

# *Child Safeguarding Statement*

Scoil Treasa Naofa 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 Scoil Treasa Naofa 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: **Ann Marie Spillane**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is: **Brían Comaskey**
- 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.
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- 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.
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- 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
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- 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.
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  - 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 schools child safeguarding statement.
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  - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
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  - 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.
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  - 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.
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- 6 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.

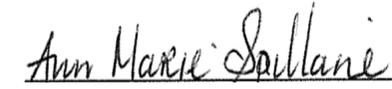
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 31st January 2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 8th December 2021.

Signed:   
Chairperson, Board of Management

Date: 8th December 2021

Signed:   
School Principal

Date: 8th December 2021

## Scoil Treasa Naofa

In accordance with Section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Scoil Treasa Naofa Primary 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.
<ul style="list-style-type: none"> <li>● Child protection training of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● Indicators of harm/abuse not being recognised by school personnel</li> <li>● Harm/abuse not being reported properly and promptly by the school personnel</li> <li>● Risk of child being harmed by a volunteer/parent while child participating in school activities</li> <li>● Risk of a child being harmed by a member of staff of another organisation or other person</li> <li>● 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</li> </ul>	<p><b>The provision of information and training for all school personnel</b></p> <p>The school-</p> <ul style="list-style-type: none"> <li>● Has provided all school personnel with a copy of the school's Child Safeguarding Statement</li> <li>● Ensures the DES child protection procedures are made available to all school personnel</li> <li>● Encourages staff to avail of relevant training</li> <li>● Provides onsite training session with external professional in September /October bi-annually at a minimum.</li> <li>● Encourages BOM members to avail of relevant training</li> <li>● Maintains records of all staff and board members training</li> <li>● The DLP/DDLP are required to avail of training provided by the Department (PDST) as available.</li> <li>● Annual review of statement</li> </ul>

		<ul style="list-style-type: none"> <li>• All staff are required to do the online Tusla training and provide a copy of the certificate of completion to the DLP.</li> <li>• All staff are required to renew this certificate every three years. New staff must undertake to do the online course before taking up the position if they do not hold a certificate of completion dated within the past three years.</li> </ul>
<p>Recruitment of school personnel including:</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNAs</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Volunteers/Parents in school</li> <li>• Sports Coaches</li> <li>• External Tutors/Guest Speakers</li> </ul> <ul style="list-style-type: none"> <li>• Visitors/Contractors present in school during school hours</li> <li>• Visitors/Contractors present during after school activities</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm not recognised or properly or promptly reported</li> <li>• Risk of harm by a member of school personnel/school support personnel</li> </ul>	<p><b>Garda Vetting and Recruitment of school personnel</b></p> <ul style="list-style-type: none"> <li>• All school personnel are required to be Garda vetted and the relevant DES circulars in relation to recruitment and Garda vetting are adhered to.</li> <li>• Child Safeguarding Statement and Risk Assessment made available to all staff.</li> <li>• DLP/DDLP signage on display</li> <li>• Strict recruitment procedures followed- qualifications, Garda vetting, Statutory Declaration, Form of Undertaking, Photo ID</li> <li>• Best practice procedures with regard to interviewing and checking references are followed</li> <li>• All volunteers / parents involved in school activities are Garda vetted</li> <li>• All volunteers / parents involved in school activities are provided with a copy of the school's Child Safeguarding Statement</li> </ul>

