



St. Michael's House Special National School, Raheny, Dublin 5

Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

St. Michael's House Special National School (SMH SNS) is a special school providing primary & post-primary education to pupils from age four to eighteen.

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 SMH SNS 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 **Rachel McGrath**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Tadgh Martin**
- 4 The Relevant Person is **Rachel McGrath**
(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)
- 5 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

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

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

6 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](http://gov.ie) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

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

7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

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

This Child Safeguarding Statement was adopted by the Board of Management on **8th April 2025**.

Signed: 	Signed: <u>10/4/25</u>
Chairperson of Board of Management	Principal/Secretary to the Board of Management

Date: <u>Rachel W. Hall</u>	Date: <u>10/4/25</u>
-----------------------------	----------------------

Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Michael's House Special National School, Raheny

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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of [name of school].

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
<ul style="list-style-type: none"> • Training of school personnel in Child Protection matters 	<ul style="list-style-type: none"> • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel • Risk of child being harmed in the school by a member of school personnel • Risk of child being harmed by a volunteer / parent while child participating school activities • Risk of child being harmed by a member of staff of another organisation or other person while 	<ul style="list-style-type: none"> • Child Safeguarding Statement & Risk Assessment and the DES procedures made available to all staff. All staff will sign that they have read it. • DLP& DDLP keep up to date with Child protection training • All current staff have completed Túsla Children First Training & online training offered by PDST and refreshers undertaken every 3 to 4 years. • New permanent staff complete Tusla online course • BOM to maintain records of staff and board training

<ul style="list-style-type: none"> • Daily arrival and dismissal of pupils • Recreation breaks & Movement breaks for pupils 	<p>child participating in school activities</p> <ul style="list-style-type: none"> • Risk of child being harmed in the school by another child • Procedures not followed correctly • Harm from other pupils, unknown adults at the school entrance, immediate environment/ school grounds area • Risk of harm to pupils by another child or an adult • Harm by pupil to other pupils • Harm to pupil by staff • Harm to staff by pupil 	<ul style="list-style-type: none"> • Access to CDNT clinic personnel for additional advice and guidance • Staff are reminded once a term of CP procedures. • Arrival and dismissal supervised by Principal, Teachers, SNAs and Bus Escorts • Different entry/exit points to and from school to cater for individual needs and minimise risk • Staggered leaving times, to facilitate only one bus loading at a time • H&S Risk Assessment: Alighting and embarking on school transport (displayed on front automatic doors) • Staggered times for use of playground and Green • Adequate staffing • Code of Behaviour
---	---	--

<ul style="list-style-type: none"> • Classroom Teaching & Supervision 		
	<ul style="list-style-type: none"> • Harm by pupil to other pupils and staff • Harm by school personnel • Physical abuse, bullying 	
		<ul style="list-style-type: none"> • Anti-Bullying Policy • Behaviour guidelines for individual pupils • Yard Supervision Rota • OT/ Physiotherapy recommendations and guidelines are followed/ implemented where relevant • CALM Training and annual re-accreditation • Teaching Council Code of Practice in place
		<ul style="list-style-type: none"> • Adequate staffing • Awareness that other staff members can/ will enter the room at any time • Glass in door of classroom to allow other staff to look in and view staff and pupil activities (if a decision has been made by the class teacher to cover part of the window, this action must be explained/ justified by a separate risk assessment, showing all other strategies that were used first). • Code of Behaviour

<ul style="list-style-type: none"> • One to one teaching/ One to one activities 		
	<ul style="list-style-type: none"> • Risk of child being harmed by a member of school personnel • Risk of allegations being made against a member of staff • Harm by school students 	
		<ul style="list-style-type: none"> • Recording and documentation of behaviours of concern • CALM training and annual re-accreditation • Anti-Bullying Policy (Bi Cinealta) • Health and Safety Statement and Policy • Classroom organised to meet the needs of pupils • Teaching Council Code of Practice • Sexual Harassment/ Staff Code of Conduct • Dignity in the Work Place Policy • "Working Together-Procedures and Policies for Positive Staff Relations" document in place • Whenever, 1:1 occurs open doors until 2.1 restored • If there is table work taking place teacher/SNA will sit opposite pupil, unless using a TEACCH station • Mindful of the nature and appropriateness of activity if you are 1:1

