



Swords Educate Together National School

Roll Number 20145 O

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment

Safeguarding Statement

General Information

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| Name of School: | Swords Educate Together N.S. |
| Address: | Applewood, Swords, Co. Dublin. |
| Telephone: | 01 8903899 |
| Email: | info@swordseducatetogether.ie |
| Website: | www.swordseducatetogether.ie |
| Denominational Character: | Equality Based |
| Patron: | Educate Together |

References

- Children First: National Guidance for the Protection and Welfare of Children (Dept of Children and Youth Affairs (2011))
- Child Protection Procedures for Primary and Post-Primary Schools (DES 2017)

Swords Educate Together National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class. 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 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Swords Educate Together N.S 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 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Karl Breen**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Eoghan Beglan**
- 4 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.

5. 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 2017 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 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015. The school's template for recording any child safeguarding allegation and/or concerns is attached as **Appendix 1**. The template for recording how the allegation and/or concern came to be known to the DLP and record of

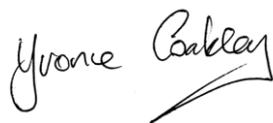
DLP's phone call seeking advice of Tusla is attached as **Appendix 2**. The Child Protection and Welfare Reporting Form is available at :

https://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.pdf

- If a member of school personnel brings an allegation and/or concern to the DLP, and the DLP does not report this to Tusla, the DLP will provide a statement from DLP to a member of school personnel as to the reasons why a report has not been made to Tusla (**Appendix 3**). In this case, the member of school personnel may consult with Tusla and/or submit a report to Tusla if they remain concerned. In such cases, a copy of the report must be provided to the DLP.
- Following the submission of a report to Tusla, the DLP will record whether or not the parents of the child concerned were informed of this. (**Appendix 4**).
- If a child protection concern about a member of school personnel has been raised by a parent, the DLP will address this in line with Section 5.6.2 of the Procedures. Following this, the DLP will provide written notification to the parent regarding how the matter has been addressed (see **Appendix 5**)
- In this school the Board has appointed the above named DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement of the school.
- The DLP will present a Child Protection Oversight Report to the Board of Management at each meeting, in accordance with relevant legislation. The Child Protection Oversight Report to the BOM is attached as **Appendix 6** For the duration of COVID-19 restrictions, this will be carried out in line with DE guidelines.
- The DLP will maintain a record of the documents provided to the Board of Management as part of the Child Protection Oversight Report (CPOR). (See **Appendix 7**)
- 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 the Children First Act (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 attached to this statement, in the form of a Written Assessment of Risk.
- A Child Safeguarding folder, containing this policy, the list of relevant Child Safeguarding contacts and a guide for staff (**Appendix 8, 9**) is available in each classroom of the school.
- 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.

6. This statement will be published on the school's website and has been provided to all members of school personnel, the Parent Teacher Association (PTA) and the patron. It is readily accessible to parents and carers on request. A copy of this Statement will be made available to Tusla and the DE if requested.
7. 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. The annual checklist (Mandatory Template 2) is attached as **Appendix 10** and the notification regarding the Board of Management's review of the Child Safeguarding Statement (Mandatory Template 3) is attached as **Appendix 11**.

This Child Safeguarding Statement was adopted by the Board of Management on 16th November 2021.



Signed: _____
Chairperson of Board of Management

Date: 16/11/2021



Signed: _____
Principal/Secretary to the Board of Management

Date: 16/11/2021

Child Safeguarding Risk Assessment

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 2017*, the following is the Written Risk Assessment of Swords Educate Together National School

Important note: it should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017* as;

- (a) "assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
- (b) sexual abuse of the child

Whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise."