		<ul style="list-style-type: none"> <li>• All volunteers / parents involved in school activities are required to sign the ‘Acceptance of Scoil Treasa Naofa’s Child Safeguarding Statement form and return a signed copy to the DLP</li> </ul>
<ul style="list-style-type: none"> <li>• Care of pupils with specific vulnerabilities/needs such as: <ul style="list-style-type: none"> <li>o Members of the Traveller community</li> <li>o Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>o Pupils perceived to be LGBT</li> <li>o Pupils from ethnic minorities/migrants</li> <li>o Pupils of minority religious faiths</li> <li>o Children in care</li> <li>o Children on Child Protection Notification System (CPNS)</li> <li>o Children in temporary accommodation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to the child from other children in the school.</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm not being reported promptly to school personnel</li> <li>• Risk of harm from known/unknown adults in the school.</li> </ul>	<ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school’s Child Safeguarding Statement and are required to adhere to the Child protection Procedures for Primary and Post Primary Schools 2017</li> <li>• The school implements in full the SPHE curriculum</li> <li>• The school implements in full the Stay Safe programme.</li> <li>• The school has an Anti-Bullying Policy which is implemented in full.</li> <li>• School will liaise with TUSLA re children in care and children on CPNS</li> <li>• Principal/Deputy Principal/HSCL will inform staff of relevant child safeguarding issues on a need to know basis.</li> </ul>
<ul style="list-style-type: none"> <li>• Online teaching and learning remotely</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• The school has an Acceptable Use Policy and a Remote Teaching &amp; Distance Learning in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents</li> </ul>

<b>Before School</b>		
<ul style="list-style-type: none"> <li>● Arrival of pupils</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm from other pupils</li> <li>● Risk of harm from known/unknown adults in playground/in hall/in school</li> <li>● Risk of leaving school grounds through an open pedestrian entrance gate.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers on supervision duty at entrance gates and doors and corridors throughout the school.</li> <li>● Class teachers are in class to receive children from 8.50a.m.</li> <li>● SNAs meet children in their care at gate/main door and accompany them to class if necessary (this is dependent on the child)</li> </ul>
<b>During School Day</b>		
<ul style="list-style-type: none"> <li>● School Access</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm from known/unknown adults on the playground/ in school</li> </ul>	<ul style="list-style-type: none"> <li>● Gate at the entrance point is locked at 9 a.m. All visitors to the school after this time must be allowed entry through the secretary's door using the buzzer system.</li> </ul>
<ul style="list-style-type: none"> <li>● Classroom Teaching</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● Garda Vetting Procedures and Staff recruitment procedures adhered to.</li> <li>● Supervision in place</li> <li>● All staff should never do anything of a personal nature for a child that he/she can do for themselves.</li> <li>● As a general rule, physical contact between adults and children should not be necessary. However, physical contact may be used to comfort, reassure or assist a child. In these cases it must be in the open in front of others, be acceptable to the child and be age appropriate. It should be in response to the needs of the child and not the adult.</li> </ul>

<ul style="list-style-type: none"> <li>● One-to-one teaching/counselling</li> <li>● One –to-one SNA</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm to pupil/school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● Garda Vetting Procedures and staff recruitment procedures adhered to.</li> <li>● Supervision in place</li> <li>● One-to-one teaching may be provided for any pupil where it is deemed by teaching staff and the principal to be in the best interest of the child.</li> <li>● Any child participating in Reading Recovery or Maths Recovery Programmes will attend a one-to one session daily.</li> <li>● In all such situations written parental consent must be given. All one to one teaching sessions should be clearly timetabled and should only be carried out where there are appropriate arrangements in place with regard to the physical environment i.e. vision panel in door, or classroom window, open door policy if inside the building, table between teacher and pupil.</li> <li>● One-to-one teaching is not permitted in the prefab beside the main school building as is not visible from the school or yard.</li> <li>● If one-to-one teaching is necessary, first a free room in the school building will be sought. Failing that one-to-one teaching is permitted in the prefab beside the shed as there is a window looking out to the yard and the inside of the prefab is visible from the school door through that window.</li> </ul>
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<ul style="list-style-type: none"> <li>● Care of children with special educational needs, including intimate care where needed</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● Meeting will take place with parents to discuss needs and draw up a Care/Toileting plan early in the school year.</li> <li>● Student Support File will be opened in September and targets will be devised and agreed upon by SET and parents. Reviewed in February.</li> <li>● Two staff members (generally SNAs) will be present for intimate care needs.</li> </ul>
<ul style="list-style-type: none"> <li>● Secretary, Cleaners and Caretaker</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● Child Safeguarding Statement made available to all.</li> <li>● Tusla E-learning Training must be completed.</li> <li>● Garda Vetting Procedures and staff recruitment procedures adhered to.</li> <li>● Pupils sent on messages in twos.</li> </ul>