<ul style="list-style-type: none"> • Care of Children with special needs, including intimate care needs 	<ul style="list-style-type: none"> • Risk of harm to a child by an adult or child • Risk of harm not being recognised and/or reported correctly and appropriately • Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour • Harm by school personnel • Risk of school personnel not acting in accordance with agreed school protocols and procedures • Risk of allegation being made against school personnel • Harm to pupil – possible flight risk 	<ul style="list-style-type: none"> • Glass in window • Easy access to room by other members of staff • Teacher or other staff member to be informed/ aware that a child is having a 1:1 session • Policy on intimate care • Other staff to be made aware that the staff member is toileting a pupil • 2 SNAs required when intimate care is involved during the toileting process • When one SNA is only required to assist a child, the door should be left slightly ajar • All understand that another staff member may discreetly check on staff and pupil for child protection/ safety reasons • Protected disclosure Policy in place • Consent of Parents in intimate care at enrolment.
---	--	---

<ul style="list-style-type: none"> • Outdoor teaching activities • Curricular Provision in respect of SPHE, RSE, Stay safe, Wellbeing 		
	<ul style="list-style-type: none"> • Harm to pupil-possible flight risk • Non-teaching of same • Risk of inadequate implementation of the SPHE curriculum and the Stay Safe programme • Risk of pupils not learning the skills and strategies necessary to protect themselves 	<ul style="list-style-type: none"> • Code of Behaviour • Health & Safety Statement and Policy • Policy on pupils who go missing from school
		<ul style="list-style-type: none"> • School implements SPHE, RSE, Stay Safe and Wellbeing relevant and appropriate to the needs of the students following the 2 year plan for SPHE which is found in the RSE policy. • Monitoring of implementation via medium planning & whole school plan. • Differentiate the programme to the needs of the child and understand the risk and vulnerability of the children.

<ul style="list-style-type: none"> • Managing of challenging behaviour amongst pupils, including appropriate use of restrictive practice • Clinicians working directly with pupils 	<ul style="list-style-type: none"> • Risk of harm to a child • Risk of an allegation being made against a member of school personnel • Injury to pupils and sta • Harm to pupil 	<ul style="list-style-type: none"> • Policy on Positive Behaviour Support & Use of Restrictive Practice • Management of behaviours that challenge including appropriate use of physical and mechanical restraint • Recording of behaviours of concern • CALM training for teachers and SNAs • Health and Safety Statement and Policy • Code of Behaviour • Positive Behaviour Support Plans in place for some pupils • Guidelines from DES for Behaviours of Concern • School can refer pupils to CDNT via Clinic Team Manager regarding cause and management of behaviours that challenge • Memorandum of Agreement between St. Michael's House Organisation and St. Michael's House Schools signed on 29.11.2017 • Use of room with a door containing a glass panel
--	---	--

<ul style="list-style-type: none"> • Use of toilet/changing/shower areas in school • Use of off-site facilities for school activities (DCU, Swimming, Raheny school pupils on work experience) 	<ul style="list-style-type: none"> • Risk of pupil being harmed by a member of school personnel or another child/ren • Risk of an allegation being made against a another child/ren or a member of school personnel • Harm by school staff • Harm by volunteers • Harm by unknown persons in the community • Risk of harm to a child by an adult or child • Risk of harm not being recognised and/or reported correctly and appropriately 	<ul style="list-style-type: none"> • If the Resource room is used, the class teacher must be informed, and the door must remain open. • Child Safeguarding Statement and Policy • 2 SNAs to be involved in intimate care of pupils • Students from other colleges/ schools and volunteers not to be involved in showering or toileting programmes, alone. • Adequate personnel so that no pupil is left unattended • Volunteers/ students vetted • Intimate care policy • Code of Behaviour • Policy on pupils who go missing from school
--	--	--

