



# St. Mary's Secondary School, Baldoyle

## Child Safeguarding Statement

St. Mary's Secondary School, Baldoyle 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 St Mary's Secondary 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 and Post Primary Schools (Revised) 2023 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Dr. Edel Greene**.



- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Mr Joseph Ryan**.



4. The relevant person is **Dr. Edel Greene**

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 DE 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 DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of 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 abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the schools 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, the DE website or will be made available on request by the school.

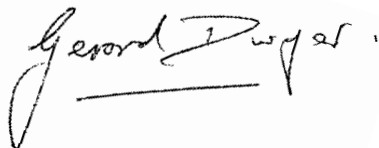
**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

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 updated from 28<sup>th</sup> May 2024 by the Board of Management on.

This Child Safeguarding Statement was reviewed by the Board of Management on 28<sup>th</sup> May 2024

This Child Safeguarding Statement was adopted by the Board of Management on 28<sup>th</sup> May 2024.




Signed:

Chairperson of Board of Management

Date: 28 / 5 / 2024

Signed:

Principal/Secretary to the Board of Management

Date: 28 / 5 / 2024

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of St. Mary's Secondary School, Baldoyle.

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 St. Mary's Baldoyle.

#### 1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- One-to-one oral preparation
- One-to-one oral mock examinations
- Use of toilet/changing areas in the school
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
  - 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
    - Children with medical needs
  - Recruitment of school personnel including -
    - Teachers/SNA's
    - Caretaker/Secretary/Cleaners
    - Sports coaches
    - External Tutors/Guest Speakers
    - Volunteers/Parents in school activities
    - Visitors/contractors present in school during school hours
    - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.

- Students participating in work experience in the school
  - Students from the school participating in work experience elsewhere
  - Use of video/photography/other media to record school events
  - After school use of school premises by other organisations
  - Use of school premises by other organisation during school day
  - Homework club/evening study
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- Going to lockers from class, during breaks, before and after school
  - DCU Sports Placement Student Teachers
  - Mater Dei Student Teacher Placement
  - NCAD Student Teacher Placements
  - Home Economics Practical Examiner State Exams Commission.
  - Oral Examiner State Exams Commission.
  - Music Examiner State Exams Commission.
  - Student teachers undertaking training placement in school
  - SNA's undertaking Training Placement in the school
  - Parents Association Meeting, Members in the school.
  - Retreat Facilitator
  - Careers' Speakers include: DCU, DIT, Maynooth, NCI, Colaiste Dhulaigh, Marino CFE,
  - Guidance and Counselling workshop: Pieta House - Resilience Academy
  - Guidance and Counselling workshop: Jigsaw Balbriggan
  - Careers' Speaker: Ciaran Dunne, DCU School of Applied Language and Social Studies
  - Careers' Speaker: Tracey Geraghty, Professional Skills Limited. Workshops
  - Careers' Speaker: Aine Doran, ESB
  - Local Priest Visits
  - External Speakers: Study Skills, Childline, Career Speakers, College Course Speakers, Anti- Bullying Speakers
  - External Volunteers:
  - Foreign Agency Reps for foreign students in the school
  - Examiners in Oral Languages, Musical Practical and Home Economics
  - External Training: Drug Course Baldoyle Family Resource Centre, Fingal Sports Department.
  - Musical Personnel: Musical Directors, Light and sound engineers, costume, back stage helpers, primary school teachers, primary school Principal, shop staff, volunteers.
  - Musical Night Time Performances
  - Musical Dress Rehearsal
  - Musical Matinee
  - Open Night
  - All Primary School Workshops: Art, Home Ec, Science, Ceili, PE.
  - PR: Leaflet drop open night, school events and activities

