



HOLY FAMILY JUNIOR NATIONAL SCHOOL

River Valley, Swords, Co Dublin.

Principal: Ms M McNally
Deputy Principal: Ms E Keely
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Child Safeguarding Statement

Holy Family Junior National School is a Catholic primary school providing primary education to pupils from Junior Infants to Second 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 Holy Family Junior National 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 Mary McNally
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Emma Keely
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:
 - The school will:
 - recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
 - fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
 - fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;

- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

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

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023) and to the relevant agreed disciplinary procedures for school staff which are published on [gov.ie](#).
- 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 [gov.ie](#).
- 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.
- 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 school'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 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, gov.ie 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.


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

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

This Child Safeguarding Statement was adopted by the Board of Management on 26/5/2025 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 26/05/2025 [most recent review date].

Signed: 
Chairperson of Board of Management

Signed: 
Principal Secretary to the Board of Management

Date: 26th May 2025

Date: 26th May 2025



Child Safeguarding Risk Assessment

Written Assessment of Risk of Holy Family Junior National School

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 Holy Family Junior National 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
Access to School	Harm from unknown adults and pupils.	During school hours access to school is via main gate and front door. Fob system on external doors. Camera on main door. CCTV
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly.	Child Safeguarding Statement & DE procedures made available to all staff DLP& DDLP to attend PDST face to face training All Staff to view Tusla training module & any other online training offered by PDST BOM maintains all records of staff and BOM training
One to one teaching	Harm by school personnel In-appropriate.	School has policy in place for one to one teaching: Open doors Table between teacher and pupil
Care of Children with special needs attending Sensory Room	Harm by school personnel.	Planned visits only recommended with doors left open Special Needs Assistant Policy
Toilet areas	Inappropriate behaviour by pupils.	Usage and supervision policy

Toileting	Harm by school personnel	<p>Special Needs Assistant Policy</p> <p>Procedure to be included in SSP and agreed by parents and school personnel</p> <p>Always have "double cover" direction and prompting student only with no physical contact. Classroom toilet when possible. <i>Where Accessible Toilet</i> used 2 adults present at all times.</p> <p>Parent to be notified in event of soiling (to collect or change student on site).</p>
Curricular Provision in respect of SPHE, RSE, Stay safe.	<p>Non-teaching of these curricular areas.</p> <p>Risk of pupils not learning the skills and strategies necessary to protect themselves.</p>	<p>School implements SPHE, RSE, Stay Safe, Walk Tall in full.</p> <p>School produced workbooks specific to each standard from Junior Infants to 2nd class, incorporating the elements required of RSE, SPHE and Stay Programme.</p> <p>Stay Safe programme included in Senior Infants and First Class workbooks.</p>
Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground.	<p>Arrival and dismissal supervised by Teachers</p> <p><i>Parents and guardians informed that children should not arrive in school grounds before 8.50 a.m.</i></p> <p><i>Wet mornings – teacher supervise</i></p> <p>Children not collected within 10 minutes of dismissal time, phonecall made to guardians and child waits in foyer under supervision.</p>
Arrival/Collection of Pupils during school day	School personnel unaware that child left premises.	<p>Parent Information Booklet</p> <p>Sign out/In book in foyer to be completed by parent/guardian.</p> <p>Release of child to nominated adult only.</p>
Parent / Teacher meetings	Child left unsupervised while parent meets teacher.	<p>Parents informed that children should be supervised by a responsible adult and not left alone at any time.</p>

Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff.	Health & Safety Policy Code of Behaviour Special Needs Assistant Policy
Sports Coaches & Use of external personnel to supplement curriculum	Harm by adults.	Policy & Procedures in place Facilitators from outside school always work with teachers present. Vetting for sports coaches to be insisted on. Evidence of vetting to be produced
Students/Volunteers/TV Students participating in work experience	Harm by student.	Child Safeguarding Statement. Garda Vetting Class teacher always present
Recreation breaks for pupils	Harm by other students, adults in grounds, harm due to inadequate supervision of children in school.	Supervision Policy and Roster in place to ensure teachers and SNAs always supervising School gates closed during school hours
DVDs /web content shown to pupils as a teaching resource	Exposure to inappropriate material.	DVDs must have a 'U' rating or a PEGI rating appropriate to their age. All material to be shown must be viewed in advance by class teacher
Classroom teaching	Harm by school personnel.	Child Safeguarding Statement. Garda Vetting Red card System Pupils on messages around school in pairs
Outdoor teaching activities	Harm by school personnel,	Child Safeguarding Statement. Garda Vetting In clear view of other staff / additional staff with group
School outings (Cinema & School Tours)	Harm from unknown adults, other children, Harm due to inadequate supervision. Road Safety.	Indemnity Form completed by bus company Adequate seatbelts and insurance School Tour Policy Supervision policy/Code of Behaviour Additional adults to accompany class on outings. Ratio depends on the age of the pupils and also on the activity involved.

