



## **Child Safeguarding Statement and Risk Assessment 2023-24**

### **Child Safeguarding Statement**

Nun's Cross National School is a primary school providing primary/post-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 (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Nun's Cross National 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 **Lisa Ward**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Lorraine Gannon**
- 4 The Relevant Person is **Lisa Ward**

(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 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 23rd June 2023.

This Child Safeguarding Statement was reviewed by the Board of Management on 27th September 2023.

Signed: J.A.H. Kistler

Chairperson of Board of Management

Signed: Lisa Wood

Principal/Secretary to the Board of Management

Date: 27th September 2023

Date: 27th September 2023

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Nun's Cross National School

#### List of school activities (Overview)

- Arrival and dismissal
- Training of school personnel in Child Protection matters
- Recruitment of new staff
- Teaching practice for Student teachers
- Secondary students participating in work experience
- Volunteers and Parents
- Visitors
- One to one teaching
- Care of children with special needs, including intimate care needs
- Care of pupils with specific vulnerabilities
- Toilet areas
- Curricular Provision in respect of SPHE, RSE, Stay safe.
- Managing of challenging behaviour amongst pupils, including appropriate use of restraint
- Recreation breaks for pupils
- Supervision of classes for teacher on yard
- Classroom teaching
- Outside Sporting Activities
- After school activities

- School Tours
- School transport arrangements including use of bus escorts
- Prevention and dealing with bullying amongst pupils
- Use of Information and Communication Technology by pupils in school
- Use of video/photography/other media to record school events
- Children going on messages in the school
- Outside professionals working in the school
- Administration of Medication
- School blog, website and Facebook page
- School bus

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

- Harm not recognised or reported promptly
- Non-teaching of SPHE, RSE and stay safe
- Harm not recognised or properly or promptly reported
- Staff not following policies & procedures
- Use of video/photography/other media to record school events
- Sharing information over social media – blog, website, facebook page
- Incorrect administration of medication
- Doors being left open not requiring fob entry
- Back door not being locked throughout the day
- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- Sporting Activities
- School Tours and trips
- Use of toilet areas in schools

- Bus driver
- Care of children with special educational needs, including intimate care needed,
- Management challenging behaviour including appropriate use of restraint
- 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
- Recruitment of school personnel
- Use of Information and Communication Technology by pupils in school.
- Transition Year Pupils participating in work experience in the school
- Student teachers undertaking training placement in school
- Outside professionals working in the school

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

- DLP & DDLP to attend PDST face to face training
- BOM have been given Child Protection Procedures
- School follows the Garda Vetting Circular 31/16
- Staff read and sign that they have read the Children's First Guidelines
- Student teachers given copy of Child Protection Safety Statement and Risk Assessment.
- Transition year pupils are Garda vetted
- Transition year students never one on one with pupils
- Children under 16 not allowed to do work experience
- Visitors given Lanyards to wear (workers, students)
- Visitors asked to sign in and out at office
- All classroom doors to have glass panels
- Gender Neutral toilets
- School implements SPHE, RSE, Stay Safe in full
- Staff to sign a document to say they have taught RSE, Stay Safe in full

- Evidence of above being taught in Cuntas Miosuil (Term 3 each year – year 1 teach and year 2 revision)
- Accord to visit the school in term 3 to speak with 6<sup>th</sup> class
- References sought for all new after school co-ordinators
- Minimum 2 Garda vetted adults to attend sporting events
- Parents are informed not to post any videos on social media in start of year letter
- Students carry out messages in pairs
- At least two teachers supervising trips out at any given time (supplemented by parents)
- Fob entry for all main doors to school building. Principal's office password protected.
- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- School *Child Safeguarding Statement* and *Risk Assessment* on display in all classrooms, in the staffroom and outside the secretary's office. Both are also available on the school website. Both policies also provided for all parents of new infants in a school starter pack.
- 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)* & all registered teaching staff are required to adhere to the *Children First Act 2015*
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school has a supervision 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 a Health and Safety Policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DoE circulars in relation to recruitment and Garda vetting
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy

<ul style="list-style-type: none"> <li>• The school has an intimate care policy/plan in respect of students who require medication to pupils</li> <li>• The school – <ul style="list-style-type: none"> <li>• Has provided each member of school staff with a copy of the school's Child Safeguarding Statement</li> <li>• Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement</li> <li>• Encourages staff to avail of relevant training</li> <li>• Each new member of staff to provide the school with a Statutory Declaration and signed Form of Undertaking.</li> <li>• All Staff to complete Tusla child protection training module</li> <li>• Encourages board of management members to avail of relevant training</li> <li>• Maintains records of all staff and board member training</li> </ul> </li> <li>• The school has in place a code of behaviour for pupils</li> <li>• The school has in place an ICT policy in respect of usage of ICT by pupils</li> <li>• The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</li> <li>• The school has in place a Physical Intervention Policy</li> </ul> <p><b>Important Note:</b> 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 <i>Child Protection Procedures for Primary and Post- Primary Schools 2017</i>.</p>
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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 Nun's Cross National School in Ashford, county Wicklow.