<ul style="list-style-type: none"> • Communicating with children/pupils in school • Sporting Activities 	<ul style="list-style-type: none"> • Risk of an allegation being made against a another child/ren or a member of school personnel • Many pupils cannot disclose any incidence of abuse or any incidence relating to child protection because of their inability to communicate or because of their level of intellectual disability • Harm to pupils • Risk of harm to a child by an adult or child 	<ul style="list-style-type: none"> • Staff authorised to use personal phones to contact school when off-site • Risk assessment completed for the class prior to the commencement of intended activity • Risk assessment for 1:1 pupils to attend • Staff are trained in total communication. Staff use appropriate method of communication for each child • Heightened awareness by staff and vigilance when participating in personal care. • Reporting any concerns (e.g. unusual or repeated bruising, burns, cuts etc) to teacher and recording on body-mapping charts. • Reporting to DLP/DDLP if it is felt there are child protection issues • Pupils are never left alone or in a group without school staff present.
---	---	---

<p>Use of external personnel to support sports and other extra curricula activities</p> <ul style="list-style-type: none"> • Students participating in work experience in the school/ Student teachers/SNAs undertaking training placement in the school. 	<ul style="list-style-type: none"> • Risk of harm not being recognised and/or reported correctly and appropriately • Risk of an allegation being made against another child/ren or a member of school personnel • Harm to pupil • Harm to student • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel • Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating in school activities, by a member of staff of another organisation or other person while child participating in school activities 	<ul style="list-style-type: none"> • Ensuring vetting of coaches by the swimming pool or other relevant centre/affiliate body • External coaches will be required to report child protection concerns to the DLP. • Work Experience/Student Protocol in place • Child Safeguarding Statement and Policy • Check Garda Vetting is in place by the student's own school/ college, if over 16 years of age and get copy of same. • Student protocol in place • Working under the guidance of the Teacher • Only students that are over 16 years of age and garda vetted by the organisation placing them on work experience, will be accepted by the school on work experience. • All students will be given a copy of the school's CSS and asked to sign an "Acceptance of St. Michael's House
--	---	---

<ul style="list-style-type: none"> • School outings 	<ul style="list-style-type: none"> • Harm by pupil to others • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel 	<p>Special National School, Raheny CSS including the Risk Assessment”</p> <ul style="list-style-type: none"> • Students not to be left alone with pupils or to give them this responsibility. • In the event that students have a child protection concern or that a child makes a disclosure to them the student must report the matter to the DLP or DDLP in the Principal’s absence. • It is a condition of the school agreeing to facilitate student-placements/ observations by students under the care of SMH personnel (e.g. nursing, physio, O/T disciplines), SMH organisation is required to ensure that all Safeguarding requirements have been met • Code of Behaviour • All school trips, outings and tours will be sanctioned by the principal. • Staffing ratio planned in advance to ensure high level of supervision
---	--	---

<ul style="list-style-type: none"> • School transport arrangements including use of bus escorts 	<ul style="list-style-type: none"> • Risk of child being harmed by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation or other person while child participating in school activities • Harm to pupil • Harm by bus escorts • Harm by bus driver • Harm to pupil • Harm by bus escorts • Harm by bus driver • Harm not recognised or promptly/properly recorded 	<ul style="list-style-type: none"> • Balanced approach to inclusion and consideration of health and safety risks • Appropriate vetting for volunteers or students assisting if applicable • Code of Conduct • Bus drivers are vetted by own contractor. Ensure that the bus driver is not left alone with pupils • Policy on pupils who go missing from school • Parents to sign permission slips for all school outings (Senior class parents of pupils taking part in Travel training can sign yearly slip) • Vetting of bus drivers by contractor • All bus escorts are vetted prior to taking up a position • Bus escort to provide supervision • Seating plan for pupils designed to prioritise safety • Bus Escort Protocol in place re: handover of students, recording and reporting of incidents, pupil sickness/seizures, etc. • Reporting procedure for incidents
---	---	--

<ul style="list-style-type: none"> • Administration of Medicine • Administration of First Aid 	<ul style="list-style-type: none"> • Harm to pupil • Harm to pupil 	<ul style="list-style-type: none"> • 1:1/2:1 taxi, if required and sanctioned • Medication procedures in place • Child Safeguarding Statement and Policy • Medical provision/ illness in school • Health and Safety Statement • Health and safety Officer • SNA staff trained in basic Safe Administration of Medication • All staff to be aware of medication protocols for the pupils in their classes • Health and Safety Statement • First Aid Training for all SNAs • All injuries to the head are reported immediately to parents/ guardians • All to be aware of those students in their care who are allergic to certain preparations and/or types of plaster
---	--	---

