

## **Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template (Landscape Version)**

### **Child Safeguarding Statement**

St Michael's House Grosvenor School is a special school providing primary and post-primary education to pupils from age 4 years 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 Michael's House Grosvenor 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     John Fitzpatrick
- 3 The Deputy Designated Liaison Person (Deputy DLP) is     John Owen
- 4 The Relevant Person is     John Fitzpatrick      
(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](http://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](http://gov.ie) 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](http://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 addition, all nurses working in the school are mandated persons.
- 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](http://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.

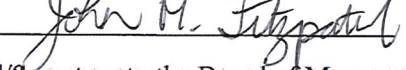
- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department 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 28/11/2023 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 28/11/2023 [most recent review date].

Signed:  \_\_\_\_\_

Chairperson of Board of Management

Signed:  \_\_\_\_\_  
Principal/Secretary to the Board of Management

Date: 28/11/2023

Date: 28/11/2023



## Child Safeguarding Risk Assessment

### Written Assessment of Risk of St Michael's House Grosvenor 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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of [name of 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 -
Training of school personnel in Child Protection procedures	Harm not recognised or reported promptly. Procedure not followed correctly School profile indicates that some students are at risk of neglect.	Child Safeguarding Statement, Risk Assessment and Reporting procedures made available to all staff. Staff Induction highlights Child Safeguarding Statement, Risk Assessment and Reporting procedures DLP & DDLP to attend any additional PDST face to face training / online training that becomes available. All current Staff have completed Túsla training module & any other relevant online training offered by PDST. New permanent staff to complete Túsla online course BOM (Board of Management) records all records of staff and board training. School has access to HSE Clinical personnel for additional advice and



		guidance.
Classroom Teaching and Supervision	Harm by school personnel Harm by school students Physical abuse, Bullying	<p>Supervision Policy in place.</p> <p>Adequate staffing supplemented (where possible) with support from other classes when required.</p> <p>Where no teacher can be employed to cover a teacher absence, an SNA can be employed under the 5-day rule. If a class or bus transport cannot be adequately staffed (as might arise during the current COVID19 public health emergency) the principal may, for safety reasons, close the class or classes until sufficient suitably qualified and Garda Vetted staff are available.</p> <p>Awareness that other staff members can/will enter the room at any time.</p> <p>Glass in door of classroom to allow other school staff to observe what adults and students are doing.</p> <p>Code of Behaviour and Anti-Bullying Policies are in place</p> <p>Behaviour recording and reporting procedures in place</p> <p>CALM Training and annual re-accreditation.</p> <p>Teaching Council Code of Practice in place  <a href="https://www.teachingcouncil.ie/en/about-us/role-of-the-teaching-council-/the-teaching-council-code-of-practice/code-of-practice.pdf">https://www.teachingcouncil.ie/en/about-us/role-of-the-teaching-council-/the-teaching-council-code-of-practice/code-of-practice.pdf</a>  Working Together document in place.</p>

		<a href="https://www.into.ie/help-advice/staff-parent-relations/working-together/">https://www.into.ie/help-advice/staff-parent-relations/working-together/</a>
One to one (1:1) teaching/classroom activities	Harm by school personnel Harm by school students Harm by visiting clinicians, therapists, or teachers.	Easy access to room/workspace by other members of staff Glass in door of classroom to allow other school staff to observe what adults and students are doing Teacher or other staff member to be informed/aware that a child is having a 1:1 session.
Care of Children with special needs, including intimate care needs.	Harm by school personnel Harm by student	Policy on Intimate Care is in place Other staff to be made aware that the staff member is toileting/showering a pupil. All understand that another staff member may discreetly check on staff and pupil at any time
Curricular Provision in respect of SPHE, RSE, Stay safe.	Stranger awareness, appropriate/inappropriate physical contact and behaviours.	School implements SPHE, RSE, Stay Safe curriculum, differentiated as appropriate to the needs of the students. Junior Cycle PLU3: Personal Care, addresses SPHE and RSE in the secondary part of the school. Teachers should address this in their monthly reports.
Daily arrival and dismissal of pupils	Harm from other pupils, unknown adults in the immediate environment/school grounds	Arrival and dismissal supervised by

	<p>area mindful of the fact that transitions like this can provide opportunities for absconding by vulnerable pupils. Possible harm from strangers', non-school staff</p>	<p>Teachers, SNAs and Bus Escorts. Procedures that may change in alignment with Government guidelines regarding Covid-19.</p>
<p>Managing of challenging behaviour amongst pupils</p>	<p>Injury to pupils and staff including injury to pupils who abscond The environment</p>	<p>Management of Behaviours that challenge Recording and Reporting of challenging Behaviours CALM training for staff-reaccredited annually The Safety Statement &amp; Risk Assessment are in place Code Of Behaviour in place. The Restrictive Practice policy is in place. Positive Behaviour Support Plans in place for some students School has access to CDNT4 Clinical Supports regarding cause and management of behaviours that challenge via the referral process. Physical layout of class modified to meet the students' needs</p>
<p>Use of Sports Coaches in the school</p>	<p>Harm to pupils</p>	<p>Pupils are never left alone or in a group without school staff present Ensuring vetting of coach by the swimming pool or other relevant centre/affiliate body. PE Policy and Child Safeguarding Statement will be referenced in this Policy</p>



