3. fully cooperate with the relevant statutory authorities in relation to child protection and welfare matters;
4. 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;
5. develop a practice of openness with parents and encourage parental involvement in the education of their children; and
6. 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.

The following procedures/measures are in place:



## Written Assessment of Risk of St Patrick's National 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 St Patrick's National School

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)*.

### 1. List of school activities

#### Daily Routine of school

#### Recreation breaks

#### Daily arrival and dismissal of pupils

#### Attendance

#### Visitors to school

e.g. Use of external personnel to supplement the curriculum e.g. Accord  
Use of external personnel to supplement sports and other extra-curricular activities e.g. Na Fianna  
Students participating in work experience  
Student teachers undertaking training placement  
After-school use of school premises by other organisations  
Visitors / contractors present in school during / after school hours  
External Tutors/Guest Speakers  
Volunteers/Parents in school activities

#### Recruitment of school personnel

Teachers/SNAs  
Caretaker/Secretary/Cleaners  
Bus Escorts

#### School events held outside the school grounds.

Use of off-site facilities for school activities e.g. DCU  
School transport arrangements including use of bus escorts  
Outdoor teaching activities  
Agreed educational facilitation and co-operation with DCU staff and students.  
Sporting Activities  
School tours/School trips

#### After school clubs

Use of school premises by pupils after school and during school holidays i.e camps

#### The use of ICT by the children

in the classroom  
during online learning

#### Storage of photos /Use of video/photography/other media to record school events

-in the classroom  
-after- school events

#### One to One Teaching

Withdrawal for Special Educational Teaching  
 Withdrawal of Language Class pupils by SLT  
 Use of Sensory room/area  
 Management of challenging behaviour amongst pupils, including appropriate use of restraint where required  
 Care of pupils with specific vulnerabilities/ needs

**Toileting**

**Mobility**

**School transport**

**Medical needs**

**Accidents and injuries**

**School based bullying**

Care of pupils with specific vulnerabilities/ needs such as those from ethnic minorities/migrants, members of the Traveller community, lesbian, gay, bisexual or transgender (LGBT) , Pupils perceived to be LGBT, Pupils of minority religious faiths, children in care

**Transport**

During school events  
 School transport for Special Classes

**Sports**

Sports Day, Matches, Swimming

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

**Daily routine of school**

Risk of Harm not being recognised or reported properly and promptly

**Recreation breaks**

Risk of harm of unknown adults in the immediate environment  
 Risk of accident/ injury  
 Risk of leaving school grounds  
 Risk of harm due to inadequate supervision

**Daily arrival of pupils and dismissal of pupils**

Risk of harm not being reported properly or promptly by school personnel  
 Risk of harm due to inadequate supervision

**Attendance**

Risk of harm not being reported properly or promptly by school personnel

**Visitors to school**

Risk of harm not being reported properly and promptly by school personnel.  
 Risk of child being harmed in the school by a volunteer or visitor  
 Risk of harm during after- school activities

**Recruitment of school personnel**

Risk of child being harmed in the school by a member of school personnel

**School events held outside the school grounds**

<p>Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons</p> <p>Risk of harm due to inadequate supervision of children while attending out of school activities and in the transition period from class to such an activity</p> <p>Risk of child being harmed in the school by another child</p>
<p><b><u>After school clubs</u></b></p> <p>Risk of harm during after-school or school holiday activities for pupils by member of school personnel or external personnel</p>
<p><b><u>The use of ICT by the children , including online teaching.</u></b></p> <p>Risk of harm not being reported properly and promptly by school personnel</p> <p>Risk of harm of bullying</p> <p>Exposure to inappropriate online content</p> <p>Risk of child being harmed by another child</p> <p>Risk of harm to children inappropriately accessing/using computers/ social media, phone or other devices while at school, at home and during online/distance learning</p> <p>Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner</p> <p>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</p>
<p><b><u>Storage of photos Use of video/photography/other media to record school events</u></b></p> <p>Risk of harm not recognised by school personnel</p> <p>Risk of harm not being reported properly or promptly by school personnel</p> <p>Risk of harm caused by a member of school personnel or pupils accessing or circulating inappropriate material via social media, texting, digital device or other manner</p>
<p><b><u>One-to – One Teaching</u></b></p> <p>Risk of child being harmed in the school by a member of the school personnel</p> <p>Risk of harm to pupils with SEN who have particular vulnerabilities</p> <p>Risk of a child being harmed in the school by an allied health professional based in the school</p> <p>Risk of harm in one-to-one teaching, counselling, coaching situation</p>
<p><b><u>Toileting</u></b></p> <p>Risk of harm not being recognised by school personnel</p> <p>Risk of harm not being reported properly or promptly by school personnel</p> <p>Risk of harm of accident/injury</p> <p>Risk of harm to pupils with SEN</p> <p>Risk of harm to child while a child is receiving intimate care</p>
<p><b><u>Mobility</u></b></p> <p>Risk of harm to pupils with SEN</p> <p>Risk of harm of accident/injury</p>
<p><b><u>Medical needs</u></b></p> <p>Risk of harm not being reported properly of promptly by school personnel</p> <p>Risk of harm of accident/injury</p>
<p><b><u>Accidents and injuries</u></b></p> <p>Risk of harm not being reported properly or promptly by school personnel</p> <p>Risk of harm of accident/injury</p>
<p><b><u>School based bullying</u></b></p> <p>Risk of harm not recognised by school personnel</p> <p>Risk of harm not being reported properly or promptly by school personnel</p>