List of school activities, Identification and procedures in place to address the risks of harm identified in this assessment

| List of School Activities | The school has identified the following risk of harm in respect of its activities – | The school has the following procedures in place to address the risks of harm identified in this assessment - |
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| Pupils with Special Educational Needs(SEN) | In the case of special needs pupils where resource hours and assistance are sanctioned on an individual basis staff may work with children in SEN rooms on a one to one basis. They may also be required to assist in toileting and/or specific care needs. | Glass panels in doors and between SEN rooms increasing visibility within the room. (See Special Needs Policy). |
| Supervision | The school’s supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks, at assembly/morning and home time. | A rota will be displayed in the administration area/staff room to cover morning and lunchtime breaks. See Supervision Policy for agreed rules around break-times and procedures around teacher absences. |
| Swimming | Children in our school do not attend school organised swimming classes at present but should this become a practice at any time in the future due regard will be given to this in this statement. | |
| Toilets | Access to toilets has been identified as a potential risk. Children who require additional assistance with toileting shall do so in relation to NCSE Guidelines. | It is school policy that two children are permitted to enter the toilet area at a time. Children who need to use the toilet during yard time must seek the permission of the teacher on yard and will be given a Toilet Pass. Senior class pupils monitor entry to the toilet area at Exit Door A and hold on to the Toilet Pass for pupils. Toilets are not generally used during First Break (10.20-10.30). During yard time the toilets in the PE area beside Exit Door A will be used. |
| Toileting Accidents | Within all primary schools there is the possibility of toileting accidents and this has been identified as a potential risk. | Clean underwear and suitable clothing will be kept in the school so that if a pupil has an ‘accident’ of this nature, they will in the first instance be offered fresh clothing into which they can change. If the pupil for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. In all such situations, two members of staff should be present. Class teacher will communicate this to parents and guardians and to the principal. It is school policy to call a Parent/Guardian if a child soils themselves in school and requires intimate care. In the unlikely event of failing to make contact, staff will follow the procedures as above. Soiled clothes will be sent home in a |

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| | | sealed bag. All accidents of this nature will be reported to the Principal and Parents/Guardians. |
| Visitors | The Board of Management have identified potential risks in the visitors/outside agencies that arrive unannounced throughout the day. | All scheduled/unscheduled visitors to the school are expected to report to the office on arrival. They will be furnished with a Swords Educate Together National School visitor badge to be displayed on their person. |
| Drop off/Pick up | The Board of Management have acknowledged the risks to children's safety within the drop off and pick up of children throughout the day. | The drop-off/pick-up of children throughout the teaching day will be processed through the school office. The school must be notified in advance if anyone other than the parent is collecting the child and if there are any changes to pick up arrangements. |
| Visitors/Guest Speakers | The Board of Management and staff have identified the potential risks to children in relation to Visitors/Guest Speakers to our school. | Visitors/Guest speakers should never be left alone with pupils. The school (principal/teachers) has a responsibility to check out the credentials of the visitor/guest speaker and to ensure that the material in use is appropriate. Vetted guest speakers and visiting teachers of varying disciplines, employed by the Board of Management of Swords Educate Together National School to perform specific duties, will only be left to work with a class alone at the Principal's discretion following consultation with senior management. |
| Intimate care needs | The Board of Management and staff have identified the potential risk to children who have specific/intimate care needs. | <p>In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, special needs assistant, Principal and if appropriate the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs. This is in keeping with best practice, keeps the best interests of the child to the fore and maintains the child's personal dignity.</p> <p>The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be recorded, kept in the child's file and communicated to all parties involved.</p> <p>Two or more members of staff will be present when dealing with intimate care/toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.</p> |
| Accidents | An accident is defined as an unintentional incident that has occurred through nobody's fault yet might impact on the health and safety of a child. | While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our Incident |