<ul style="list-style-type: none"> <li>● Use of toilet areas</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of child being harmed by known/unknown adults in the school.</li> <li>● Risk of harm from other pupils.</li> </ul>	<ul style="list-style-type: none"> <li>● Toilets on the ground floor have signage which indicates for pupil use only.</li> <li>● Only toilets outside the staff room are permitted for adult use; school personnel and external visitors.</li> <li>● In Junior and Senior Infants children are taken to the toilet in groups accompanied by the classroom assistant at particular times of the day.</li> <li>● Outside of these scheduled visits children from Junior and Senior Infants go to the toilet in pairs.</li> <li>● Junior toilets are gender neutral and are used by children from Junior Infants to 1<sup>st</sup> class.</li> <li>● Currently children from 2<sup>nd</sup>- 6<sup>th</sup> class use the senior toilets. To ensure no mixing of “bubbles” during the Covid 19 each class(Bubble) is assigned one cubicle. Both boys and girls from the same class use this one cubicle.</li> <li>● These toilets are <b>only</b> for use by the children.</li> <li>● Accessing the toilet from the yard- children must ask permission from a supervisor on the yard to go to the toilet. Only one child will be allowed to go at any one time. When they return to the yard they must let the supervisor know.</li> <li>● Some children who have SNA access may need to be accompanied to the toilet in the interest of safety. If this is the case The SNA</li> </ul>
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		<p>will accompany him/her on the hallway and down the stairs if necessary but will remain in the hallway outside the toilet area while the child uses the toilet. The SNA will be visible on the CCTV cameras in the hall area.</p> <ul style="list-style-type: none"> <li>● Should a child require intimate care assistance that child will have a toileting/intimate care plan in place and two school personnel will accompany him/her as noted above.</li> </ul>
<ul style="list-style-type: none"> <li>● Toileting Accidents</li> </ul>	<p>Risk of harm by school personnel</p>	<p><b>Toileting ‘Accidents’</b></p> <ul style="list-style-type: none"> <li>● While the needs of pupils with specific toileting needs are addressed in the Intimate Care policy the following guide is to address situations where a child has a toileting accident.</li> <li>● The school has a supply of clean clothing and toilet wipes available for use in such situations.</li> <li>● If the child can tend to themselves they will be offered wipes and clean clothing. The parent or carer will be informed by the teacher of the incident on collection of the pupil - a note will be sent home along with soiled clothing in circumstances where the parent/carer is not collecting the pupil. Teachers must also note the incident in the child’s log.</li> <li>● In any situation where the child cannot attend to themselves the parents/ carers will be notified by phone of the incident. Parents /</li> </ul>

		<p>carers will be asked if they wish to come to the school to attend to the child or if they would like staff to attend to the child.</p> <ul style="list-style-type: none"> <li>• Where a parent/ carer cannot be contacted, staff will attend to the child unless the school has been specifically notified by a parent/ carer that staff in the school do not have permission to assist the child.</li> <li>• Staff attending to the child will do so in as ‘open’ an environment as possible with due regard to the privacy of the child.</li> <li>• A note should be kept of such incidents in the child’s log.</li> <li>• It is important for staff to be aware that a parent/carer may not be in a position to come to the school immediately should their child have a toileting accident and consideration has to be given to the implications of leaving a child unattended to in this situation.</li> </ul>
<ul style="list-style-type: none"> <li>• Curricular provision in respect of SPHE, RSE, Stay Safe</li> </ul>	<p>Non-teaching or inadequate teaching of same.</p>	<p><b>Planning for and implementation of the SPHE curriculum and the <i>Stay Safe</i> programme:</b></p> <ul style="list-style-type: none"> <li>• The school implements in full the SPHE curriculum over a two year cycle as outlined in the school plan for SPHE.</li> <li>• The Stay Safe programme will be taught in every class over the months of January &amp; February in Year 1 of the school’s SPHE Plan.</li> <li>• Individual teacher planning documents indicate when specific objectives of the SPHE curriculum, including the Stay Safe programme) will be</li> </ul>