Risk of harm caused by a member of school personnel or pupils accessing or circulating inappropriate material via social media, texting, digital device or other manner  
Risk of harm of a child by another child, due to bullying.

### **Transport**

Risk of child being harmed by school personnel/outside agency personnel  
Risk of harm not being recognised by school personnel  
Risk of harm not being reported properly or promptly by school personnel  
Risk of harm of accident/injury

### **Sports, including swimming**

Risk of harm by other personnel  
Risk of harm not recognised by school personnel  
Risk of harm not being reported properly or promptly by school personnel  
Risk of harm of accident/injury  
Risk of harm in intimate care setting

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

#### **Daily routine of school**

- ✓ All classrooms have a copy of the Child Safeguarding Statement, and a copy is displayed at the reception areas of both buildings.
- ✓ 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
- ✓ All staff complete Child Protection training regularly
- ✓ DLP (Designated Liaison Person) and DDLP (Deputy Designated Liaison person) have attended PDST training
- ✓ Board of Management members and staff avail of relevant training.
- ✓ The school has a Health and Safety policy
- ✓ The school implements the Stay Safe Programme and SPHE programme
- ✓ The school has a code of behaviour and anti-bullying policy
- ✓ Visitors report to the office and sign the visitors' book
- ✓ Children attend to "messages" in pairs while moving through the building. Between buildings they attend to messages in pairs and with an adult.
- ✓ The school promotes a code of conduct for school personnel, in line with Teaching Council standards
- ✓ The school has a Critical Incident Management Plan

#### **Recreation breaks**

- ✓ Two teachers supervise each of the three yards
- ✓ SNAs also help with supervision of children who have access to SNA support
- ✓ Each member of staff will wear a high-visibility vest to ensure children can easily locate an adult
- ✓ Wet day supervision schedule in place
- ✓ Anti-Bullying and Code of Behaviour policies in place
- ✓ Secure yard areas

### Daily arrival of pupils and dismissal of pupils

- ✔ Staff and parents supervise the arrival time 8:30-8:40am, at the school gate and on the school grounds.
- ✔ Children/parents wait at the school gates until the school gate is open. They are asked not to arrive before the reception time.
- ✔ Children remain with class teacher until they see the adult who is collecting them, or until they are at the school gate (for those who are not collected by an adult).
- ✔ Children who are collected early are signed out in the Office Book by parent/guardian.
- ✔ Late arrivals are dropped to the door- with an explanation /note.
- ✔ Teachers log late arrivals on Aladdin, and discuss with parents if there are significant concerns in relation to repeated time-keeping.
- ✔ Children transition to after-school clubs in the school building, in pairs or groups. Arrangements are made between teachers to facilitate dispersal of pupils and supervise an after-school line, where a teacher is attending an after-school club.

### Attendance

- ✔ Attendance policy and Attendance Strategy in place.
- ✔ Absences and late arrivals are logged on Aladdin.
- ✔ Children's attendance at school will be monitored with absence notes required for any missed days. ✔ Communication via Aladdin will be made with parents after 15 and 20 days of absence.
- ✔ Annual attendance returns are made to Tusla Education Support Service (TESS).
- ✔ If there are significant attendance concerns –of more than 20 days, they are reported to the Tusla Education Support Service (TESS).