<b>List of School Activities</b>	<b>The School has identified the following risk of harm in respect of its activities</b>	<b>The School has the following Procedures in place to address risks of harm identified in this assessment</b>
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	Child Safeguarding Statement & DoE procedures made available to all staff (1). Displayed at all times in each class and in the staff room as well at entrance
		All staff provided training certificates to the school secretary



		<p>DLP and DDLP made known to staff</p> <p>DLP &amp; DDLP to attend PDST face to face training</p> <p>All Staff to view Túsla training module &amp; any other online training offered by PDST</p> <p>BOM records all records of staff and board training</p>
One to one teaching	Harm by school personnel	<p>Child protection on the agenda of each staff meeting</p> <p>One to one teaching policy (2)</p> <p>Open doors encouraged. All classrooms have class window</p> <p>Table between teacher and pupil</p> <p>Glass in classroom windows</p> <p>Policy on intimate care (3)</p>
Care of Children with special needs, including intimate care needs	Harm by school personnel	<p>Supervision policy (4)</p> <p>Policy on intimate care (3)</p>
Toilet areas during break and lunch time	Inappropriate behaviour	<p>School implements SPHE, RSE, Stay Safe in full in term 3 each year (5)</p> <p>RSE Policy (6)</p>
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	<p>Anti-Bullying Policy (7)</p> <p>Code of Behaviour (8)</p>
LGBT Children/Pupils perceived to be LGBT	Bullying	
<b>List of School Activities</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>

Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground/area outside of school on route to parents/minders	Arrival and dismissal supervised by Teachers Written letter from parents requesting that children walk and that they give consent/accept responsibility.
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	Restraint Policy (9) Health & Safety Policy (10) Code Of Behaviour (8) Positive handling plan (11)
Sports Coaches	Harm to pupils	Visitors to school policy (12), (1)
Students participating in work experience	Harm by student	Work experience and teaching practice policy (13) Child Safeguarding Statement (1)
Recreation breaks for pupils	Harm to pupils Bullying Visitors to the school e.g. builders/postman Areas where the teacher/SNA can't see	Anti-bullying policy (7) Supervision Policy (4) Code of Behaviour (8) Full implementation of the SPHE curriculum (5), (6)
Classroom teaching	Harm to pupils Teacher not seeing incidents/hearing incidents happen Injury to pupils Bullying	Supervision policy (4) Code of behaviour (8) Anti-bullying policy (7) Glass panel in classroom door Code of professional conduct for teachers (14)
One-to-one teaching	Risk to teacher Risk to pupil (one word against the other) Getting from/to resource/Learning support	One to one teaching policy (2) Open door/window panel Code of behaviour policy (8) Code of professional conduct for teachers (14)
Outdoor teaching activities	Harm to pupils	Supervision policy (4) Code of behaviour (8) Anti-bullying policy (7)

	Teacher not seeing incidents/hearing incidents happen Injury to pupils Bullying	Code of professional conduct for teachers (14) Health and safety policy (10) Educational visits policy (27)
Sporting Activities	Harm to pupils Teacher not seeing incidents/hearing incidents happen Injury to pupils Bullying Travelling to and from activity	Garda vetting of all personnel School outings policy (15) Supervision policy (4) Anti-bullying policy (7) School rules (16) Code of behaviour (8) Child friendly environment Adequate supervision Educational visits policy (27)
School website page	Public page so anyone can view photos of children People becoming familiar with children pictures Opportunity for photos to be shared on the web by unauthorised people Public page	School photographs policy (17) Acceptable use policy (23) Blog policy (26) Photograph policy (17) Privacy Policy (25)
School blog		No photos of children's faces on FB, website or blog pages without written permission from parents No names mentioned without parental permission Website hosted by Rosspoint (administrative status). School management must request revisions and edits. All teachers have editorial rights on the school blog (can only draft but not publish) but principal retains administrative rights and therefore can publish. No comments on the blog.
Carpooling	Parent not being Garda Vetted Teacher cannot supervise when children are in different cars Car insurance cover	No carpooling for school/ class events. In the case of an outside event e.g. cricket where 10 children are attending the event. It will be the parents responsibility to organise transport for their child. Teachers/School will not get involved in this. For school tours. A bus will be organised