		<p>taught (timetabled for) and what specific objectives of SPHE, Stay Safe and RSE will be taught in that period of time.</p> <ul style="list-style-type: none"> <li>• The Cúntas Míosiúl of individual teachers will outline the SPHE content objectives covered and the Stay Safe lessons covered in that month.</li> <li>• In addition to specific teaching on the prevention and dealing with bullying as part of the SPHE programme the school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</li> </ul>
<ul style="list-style-type: none"> <li>• Children leaving the classroom to attend support sessions with other teachers or SCP project workers.</li> </ul>	Risk of harm due to inadequate supervision of pupils in school	<ul style="list-style-type: none"> <li>• Any child attending a support session with a SET will be collected and dropped back to his/her classroom.</li> <li>• Any child attending a session with an SCP Project worker will be collected and dropped back to his/her classroom.</li> </ul>
<ul style="list-style-type: none"> <li>• Management of challenging behaviour amongst pupils, including appropriate use of restraint where required</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of injury to pupils and staff</li> <li>• Risk of harm to pupils by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• The school Code of Behaviour is implemented.</li> <li>• Staff only take actions as per a prudent parent</li> <li>• Incidents logged on child's Aladdin notes when necessary.</li> <li>• SSF /Behaviour plans are developed for children with Special Educational needs and/or serious behaviour needs.</li> <li>• The school will seek professional advice in relation to restraint in the form of whole staff</li> </ul>

		CPD. A policy will be devised upon completion of this CPD (by June 2020)
<ul style="list-style-type: none"> <li>● Prevention and dealing with bullying amongst pupils</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm from other pupils</li> </ul>	<ul style="list-style-type: none"> <li>● All staff have access to and receive a copy of the schools Anti-Bullying policy annually post ratification. It is implemented in full by all staff.</li> </ul>
Recreation breaks for pupils	<ul style="list-style-type: none"> <li>● Risk of pupil being harmed while in the school yard.</li> <li>● Risk of pupil leaving school grounds due to inadequate supervision.</li> </ul>	<ul style="list-style-type: none"> <li>● Access points to the school grounds closed and locked.</li> <li>● Adequate supervision by members of school personnel (SNAs and teachers)</li> <li>● Supervision rota in place from the first day of term for small break and big break.</li> <li>● Staff ensure they are visible on the yard and that all children are visible.</li> <li>● SNA checks that the pedestrian gate is locked before all breaks.</li> <li>● Supervisors ensure that children do not go up ramps to prefabs, into the sheds or into the garden.</li> <li>● Supervising staff will approach visitors that may seek entry to school grounds via yard gate and redirect them to the secretary's entrance door or accompany them to the secretary via yard.</li> <li>● If required basic first aid is administered outside the staff room by a supervising adult on yard.</li> </ul>

		<ul style="list-style-type: none"> <li>• More serious injuries will also be taken to outside the staff room if possible or outside the HSCL room if necessary and will be assessed there by two adults. Parents will be contacted.</li> <li>• Accessing the toilet from the yard- children must ask permission from a supervisor on the yard to go to the toilet. Only one child will be allowed to go at any one time. When they return to the yard they must let the supervisor know.</li> </ul>
<ul style="list-style-type: none"> <li>• Administration of medicine</li> <li>• Administration of First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Administration of Medicines Policy</li> <li>• First Aid Policy</li> <li>• First Aid and medicine administration always takes place in view of others.</li> </ul>
<ul style="list-style-type: none"> <li>• Use of information and communication technology by pupils in school</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm due to inappropriate pupil access and /or use of ICT while in school.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate filtering level is implemented by NCTE/PDST.</li> <li>• Acceptable usage Policy is implemented and parents must sign to indicate acceptance of same upon enrolment.</li> <li>• Code of Behaviour is implemented.</li> <li>• Anti-Bullying policy is implemented</li> <li>• Teacher supervision- use of ICT is always under direct school staff supervision.</li> <li>• No access to any social media platforms is possible within the school due to NCTE filtering.</li> </ul>
<ul style="list-style-type: none"> <li>• Use of video/photography/other media to record school events</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to pupils(pupil identification)</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil names are never used with pupil photos</li> </ul>

