



# **ST. ANNE'S SCHOOL CHILD SAFEGUARDING STATEMENT (2025-2026)**

St. Anne's School is a special school providing primary/post-primary education to pupils from Junior Infants 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. Anne's 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 **Rose-Marie Flanagan (Principal)**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Fiona Haugh (Deputy Principal)**
- 4 The Relevant Person is Rose-Marie Flanagan (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 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 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 of Education, 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.

9 This Child Safeguarding Statement was adopted by the Board of Management on the 8th of October 2025.

10 This Child Safeguarding Statement was reviewed by the Board of Management on the 8th of October 2025.

Beth Hickey

Rose-Marie Flanagan

Chairperson to the BOM

Date: \_\_\_\_08/10/2025\_\_\_\_

Principal/Secretary to the BOM

Date: \_\_\_\_08/10/2025\_\_\_\_

### Mandatory Template 1: Child Safeguarding Risk Assessment Template

#### Written Assessment of Risk of St Anne's School

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools (Revised) 2023*, the following is the Written Risk Assessment of St Anne's 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 -
<b>Classroom and learning activities within the school day:</b>		
Classroom teaching	Risk of child being harmed due to bullying	<ul style="list-style-type: none"><li>• Bí Cineálta Policy</li><li>• Code of Positive Behaviour</li></ul>
One-one teaching	Risk of child being harmed by a member of school personnel	<ul style="list-style-type: none"><li>• The school has a code of conduct for school personnel</li><li>• Glass on doors</li><li>• Doors left open</li></ul>
Outdoor teaching activities	Risk of child being harmed due to injury or bullying or inadequate supervision	<ul style="list-style-type: none"><li>• Bí Cineálta Policy</li><li>• Code of Positive Behaviour Policy</li><li>• Health and Safety Policy</li></ul>
Sporting activities	Risk of child being harmed due to injury or bullying or inadequate supervision	<ul style="list-style-type: none"><li>• Bí Cineálta policy</li><li>• Code of Positive Behaviour Policy</li><li>• Health and Safety Policy</li></ul>

Curricular Provision in respect of SPHE, RSE, Stay safe	Risk of child being harmed or not reporting an incident due to non-teaching of same	<ul style="list-style-type: none"> <li>• The school implements in full the Stay Safe Programme and SPHE curriculum.</li> <li>• The school implements in full the Wellbeing Programme at Junior Cycle</li> </ul>
Use of Digital Technology by pupils in school	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school	<ul style="list-style-type: none"> <li>• The school has in place a Digital Technology Policy</li> <li>• Bí Cineálta Policy</li> <li>• Code of Positive Behaviour Policy</li> <li>• Procedure in place in respect of the usage of mobile phones by pupils</li> </ul>
Use of video/photography/other media to record school events	Risk of child being harmed due to a breach of data protection and inappropriate use of images	<ul style="list-style-type: none"> <li>• Parents sign a consent form</li> <li>• Parents are required to exercise caution when photographing at events</li> </ul>
<b>Self-care needs/hygiene/independent living skills:</b>		
Daily arrival and dismissal of pupils	Risk of child being harmed by another child due to inadequate supervision	<ul style="list-style-type: none"> <li>• Arrival and dismissal is supervised by teacher and SNAs</li> </ul>
Recreation breaks for pupils	Risk of child being harmed by another child due to inadequate supervision Risk of harm due to inappropriate relationship/communications between child and another child	<ul style="list-style-type: none"> <li>• Supervision procedures are in place</li> <li>• SNAs take staggered breaks</li> </ul>
Use of toilet/changing/shower areas in school	Risk of harm to child while a child is receiving intimate care	<ul style="list-style-type: none"> <li>• The school has an Intimate Care Policy</li> </ul>
Care of children with special educational needs, including intimate care where needed	Risk of child being harmed by a member of school personnel	<ul style="list-style-type: none"> <li>• The school has an Intimate Care Policy</li> </ul>

Management of challenging behaviour amongst pupils including appropriate use of physical intervention where required	Risk of injury to pupils and staff	<ul style="list-style-type: none"> <li>• The school has in place a Code of Positive Behaviour Policy for pupils</li> <li>• Staff have received MAPA training</li> </ul>
Administration of Medicine	Risk of child being harmed due to incorrect administration or dosage	<ul style="list-style-type: none"> <li>• The school has in place a policy and procedures for the Administration of Medicine to pupils</li> <li>• Staff are trained to administer Buccal Midazolam</li> </ul>
Administration of First Aid	Risk of child being harmed due to incorrect administration	<ul style="list-style-type: none"> <li>• First Aid Training is provided to staff</li> </ul>
Prevention and dealing with bullying amongst pupils	Risk of child being harmed due to bullying or inadequate Bí Cineálta Policy/Code of Positive Behaviour policy	<ul style="list-style-type: none"> <li>• The school has an Bí Cineálta Policy which fully adheres to the requirements of the Department of Education's Procedures to Prevent and Address Bullying Behaviour for Primary and PostPrimary Schools</li> <li>• The school has in place a Code of Positive Behaviour for pupils</li> </ul>
<p>Care of pupils with specific vulnerabilities/needs such as</p> <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS</li> </ul>	Risk of child being harmed due to bullying	<ul style="list-style-type: none"> <li>• The school has a Bí Cineálta policy which fully adheres to the requirements of the Department of Education's Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary schools</li> <li>• The school has in place a Code of Positive Behaviour policy for pupils</li> <li>• The school implements in full the SPHE Curriculum including the Stay Safe Programme</li> </ul>

Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Risk of harm due to inadequate code of behaviour	<ul style="list-style-type: none"> <li>• The school has in place a Code of Positive Behaviour policy for pupils</li> </ul>
Pupils participating in work experience in the school	Risk of child being harmed in the school by a member of school personnel	<ul style="list-style-type: none"> <li>• Pupils are supervised while working</li> </ul>
Pupils from school participating in work experience elsewhere	Risk of child being harmed by a member of another organisation	<ul style="list-style-type: none"> <li>• Pupils are supervised by staff at other organisation, pupils are visited during work experience by school staff</li> </ul>
<b>Extracurricular activities (including outings and visitors to the school):</b>		
School Outings	Risk of child being harmed due to injury or getting lost, exposure to unknown adults	<ul style="list-style-type: none"> <li>• The school has in place a policy and clear procedures in respect of school outings</li> </ul>
School Trips involving overnight stay	Risk of child being harmed by a member of another organisation	<ul style="list-style-type: none"> <li>• The school has in place a policy and clear procedures in respect of school outings</li> </ul>
Use of off-site facilities for school activities (swimming pool, horse riding, cafes, etc.)	Risk of child being harmed by a member of another organisation while child participating in out of school activities	<ul style="list-style-type: none"> <li>• The school has in place a Swimming Policy</li> </ul>
School transport arrangements including use of bus escorts	Risk of child being harmed by bus escort	<ul style="list-style-type: none"> <li>• Escorts receive child protection training</li> <li>• There is another adult present on the bus (driver)</li> </ul>
Use of external personnel to supplement the curriculum	Risk of child being harmed by external personnel	<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda Vetting legislation and relevant DE circulars in relation to recruitment and Garda Vetting</li> </ul>
Use of external personnel to support sports and other extra – curricular activities	Risk of child being harmed by external personnel	<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda Vetting legislation and relevant</li> </ul>



		DE circulars in relation to recruitment and Garda Vetting
Participation of children in religious ceremonies	Risk of child being harmed by a visitor to the school	
Sports Day	Risk of child being harmed due to injury or bullying or inadequate supervision	<ul style="list-style-type: none"> <li>• Bí Cineálta Policy</li> <li>• Code of Positive Behaviour</li> <li>• Health and Safety Policy</li> </ul>
Student teachers and SNAs undertaking training placement in school	Risk of child being harmed by student teacher and SNAs	<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda Vetting legislation and relevant DE circulars in relation to recruitment and Garda Vetting</li> </ul>
Training of school personnel in Child Protection matters	Risk of harm not recognised or reported promptly by school personnel	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DE procedures made available to all staff</li> <li>• DLP &amp; DDLP to attend PDST face to face training</li> <li>• All teachers and SNA's viewed PDST and Tusla Training Module</li> <li>• The school encourages staff and board of management members to avail of relevant training</li> <li>• Child protection procedures are revised regularly at staff and BOM meetings</li> <li>• BOM maintains records of staff and board training</li> </ul>
Recruitment of school personnel including - <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cook/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> </ul>	Risk of harm not being recognised by school personnel Risk of harm not being reported properly and promptly by school personnel	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DE procedures made available to all staff</li> <li>• Staff to view Tusla training module &amp; any other online training offered by Oide</li> <li>• The school adheres to the requirements of the Garda Vetting legislation and relevant</li> </ul>

<ul style="list-style-type: none"> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>		DE circulars in relation to recruitment and Garda Vetting
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**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 2011 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 risk assessment has been completed by the Board of Management on the 8th October 2025. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed:   
Chairperson, Board of Management

Date \_8th October 2025\_

Signed:   
Principal/Secretary to the Board of Management

Date \_8th October 2025\_

## Mandatory Template 2: 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 2023](#).

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2023'?	Yes
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Yes
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2023'?	Yes
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)	Yes
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Yes
7. Has the DLP attended available child protection training?	Yes
8. Has the Deputy DLP attended available child protection training?	Yes
9. Have any members of the Board attended child protection training?	Yes
10. Are there both a DLP and a Deputy DLP currently appointed?	Yes

11.	Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
12.	Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
13.	Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2023' and the Children First Act 2015?	Yes
14.	Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
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?	Yes
16.	Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	Yes
17.	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 report?	Yes
18.	Have the minutes of each Board meeting appropriately recorded the CPOR report?	Yes
19.	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?	Yes
20.	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?*	Yes
21.	Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
22.	Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
23.	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 'Child Protection Procedures for Primary and Post Primary Schools 2023'?	No
24.	In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2023' were subsequently issued by the DLP?	Yes
25.	Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
26.	Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
27.	Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
28.	Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes

29.	Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	Yes
30.	Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
31.	Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
32.	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?*	Yes
33.	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)?*	Yes
34.	Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
35.	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 'Child Protection Procedures for Primary and Post Primary Schools 2023'?	Yes
36.	Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
37.	Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
38.	Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
39.	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?	Yes
40.	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?	Yes

\*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: 8th October 2025

Chairperson, Board of Management

Signed: 

Date: 8th October 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.

### **Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement**

To: \_\_\_\_\_

The Board of Management of St. Anne's School wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 8th October 2025.
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website [www.education.ie](http://www.education.ie)

Signed: 

Date: 8th October 2025

Chairperson, Board of Management

Signed: 

Date: 8th October 2025

Principal/Secretary to the Board of Management