



Convent Hill, Ballina, Co. Mayo

Tel: 096 22768 - Roll No: 1973N

Email: office@saintnicholas.ie

Website: www.saintnicholas.ie

Charity No. 20140540

Child Safeguarding Statement

St. Nicholas' is a special school providing primary/post-primary education to pupils from Age 4-18.

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 \(revised 2023\)](#), the [Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the board of management of St. Nicholas' Special School has agreed the Child Safeguarding Statement set out in this document.

- 1 The board of management/management authority of St. Nicholas's Special School has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023* as part of this overall Child Safeguarding Statement

2 The Designated Liaison Person (DLP) is Thomas Jones

3 The Deputy Designated Liaison Person (Deputy DLP) is Sinead Leahy

4 The Relevant Person is Thomas Jones
(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. This person can also be the DLP)

5 The Board of Management/Management authority of St. Nicholas's Special School recognises that child protection and welfare considerations permeate all aspects of school and boarding school life and must be reflected in all of the school's/management authority's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the board of management/management authority will adhere to the following principles of best practice in child protection and welfare:

The board of management/management authority 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 and care of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school/boarding facility 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/boarding facility, the board of management/management authority adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*, the relevant procedures set out in the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023* and to the relevant agreed disciplinary procedures for school/boarding facility staff which are published on the gov.ie.

- In relation to the selection or recruitment of staff and their suitability to work with children, the board of management/management authority 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 board of management/management authority-
 - Has provided each member of staff with a copy of the school/boarding facility's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school/boarding facility's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages board of management/management authority members to avail of relevant training
 - The board of management/management authority maintains records of all staff and board member training
- In relation to reporting of child protection concerns to Tusla, all school/boarding facility personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023* including, in the case of registered teachers and any boarding facility staff who are mandated persons, those in relation to mandated reporting under the Children First Act 2015.
- There is a procedure in place for maintaining a list of mandated persons. All registered teachers employed by the school/management authority are mandated persons under the Children First Act 2015.
 (A boarding authority may have mandated persons other than teachers employed in the facility e.g. pastoral care worker, registered nurse, member of the clergy or others who could be listed in this paragraph. Please refer to Schedule 2 of the Children First Act 2015. This link may be helpful: <https://www.tusla.ie/children-first/mandated-persons/am-i-a-mandated-person/> and this bracketed section should be deleted when this paragraph has been completed)
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the board/management authority has carried out an assessment of any potential for harm to a child while attending the school/boarding facility or participating in school/boarding facility activities. A written assessment setting out the areas of risk identified and the school/boarding facility'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/boarding facility's website, gov.ie or will be made available on request by the school/boarding facility.

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

7 This statement has been published on the school/boarding facility's website and has been provided to all members of school/boarding facility 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/management authority on 05/02/25 [date].

This Child Safeguarding Statement was reviewed by the board of management/management authority on 05/02/25 [most recent review date].

Signed: 

Chairperson of Board of Management/
Management Authority

Date: 5/2/25

Signed: 

Principal/Secretary to the Board of Management/
Management Authority

Date: 05/02/25

For information in respect of how the child safeguarding statement was developed or to request a copy of the statement, please contact the relevant person noted at the beginning of this child safeguarding statement

Phone: 096 22768 or email: office@saintnicholas.ie

Child Safeguarding Risk Assessment
(of any potential harm)

List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	High	Harm not recognised or reported promptly	Child Safeguarding Statement & DES 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
One to one teaching	Med	Harm by school personnel	BOM records all records of staff and board training Ideally never one person in a room Open doors are best practice Glass in window
Care of children with special needs, including intimate care needs	High	Harm by school personnel	Policy on intimate care
Toilet areas	High	Inappropriate behaviour	Code Of Behaviour
Curricular Provision in respect of SPHE, RSE, Stay safe.	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full