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| | | book and will be addressed under our Accident Policy as part of Health and Safety. First Aid will be administered in office/reception. If somewhere more private is needed to administer first aid, 2 members of staff will be present at all times. |
| One-to-one teaching | The Board of Management identify the risks that may be perceived in one to one teaching. This could relate to class teacher/Learning Support/Resource Teachers as well as any activity that involves a child in the care of one teacher for the purposes of teaching and learning. | It is the policy in this school that one-to-one teaching is often in the best interest of the child Every effort is made to ensure that this teaching takes place in an open environment. Parents of children who are to be involved in one-to-one teaching will be informed and their agreement in writing sought. Work being carried out by Special Needs Assistants will be carried out under the direction of the class teacher in an open environment. |
| Transition year students participating in work experience in the school | Risk of child being harmed in the school by volunteer or visitor to the school | Garda vetting of students participating in work experience. Member of school personnel always present (i.e. TY student never left alone with child(ren)). |
| School Tours/Trips | The Board of Management have acknowledged the potential risk that bringing the children on tours and excursions might have. | School staff accompanying children on school tours/trips (including after school sporting events) will deliver a duty of care commensurate with the trip/venue. The higher the risk factor the lower the ratio of teacher/responsible adult to children. As per School Tour Policy, hired buses/vehicles must provide safe transportation and a functioning seatbelt for every child/adult and car seats if in car transport. |
| SETNS School Volunteers | Although mandatory vetting has been completed it is envisaged that unless the vetting process has been strictly adhered to, potential risks may occur. | The BoM of Swords Educate Together National School has requested that all adult school volunteers apply to be vetted through the National Vetting Bureau. This has been conducted to date. |
| Attendance | Th Board of Management acknowledge the potential risk to child safety and welfare in the absence of measures to monitor attendance within a school. | School attendance is monitored carefully as per our attendance policy. At the end of each year Attendance Certificates are awarded to children who achieve full attendance. With regards to Child Protection, we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse. The NEWB will be informed of any concerns relating to a child's attendance. We will issue a letter to parents when their child has missed 10 days/20days. Children who miss 20 days or more will be reported to the NEWB in accordance with legislation. |
| Behaviour | Behaviour of children may pose a risk to the health, safety and welfare of other children. | Children are to be encouraged at all times to play co-operatively and to show respect for themselves and others. Our positive Behaviour Policy clarifies this. If an incident occurs which we consider to be of a sexualised nature we |

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| | | will notify the DLP who will record it and respond to it appropriately. |
| Bullying | The Board of Management acknowledges the risk that Bullying Behaviour poses to any child. We acknowledge the risk that peer/cyber and physical bullying poses to the school community. | Bullying behaviour will be addressed under our Anti-Bullying policy 2014. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to the DLP. The Anti Bullying policy and procedures are reviewed annually with any issues being referred to the Board of Management as part of the the Principal's report at Board meetings and at staff meetings. Parents/children are also educated on the risks that cyber bullying poses through regular updates, workshops from external companies and parent evenings. |
| Children travelling in staff cars | The Board of Management acknowledges that this risk is rare as every effort is made to prevent this from occurring. The Board acknowledges that in exceptional circumstances there may be no other option. | In emergency or exceptional cases only where a staff car must be used to transport a child, children will never be taken alone in a staff car and where possible parental permission (verbal) will be sought. |
| Communication | The Board of Management acknowledges the importance of communication within a school community. Without effective communication, children are put at risk and this is noted by the Board of Management as a potential risk to the safety of children. | Every effort will be made to enhance pupil-teacher communication. If pupils have concerns they will be listened to sympathetically. The SPHE/Oral Language/ETP programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate with pupils on a one-to-one basis, they are requested to leave the classroom door open or request a colleague to attend. |
| Induction of Staff | The induction of staff is important in providing effective sustainable health and safety of the children and school community. Failure in adequately training new staff can be detrimental to a school and can pose potential risks to the children in our care. | The DLP/Deputy DLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Guidelines and Procedures (DES, 2017) and Children First Guidelines (2011) as well as the school's Safeguarding Statement. The DLP will give a copy of the Child Protection Guidelines and Procedures, Chapters 3 & 4 and Appendix 1 of Children First and this Safeguarding Statement to all new staff. All new teachers are expected to teach the designated SPHE objectives to their class. A member of staff/partner teachers, once trained, will be responsible for the mentoring of new teachers and will be responsible for supporting new teachers as they implement the SPHE objectives. |
| Induction of Pupils | The Board of Management identify the need for adequate induction of pupils within the school. | All parents/guardians and children will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). All parents/guardians will be informed of the programmes in place in the school that deal with personal development e.g. RSE, Walk Tall, Stay Safe and SPHE. Parents will be requested to contact the school |

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| | | <p>principal if they have any difficulty with their child participating in the sensitive aspects of the SPHE curriculum.</p> <p>All new parents/guardians will be given a copy of the school's enrolment policy, which outlines the procedures parents/guardians and children should use when contacting the school if there are absences or concerns of an educational/personal/family matter.</p> <p>Parents/guardians are encouraged to make an appointment with the class teacher/principal if they wish to discuss their child's progress. All parents will be given a copy of the school's positive Behaviour and Anti-Bullying policies in the Information Booklet.</p> |
| Internet Safety | As contained in the Anti Bullying Policy (2014) and Acceptable User policy (2014) Swords Educate Together are aware of the potential risks that are evident in the areas of Cyber Bullying/Internet Safety. | It is the intention of the Principal and Staff at Swords Educate Together National School to ensure that child protection concerns will be addressed in the school's Acceptable Use Policy (2014). The Stay Safe lessons in each classroom may be supplemented with a lessons from the Webwise resource pack and/or appropriate websites. |
| Online Teaching and Learning Remotely | The Board of Management are aware of the potential risk associated with online teaching and learning remotely. | <p>The risk associated will be mitigated and reduced due to the following measures;</p> <ul style="list-style-type: none"> • Zoom Communication Statement (2021) • Acceptable User Policy • Positive Behaviour Policy • Data Protection Policy |
| Record Keeping/Data Protection | The Board of Management acknowledges the potential risk to children regarding sensitive information that may be required to be kept on file within the school. | <p>Strict adherence to Data Protection Guidelines is maintained within the. We will continue to maintain the high standards of Record Keeping and Data Protection procedures currently in place.</p> <p>Teachers will keep records on each child's reports using Swords Educate Together National School/NCCA Record Keeping Sheets, NCSE reporting templates as well as school paperwork and on Aladdin Data Management System. Hard Copy records are kept in the office and/or in locked filing cabinets in SEN rooms. Electronic attendance records will be updated daily. Sensitive information regarding children will be shared on a need-to-know basis. All educational files of pupils who no longer attend this school are kept in storage in locked filing cabinets in SEN rooms.</p> |
| Care of pupils with specific vulnerabilities such as pupils from ethnic minorities/migrants, members of the Traveller Community, LGBTQI+ children, pupils perceived to be LGBTQI+, pupils of minority religious faiths, children in care | <p>The Board of Management acknowledges the risk of children being harmed by a member of the school community.</p> <p>Risk of harm due to bullying</p> <p>Risk of Racism</p> | <p>Garda vetting of all staff.</p> <p>Supervision of pupil interactions.</p> <p>Implementation of Anti-Bullying policy and associated initiatives-friendship/anti-bullying week, whole school assemblies.</p> <p>Implementation of Ethical Education/Learn Together Curriculum.</p> <p>Anti Racism resources and Professional Development will be made available to staff to aid their teaching of such topics.</p> |