### Visitors to school

- ✔ The school adheres to the requirements of the Garda vetting legislation, updated in 2025.
- ✔ External staff working with pupils after school provide the school with copies of their insurance and Garda Vetting. They are reminded of their legal obligations regarding Child Safeguarding statements, and implement their own collection and dismissal policy.
- ✔ Persons administering external programmes (e.g. GAA) through another body, in school, will provide the school with a copy of their Garda vetting and any appropriate insurance.
- ✔ Student teachers/colleges will provide the school with necessary vetting and insurance details.
- ✔ Students in the school on Transition year placement will be allocated a staff mentor and will not be responsible for the teaching of the children. Students on Transition Year placement must be aged 16 and vetted through their school. The school has a Work Experience policy in place.
- ✔ Visitors are accompanied by a staff member at all times during their visit. Children are closely supervised by staff members during all school events in which visitors are invited into the school, e.g. Science Week, School Performances
- ✔ Every effort will be made to not have contractors on the school site when there are children in the school.
- ✔ Visitors to the school must check in at reception at the front entrance and sign in to our Visitors Book.

### Recruitment of school personnel

- ✔ Only staff who are Garda vetted are employed- a copy of vetting certificate is provided.
- ✔ All temporary and permanent teachers are registered with the Teaching Council.
- ✔ All SNAs who are employed in the school in a temporary or permanent capacity are Garda vetted.
- ✔ Form of Undertaking and Statutory Declaration are completed before commencing in the school

- ✓ The school recognises the Teaching Council ‘Code of Professional Conduct for Teachers’ as best practice. The school is also committed to promoting and maintaining best practice professional conduct amongst all school personnel.
- ✓ The school complies with the agreed disciplinary procedures for teaching staff
- ✓ Staff regularly update their Children First training (every three years)
- ✓ All staff are regularly re-vetted (through Teaching Council for Teachers, and through Archbishop’s House for SNAS/ ancillary staff)

### **School events held outside the school grounds**

- ✓ Children will be closely supervised by a teacher and SNA (if allocated to class) Primary responsibility for supervision of the class rests with the class teacher.
- ✓ The school has a Critical Incident management plan
- ✓ School tour policy in place
- ✓ School volunteers, if required, will be vetted for school tours
- ✓ Pupil-teacher ratio is reduced for school tours to maximise the supervision of children. Pupil-teacher ratio for junior Infants and senior infants class is 10:1 and for 1st -6th class is 16:1.
- ✓ Pupils are closely supervised by staff when transitioning from one area to another (e.g. going to the toilets, going to and from the bus, and when interacting with staff and/or volunteers from the establishment they are visiting.
- ✓ Changing rooms are closely supervised by staff when in use by children e.g. at swimming lessons and sport’s events.
- ✓ Photos of children may only be taken by staff members on school devices (in line with Acceptable Usage Policy and parent consent)
- ✓ Parental consent is provided before children leave the school grounds ( see tour policy in relation to local trips)

### **After school clubs**

- ✓ School Policy in place for after schools tours
- ✓ All school personnel and external providers are provided with a copy of the school’s Child Safeguarding Statement. External providers should have their own statement.
- ✓ 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 2023 and all registered teaching staff are required to adhere to the Children First Act revised 2023
- ✓ External club providers- see “Visitors to School” section
- ✓ Children are collected by club providers at a designated agreed area before the start of the after-school club.
- ✓ There is a minimum of two adults in each after-school club

### **The use of ICT by the children**

- ✓ Anti-bullying Policy in place
- ✓ Acceptable Use Policy (AUP) in place
- ✓ SPHE Programme/Anti-Bullying Policy and AUP -Implementing safe internet use lessons for parents and children.
- ✓ School internet with provided by PDST
- ✓ Technology in Education which is monitored for inappropriate content and unsuitable websites blocked.
- ✓ School wifi code for school staff, separate wifi code for pupils
- ✓ Use of laptops and ipad is supervised by a teacher

- ✓ Parents notified of privacy settings for platforms used by school during distance learning
- ✓ Parents to sign consent forms for the use of online platforms for teaching and learning
- ✓ Regular speakers and SPHE lessons, and Internet Safety Day, to promote safer use of internet
- ✓ Remote learning policy and procedure are in place, in the event of online teaching

### **Storage of photos Use of video/photography/other media to record school events**

- ✓ Written parental permission to take photos of children is obtained by the school upon enrolment.
- ✓ Photos of children's faces taken by staff are taken on school devices.
- ✓ Children's full names are not published with photos uploaded to the website or Twitter
- ✓ Children are not permitted to use personal electronic devices (e.g. iPads, cameras, personal devices) on the school grounds at any time
- ✓ Any behaviour regarding the taking of photos deemed suspicious should be reported to the class teacher and the DLP
- ✓ Mobile phones are not permitted during school hours, as per policy. If confiscated, parents are phoned before bedtime, and necessary arrangements are made

