



Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

St Raphael's Special School is a special school providing education to pupils from 5 to 18 years.

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 Raphael's Special 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: **Kathy Waldron (Principal)**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is: **Roisin Fay (Deputy Principal)**
- 4 The Relevant Person is: **Kathy Waldron (Principal)**
- 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 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.

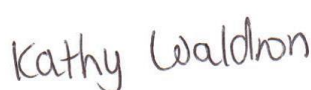
This Child Safeguarding Statement was adopted by the Board of Management on 22nd October 2024.

This Child Safeguarding Statement was reviewed by the Board of Management on 22nd October 2024.

Signed: 

Chairperson of Board of Management

Date: 22nd October 2025

Signed: 

Principal/Secretary to the Board of Management

Date: 22nd October 2025



Child Safeguarding Risk Assessment

Written Assessment of Risk of St Raphael's Special 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 St Raphael's Special School.

1. List of school activities

1. Lack of training of school personnel in Child Protection matters.
2. Recruitment of school personnel/members of BOM.
3. One to one/two to one supervision and individual programmes during the school day.
4. Intimate and personal care of pupils, including swimming/sports activities.
5. Curricular Provision in respect of SPHE (Social, Personal and Health Education), RSE (Relationships and Sexuality Education) and Stay Safe Programme.
6. Visitors/Contractors.
7. Social Training/School Events/ Fundraising.
8. Daily arrival and dismissal of pupils.
9. Supporting pupils presenting with behaviours of concern.
10. Students/Volunteers participating in work experience in our school.
11. Children on the Child Protection Notification System (CPNS).
12. Manual Handling.
13. Transport.
14. Administration of Medication & First Aid.
15. Prevention and dealing with bullying amongst pupils.
16. Social Media pages not limited to Facebook and Instagram.
17. Use of mobile phones in school
18. Use of video/photography/other media to record school events.
19. Online learning in the case of a full or partial school closure as recommended by the Department of education.
20. Internet access in classrooms.
21. Use of the educational platform Seesaw.
22. The occurrence of a critical incident.

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

1. Child Protection Matters

Harm not recognised or reported promptly.
Staff not adhering to the procedures in place.

2. Recruitment

Staff/BOM not adhering to procedures in place. Risk of harm to the pupil.

3. Supervision

Harm by school personnel.
Staff not adhering to procedures in place.
Behaviours that Challenge and complexity of needs.
The school building and environment.



4. Intimate and Personal Care including swimming/ sports activities

Harm by school personnel.
Staff not adhering to procedures in place.
Behaviours that challenge and complexity of needs.
Lack of supervision.

5. SPHE, RSE and Stay Safe Curricular Provision

Non-teaching of same.

6. Visitors/Contractors

Harm by visitor/contractor.
Lack of supervision.

7. Social Training/School Events/ Fundraising

Harm by unfamiliar adults.
Lack of supervision.
Travel on school minibus.

8. Arrival and Dismissal

Harm from other pupils or unknown adults.
Traffic on the site.

9. Supporting pupils presenting with behaviours of concern.

Injury to pupils.
Behaviours that challenge and complexity of needs.
The school building and environment.
Lack of supervision.

10. Students/Volunteers

Harm by student/volunteer.

11. Children on CPNS

Harm not recognised or reported promptly.

12. Manual Handling

Injury to pupils.

13. Transport

Harm to pupils while travelling on school transport.
Behaviours that challenge and complexity of needs.
Harm to pupils while getting on or off a bus or moving around in the area.

14. Medication & First Aid

Medical harm to pupils.

15. Bullying

Physical or emotional harm to pupils.

16. Social Media

Inappropriate use of social media.



17. Mobile Phones

Inappropriate use of social media.
Staff not adhering to procedures in place.

18. Video/Photography

Inappropriate use of pupils' photographs/videos.
Staff not adhering to procedures in place.

19. Online Learning

Lack of continuity of learning.
Lack of implementation of a safe whole-school digital platform.

20. Internet Access

Pupil may access inappropriate materials online

21. Use of Seesaw

Photographic images may be shared without consent

22. Critical Incidents

Harm to pupils due to incorrect or delayed response to a critical incident

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

1. Child Protection Matters

Child Safeguarding Statement and Risk Assessment made available to all staff, volunteers and families.

DLP and DDLP have attended Child Protection seminar.

All Staff to complete Tusla training module and provide certificate to the school.

Teachers have completed Child Protection training.

Board of Management to complete Tusla training module.

All staff to adhere to the Child Protection procedures in place.

All staff must complete Child Protection training before commencing employment in the school. A record of the training is retained on file.

1. Recruitment

All staff have Garda vetting. All staff and BoM have completed TUSLA training module. Child Safeguarding Statement and Risk Assessment available to all staff and BOM.

2. Supervision

Staff adhering Supervision and Individual Programmes Policy.

Code of Behaviour policy in place.

Individual Safeguarding plan/Positive Behaviour Strategies in place.

Staff trained in CPI Safety Intervention™ Foundation training.

Within each of our classes staffing levels are provided as per Department guidelines:

- ❖ Moderate 1 teacher & 0.5 SNA – 8 pupils
- ❖ Severe and Profound 1 teacher 2 SNAs – 6 pupils
- ❖ ASD 1 teacher 2 SNAs – 6 pupils.