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| Covid-19 | The Board of Management acknowledges the serious risk of infection from Covid-19 and the procedures and protocols involved in minimising the risk of the spread of Covid-19 within the school | <ul style="list-style-type: none"> • See Covid Response Plan 21/22 • See Covid 19 Risk Assessment 21/22 • See Covid 19 Cleaning Schedule <p>All staff members have received induction training on minimising risk and all Board of Management members including the Chairperson and Health and Safety Nominee on the Board provide oversight to all elements contained in the management and reduction of risk within the current Covid-19 Pandemic.</p> |
| Sports day | The Board of Management acknowledges the risk of child being harmed in the school by volunteer or visitor to the school. | Supervision of pupil activities involving external personnel |
| School transport arrangements – bus for school tours | The Board of Management acknowledges the risk of a child being harmed by school transport providers. | Supervision of pupils by school personnel |
| Care of children who require physical interventions, in order to ensure their safety and safety of others | The Board of Management acknowledges the risk of child being harmed by member of school personnel. | Garda vetting of all SETNS staff. Physical interventions and positive handling policy. Physical interventions and positive handling plan for individual pupils, developed in collaboration with parents. CPD for staff re: physical handling |
| Management of challenging behaviour among pupils | The Board of Management acknowledges the risk of child being harmed in the school by a member of school personnel or by another child. | Implementation of Code of Behaviour and Physical Intervention policies. Supervision of pupil interactions. Garda vetting of all staff. |
| Recruitment of school personnel | The Board of Management acknowledges the risk of child being harmed in the school by a member of school personnel. | Garda vetting of all staff. Yearly review of Child Protection Safeguarding Statement and Risk Assessment. Child Protection documents to hand in all rooms in the school |
| Participation of pupils in religious ceremonies/religious instruction external to the school (organised by parent body) | The Board of Management acknowledges the risk of a child being harmed in the school by personnel associated with religious instruction. | Instruction to take place in classroom with glass panel in door. Classes only to be held if there is more than 1 child present. Personnel to confirm in writing to the BOM of Swords ETNS that they will comply with the Child Protection policy of the school. |
| Use of ICT by pupils in the school | The Board of Management acknowledges the risk of harm caused by pupil accessing inappropriate material via ICT devices. | Pupils supervised by members of school personnel when using ICT and teachers encouraged to use child safe browser. Mobile phone and devices policy. |
| Student teachers undertaking training placement in the school | The Board of Management acknowledges the risk of child being harmed in the school by volunteer or visitor to the school. | Students to present evidence of Garda Vetting to the school prior to undertaking training placement. |

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| Trainee Special Needs Assistants undertaking placement in the school | The Board of Management acknowledges the risk of child being harmed in the school by volunteer or visitor to the school. | Garda vetting of trainee Special Needs Assistants. |
| Use of video/photography/other media to record school events | The Board of Management acknowledges the risk of child being harmed by member of school personnel and others accessing/circulating inappropriate or potentially inappropriate material via social media, texting, digital device or other manner. | School events to be recorded by members of school personnel/ designated recording personnel only. Families reminded not to use media to record school events. <i>If a member of school personnel uses a personal device for such, they must upload onto the school server (only) within a week and delete permanently from personal device. (Staff formally reminded of this termly, and incidentally throughout the year).</i> |
| After school use of premises for extracurricular activities not run by school personnel (pupils all collected at the same time) | The Board of Management acknowledges the risk of a child being harmed by personnel running extra-curricular activities. | Personnel to provide completed appendix 4 to BOM. Activities to take place outdoors in open space or in classroom with glass panel in door. |
| Homework club/After school activities run by school personnel (pupils all collected at the same time) | The Board of Management acknowledges the risk of a child being harmed in the school by member of school personnel or by another child. | Garda vetting of all staff. Supervision of pupil interactions. Homework club to take place in classroom with glass panel in door. There must be a 2 nd adult in the building during this time. |
| Use of off-site facilities for school activities | The Board of Management acknowledges the risk of a child being harmed by others using the facility. | Supervision of pupils at all times of members of school personnel |
| Involvement of personnel to supplement the curriculum (regular basis) during the school day – e.g. Music teacher, sports coaches etc. | The Board of Management acknowledges the risk of child being harmed in the school by volunteer or visitor to the school. | Garda vetting of external personnel used to supplement the curriculum. Members of school personnel always present for the duration of activity. |
| Involvement of personnel to supplement the curriculum (one-off visit) e.g., Community Gardaí, Librarian | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | School personnel always present for the duration of the activity to supervise the interactions of such personnel with the pupils. |
| Visits from external agencies/community members – Tusla (Social worker/EWO), Staff from Educate Together National office, Visiting Teacher for the Deaf/Blind, Barnardos, PDST personnel, DES Inspectorate, Pastoral | The Board of Management acknowledges the risk of child being harmed in the school by volunteer or visitor to the school. | Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel) |