	Parents not turning up- what happens the children travelling with that parent? Parent's unable to be contacted due to bad coverage	Local events- the children will walk and be supervised by adults at a ratio of 10:1
School outings	Harm to pupils Teacher not seeing incidents/hearing incidents happen Injury to pupils Bullying Travelling to and from activity Additional personal present	Garda vetting of all personnel School outings policy (15) Supervision policy (4) Anti-bullying policy (7) School rules (16) Code of behaviour (8) Child friendly environment Adequate supervision
Annual Sports Day	Harm to students Non-school personnel involved/present Bullying	Garda vetting of all personnel School outings policy (15) Supervision policy (4) Anti-bullying policy (7) School rules (16) Code of behaviour (8) Child friendly environment Adequate supervision
Fundraising events involving pupils	Harm to students Non-school personnel involved/present	Supervision policy (4) Garda vetting
Use of off-site facilities for school activities	Harm to students Non-school personnel involved/present	School Outings Policy (4) Garda Vetting Increased awareness from school staff about people at the event
School transport arrangements e.g. bus or carpooling	Harm to students Safety restraints on bus/car	School Outing Policy (4) Garda Vetting of personnel involved

Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Harm to student/teacher One to one involvement	Restraint policy (9) Special Educational Needs Policy (18) Code of Behaviour (8) Positive handling plan (11)
Administration of Medicine Administration of First Aid	Risk to student Risk of overdosing	Administration of medication policy (19) Consent form from parents for administration of medicine First Aid policy (20) Having another child/adult present when administering first aid/medicine
Prevention and dealing with bullying amongst pupils	Risk to students	Code of Behaviour (8) Anti-Bullying policy (7)
Use of external personnel to supplement curriculum e.g. music/P.E.	Risk to student	Garda vetting Supervision policy (4) Groups will always be supervised by a teacher or SNA Proof of Identity Policy on visitors to school- section on visiting contractors (12)
Care of pupils with specific vulnerabilities/needs such as <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> </ul>	Bullying from other pupils Exclusion by peers	Anti-Bullying Policy (7) Code of Behaviour (8) School Inclusion Policy (21) Gender neutral toilets outside staff room.
Recruitment of school personnel including - <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> </ul>	Harm not recognised or properly or promptly reported	Child Safeguarding Statement & DoE procedures made available to all staff Staff to view Tusla training module & any other online training offered by PDST Vetting Procedures

<ul style="list-style-type: none"> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <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>		<p>Policy of Parents / Volunteers / visiting contractors/coaches - within visitors to school policy (12) Confidentiality agreement (22)</p>
<p>Use of Information and Communication Technology by pupils in school</p>	<p>Bullying Inappropriate websites</p>	<p>Acceptable Use Policy (23) ICT policy (24) Anti-Bullying Policy (7) Code of Behaviour (8)</p>
<p>Student teachers undertaking training placement in school</p>	<p>Risk to student</p>	<p>Privacy policy (25) Work Placement policy (13)</p>
<p>Online teaching and learning remotely</p>	<p>Risk to student</p>	<p>ICT policy (24) Anti-bullying policy (7) Code of Behaviour (8) School policy on remote learning – school zoom account, use of waiting room before entry into meeting, importance of showing names, teacher supervision. Minimised by using zoom in a supportive capacity alongside SeeSaw.</p>
<p>Use of video/photography/other media to record school events</p>		<p>Photographs policy (17) Acceptable use policy with the school blog (23) Blog policy (26) Consent forms to be filled in by parents at the start of each school year.</p>
<p>After school use of school premises by other organisations</p>	<p>Risks to students who stay in school after hours e.g. for tennis</p>	<p>Garda vetting School visitors policy (12) Insurance</p>

**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 no 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*

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.

	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 2017'?	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 2017'?	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?	
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 2017' 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 2017'?	Yes
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 2017' were subsequently issued by the DLP?	N/A
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)	N/A
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 2017'?	
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?	Yes
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 J. A. Burke Date 27th September 2023

Chairperson, Board of Management

Signed Fiona Wood Date 27th September 2023

Principal/Secretary to the Board of Management

### **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 CPNS
  - Children with medical needs
- Recruitment of school personnel including -
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- 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 (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 DoE 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

- o 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 smartphones and tablets devices in the school by pupils as per circular 38/2018. As per our pupils are not permitted to bring their mobile phones into the school.
- The school has in place a Critical Incident Management Plan
- 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 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