		<ul style="list-style-type: none"> <li>● Parents give written permission for children to appear in print or online media.</li> <li>● Principal/nominated person to communicate to parents taking pictures at school events not to share them on social media.</li> </ul>
<ul style="list-style-type: none"> <li>● Display of photographs in school/church</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm to pupils (pupil identification)</li> </ul>	<ul style="list-style-type: none"> <li>● Names of children currently enrolled in the school are never displayed/published in the school/church/other venues alongside their photo.</li> <li>● Names of children will never be published in the school newsletter alongside their photo.</li> </ul>
<ul style="list-style-type: none"> <li>● Use of mobile phones</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm to pupils (cyberbullying)</li> </ul>	<ul style="list-style-type: none"> <li>● Children are not permitted to have their phones in school and so therefore absolutely no use of phones will take place in school.</li> <li>● Anti-Bullying policy</li> <li>● Code of Behaviour</li> <li>● Mobile Devices Policy</li> </ul>
<ul style="list-style-type: none"> <li>● Visitors present in school during the school day e.g. parent classes, work people, members of statutory agencies, parents, external tutors/guest speakers/school completion staff/NEPS/special education agencies/SOLAS/SICCDA etc.</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm to pupils by known/unknown adults</li> </ul>	<ul style="list-style-type: none"> <li>● Child Safeguarding statement is displayed and implemented.</li> <li>● DLP/DDLP signage is on display.</li> <li>● All visitors report to the secretary's office.</li> <li>● Parents attending classes report to HSCL</li> <li>● All visitors use staff toilets outside the staffroom only.</li> <li>● Garda vetting procedures followed.</li> <li>● Pupils supervision</li> <li>● Access control on the main door ensure secretary knows who has gained entry to the building at all times.</li> </ul>

		<ul style="list-style-type: none"> <li>• Visitor ID badges from external agencies (to be examined)</li> </ul>
<ul style="list-style-type: none"> <li>• Visitors/contractors present in school during school hours</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to pupils by known /unknown adult</li> </ul>	<ul style="list-style-type: none"> <li>• Procedures for parents/volunteers-parents that have been vetted are the only parents/volunteers that may assist teachers.</li> <li>• Procedures for visiting contractors-visiting contractors to carry out work outside of school hours where possible. Contractors, when working during the day will not have contact with children.</li> <li>• All contractors must first speak with the secretary/principal to outline activities of that day.</li> <li>• Visitor Identification badges (to be examined)</li> </ul>
<ul style="list-style-type: none"> <li>• Use of external personnel to supplement curriculum</li> </ul>	<p>Risk of child being harmed by external teacher/coach</p>	<ul style="list-style-type: none"> <li>• In accordance with Circular 0042/2018 “Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with Department of Education and Skills’ Wellbeing Policy Statement and Framework for Practice’ a member of the teaching staff will always be present when external class teacher remains with class at all times while external personnel are with the children.</li> <li>• Ensure all external coaches are Garda Vetted and the school retains a copy of this.</li> <li>• In some cases where external personnel are involved in teaching/mentoring of pupils a Joint Agreement in relation to Garda Vetting</li> </ul>

		<p>will be acceptable to eth BOM. Evidence of Garda Vetting and Statutory Declaration/Form of Undertaking must be produced and retained by the school.</p> <ul style="list-style-type: none"> <li>● Groups/individuals withdrawn by external personnel (vetting and/or recruitment procedures followed)</li> </ul>
<ul style="list-style-type: none"> <li>● Outings/Trips off site: e.g. church, library, school tours, sporting events</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of child being harmed by a known/unknown adult.</li> <li>● Risk of harm by other pupils</li> <li>● Risk of harm due to inadequate supervision.</li> </ul>	<ul style="list-style-type: none"> <li>● See recruitment of school personnel above</li> <li>● School Tour Policy in place with clear procedures for school tours and outings.</li> <li>● All school trips, outings and tours will be sanctioned by the principal – in certain circumstances the principal may have to get the prior approval of the BOM e.g. trips involving an overnight stay.</li> <li>● Written parental consent must be given for all outings and tours.</li> <li>● Teaching staff must ensure that activity centres / adventure centres where pupils are being brought to have in place their own CSS and that all supervising staff in activity centres / adventure centres have been Garda vetted.</li> <li>● Staff do not bring children in their cars, except in cases of absolute emergencies or where they are accompanied by their parent.</li> <li>● Staff remain with class at all times.</li> <li>● Supervision policy ratio is 13:1</li> <li>● Parents/volunteers that are Garda vetted are the only parents/volunteers that may assist teachers.</li> </ul>

