



# Our Lady's Grove Primary School

## Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

**Our Lady's Grove** is a primary school providing primary education to children 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 **Our Lady's Grove Primary 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 **JoAnna McDowell**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Fiona McBride**
- 4 The Relevant Person is **JoAnna McDowell**  
(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 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:

### **Our Lady's Grove Primary 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 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](http://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](#) 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](http://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 Deputy DLP on behalf of the BOM maintains records of 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](http://gov.ie) website or will be made available on request by the school.

7 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 Archdiocese. 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 11 March 2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 3 September 2024.

Signed: 

Chairperson of Board of Management

Date: 3 September 2024

Signed: 

Principal/Secretary to the Board of Management

# Child Safeguarding Risk Assessment

## Written Assessment of Risk of Our Lady's Grove

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 (revised 2023)*, the following is the Written Risk Assessment of Our Lady's Grove Primary School.

<b>Activities</b>	<b>RISK OF HARM</b>
<p>Children entering and leaving school grounds</p> <p>Parents/Visitors</p> <p>School doors open</p> <p>Children going on messages around school</p> <p>Exiting school</p> <p>Playing on yards (senior/junior)</p> <p>4<sup>th</sup> 5<sup>th</sup> and 6<sup>th</sup> Classes walking to Hockey Pitch for big break</p> <p>6<sup>th</sup> Class minders on the Junior yard</p> <p>Leaving classrooms/yard for bathrooms/movement breaks</p> <p>Classroom teaching</p> <p>SEN teaching: one-to-one</p> <p>Care of Special Educational Needs (SEN) children</p> <p>Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS (Child Protection Notification System)</li> </ul> <p>Use of toilets outside classrooms (Children v Staff)</p> <p>Challenging behaviour</p> <p>Administration of medicine</p>	<ul style="list-style-type: none"> <li>• not being recognised by school personnel</li> <li>• not being reported properly and promptly by school personnel</li> <li>• being harmed in school by member of school personnel</li> <li>• being harmed in the school by another child</li> <li>• being harmed in the school by a substitute teacher, a visitor, or volunteer to the school</li> <li>• being harmed by a member of school personnel, a member of staff of another organisation, or other person while a child is participating in an out of school activity/school tour/after school activity</li> <li>• due to bullying of child by another child/group of children/an adult</li> <li>• due to inadequate supervision of children in school, by school personnel</li> <li>• due to inadequate supervision of children while attending after school activities</li> </ul>

Curriculum Provision – SPHE/RSE/Stay Safe  
 Applications of sanctions – Code of Behaviour  
 Application of Bullying Prevention, Intervention and Sanctions  
 ICT (Children)  
 ICT (Staff)  
 Photos, Videos, Mobile phones, Social media and Web Site  
 Child behaviour  
 Staff Behaviour  
 School Library  
 School cleaners  
 Visitors  
 Contractors  
 Bus to and from swimming pool  
 Swimming sessions in the pool  
 Parent Volunteers in the Library

**After School Activities**

Basketball  
 Soccer  
 GAA (Cumann na mBunscol)  
 Irish Dancing  
 Irish Club  
 Chess  
 Athletics  
 Guitar  
 Gymnastics  
 Art Classes  
 Hockey  
 Multi-Sports

**Occasional Activities**

Transition Year Work Experience Students  
 Teaching Placement Student Teachers  
 SNA Work Placement

- due to inappropriate relationship/communications between a child and an adult
- due to a child inappropriately accessing/using computers, social media, phones and other devices in school/ at an after-school activity
- Children with SEN
- Children with specific vulnerabilities
- Child while receiving intimate care
- Due to inadequate Code of Behaviour
- One-to-one teaching/ coaching situation
- by a member of school personnel communicating with children in an inappropriate manner via social media, texting, personal phone, digital device or other manner
- by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
- by a member of the public to a child on school property
- by a parent/adult/school personnel/child/group in school car park/school building/in afterschool activity

<p>Cycling Course (7 weeks) Santry Sports Trips to Holy Cross Church in preparation for Sacraments Fundraising events involving children School Tours/Field Trips Travelling to school matches Special School events – Assemblies, Masses, Science Week, Active Week, Annual Sports Day, Halloween Cake Sale, Christmas/Summer Fair, Intercultural Week, Maths Trails, History Trails, Seachtain na Gaeilge and Grove Vision Recruitment of staff (Garda Vetting) Guest Speakers to classes/Assembly Parent Volunteers Visiting groups to school Visiting contractors Sacramental ceremonies/practises in church One-to-one/ assessments (NEPS/HSE/Tusla/Other Agencies) Use of off-site facilities (HC Pastoral Centre, Kilmacud, Rosemount) Use of school by other organisations</p>	
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## Procedures to address Risks of Harm