<p>Students participating in work experience/College Observation</p>	<p>Harm by work-experience/ College student  Harm to work-experience/ College student  Increased footfall increases chance of  CORONAVIRUS transmission.</p>	<p>Work Experience/Student Protocol reviewed annually  Child Safeguarding Statement highlighted to all  School checks that Garda Vetting in place by work-exp <i>own</i> college/school, if over 16 years of age.  All students and visitors must sign-in and sign-out on sheets at school entrance.  Students only deployed to rooms with low risk of harm  It is a condition of the school agreeing to facilitate student- placements/ observations by students under the care of SMH personnel (e.g., nursing, secretarial and cleaning staff), SMH organisation is required to ensure that all Safeguarding requirements have been met. The school Principal must have advance notice of such proposed placements so that they do not overlap with other education-based (Teacher/SNA) placements.</p>
<p>Recreation/movement breaks for pupils</p>	<p>Harm to student by staff  Harm to staff by student  Harm by student to student</p>	<p>Adequate staffing  Awareness that other staff members can/will enter the room/area at any time.  Glass in door of classroom/activity area to allow other school staff to observe.  Code of Behaviour, incorporating Anti-Bullying Policy  Positive Behaviour Support Plans in place for</p>

		<p>some students</p> <p>CALM Training and annual re-accreditation.</p> <p>Teaching Council Code of Practice in place</p> <p>Working Together document in place</p>
School Outings	<p>Harm from pupils</p> <p>Harm from staff</p> <p>Harm from unknown persons in the community</p>	<p>See Supervision policy.</p> <p>Adequate supervision throughout school outing</p> <p>All school policies apply when off campus, e.g., Code of Behaviour, Intimate Care, Anti Bullying, Supervision, COVID19 School Response Plan</p> <p>Appropriate vetting for any volunteers or 2<sup>nd</sup>/3<sup>rd</sup> level students assisting</p> <p>Bus drivers vetted by own contractor.</p> <p>Drivers not to be left alone with pupils</p>
Events e.g., Annual Sports Day; Graduation; Christmas Show; Annual Arts' Week events.	<p>Harm from students</p> <p>Harm from staff</p> <p>Harm from visitors/unknown personnel</p>	<p>Adequate staffing – ensure that there is always a staff member with student(s)</p> <p>Vetting for all volunteers</p> <p>Parent helpers are accompanied by school staff.</p> <p>Staff to be with pupils if cars are passing up the driveway.</p> <p>All school policies apply when off campus, e.g., Code of Behaviour, Intimate Care, Anti Bullying, Supervision, COVID19 School Response Plan</p>
Use of off-site facilities for school activities.	<p>Harm by school staff</p> <p>Harm by Volunteers</p>	<p>Adequate personnel so that no pupil is left unattended</p>

	Harm by unknown persons in the community	Volunteers/TY/3 <sup>rd</sup> level students never left unaccompanied with school pupils All school policies apply when off campus, e.g., Code of Behaviour, Intimate Care, Anti Bullying, Supervision, COVID19 School Response Plan Staff authorised to use personal phones to contact school when off-site
School transport arrangements including bus escorts.	Harm by Bus Driver  Harm by BusEscorts Harm by Students Harm not recognised or promptly/properly reported. Persons collecting pupils unknown to Bus Escorts or appear unfit to collect pupil	Vetting of Bus Driver by Contractor Garda Vetting of Bus Escorts by school prior to commencement of employment Child Safeguarding Statement & Risk Assessment in place Bus Escort Protocol in place re: handover of students, recording and reporting of incidents, pupil sickness/seizures etc
Administration of Medication	Harm by nurse Harm by Staff Harm by students	School Nurses abide by SMH and NMBI (Nursing and Midwifery board) formerly Bord Altranais policies and procedures SMH Patron Body is responsible for vetting and oversight of nurses and student nurses, but such placements must be arranged in consultation with the school Principal. Specific school staff trained in safe administration of rescue medication to give emergency medication when indicated (SAM Training) MAS Sheets/Scripts for all medications must