		<ul style="list-style-type: none"> <li>● Code of Behaviour implemented</li> <li>● Anti-Bullying policy implemented</li> </ul>
<ul style="list-style-type: none"> <li>● Swimming</li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm to pupils by known/unknown adults</li> <li>● Risk of harm from other pupils.</li> </ul>	<ul style="list-style-type: none"> <li>● In general pupils from 3<sup>rd</sup> to 6<sup>th</sup> class attend a block of 6 weekly swimming lessons throughout the year.</li> <li>● The children are accompanied on foot to the pool by their class teacher and a classroom assistant.</li> <li>● The facility has a separate boys and girls changing room.</li> <li>● Prior to any child entering the changing area the teacher goes in to check that there is no one inside.</li> <li>● Staff wait outside the changing room door while children change.</li> <li>● School requests written assurance from the pool facility confirming that they have a Child Safeguarding Statement and vetting of staff.</li> <li>● School staff remain with the children at all times, excluding in the changing area when they wait outside the door.</li> <li>● Supervision Ratio is 13:1</li> </ul>
<ul style="list-style-type: none"> <li>● Whole School Events: <ul style="list-style-type: none"> <li>○ Sports Day</li> <li>○ Grandparents Day</li> <li>○ Multicultural Food Fair</li> <li>○ School Walk</li> <li>○ Teddy Bear's Picnic</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm to pupils by known/unknown adults.</li> <li>● Risk of harm to pupils by other pupils.</li> <li>● Risk of harm due to inadequate supervision.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers/staff remain with their class at ALL times.</li> <li>● Pupils move around in a minimum of pairs.</li> <li>● Code of Behaviour implemented</li> <li>● Anti-Bullying Policy implemented</li> </ul>

		<ul style="list-style-type: none"> <li>• Additional supervision and extra vigilance by SET/HSCL/classroom assistants</li> </ul>
<ul style="list-style-type: none"> <li>• Student teachers undertaking training placement in school</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to pupils by known/unknown adult</li> </ul>	<ul style="list-style-type: none"> <li>• Joint agreements are put in place with Training colleges and students must present their Garda Vetting prior to starting placement.</li> <li>• Teachers remain with their class at all times.</li> </ul>
<ul style="list-style-type: none"> <li>• Students participating in work experience in the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to pupils by known/unknown adult</li> </ul>	<ul style="list-style-type: none"> <li>• Only those 16 years of age or older are accepted on work experience as Garda Vetting can only be processed for those over 16.</li> <li>• For those who are over 16 years joint Agreements are put in place with secondary schools and students must present their Garda Vetting prior to taking up placement.</li> <li>• Teachers remain with their class at all times and never leave the work experience student responsible for the class at any time.</li> </ul>
<ul style="list-style-type: none"> <li>• Early collection of pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to pupils by known/unknown adults</li> </ul>	<ul style="list-style-type: none"> <li>• Parents (or whoever is wishing to collect a child) must gain entry via the secretary's door.</li> <li>• Secretary will call the child over the intercom or go to class to collect the child. Parents (or whoever is wishing to collect a child) are not allowed to go to the classrooms.</li> <li>• Child must be signed out in the "Early Leavers" book in the secretary's office.</li> <li>• Parents should write a note or ring the secretary in the morning if they know in advance that someone other than themselves</li> </ul>