Annual Sports Day	Harm by school personnel,	Child Safeguarding Statement. Garda Vetting Children returning to school building to be accompanied by an adult
Fundraising events involving pupils (Sponsored Jog, Bookfair, Spring Day)	Harm from unknown adults, other children.	Supervision Policy Child Safeguarding Statement
Administration of First Aid	Harm by school personnel.	Trained First Aiders (list displayed around school) Defibrillator in Hall – Demo to all staff Nov 2017 Defibrillator regularly checked by JNS First Aid Kits/Bags on corridors, yard and school tour. Accident Report Book Telephone call to parents when head injury recorded.
Administration of Medicine	Medicine administered incorrectly / not administered when required.	Administration of Medicines policy Epipen/Anapen demonstration to staff termly Children with Serious medical conditions listed and all staff made aware. Photo of child with instructions in the event of serious medical emergency displayed in staffroom. Class teacher also has copy.
Bullying	Not detected / addressed / resolved	Code of Behaviour Anti-bullying Policy SPHE programme taught
Care of pupils with specific vulnerabilities/needs such as <ul style="list-style-type: none"> - Pupils from ethnic minorities/migrants - Members of the Traveller community - Lesbian, gay, bisexual or transgender (LGBT) children - Pupils perceived to be LGBT - Pupils of minority religious faiths - Children in care 	Harm not being reported properly and promptly by school personnel, Harm due to inadequate supervision, Harm not being recognised by school personnel. Flight risk on arrival/dismissal/yard.	Code of Behaviour Anti-bullying Policy SPHE programme taught Code of Behaviour Anti-bullying Policy SPHE programme taught Supervision Policy Child Safeguarding Statement High Vis jacket where agreed with Parent/guardian in yard. Information re vulnerable child made available to all staff

- Children on the Child Protection Notification System (CPNS)		
Use of school premises by other organisation during school day	Harm by volunteer or visitor to the school.	Supervision Policy Under guidance of teacher
Use of school premises by other organisation after school day	Harm by volunteer or visitor to the school.	All users complete BOM Hall Users Agreement Public Liability Insurance Child Protection Policy Confirmation regarding Garda Vetting
Pupils permitted to bring mobile phones to school	Harm due to children inappropriately accessing/using phones.	Children encouraged not to have mobiles in school, but if they do must be switched off and left in school bags.
Contacting Parents by phone/e-mail	Safeguarding personal information.	Where parents are to be contacted by phone or e-mail staff should use school phones or e-mail accounts
Use of Information and Communication Technology by pupils in school	Harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school	ICT policy Anti-Bullying Policy Code of Behaviour
Use of Information and Communication Technology by staff in school	Harm caused by member of staff communicating with pupils in appropriate manner via social media, texting, digital device or other manner, or accessing/circulating inappropriate material via social media, texting, digital device or other manner	Staff not permitted to communicate with children via social media, texting, digital device or other manner. Staff not permitted to access inappropriate material via social media, texting, digital device or other manner during school hours. Staff are not permitted to record / photograph pupils using their own personal devices. Only school digital devices are to be used for photographing/recording pupils.
Use of video/photography/other media to record school events by school personnel	Harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school	Child Safeguarding Statement Consent sought from Parents / Guardians Names not put with pictures
School Photographer	Harm by visitor to school	No unsupervised access to pupils

		Parents informed of dates when photographer coming
Use of video/photography/other media to record school events by parents/guardians	Harm due to children: inappropriately accessing/using computers, social media, phones and other devices while at school	Child Safeguarding Statement While the school does not encourage this practice, we recognise that we cannot control it and parents are informed that any photographs/videos are for family use only and not to be circulated via social media.
Application of sanctions under the school's Code of Behaviour/Discipline including detention of pupils,	Harm by a member of school personnel or another child	Child Safeguarding Statement Supervision Policy Code of Behaviour Discipline Policy
Student teachers undertaking training placement in school	Harm by student teacher	Child Safeguarding Statement Garda Vetting Familiar with School Policies Under Guidance of Class Teacher/Principal

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.