



SANCTA MARIA COLLEGE

Ballyroan, Rathfarnham, Dublin 16 D16 V389



Child Safeguarding Statement

Sancta Maria College 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 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Sancta Maria College 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 Tom O'Meara
3. The Deputy Designated Liaison Person (Deputy DLP) is Martin Flynn
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.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.



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5. 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 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE 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 DE 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 abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the schools 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 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 DE 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.



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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 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.

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 March 8th 2018.
- This Child Safeguarding Statement was reviewed by the Board of Management on May 8th 2024.

Signed: PJ Gannon

Date: May 8th 2024

Chairperson of Board of Management

Signed: Tom O Meara

Date: May 8th 2024

Principal/Secretary to the Board of Management



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Child Safeguarding Risk Assessment

Written Assessment of Risk of Sancta Maria College

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 2017, the following is the Written Risk Assessment of Sancta Maria College.

1. List of school activities

List of School Activities

- General Access
- Early Arrival
- General Arrival
- Departure
- Mid-morning break
- Lunch time for students who remain on the premises
- Lunch time for students who remain on the premises and engage in sport or other activities
- Lunchtime for students who leave the premises
- Students who play sport
- Use of toilet facilities and changing rooms
- Use of Technology in areas other than the classroom and IT Rooms
- Congregation in locker areas
- Supervised after school study
- Detention of students

Learning and Teaching Activities

- One to one teaching
- Online teaching
- Guidance/Counselling one to one sessions
- Curriculum content and/or presentations in SPHE/RSE/Wellbeing
- Use of Substitute teachers in the case of absenteeism
- Facilitation of all beliefs/No beliefs in Curricular Religion
- Use of Education Technology within the classroom
- Work experience
- Students with Special Needs
- Curricular associated activities
- Practical activities e.g. Home e.g. Science, Technology, Graphics, Art

Student supports

- One to One counselling
- School Outings
- School trips involving overnight stays
- School trips involving foreign travel
- Administration of Medicine
- Administration of First Aid



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- Curricular provision in respect of SPHE and RSE
- Prevention and dealing with bullying amongst students
- Training of school personnel in child protection matters
- Care of students with specific vulnerabilities/needs
- Supporting students involved in misuse of Social Media/Mobile Phone/iPad
- Sanctioning of students involved in misuse of Social Media/Mobile Phone/iPad
- Supporting increased participation and attendance
- Nurture Room

Recruitment

- Principal
- Deputy Principal
- Teachers
- SNAs
- Administration Staff
- Caretaking Staff
- Housekeeping Staff
- Cleaning Staff
- Short or long-term Contractors

Co-curricular Activities

- Travelling to matches
- Changing in school's changing room
- Changing in the changing rooms of other schools
- School Sports Day
- School trips involving overnight stay
- Administration of First Aid following a sports injury

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

- Risk of student being harmed in the classroom by another student
- Risk of harm not being reported properly and promptly by school personnel
- Risk of harm due to bullying of student in the classroom
- Risk of student being harmed in the classroom by a teacher or substitute teacher
- Risk of harm in one-to-one teaching
- Risk of harm while carrying out work experience
- Risk of harm caused by personnel not differentiation for the needs of students with Additional Educational Needs
- Risk of harm in a one-to-one counselling situation
- Risk of harm to students through bullying when away from home on school trips/activities
- Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background, medical needs etc.