		<p>be given to Nurse by parents/doctor before it can be administered in school</p> <p>Occasional OTC medication that is required by pupil should be administered by nurse</p> <p>All staff to be aware of medication protocols for pupils with whom they work.</p> <p>All medications to be double locked in presses to prevent access by students.</p> <p>Staff's personal prescribed medication should not be brought on the premises. Staff OTC medication must be locked away, safe from student access.</p>
Administration of First Aid	Harm by staff	<p>First Aid Training generally provided to SNAs every two years.</p> <p>Nursing staff also carry out First Aid</p> <p>All head injuries notified to parents/guardians</p> <p>All to be aware of those students in their care who are allergic to certain preparations and/or types of wound dressing/plaster.</p>
Curricular provision in respect of SPHE, RSE, Stay Safe, Wellbeing module as part of the Junior Cycle programme.	Harm from staff, volunteers, visiting teams if they are not aware of protection issues for children – risk for our pupils who are more vulnerable because they do not understand the risk	<p>All staff have undertaken Tusla e-learning programme</p> <p>Staff have participated in the review of the Safeguarding Statement and Risk Assessment.</p> <p>Staff will be required to participate in future Child Safeguarding training/reviews.</p>
Training of school personnel in child protection matters	Staff not being fully aware of child protection guidelines thus not recognising or	DLP & DDLP to participate in DES Child Safeguarding training, as

	promptly/properly reporting concerns	available DLP to ensure that staff are advised of Child Safeguarding updates Board of Management is aware of Board's obligations in this regard.
Recruitment of school personnel including Teachers, SNA's, Secretarial Staff, Sports coaches & Sessional Services, Visitors/contractors present in school during school hours. Performers during Arts Week	Harm not recognised or properly or promptly reported	Child Safeguarding Statement & DES procedures made available to all staff Staff to complete Tusla training module & any other online training offered by PDST Vetting Procedures in place for staff and volunteers Procedure is in place between school and Patron Body regarding SMH Staff visiting and working in school New personnel to be given a copy of Child Safeguarding documentation Contractors/artists/performers/students observing or present during school hours are accompanied by/supervised by member of school staff; pupil(s) never left alone with any non-school person
Use of Information and Communication Technology by pupils in school.	Bullying, exposure to inappropriate content	ICT policy and Acceptable Use Policy (AUP) in place. Code of Behaviour and Anti-Bullying Policy in place Adequate firewall and encryption of computers managed by MicroPro, Rathfarnham, the schools I.T. service provider. Pupils always supervised while on

		<p>computer/tablet and never left alone while engaging in online schoolwork.</p> <p>Pupils are instructed in cyber safety measures via the media element of the SPHE curriculum under the strand unit Media Education. Students will be made aware of social media rules and personal safety online with particular reference to not revealing their personal details to strangers.</p> <p>The addendum to the Children First: National Guidance for the Protection and Welfare of Children which refers to the importance of online safety has been included in the Safeguarding statement review</p>
Contractors/Builders on Site	<p>Harm to Staff Harm to Students Restricted access to sections/parts of the school.</p> <p>Scaffolding around the school building.</p> <p>Child Protection</p>	<p>Due to works being carried out to the outside of the building staff and students will be restricted in their movements outside of the building for health and safety reasons.</p> <p>Close supervision when outside the building and restrictions regarding the access to the side of the building will prevent any risks associated with such.</p> <p>All students and staff with adhere to our supervision policy. Students will be always supervised. Staff will be aware of contractor's presence out of the window during any personal care programmes.</p>



		Contractors will be informed they will need to seek the principal's permission before entering certain areas of the school during the school day. Namely, classrooms and areas students may be in such as sensory rooms.
Communicating with children/pupils in school	Pupils cannot disclose any incidence of abuse or any incidence relating to child protection because of their inability to communicate or because of their level of intellectual disability.	Staff are trained in various methods of communication: LAMH, Picture Exchange Communication System, Objects of Reference, Augmentative Technology Staff use appropriate method of communication for each child. Heightened awareness by staff and vigilance when participating in personal care. Reporting any concerns (e.g., unusual or repeated bruising, burns, cuts etc.) to the DLP. Reporting to DLP/DDLP if it is felt there are child protection issues.

**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.

### Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to Children First: National Guidance for the Protection and Welfare of Children published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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)*.

### **Examples of School Activities**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching

- One-to one learning support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- 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
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- 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 Tusla's Child Protection Notification System (CPNS)
- Children with medical needs
- Recruitment of school personnel including -
  - Teachers/SNAs
  - 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
- Student teachers undertaking training placement in school
- 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
- Breakfast club
- Homework club/evening study

### **Examples of Risks of Harm**

- 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 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
- Risk of harm due to bullying of child
- Risk of harm due to racism
- 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, including medical 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

### **Examples of Procedures to address risks of harm**

- 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* and its Addendum (2019)
- The school implements in full the Stay Safe Programme
- 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 undertakes anti-racism awareness initiatives
- 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 has in place a policy and clear procedures in respect of school outings
- The school has a health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- 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 a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- 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



- The school has in place a policy governing the use of smart phones and tables devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- 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
- 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
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations