

## Loreto Secondary School, Wexford

### Child Safeguarding Statement

Loreto Secondary School, Wexford is a school providing post-primary education to students from 1<sup>st</sup> 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 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 Loreto Secondary School, Wexford 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 Billy O' Shea (Principal).
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Chris O' Reilly (Deputy Principal).
- 4 The Board of Management recognises that student 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 student protection and welfare:

The school will:

- recognise that the protection and welfare of students 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 students;
- fully co-operate with the relevant statutory authorities in relation to student protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to students 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 student protection matters.

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

- 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 student 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 student 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 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 student 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 Appendix 1 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.
- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association 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 28 February 2018 and reviewed on 11 February 2019 and 27 February 2020

<b>Signed</b>	<b>Title</b>	<b>Date</b>
Sr. Helen O’ Riordan	Chairperson, Board of Management	28 February 2018 11 February 2019 27 February 2020

Billy O' Shea	Principal and Secretary to the Board of Management	28 February 2018 11 February 2019 27 February 2020
---------------	--	--

## **Loreto Secondary School, Wexford**

### **Child Safeguarding Written Risk Assessment**

#### **Appendix 1 to Child Safeguarding Statement**

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 Student Safeguarding Written Risk Assessment of Loreto Secondary School, Wexford.

<b>List of school activities</b>
----------------------------------

- Daily arrival and dismissal of students
- Recreation breaks for students
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Annual Sports Day
- Fundraising events involving students
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst students, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE
- Prevention and dealing with bullying amongst students

- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of students with specific vulnerabilities/ needs such as:
  - students from ethnic minorities/migrants
  - members of the Traveller community
  - lesbian, gay, bisexual or transgender (LGBT) children
  - students perceived to be LGBT
  - students of minority religious faiths
  - students in care
  - students on CPNS
- Recruitment of school personnel including -
  - teachers/SNAs
  - caretaker/secretary/cleaners
  - sports coaches
  - external tutors/guest speakers
  - volunteers/parents in school activities
  - visitors/contractors present in school during school hours
  - visitors/contractors present during after school activities
- Participation by students in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by students in school
- Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Provision of canteen facilities to students
- Supervised Study

<b>The school has identified the following risk of harm in respect of its activities</b>
--

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of student being harmed in the school by a member of school personnel
- Risk of student being harmed in the school by another student
- Risk of student being harmed in the school by volunteer or visitor to the school
- Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to bullying of student
- Risk of harm due to inadequate supervision of students in school

- Risk of harm due to inadequate supervision of students while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between student and another student or adult
- Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to students with SEN who have particular vulnerabilities
- Risk of harm to student while a student is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

<p><b>The school has the following procedures in place to address the risks of harm identified in this assessment</b></p>
---

- All school personnel are provided with a copy of the school's Child Safeguarding Statement
- The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel
- School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools
- The school has a supervision policy to ensure appropriate supervision of students during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a Health and Safety Policy
- The school has a Facilities Manager, two caretakers and contract cleaners
- The school has a Health and Safety Manager
- 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 a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care

- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school 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
  - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for students
- The school has in place an ICT policy in respect of usage of ICT by students
- The school has in place a mobile phone policy in respect of usage of mobile phones by students
- The school has a Student Care Co-ordination Team in place to oversee the care of students and to organise the school’s response to any critical incidents that might occur
- It is the intention of the school that all students should be afforded privacy whilst using dressing rooms and shower areas. Where it appears that the well-being or safety of students require intervention by an adult, the Board of Management authorises such intervention which would, except in an emergency, be preceded by a vocal alert telling students that an adult is entering a dressing room after a brief period to allow students dress themselves to a level of decency. Where possible, such intervention should be by a female teacher. A male teacher intervening in such a manner is required to be particularly prudent.  
All such interventions must be recorded briefly by the intervening adult in an incident book kept for that purpose in the Principal’s office.
- In the case of all matches, the first person into a dressing room must be a female teacher or female voluntary adult supervisor. She must also be the last to leave the dressing room. Once a female teacher or female voluntary adult supervisor has checked the dressing room and ensured that all students are dressed to a level of decency, a male teacher may enter the dressing room to give a team talk.
- Where possible, there must be two supervising teachers at all matches involving school teams, at least one of whom must be female. Where it is not possible to have two supervising teachers at a match, a voluntary adult supervisor, approved in advance by the Board of Management following satisfactory Garda vetting, may be engaged to assist a teacher. If the teacher is male, the voluntary adult supervisor must be female.
- Teachers must not take students in their cars unless they have specific business or work-related insurance cover to so do. The Board of Management will provide financial assistance to any member of staff taking out such business or work-related insurance. Teachers must never put themselves in a position of being alone in a car with a student.
- It is preferable for male teachers not to be in a one- to- one situation with female students. Where this does happen e.g. learning support, special examination centres, the male teacher must be visible at all times through an open door or a clear glass panel.

- Where female teachers need to talk privately with an individual student, the teacher should be clearly visible to others at all times while the student can be afforded privacy.
- There must be at least one female teacher on every trip.
- On overnight stays, sleeping accommodation should be shared by students of approximately the same age. Interventions by teachers should only take place in the manner set out above for dressing rooms. Teachers intervening in such situations must be fully clothed. Less than full clothing may be necessary in the case of fire, medical emergency.
- First Aid must only be administered by a qualified person. A list of such staff is on public display in the school. It is preferable that First Aid be administered by a female teacher. Where this is not possible, a male teacher may do so provided that he is clearly visible to others at all times.
- In cases of exceptional emergency, all teachers and voluntary adult supervisors are authorised by the Board of Management to do what must be done. Details of such emergency must be recorded in the incident book as set out above.
- The school has in place a policy and procedures in respect of student teacher placements

**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 Student 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 28 February 2018 and reviewed on 11 February 2019. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

<b>Signed</b>	<b>Title</b>	<b>Date</b>
Helen O’ Riordan	Chairperson, Board of Management	28 February 2018 11 February 2019 27 February 2020
Billy O’ Shea	Principal and Secretary to the Board of Management	28 February 2018 11 February 2019 27 February 2020