### **One-to – One Teaching**

- ✓ Adult must accompany children to and from the Special Education Teacher's (SET's) room or the sensory room
- ✓ Glass panels are in doors, or doors remain open where one to one/ teaching takes place.
- ✓ Parents are informed and provide consent if children are withdrawn from class on a regular basis, e.g. for continuum of support or movement breaks.
- ✓ If a child is withdrawn from play at yard (i.e. Time Out) it is due to a Health and Safety concern and/or serious incident.
- ✓ A teacher may need to withdraw a child to investigate an incident, (speaks with him/her one – to – one or in a small group setting) as per Code of Behaviour.
- ✓ The sensory room is an open area. i.e no door.
- ✓ The school has a Special Educational Needs policy and a policy for (Special Needs Assistants (SNAs)
- ✓ The school has engaged with the SLT (Speech and Language Therapist) on Child Protection measures and it is aware of the HSE protocol in relation to a disclosure.
- ✓ The SLT is vetted through her employer the HSE, and confirmation is received.

### **Toileting**

- ✓ Intimate Care Policy is in place
- ✓ Children who need regular assistance with toileting have an individualised toileting plan in place, agreed between staff and parents/guardians
- ✓ Children who need assistance with toileting during the school day are assisted by an adult, in the presence of another adult
- ✓ Children who need to use the toilet during yard time use the designated toilet, with teacher's permission, and report back to teacher on yard duty when they return to yard. Infants use designated class toilets, and attend in pairs with teacher's permission. Pupils inform the teacher of their return to the yard.

### **Mobility**

- ✓ Mobility plan is put in place and agreed between staff and parents /guardians.
- ✓ SNA policy in place
- ✓ Health and Safety policy in place

### **School Transport**

- ✓ Bus Éireann ensures all bus drivers are vetted and inform Department of Education of same
- ✓ All bus escorts are vetted regularly through the school.
- ✓ Bus escorts complete Children First e-training
- ✓ School provides support and training for bus escorts, as necessary

- ✓ A bus escort accompanies children on the bus at all times
- ✓ Bus Driver and escort ensure children are released to a known adult at all times

### **Medical needs**

- ✓ The Administration of Medication Policy in place
- ✓ Parent/Guardians must complete the relevant forms and put a request in writing to the Board for the administration of medicine
- ✓ Emergency medicine is taken to the yard by the class teacher and transferred to the teacher on yard duty. Teacher on the yard wears a bag containing emergency medicine on them. After yard, the class teacher returns the medicine to its storage area in the classroom.
- ✓ Name/photo of a pupil with medical needs and procedures is shared with all relevant staff.
- ✓ The school maintains best practice guidelines on the administration of First Aid, in a child safety context.

### **Accidents and Injuries**

- ✓ First Aid stored at a central location (Office in senior school/ hall in Junior School)
- ✓ Procedures are in place for dealing, recording and reporting Minor injuries and more serious injuries
- ✓ Nearest defibrillator is at the hall/reception of Senior school or in the hall of Junior school
- ✓ Phone call is made home for head injuries
- ✓ First aid supplies taken on activity based- school tours and to matches.
- ✓ Regular staff training in First Aid, senior pupils may also avail of opportunities. Certified training for staff in 2025/2026

### **School based bullying**

- ✓ Implementation of sanctions of the Code of Behaviour and Anti-bullying policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- ✓ Anti-bullying policy on our school website to inform parents
- ✓ Post-holder organises anti-bullying workshops/speakers and Friendship Week to promote a culture of respect, friendship and kindness
- ✓ The school Anti-bullying programme is supported by the planning and teaching of SPHE (Social , Personal and Health Education) , RSE (Relationships and Sexuality Education) and the Stay Safe Programme
- ✓ The school has yard and school supervision rules, which are discussed regularly, in class and at assembly
- ✓ appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- ✓ Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries
- ✓ CPOR (Child Protection Oversight report) is provided at each BoM meeting

### **Sports, including swimming**

- ✓ Staff oversee the movement of pupils through Sports Day activities to ensure their safety
- ✓ Parents are notified of match locations and estimated time of return to school
- ✓ Pupils are supervised by teachers at matches
- ✓ If a parent is collecting a pupil after a match, rather than returning with the team, teachers are notified
- ✓ School Swim policy and School Tours policy in place, with ratio of staff to children noted
- ✓ Staff present at poolside and dressing room (minimum two staff in changing room)
- ✓ SNAs help with supervision of children with additional needs