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- Risk of harm caused by one student to another through social media contact, texting, digital device etc.
- Risk of harm to a student using inappropriate or over harsh sanctions for bullying/misuse of social media
- Risk of not achieving potential
- Risk of harm to students by personnel who are not qualified
- Risk of harm to students from personnel who have a history of unacceptable practices in their previous employment
- Risk of harm to students from personnel who have a history of abuse
- Risk of harm to students from personnel unwilling to commit to the expected standards of the school
- Risk of a student being harmed by a member of school personnel, a member of staff of another organisation, or other person while participating in school activities
- Risk of harm student while student is receiving First Aid treatment
- Risk of harm to student due to inadequate code of behaviour
- Risk of harm to student in a coaching situation
- Risk of harm caused by members of school personnel communicating with pupils in an e manner via social media, texting, digital device or other manner.
- Risk of harm to student due to an Allergic reaction
- Risk of harm to student due to Allergic reaction (School Canteen)

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

- Installation of Security System
- The College has a corridor/grounds supervision protocol to ensure appropriate supervision of students during arrival, dismissal and break times and in respect of specific areas such as toilets, changing rooms etc.
- The school has a Health and Safety Statement
- The College has in place a Positive Behaviour Code for students
- All staff have been provided with the Child Safeguarding Statement and have had appropriate training.
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school has an Employee Handbook and Induction programme for school personnel
- When appointing, references are sought for all potential employees
- The school has a rigorous interview process
- All staff and volunteers are Garda Vetted
- All staff have been provided with the Child Safeguarding Statement and have had appropriate training
- School's sports personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and also are required to adhere to the Children First Act 2015
- The school implements in full the Wellbeing Programme at Junior Cycle, incorporating PE
- The school has an Acceptable Use Policy in relation to the use of digital media
- The school has a Code of Behaviour, drafted in consultation with all stakeholders
- The school has a supervision protocol for all major events
- The school has a supervision protocol for transport to and from sporting activities
- Coaching Staff are trained in First Aid
- The school has a Tour policy which covers protocols for overnight stays
- The school has a Care Team with particular understanding of the needs of the students in its care
- The school has a set of protocols in relation to the administration of medicines



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- Attendance strategy in place
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place an Internet Acceptable Use Policy
- The College has an Anti-Bullying Policy and procedure in place, which has been explained to the whole school community
- Appropriate lighting
- The school has in place an Internet Acceptable Usage Policy
- Medical certifications required to return to full participation
- Staff encouraged to take CPD
- SPHE curriculum is implemented in full
- Regular communications regarding safety on school grounds with parents/guardians
- More signage to be installed
- The school implements in full the Wellbeing Program at Junior Cycle
- All school personnel including those involved in sport are provided with a copy of the schools *Child Safeguarding Statement*
- School personnel are required to adhere to the *Child Protection procedures for Primary/Post Primary Schools 2017*
- The school adheres to the requirements of the Garda Vetting legislation and relevant Department of Education and Science circulars in relation to recruitment, Garda Vetting.
- All staff are Garda Vetted
- The school adheres to the Code of Professional Conduct for Teachers
- The school complies with the agreed discipline procedure for teaching staff
- The school has in place procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a mobile phone policy in respect to the usage of mobile phones by students
- The school has a Whole School Inclusion Policy
- The school has a Health and Safety Statement
- The school has a Critical Incident Management Policy
- The school has in place a Code of Behaviour for students
- The school has in place an Acceptable Usage Policy in respect to the usage of iPads by students and in respect of usage of all computers, internet and social media
- The school has a qualified guidance Counsellor who is a member of a professional association
- The school appoints qualified Special Needs Assistants where deemed necessary and approved by the NCSE/DES
- The school has recruited a teacher with Special Educational Needs training and qualifications
- The school has a School Tour Policy
- The school has an Inclusion Policy
- The school has a Care Team with understanding of the needs of the students in its care
- The school has set protocols in relation to the administration of medicines
- Attendance Strategy Policy
- The school has an Employee Handbook and Induction Program for new staff
- When appointing references are sought for all employees
- The school has a rigorous interview process
- All staff are Garda Vetted
- The schools Code of Behaviour is drafted and consulted with all stakeholders



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Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk.

The definition of harm is set out in Chapter 4 of the Child Protection Procedures for Primary and Post-Primary Schools 2017

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

Signed: PJ Gannon

Date: May 8th 2024

Chairperson of Board of Management

Signed: Tom O Meara

Date:: May 8th 2024

Principal/Secretary to the Board of Management