- Care of children with special educational needs, including intimate care where needed
- Care of any vulnerable adult students
- Management of challenging behaviour amongst pupils
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Use of video/photography/other media to record school events
- Halloween party
- Halloween haunted tunnel
- Seachtain na Gaeilge
- Book week
- Science week
- Maths week
- School Talent Show
- School Carol Service
- Carol Singing for Charity in Shopping Centre and Dublin Airport
- Parent Teacher Meetings where students accompany parents
- Lunch time games club
- After School extra tuition
- After school extra classes
- After School Art Club
- Dubs Day
- Lunch Time
- Evening Study
- TY Student Enterprise Guest Speaker
- TY Living Skills Drug Awareness Guest Speakers
- TY Forensics Guest Speaker
- European Day of Languages
- Intercultural Day/ Diversity Day
- French club
- Dublin Barista School Training
- Leinster Rugby Coaching – Tag rugby Coaching
- Badminton Ireland- Irish Open Abbots Town
- Fingal Enterprise Awards

- Ministerial Visits
- Guest Visitors for Opening New Refurbished Wing

#### Sporting Activities

- Use of external personnel to support sports and other extra-curricular activities.
- Use of off-site facilities for school activities, Baldoyle Badminton Centre, Boxercise in Baldoyle Gym, Tag Rugby
- Tag Rugby Training and Leinster Rugby Coaching
- Under 16 and Under 19 Basketball Final NBA Arena Tallaght
- Badminton Ireland Coaches
- Na Dubh Ghall Coaches
- Visiting Sports Personalities with Trophies
- Visiting Sports Speakers Sky Sports
- Referees for all sporting matches
- Teachers from all schools competing in sporting leagues
- Transportation to and from Sports events: Coach Drivers, Supervisors

#### **School Sporting Activities**

- **Basketball**
- **Gaelic**
- **Soccer**
- **Judo workshop**
- **TAG Rugby**
- **Futsal**
- **Badminton**
- **Dance**
- **Boxcise**
- **Surfdock**
- **Fingal Sports Day**
- **St. Mary's Sports Day**
- **St. Michaels house workshop**
- **Volleyball**
- **Tennis**
- **Dance**
- **Self Defence**
- **Athletics**
- **Camoige**
- **Gymnastics**
- **Swimming**
- **Other Schools workshops**

### School outings

- Art Trip to the National Museum
- Junk Kouture 3Arena Performance
- Photoshoot for Junk Kouture Dunnes Stores Donaghmede
- Geography Field Trip:
- Lighthouse Cinema Trip
- Tag Rugby Event
- Tayto Park Trip
- Darkness into Light Event
- First Year Geography and History Trip
- School Library Trip to Donaghmede
- School Library Trip to Baldoyle Library
- Explorium, Ireland's National Sport and Science Centre
- Higher Options RDS
- Fingal Enterprise Market Day Fingal Offices
- Transition Year Cinema Trip Swords
- Trip to Industry/ Manufacturing Site LCVP students
- Trip to the National Gallery
- Trip to Belfast
- Trip to the Museum of Ireland
- Trip to the National Art Gallery
- Trip to the DSPCA
- Trip to the Zoo
- Trip to Epic Museum
- Trip to Go Quest
- Trip to Sea World Bray
- Trip to RDS
- Trip to Butlers Chocolate Factory
- Trip to Allergan Factory
- Trip to the Young Scientist Exhibition
- Trip to Glendalough
- Trip to Portmarnock Beach
- Visit to Higher Options 6th years
- TY Ploughing Championship Trip
- TY Trip to Croke Park
- TY Student Enterprise Guest Speaker
- TY Enterprise Awards
- TY Living Skills Drug Awareness Guest Speakers
- TY Forensics Guest Speaker
- TY Badminton in the Badminton Centre
- TY Circus Skills Workshop
- TY Sports Leadership Course Instructors
- TY Trip to Zeminar
- TY Driving Guest Speaker