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| worker, residents' association members. | | |
| Visits from book company representatives, sales representatives | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel) |
| Delivery companies, bin collections, The Book People, contractors and maintenance workers | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | Sign-in book at reception to account for all visitors present in the school, where relevant. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel) |
| International visitors – Global schools, DCU partners etc. (one-off visits) | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel) |
| HSE vaccinations | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | Sign-in book at reception to account for all visitors present in the school. Parents/carers to sign documentation for administration of vaccinations. Vaccinations to take place in room with glass panel in door and more than one pupil present at a time. |
| HSE hearing and vision tests | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | Sign-in book at reception to account for all visitors present in the school. Parents/carers to sign documentation permitting hearing and vision testing of their child. Testing to take place in room with glass panel in door. |
| Changing of pupil's clothes (because of toileting accident/fall in yard etc.) | The Board of Management acknowledges the risk of child being harmed in the school by a member of school personnel. | Garda vetting of all staff. Pupil to change themselves alone. <u>Procedure if pupil requires assistance</u> : 2 adults should always be present if children's clothes are being changed (ref. Intimate Care Policy). Parents informed by class teacher at end of day. |
| School cleaners | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | School cleaners only work in the school outside of school hours |
| Annual book fair | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | Pupils are supervised by their parents/carers when visiting the book fair. |
| Parents/family volunteers in the school | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | Garda vetting of family volunteers if on an on-going basis. |
| BOM and PTA members attending meetings/visiting the school | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | BOM and PTA meeting held outside school hours when children are not present. When visiting the school during school hours they are accompanied by a member of school personnel. |

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| Prospective parents visiting the school | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | When visiting the school during school hours they are accompanied by a member of school personnel. |
| School concerts (Christmas, Seachtain na Gaeilge, end-of-year etc.) | The Board of Management acknowledges the risk of child being harmed in the school by volunteer or visitor to the school. | Pupils supervised at all times by member of school personnel |
| Winter Market (fundraising) | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | Pupils supervised at all times by member of school personnel |
| Official school photographs | The Board of Management acknowledges the risk of a child being harmed in the school by volunteer or visitor to the school. | Pupils supervised at all times by member of school personnel |

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*

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.

This **revised** Child Safeguarding Statement and Risk Assessment was adopted by the Board of Management on;

16th November 2021.

This Child Safeguarding Statement and Risk Assessment was reviewed by the Board of Management on
16th November 2021



Signed: _____
Chairperson of Board of Management



Signed: _____
Principal/Secretary to the Board of Management

Date: 16th November 2021

Date: 16th November 2021

Appendices

Appendix 1: Child Protection Concerns Recording Sheet.

Appendix 2: Record of how the allegation and/or concern came to be known to the DLP and record of DLP's phone call seeking advice of Tusla.

Appendix 3: Template Statement from DLP to a member of school personnel as to why a report has not been made to Tusla.

Appendix 4: Record of DLP informing or not informing a parent/carer that a report concerning his or her child is being made.

Appendix 5: Template written notification from DLP to a parent where a child protection concern about a member of school personnel has been raised by a parent/guardian.

Appendix 6: Child Protection Oversight Report to BOM template.

Appendix 7: Template for recording documents provided to the Board of Management as part of the Child Protection Oversight Report (CPOR)

Appendix 8: Child Safeguarding Contact Details

Appendix 9: Child Safeguarding- What do I do?

Appendix 10: Checklist for Review of the Child Safeguarding Statement

Appendix 11: Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement.