



## **Mandatory Template I: Child Safeguarding Statement and Risk Assessment (DES Mandatory Statement I)**

Loreto High School 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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Loreto High School Beaufort 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: **Aoife Kavanagh (014933251)**  
[info@loretohighschool.com](mailto:info@loretohighschool.com)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is: **Laura O'Driscoll (014933251)**  
[info@loretohighschool.com](mailto:info@loretohighschool.com)
- 4 The Relevant Person is: **Aoife Kavanagh (014933251)** [info@loretohighschool.com](mailto:info@loretohighschool.com)  
*(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 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 members 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 19<sup>th</sup> of September 2023.

This Child Safeguarding Statement was reviewed by the Board of Management on 19<sup>th</sup> of September 2023.

Signed:

\_\_\_\_\_  
Brendan McCauley

Chairperson of Board of Management

Date: September 19th 2023

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Aoife Kavanagh

Principal/Secretary to the Board of Management

Date: September 19th 2023

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Loreto High 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 Loreto High School.

#### I. List of school activities

	<b>School Activity</b>	<b>Procedure to address the risks associated with this activity</b>
<b>1</b>	Daily arrival and dismissal of pupils	The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
<b>2</b>	Recreation breaks for pupils	The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
<b>3</b>	Classroom teaching	The school has a Health and Safety Policy
<b>4</b>	One-to-one teaching	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)
<b>5</b>	One-to-one counselling, in person or online	The school has in place a policy and procedures for one-to-one counselling
<b>6</b>	Online or remote teaching	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). All staff receive relevant training.
<b>7</b>	Co-curricular activities	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). All staff receive relevant training.
<b>8</b>	Outdoor teaching activities	The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum The school has in place a policy and procedures for the use of external sports' coaches
<b>9</b>	Sporting Activities	The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum The school has in place a policy and procedures for the use of external sports coaches
<b>10</b>	School outings	The school has in place a policy and clear procedures in respect of school outings The school has attached a safeguarding statement on all consent forms for trips.
<b>11</b>	School trips involving overnight stay	The school has attached a safeguarding statement on all consent forms for trips. The school has in place a policy and clear procedures in respect of school outings
<b>12</b>	School trips involving foreign travel	The school has in place a policy and clear procedures in respect of school outings. The school has attached a safeguarding statement on all consent forms for trips.
<b>13</b>	Use of toilet/changing/shower areas in schools	The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
<b>14</b>	Sports' Day	The school has a codes of conduct for school personnel (teaching and non-teaching staff). The school has in place a policy and procedures for the use of external sports coaches.
<b>15</b>	Fundraising events involving pupils	The school has in place a policy and clear procedures in respect of school outings.
<b>16</b>	Use of off-site facilities for school activities	The school has in place a policy and clear procedures in respect of school outings.
<b>17</b>	School transport arrangements including use of bus escorts	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
<b>18</b>	Care of children with special educational needs, including intimate care where needed	The school has a Special Educational Needs policy. The school has an intimate care policy/plan in respect of students who require such care.
<b>19</b>	Care of any vulnerable students, including intimate care where needed	The school has an intimate care policy/plan in respect of students who require such care.
<b>20</b>	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	The school has in place a code of behaviour for pupils.

<b>21</b>	Administration of Medicine	The school has in place a policy and procedures for the administration of First Aid.
<b>22</b>	Administration of First Aid	The school has in place a policy and procedures for the administration of First Aid.
<b>23</b>	Curricular provision in respect of SPHE, RSE	The school implements in full the SPHE/RSE curriculum and has policies for both.
<b>24</b>	Prevention and dealing with bullying amongst pupils	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.
<b>25</b>	Training of school personnel in child protection matters	The school – <ul style="list-style-type: none"> <li>• Has provided each member of school staff with a copy of the school's Child Safeguarding Statement (once completed)</li> <li>• Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement – staff induction (once completed)</li> <li>• Encourages staff to avail of relevant training</li> <li>• Encourages board of management members to avail of relevant training</li> <li>• Maintains records of all staff and board member training</li> </ul>
<b>26</b>	Use of external personnel to supplement curriculum	The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.
<b>27</b>	Use of external personnel to support sports and other extra-curricular activities	The school has in place a policy and procedures for the use of external sports coaches.
<b>28</b>	Care of pupils with specific vulnerabilities/needs such as Recruitment of school personnel including - <ul style="list-style-type: none"> <li>• Teachers/SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
<b>29</b>	Participation by pupils in religious ceremonies/religious instruction external to the school	The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations.
<b>30</b>	Use of Information and Communication Technology by pupils in school	The school has in place an ICT policy in respect of usage of ICT by pupils.
<b>31</b>	Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	The school has in place a code of behaviour for pupils.
<b>32</b>	Students participating in work experience in the school	The school has in place a policy and procedures in respect of students undertaking work experience in the school.

33	Students from the school participating in work experience elsewhere	The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations.
34	Student teachers undertaking training placement in school	The school has in place a policy and procedures in respect of student teacher placements.
35	Use of video/photography/other media to record school events	The school has in place a code of behaviour for pupils. The school has in place an ICT policy in respect of usage of ICT by pupils.
36	After school use of school premises by other organisations	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
37	Use of school premises by other organisation during school day	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
38	Evening Study	The school has in place a code of behaviour for pupils. The school has a codes of conduct for school personnel (teaching and non-teaching staff).

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

	<b>Risk</b>	<b>Procedure to address the risk</b>
1	Risk of harm not being recognised by school personnel	The school – <ul style="list-style-type: none"> <li>• Has provided each member of school staff with a copy of the school’s Child Safeguarding Statement (once completed)</li> <li>• Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement – staff induction (once completed)</li> <li>• Requires staff to attend mandatory training on an annual basis.</li> <li>• Encourages board of management members to avail of relevant training from JMB.</li> <li>• Maintains records of all staff and board member training.</li> </ul>
2	Risk of harm not being reported properly and promptly by school personnel	The school – <ul style="list-style-type: none"> <li>• Has provided each member of school staff with a copy of the school’s Child Safeguarding Statement (once completed)</li> <li>• Ensures all new staff members are provided with a copy of the school’s Child Safeguarding Statement – staff induction (once completed)</li> <li>• Requires staff to attend mandatory training on an annual basis</li> <li>• Encourages board of management members to avail of relevant training</li> <li>• Maintains records of all staff and board member training</li> </ul>
3	Risk of child being harmed in the school by a member of school personnel	The school has a yard/playground supervision policy to ensure appropriate supervision of children during,

		assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
4	Risk of child being harmed in the school by another child	The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
5	Risk of child being harmed in the school by volunteer or visitor to the school	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
6	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 or online teaching	The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.
7	Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms	The school has in place an ICT policy in respect of usage of ICT by pupils and by staff.  The school has in place a mobile phone policy in respect of usage of mobile phones by pupils. The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018.
8	Risk of harm due to bullying of child	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.
9	Risk of harm due to racism	The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Post-Primary Schools.
10	Risk of harm due to inadequate supervision of children in school	The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
11	Risk of harm due to inadequate supervision of children while attending out of school activities	The school has in place a policy and clear procedures in respect of school outings. The school has attached a safeguarding statement on all consent forms for trips.
12	Risk of harm due to inappropriate relationship/communications between child and another child or adult	The school has a codes of conduct for school personnel (teaching and non-teaching staff). The school has in place an ICT policy in respect of usage of ICT by pupils.
13	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school	The school has in place an ICT policy in respect of usage of ICT by pupils.  The school has in place a mobile phone policy in respect of usage of mobile phones by pupils The school has in place a policy governing the use of smart

		phones and tablet devices in the school by pupils as per circular 38/2018.
14	Risk of harm to children with SEN who have particular vulnerabilities	The school has a Special Educational Needs policy.
15	Risk of harm to child while a child is receiving intimate care	The school has an intimate care policy/plan in respect of students who require such care.
16	Risk of harm due to inadequate code of behaviour	The school has in place a code of behaviour for pupils which is reviewed annually.
17	Risk of harm in one-to-one teaching, counselling, coaching situation	The school has in place a policy and clear procedures for one-to-one teaching activities. The school has in place a policy and procedures for one-to-one counselling.
18	Risk of harm caused by members of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner	The school has a codes of conduct for school personnel (teaching and non-teaching staff). The school has in place an acceptable use policy for school personnel.
19	Risk of harm caused by member of school personnel accessing/circulating inappropriate material via, online educational platforms, social media, texting, digital device or other manner	The school has a codes of conduct for school personnel (teaching and non-teaching staff). The school has in place an acceptable use policy for school personnel.