- TY Road Traffic Guest Speaker
- TY Trip to National Art Gallery and Dublin Museums
- Ty Trip to the Irish Badminton Open
- TY Badminton Training in the Badminton Centre
- TY Drug Awareness Workshop Facilitators
- TY Student Enterprise Guest Speaker
- TY Forensics Guest Speaker
- TY Trip to Achill
- TY Christmas Outing to Ice Skating and Cinema at Swords Pavillions
- TY Primary School Workshops
- TY Musical Slice Workshop Facilitators
- TY Retreat Faciliatator
- TY Badminton in the Badminton Centre
- TY trip to Lighthouse cinema
- TY Carol Service St. Michaels House
- TY Emmanuel Workshop and Concert in the Helix
- Art trip to the Botanic Gardens
- Green School Committee Tree Planting Baldoyle Park
- Ice Skating Trip Swords
- Badminton Ireland Competition Blanchardstown
- School trips involving overnight stay: Achill
- Irish trip to play in Ballymun Axis Theatre
- English trip to play Helix theatre
- School trips involving foreign travel.
- Exchange trip
- Visit to school by exchange students.
- Annual Sports Day
- Trip to Dáil
- HRB Woman Baby workshop Rotunda Hospital

Fundraising events involving pupils

- Bag packing Dunnes Donaghmede, Supervalu Sutton Cross, Dunnes Portmarnock,
- Carol Singing
- Charity Singing in Old Folks Home Baldoyle
- Colour Run
- School Walk
- End of Year Basketball Match.
- School Rugby Blitz Fundraiser

### School transport arrangements

- Journeying to and from public transportation
- On public transportation
- Carol Singing in supermarket travel to and from
- Coaches hired for school transportation
- Journeying in car with a Teacher / SNA/ Deputy Principal/ Principal/ Member of Staff/ Parent.
- Transportation on school trip abroad

### 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 (Child Protection Notification System)
- SEN Students

### Recruitment of school personnel including –

- Teachers/SNA's
- Caretaker/Secretary/Cleaners
- Sports coaches
- Canteen Staff
- External Tutors/Guest Speakers
- Volunteers/Parents in school activities
- Visitors/contractors present in school during school hours
- Visitors/contractors present during after school activities

### School Building Use:

- After school use of school premises by other organisations: Baldoyle Musical Society, Carolan Irish Dancing School, Thunderstruck Performing School
- Use of school premises by other organisation during school day:
- Construction Work in areas around the school for additional accommodation and emergency works.
- Log on and Learn participants
- Canteen

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

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- 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
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult.
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
  - Risk of harm to children with SEN who have particular vulnerabilities
  - Risk of harm to child while a child is receiving intimate care
  - Risk of harm due to inadequate code of behaviour
  - Risk of harm in one-to-one teaching, counselling, coaching situation
    - Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
    - Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

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

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools (Revised) 2023* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (Revised) 2023* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The names of the DLP and DDLP are displayed in the school building.
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle

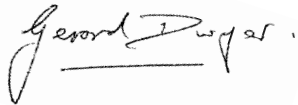
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school has a supervision roster to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas of the school etc.
- The school has in place a policy and clear procedures in respect of Visitors
- The school has in place a policy and clear procedures in respect of School Tours.
- The school has a Health and Safety Statement
- The school has a Staff Social Media Policy
- 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 code of conduct for school personnel (Teaching Council Code of Conduct; Dignity in the Workplace)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school –
  - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages board of management members to avail of relevant training
  - Maintains records of all staff and board member training
  - The school has in place procedures for the administration of First Aid and indemnity policy for administration of medication.
- The school has in place a Code of Behaviour for pupils
- The school has a suspension policy.
- The school has an expulsion policy.
- 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 Critical Incident Management Plan
- The school has in place pastoral care procedures, with Form Teachers and Year Head assigned to the Year Group.
- The school has in place procedures for the use of external persons to supplement delivery of the curriculum
  - The school has in place clear procedures for one-to-one teaching activities

- The school has in place procedures for one-to-one counselling
  - The school has in place procedures in respect of student teacher placements
  - The school has in place procedures in respect of students undertaking work experience in the school
  - The school has in place procedures in the TY Journal in respect of pupils of the school undertaking work experience in external organisations.

**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 28<sup>th</sup> May 24



Signed:

Chairperson of Board of Management  
Date: 28 / 5 / 2024

Principal/Secretary to the Board of Management  
Date: 28 / 5 / 2024