Managing of challenging behaviour amongst pupils, including appropriate use of restraint	High	Injury to pupils and staff	Health & Safety Policy Code Of Behaviour Positive Intervention
List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Daily arrival and dismissal of pupils	Med	Harm from other pupils, Traffic in car park, Inappropriate behaviour	Arrival and dismissal Policy & Procedures Supervision Policy Teachers/SNAs Traffic Management Procedures in place Health & Safety Policy
Recreation breaks for pupils	High	Injury to pupils/Bullying Harm not recognised or properly or promptly reported	Policy & Procedures in place Health & Safety Policy Code Of Behaviour
Classroom teaching Practical Subjects	Med	Harm to pupils Harm to staff	Policy & Procedures in place Health & Safety Policy Code Of Behaviour
Outdoor teaching activities: Bowling, Play centre, Gymnastics	High	Risk of absconding, Harm to pupils	Policy & Procedures in place Health & Safety Policy Supervision policy
Sporting Activities	High	Changing rooms	Policy & Procedures in place Supervision policy Garda Vetting procedures
Music Therapy	Med	Harm to pupils	Policy & Procedures in place
Sports Coaches	Med	Harm to pupils	Policy & Procedures in place

Students participating in work experience	Low	Harm by student	Work experience Policy Child Safeguarding Statement.
Use of toilet	High	Inappropriate Behaviour	Usage and supervision policy
Sports Day, Exhibitions, Open Days, Coffee Mornings	Low	Harm to pupils	Policy and Procedures in place
Use of off-site facilities for school activities	High	Harm to Pupils/Staff	Educational Trips Policy
School transport arrangements including use of bus escorts	Med	Harm to pupils Harm not recognised or properly or promptly reported	Vetting Procedures Bus Safety Policy Policy for Bus Escort
Volunteers/Parents	Med	Harm to pupils	Vetting Procedures Policy for Parents/Volunteers
Administration of First Aid	Med		Under supervision of School nurse
Administration of Medicine	High		Administration of Medicine policy Staff training in specialised medicine i.e. Buccolam
Prevention and dealing with bullying amongst pupils	Med		Anti-Bullying Policy

Use of external personnel to supplement curriculum	Med	Harm by external personnel	Ideally never one person in a room Open doors are best practice Glass in window
Care of pupils with specific vulnerabilities/ needs such as: • 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 • Children on CPNS			
Use of Information and Communication Technology by pupils in school	High	Bullying Staff not following policies & procedures	ICT policy Anti-Bullying Policy Code of Behaviour
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.			Code of behaviour policy

Students participating in work experience in the school	Med	Harm to Students Harm to Staff	Never left on own in a room Policy for students on work experience
Student teachers/SNA undertaking training placement in school	Med	Harm to students/Staff	Ideally never left on own in a room Open doors best practise Policy for students undertaking training
Use of video/photography/other media to record school events	High	Harm to students/ Staff	Parents/Guardians to give consent to photo/videos/ other media to record school events

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 2017*



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Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

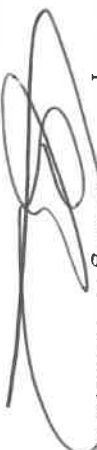
As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Y
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Y
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Y
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	Y
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Y
7. Has the DLP attended available child protection training?	Y
8. Has the Deputy DLP attended available child protection training?	Y
9. Have any members of the Board attended child protection training?	Y
10. Has the school appointed a DLP and a Deputy DLP?	Y
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	Y
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Y

15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Y
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Y
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	Y
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	Y
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Y
20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Y
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	Y
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Y
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
24. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Y
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	Y
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Y
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Y

30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	Y
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Y
33. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Y
34. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	Y
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Y
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Y
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Y
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	Y
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Y
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	Y
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Y

*In schools where the ETB is the employer, the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed  Date 27/1/25

Chairperson, Board of Management

Signed



Date

27/01/2025

Principal/Secretary to the Board of Management

Note: Where a school is undertaking its first review, references in this checklist to the “last review” shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.



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Notification regarding the review of the Board of Management's review of the Child Safeguarding Statement.

To: _____

The Board of Management of St. Nicholas' Special school wishes to inform you that

The Board of Management annual review of the Child Safeguarding Statement was completed at the Board meeting of

_____.

This review was conducted in accordance with the "Checklist for the review of the Child Safeguarding Statement" Published on gov.ie website.

Signed _____



Date _____

27/1/2025

Chairperson Board of Management

Signed _____



Date _____

27/01/2025

Principal/Secretary to the Board of Management