Based on the pupil's care needs additional staffing may be provided by the SENO.
Panic alarms in place, where deemed appropriate, and back up support if required.
Clinical Referral procedures in place to seek appropriate clinical and therapeutic supports.
The environment is constantly being reviewed to promote a safe positive learning environment, as far as possible, for the individual pupil.
Supervision of pupils.

3. Intimate and Personal Care

Policy on intimate and personal care in place.
Staff must adhere to the procedures in place.
Individual Safeguarding plan/Positive Behaviour Management Strategies in place.
Individual Manual Handling Risk Assessments completed, and staff adhere to safe manual and patient handling procedures.
Clinical Referral procedures in place to request appropriate clinical and therapeutic supports.
Pupils are supervised by school personnel.

4. SPHE, RSE and Stay Safe Curricular Provision

School implements Relationship and Sexuality Education policy, the SPHE plan and Stay Safe Programme.

5. Visitors/Contractors

Visitors to St Raphael's Special School Policy is in place.
An entry code system is in place on all external doors and the code is changed each term.
Bus Escorts have completed Child Protection Training.
Garda Vetting Completed for Transport Escorts. Confirmation received from Bus Éireann that drivers have Garda Vetting.
Contractors are supervised by school personnel during school hours.
Delivery personnel only access approved areas for scheduled deliveries. During these times pupils are supervised by school staff.
All staff wear photo ID badges in the school.

6. Social Training/School Events/ Fundraising

Social Training and School Events Policy and Fundraising Policy are in place.
Staff supervision of pupils.
Staff must adhere to the procedures in place.
Only approved staff who have a valid driving licence and have completed the Driver Declaration are permitted to be added to the school insurance policy.

7. Arrival and Dismissal

Arrival and dismissal of pupils is supervised by school staff/escorts.

8. Supporting pupils presenting with behaviours of concern.

All staff training in CPI Safety Intervention™ Foundation training.
St Raphael's Special School Safety Statement in place.
Code of Behaviour Policy in place.
Individual Safeguarding plan/Positive Behaviour Management Strategies which are reviewed as necessary.
Report to Board of Management at every board meeting on the use and analysis of restrictive practices.
Use of Restrictive Interventions Policy in place.



Clinical Referral procedures in place to seek appropriate clinical and therapeutic supports for pupils.

Panic alarms in place, where deemed appropriate, and back up support provided if needed.

The environment is constantly being reviewed to maintain a positive safe environment, as far as possible, for pupils and staff.

Behaviour incident forms are completed or a check list if this has been provided by the clinical team. These forms are completed by the staff involved and are reviewed and signed by the Principal (in her absence by the Deputy Principal). The Clinical team will also review these forms in certain cases as will the SENO/ NEPS.

Strategies are reviewed and updated if required.

Environment is reviewed and adapted where possible.

Patterns of behaviour and triggers/ stressors are identified where possible to try to prevent re-occurrence and support pupils with self-regulation.

Adverse Incident forms are completed when staff or pupils suffer injury. Staff incidents are reported to the HSA if staff absence is more than 3 days. Monthly summaries of adverse incidents for pupils and staff are sent to the insurance company as appropriate or requested.

Wellbeing policy for pupils is in place.

9. Students/Volunteers

Child Safeguarding Statement and Risk Assessment in place.

Students have completed Garda Vetting.

Students and Volunteers are made aware of the Child Safeguarding Statement & Risk Assessment in place.

Contact details of DLP and DDLP are displayed in prominent places across the school.

10. Children on CPNS

Child Safeguarding Statement & Risk Assessment and Department of Education procedures made available to all staff.

Training for staff.

Staff must adhere to procedures.

11. Manual & Patient Handling

All staff complete manual handling training and patient handling.

Risk assessments are completed for pupils as required.

School personnel adhere to safe manual and patient handling procedures.

12. Transport

Transport Policy in place.

School personnel adhere to procedures.

Child Safeguarding Statement and Risk Assessment made available to all bus escorts and school staff.

Bus Escorts have completed Child Protection training.

Garda vetting completed for Bus Escorts. Confirmation received from Bus Éireann that drivers have Garda Vetting.

Close supervision of pupils when getting on or off the buses by school staff/escorts.

Risk Assessments are completed as required.

External contractor consulted in relation to transport safety as required.



13. Medication & First Aid

Only medication signed off by pupil's GP and written up on school MARS sheets will be administered by school nursing staff.

Policy on Administering Buccal Midazolam by non-nursing staff in place.

First Aid is provided by school nurse or trained personnel only.

All medications are kept in locked drug press.

14. Bullying

Bí Cineálta (Be Kind) policy and child friendly Bí Cineálta policy in place.

Staff to adhere to procedures in place to prevent and address bullying behaviour.

16. Social Media

Parental consent provided for uploading photo/image of pupil onto social media.

Specific phones used for photographs.

IT policy in place.

Only designated school staff have access for uploading photos of pupils to social media.

17. Mobile Phones

IT policy in place.

Data Protection policy in place.

Use of mobiles phones in school policy in place

18. Video/Photography

Data Protection policy in place.

IT Policy in place.

Use of mobiles phones in school policy in place.

Family consent to use of photos/images for social media and Seesaw.

19. Online Learning

Acceptable Use/Remote Learning policy in place.

20. Internet Access

School internet is filtered by PDST. The school has Level 6 content filtering that blocks illegal or pornographic content.

21. Use of Seesaw

Unique Seesaw logins are provided to each family.

Photo consent is provided for images to be shared. Families can only view the pupils in their child's class group.

22. Critical Incidents

Critical Incident Policy in place.



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.