Policy, Procedure Or Practice	Action	Status	Time Schedule
<i>Child Safeguarding Statement</i>	Given to all school personnel, substitute teachers, coaches, parent volunteers, posted on our website, On every teacher's PC, accessed on Sharepoint, Hard copy in the foyer of school	ONGOING	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
<i>DES Child Protection Procedures for Primary and Post Primary Schools 2017</i>	Given to all mandated persons, BOM, and made available to all other school personnel and substitute teachers	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
All school personnel are required to adhere to <i>Child Protection Procedures for Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>	Ensure all staff are familiar with new Act, procedures and guidelines for schools Staff training Staff compliance with Tusla e-learning module Certs. retained by the DDLP	Compliant  <b>Staff will complete e-learning module by 25/10/2024</b>	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school implements in full the <i>Stay Safe Programme</i>	<i>Stay Safe</i> is followed in every class (J-6 <sup>th</sup> ) <i>Stay Safe</i> is completed in Term 1 (ten weeks)	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024

The school implements in full the SPHE curriculum	School plan is followed in every class (J-6 <sup>th</sup> )	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school implements a Wellbeing programme	<i>Weaving Wellbeing</i> programme is delivered in every class (J-6 <sup>th</sup> ) throughout the school year	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school has an Anti-Bullying Policy, fully adhering to DES <i>Anti-Bullying Procedures for Primary Schools</i>	Staff are required to comply with the school's Anti-Bullying Policy A copy of our policy is on our website <a href="http://www.ourladysgrove.ie">www.ourladysgrove.ie</a>	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school ensures appropriate supervision of children during assembly, dismissal, indoor and outdoor breaks and in respect of specific areas such as bathrooms	Staff adhere to this school policy and personal responsibilities therein	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school has in place a policy and clear procedures in respect of school outings	Staff awareness raised throughout the year	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022



			5/09/2023 03/09/2024
The school has a <i>Health and Safety</i> Policy	Staff awareness raised throughout the year Fire drills every Term	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school adheres to requirements of <i>Garda Vetting</i> legislation and relevant DES circulars in relation to recruitment	Garda Vetting Certificates are retained in a secure location. Teachers are vetted through the Teaching Council Ancillary Staff, SNAs, Coaches and Teachers in OLG After-School Activities Programme have provided the BOM with the relevant documentation	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school has <i>Codes of Conduct</i> for school personnel, teaching and non-teaching staff	The Teaching Council Code of Conduct for Teachers <u>Code of Conduct</u>	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school complies with agreed Disciplinary Procedures for teaching staff	<u>Disciplinary Procedures</u>	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024

The school has a <i>Special Education Needs Policy</i>	All staff required to follow plan in respect of new SEN allocation model  (SEN Policy to be reviewed this year)	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
<i>In the Academic Year 2024 - 25 there are no children who require intimate care</i>	In general SNA's assisting with intimate care needs work as a team SNA's are never on their own with a child in a bathroom Presently, there are 2 children with Diabetes Presently, there is one child with Epilepsy Child Personal Care Plans are revised annually under parent guidance Designated Staff are required to implement the Care Plan		Annual Review based on needs of children, parental and staff advice
The school has in place an <i>Administration of Medicine Policy</i> in respect of children who require medication in school	Child Personal Care Plans revised annually under Parent guidance Designated Staff required to follow plans Training for Epi-pen use for teachers and SNA's	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
BOM to avail of relevant training	BOM will attend training by CPSMA/NABMSE	Training Ongoing	New Board (2023-2027) 03/09/2024

The school maintains records of all staff and BOM training	All staff certificates are secured	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school has a policy and procedures for the administration of First Aid	<b>First Aid training every second year for SNA's Defibrillator on site</b> Training to be completed term 1 this academic year	Ongoing	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school has in place a Code of Behaviour	Parents and children must comply with this policy (to be reviewed this year in line with circular 55/2024 BÍ Cineálta Procedures)	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school has in place an Acceptable Use Policy for adults and for children	Policy updated annually and displayed on school website <a href="http://www.ourladysgrove.ie">www.ourladysgrove.ie</a>	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024

The school has a Mobile phone and Electronic Devices policy	Policy updated annually and displayed on school website <a href="http://www.ourladysgrove.ie">www.ourladysgrove.ie</a>	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school has a Critical Incident Management Plan and Team	Policy updated annually and displayed on school website <a href="http://www.ourladysgrove.ie">www.ourladysgrove.ie</a>	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school has procedures in place for visitors	<ul style="list-style-type: none"> <li>• Visitors/contractors sign in and sign out at the reception</li> <li>• Visitors wear identification while on the premises</li> <li>• Visitors are chaperoned at all times</li> <li>• Visitors are never alone with children <i>with the exception of our NEPS psychologist (written consent from parents/guardians)</i></li> </ul>	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024
The school has a policy in place for the use of external coaches	<b>Procedures and Code of Conduct for Extra Curricular Sports 2018</b> Distributed to all external coaches	Compliant	11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024