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

1. All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
2. The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
3. 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* and its Addendum (2019)
4. The school has a procedure for maintaining a register of all mandated persons including but not limited to registered teachers. All registered teachers employed by the school are mandated persons under the *Children First Act 2015*.
5. The school implements in full the SPHE curriculum.
6. The school implements in full the Wellbeing Programme at Junior Cycle and a SPHE / RSE programme at Senior Cycle.
7. The school recognises that negative behaviours and bullying may co-occur when students are experiencing difficulties in their own lives and therefore works continuously to ensure that supports are in place to promote positive mental health such as the Headstrong & One Good School Programme, counselling sessions and pastoral care supports.
8. Bullying and its associated consequences are addressed in a number of subjects and modules in the school curriculum including SPHE and CSPE. Within lessons, teachers model positive behaviours which reflect the characteristic spirit of our Loreto ethos.
9. The school places focus on developing students', parents' and teachers' awareness and understanding of bullying by sharing presentations, newsletters, the school's anti-bullying policy and promoting the school's ethos.



- 10.** Student prefects have an active role in leading out on anti-bullying awareness events in the school. All students are made aware of their responsibility to report any instances of bullying to school leaders or teachers.
- 11.** 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*
- 12.** The school undertakes anti-racism and homophobic bullying awareness initiatives
- 13.** The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- 14.** The school has in place a policy and clear procedures in respect of school outings
- 15.** The school has a Health and Safety policy
- 16.** The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- 17.** The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- 18.** The school complies with the agreed disciplinary procedures for teaching staff
- 19.** The school has a Special Educational Needs policy
- 20.** The school has an intimate care policy/plan in respect of students who require such care
- 21.** The school has in place a policy and procedures for the administration of medication to pupils
- 22.** The school –
  - a. Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
  - b. Ensures all new staff members are provided with a copy of the school's Child Safeguarding Statement
  - c. Encourages staff to avail of relevant training
  - d. Encourages board of management members to avail of relevant training
  - e. Maintains records of all staff and board member training
- 23.** The school has in place a policy and procedures for the administration of First Aid
- 24.** The school has in place a code of behaviour for pupils
- 25.** The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- 26.** The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
- 27.** The school has in place a Critical Incident Management Plan
- 28.** The school has in place a Home School Liaison policy and related procedures
- 29.** The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- 30.** The school has in place a policy and procedures for the use of external sports coaches
- 31.** The school has in place a policy and clear procedures for one-to-one teaching activities
- 32.** The school has in place a policy and procedures for one-to-one counselling
- 33.** The school has in place a policy and procedures in respect of student teacher placements
- 34.** The school has in place a policy and procedures in respect of students undertaking work experience in the school
- 35.** The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
- 36.** Staff members receive annual training regarding not communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner.
- 37.** Staff members receive annual training regarding accessing / circulating inappropriate material via social media, texting, digital device or other manner.
- 38.** Staff use of school communications' platforms is monitored and discoverable.
- 39.** Staff are aware that the inappropriate use of social media and digital communications platforms is subject to the agreed disciplinary procedures for teaching and non-teaching staff

**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.

This Child Safeguarding Statement was adopted by the Board of Management on September 19<sup>th</sup> 2023.

This Child Safeguarding Statement was reviewed by the Board of Management on September 19<sup>th</sup> 2023.

Signed: September 19<sup>th</sup> 2023

Chairperson of Board of Management

Date: September 19<sup>th</sup> 2023

Signed: September 19<sup>th</sup> 2023

Principal / Secretary to the Board of Management

Date: September 19<sup>th</sup> 2023

**Contact Person:** *Aoife Kavanagh, Principal*

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