<ul style="list-style-type: none"> • Prevention and dealing with bullying amongst pupils • Recruitment of school personnel including teachers, special needs assistants, chef, secretary, cleaners, volunteers/parents visitors, contractors present in school during school hours 	<ul style="list-style-type: none"> • Risk of harm due to bullying of child • Risk of serious incidents of bullying not being recognised as being a child protection concern • Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour • Harm by pupil • Risk of recruiting unsuitable personnel • Indicators of harm /abuse not being recognised by school personnel • Harm / Abuse not being reported properly and promptly by school personnel • Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation or other 	<ul style="list-style-type: none"> • Child Safeguarding Statement and Policy • Anti-Bullying Statement and Policy (Bí Cinealta) • Code of Behaviour • Teaching of prevention and dealing with bullying as part of the SPHE programme. • Child Safeguarding Statement & DES procedures made available to all staff • Staff to view Tusla training module & any other online training offered by PDST • Vetting Procedures • All volunteers and parents on committee and regularly involved in school activities must be Garda vetted • Contractors to work outside of school hours where possible.
--	--	--

<ul style="list-style-type: none"> • Use of external personnel to supplement curriculum, support sports and other extra-curricular activities • Use of Information and Communication Technology by pupils in school and at home through remote teaching and learning 	<p>person while child participating in school activities</p> <ul style="list-style-type: none"> • Harm to pupil • Access by others at home to online platforms • Risk of pupil accessing inappropriate material 	<ul style="list-style-type: none"> • No child is ever left unsupervised by school staff, in areas where visitors or contractors may be working • All school personnel, volunteers/parents involved in school activities will be given a copy of the school's CSS and asked to sign an "Acceptance of St. Michael's House Special National School, Raheny CSS including the Risk Assessment" • Memorandum of Agreement between St. Michael's House Organisation and St. Michael's House Schools signed on 29.11.2017 • Pupils are never left alone or in a group without school staff present • Ensuring vetting of personnel by external organisation • Internet safety/ Use of photos • Anti-Bullying Policy (Bi Cinnealta) • Code of Behaviour
--	--	--

<ul style="list-style-type: none"> • Use of video/photography/other media to record school events. Display of photographs in school/media/social media • Fundraising/school events involving the pupils 	<ul style="list-style-type: none"> • Risk of pupils being bullied through technology • Risk of harm to pupils by school personnel, other adults and children • Risk of pupils identity being inappropriately shared • Risk of harm to a child through inappropriately sharing of information • Harm to pupil by posting images on-line 	<ul style="list-style-type: none"> • Pupils always supervised while on computer/tablet and never left alone while engaging in online schoolwork • Unique sign in details to relevant Apps to be used for remote learning given to parent/guardian • Appropriate filtering level is implemented by NCTE. • No access to any social media platforms is possible within the school due to filtering. • Permission Slip signed by parents/guardians of all new children admitted to the school which lasts the duration of their time in the school. • No names of pupils are displayed with their image • Parental permission to take part in activities • Child Safeguarding Statement and Policy • Reminder on school permission slip not to publish photographs of other children on parents/guardians
---	--	--

<ul style="list-style-type: none"> • Record Keeping 	<ul style="list-style-type: none"> • Risk of Sensitive Information not being shared with DLP / DDLP as required • Risk of records of a sensitive nature not being properly secured and treated in confidence • Risk of loss of records of a sensitive nature 	<p>personal social media accounts</p> <ul style="list-style-type: none"> • Directives to be followed in Phone Use policy. • Every class has class tablet to be used by staff only for taking photographs and videos, as per Phone Use Policy. • All school personnel are required to ensure that the DLP is aware of any sensitive records e.g. child protection monitoring records they are maintaining and to ensure that all such records are kept in a secure location and are treated with the strictest of confidence. • DLP keeps any reports/referrals to TUSLA in a locked cabinet in the office and information about referrals is coded as per guidelines.
---	---	---

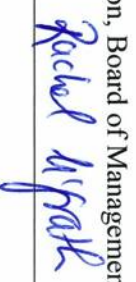
Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*

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. In addition, while every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the principal and parents.

This risk assessment has been completed by the Board of Management on 8th April 2025. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed  Date 10/04/2025

Chairperson, Board of Management

Signed  Date 10/04/2025

Principal/Secretary to the Board of Management