<p>The school has a clear procedure for one-to-one teaching activities</p>	<ul style="list-style-type: none"> <li>• Resource rooms and classrooms have glass in the doors</li> <li>• SET Teachers are permitted to work one to one with a child in Resource rooms</li> <li>• Casual substitute teachers remain in the classroom with the mainstream teacher and do not take children out for one-to-one teaching</li> <li>• As a general rule, teachers meet with child/ren in the company of another adult</li> </ul>	<p>Compliant</p>	<p>11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024</p>
<p>The school has procedures in place in respect of Student Teacher Placement</p>	<p>Designated Teacher Leader meets with visiting student teachers to outline procedures</p>	<p>Compliant</p>	<p>11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024</p>
<p>The school has procedures in place in respect of Work Experience students and SNAs Work Experience</p>	<p>Designated Teacher Leader oversees visiting students and outlines school procedures</p>	<p>Compliant</p>	<p>11/03/2018 5/03/2019 1/11/2020 7/09/2021 4/10/2022 5/09/2023 03/09/2024</p>

## Risk of Harm Impact

Risk Identified	Impact High/Medium /Low	Action	Time Schedule
Risk of harm not being recognised by school personnel	Low	Ensure that all staff are familiar with new Act, procedures and guidelines for schools. This will be achieved through staff training Staff compliance with Tusla e-learning module Certificates retained by Principal	<b>All year</b>
Risk of harm not being reported properly and promptly by school personnel	Low	Ensure all staff/school personnel are familiar with new Act, procedures and guidelines for schools. This will be achieved through staff training Staff compliance with Tusla e-learning module Certificates retained by Principal	<b>All year</b>
Risk of child being harmed in the school by a member of school personnel	Low	Ensure all staff/school personnel are familiar with new Act, procedures and guidelines for schools. This will be achieved through staff training Staff compliance with Tusla e-learning module Certificates retained by Principal	<b>All year</b>
Risk of child being harmed in the school by another child	Low	Appropriate level of supervision throughout the day Ensure that children and parents understand their responsibility regarding the Code of Behaviour and the Anti-Bullying policy	<b>All year</b>
Risk of child being harmed in the school by a volunteer or visitor to the school	Low	<ul style="list-style-type: none"> <li>• Visitors/contractors sign in and sign out at reception</li> <li>• Visitors wear identification while on the premises</li> <li>• Visitors are supervised while on the premises</li> <li>• Visitors never alone with children</li> </ul> <p><i>With the exception of our NEPS psychologist (written consent from parents/guardians)</i></p>	<b>All year</b>

Risk of child being harmed by a member of school personnel, staff of another organisation or other person while the child is participating in school activities e.g. school trip	Low	Teacher/SNA always present and vigilant Appropriate level of supervision in place Ensure that all staff are familiar with new Act, procedures and guidelines for schools. This will be achieved through staff training Staff compliance with Tusla e-learning module	<b>All year</b>
Risk of harm due to bullying of child	Low	Teacher/SNA always present and vigilant Appropriate level of supervision in place SPHE curriculum/assembly/yearly workshops for children and parents Report and record inappropriate behaviour	<b>All year</b>
Risk of harm due to inadequate supervision of children in school	Low	Teacher/SNA always present and vigilant Appropriate level of supervision in place System in place to ensure that children are always supervised	<b>All year</b>
Risk of harm due to inadequate supervision of children while attending out of school activities	Low	Teacher/SNA always present and vigilant Appropriate level of adult supervision in place if teacher is not present	<b>All year</b>
Risk of harm due to inappropriate relationship/communications between child and another child or adult	Low	Ensure all staff/school personnel are familiar with new Act, procedures and guidelines for schools. This will be achieved through staff training Staff compliance with Tusla e-learning module Certificates retained by principal	<b>Ongoing</b>
Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school	Low	Appropriate level of supervision in the classroom while the laptops/desktops/ipads are in use by the children. Electronic devices are turned off during breaks. Ensure that children and parents understand their responsibility in adhering to the Mobile Phone & Electronic Device Policy and Acceptable Use Policy	<b>Ongoing</b>

Risk of harm to children with SEN who have particular vulnerabilities	Low	Appropriate level of supervision SEN team and SNA's monitoring children with SEN throughout the day	<b>Ongoing</b>
Risk of harm to a child receiving intimate care	Low	SNAs work in pairs and always consult Principal	<b>Ongoing</b>
Risk of harm due to inadequate Code of Behaviour	Low	Robust Code of Behaviour in place Review completed in compliance with CP guidelines <b>Will be reviewed this year in line with Bí Cineálta Procedures</b>	<b>Ongoing</b>
Risk of harm in one-to-one situations	Low	Policy in place. Best practice adhered to by Principal, teaching staff, SNAs and Administration	<b>Ongoing</b>
Risk of harm caused by member of school personnel communicating with children in an inappropriate manner via social media, texting, digital device or other manner	Low	AUP in place for adults and children	<b>All Year Annual Review</b>
PE equipment	Low	Children are not permitted to enter the PE storage room without teacher supervision	<b>Ongoing</b>



Risk to children of school doors being left open	Medium	All outside doors are secured throughout the day CCTV in place at the main entrance and reception area Staff members, leaving through the foyer are not permitted to allow another person to enter the school as they depart. <b>Children are not permitted to touch the 'door release pad' at reception or at the entrance on the Junior Yard</b>	<b>Ongoing</b>
Risk to children going on messages/jobs around school/BNS	Low	Children go in pairs	<b>Ongoing</b>
Risk to children and staff when challenging behaviours occur	Low	Procedures in place	<b>Annual review</b>

**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.