		<p>will collect their child early. Alternatively a phone call will suffice.</p> <ul style="list-style-type: none"> <li>● If no note or call is received and someone (even a known relation) arrives to collect a child early the school can only release the child to them once oral permission has been obtained from a parent over the phone.</li> </ul>
<ul style="list-style-type: none"> <li>● Evening dismissal of pupils</li> </ul>	<p>Harm from other pupils</p> <p>Harm from known/unknown adults in the yard/school building</p>	<ul style="list-style-type: none"> <li>● Bell rings at 1.30 p.m. for Junior and Senior Infants. Junior Infants are let go to parents via the pedestrian gate at the secretary's office. Children line up inside the gate and are let go one by one. Parents wait outside the gate on the footpath.</li> <li>● Senior Infants are let go to parents via the double gates on yard. Parents wait outside the gate on the footpath and children are allowed out one by one to them.</li> <li>● 5th &amp; 6th Class leave via the front door and gate onto O' Donovan Road.</li> <li>● 1st Class-4th Class are taken to yard at 2.30p.m. and let go to parents once the teacher can see a waiting parent/guardian on the path.</li> <li>● 4th Class are allowed home without a waiting unless otherwise advised.</li> <li>● Some children in 3rd class are allowed home without a waiting parent/guardian if advised of the arrangement by parents/guardians.</li> <li>● Some children are allowed to go home with their older siblings or alone.</li> </ul>

		<ul style="list-style-type: none"> <li>• A letter/aladdin message/google form will be distributed to parents of children in 3rd-6th class at the start of each year to ask them to indicate if the child should always be collected or can go home with sibling/alone.</li> <li>• If a class teacher is absent and their class has been split a support teacher/HSCL/Principal (to be organised on the day) will gather them together 5 mins before home time in their classroom and accompany them to their yard line and dismiss them from there.</li> <li>• Children who attend the afterschool club will go to yard with their class and then join the Afterschool line in yard.</li> <li>• Children in the Junior afterschool club will be taken to the yard in a line by SICCDA staff and will be collected from the yard by parents.</li> </ul>
<b>Afterschool Activities</b>		
<ul style="list-style-type: none"> <li>• Afterschool Activities/Clubs organised and run by staff e.g. soccer, chess</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to pupils by a member of school personnel.</li> <li>• Risk of harm from other pupils, unknown adults on the yard/in the school</li> </ul>	<ul style="list-style-type: none"> <li>• See recruitment of school personnel above</li> <li>• Child Safeguarding Statement applies</li> <li>• Supervision in place</li> <li>• All procedures in relation to ratios, moving around school, use of toilet etc. applies</li> </ul>
<ul style="list-style-type: none"> <li>• After school use of school premises by other organisations (when applicable-not relevant for 2021/2022) <ul style="list-style-type: none"> <li>o SICCDA-</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm from known/unknown adults on the playground/in school while afterschool activities /holiday camps are taking place.</li> </ul>	<p><i>If services are provided for or involve minors (persons under eighteen years of age) /vulnerable adults the following will be requested:</i></p>

		<ul style="list-style-type: none"> <li>• Written assurance that the operator has a child Safeguarding Statement in place.</li> <li>• Written assurance from the operator/organiser that all staff/volunteers have been vetted in accordance with current Garda Vetting requirements and the vetting does not contain any disclosure /specified information which would render that staff/volunteer unsuitable to carry out relevant work/activities with children/vulnerable adults.</li> </ul>
<ul style="list-style-type: none"> <li>• Application of sanctions under the school's Code of Behaviour including lunchtime supervision of pupils, confiscation of phones, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of Code of Behaviour policy outlining appropriate procedures and sanctions – All school personnel made aware of the policy</li> <li>• Adequate supervision</li> <li>• Mobile Devices Policy</li> </ul>

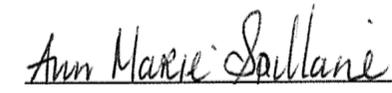
**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the Child Protection Procedures for Primary and Post-Primary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

This Risk Assessment has been completed by the Board of Management on the 8th December 2021. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed:   
Chairperson, Board of Management

Date: 8th December 2021

Signed:   
School Principal

Date: 8th December 2021