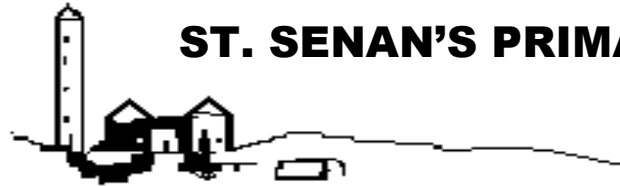


Convent of Mercy  
Kilrush



# ST. SENAN'S PRIMARY SCHOOL

email: [office@kilrushns.ie](mailto:office@kilrushns.ie)

Telephone: 065 9051792

---

## Child Safeguarding Statement

St. Senan's Primary 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 St. Senan's Primary 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 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Avril Bolton**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Anthony Sharkey**
- 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;

November 2022

- 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.
- In this school the Board has appointed the abovenamed 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.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.

- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 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 21/03/2018.

This Child Safeguarding Statement was reviewed by the Board of Management on \_\_\_\_\_ [most recent review date].

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

Chairperson of Board of Management

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

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of St. Senan's Primary School

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of [name of school].

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
<p>(insert list of school activities in this section)</p> <p>Training of school personnel in Child Protection Matters</p>	<p>(insert risks of harm identified in this section)</p> <ul style="list-style-type: none"> <li>• Harm not recognised or reported promptly</li> </ul>	<p>(insert the procedures in place to address risks of harm in this section)</p> <ul style="list-style-type: none"> <li>• Child safeguarding Statement &amp; DES Procedures made available to all staff</li> <li>• DLP &amp; DDLP attend PDST face to face training</li> <li>• All Staff have viewed Túsla training module &amp; PDST e-learning module</li> <li>• BOM records all records of Staff and Board training</li> </ul>
<p>One to One Teaching</p>	<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</li> <li>• Garda Vetting</li> <li>• The teacher and the pupil will be visible at all times- either through an open door or through a glass panel on the door and classroom window</li> <li>• Parental consent given</li> </ul>

<p>Recreation breaks for pupils</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by another Child</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm due to inadequate supervision of children in school</li> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour Policy</li> <li>• Adequate Supervision</li> <li>• AUP Policy</li> </ul>
<p>Toilet Areas</p>	<ul style="list-style-type: none"> <li>• Inappropriate behaviour</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</li> <li>• Risk of harm to children with SEN who have particular vulnerabilities</li> <li>• Risk of harm due to inadequate supervision of children in school</li> <li>• Risk of being harmed in the school by a member of school personnel</li> <li>• Risk of child being harmed in school by another child</li> <li>• Risk of child being harmed in school by volunteer or visitor to the school</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Toilets in classrooms</li> <li>• One child at a time in toilet cubicle</li> <li>• Intimate care procedure</li> <li>• When going to the toilet outside of classroom, child must be accompanied by another child</li> <li>• Designated toilet area at yard times i.e. Teacher on First Aid will assign a classroom</li> <li>• Pupils not allowed use Staff Toilets</li> <li>• Adequate Supervision</li> <li>• External doors are secured</li> </ul>
<p>Children accessing toilets when in the Gym/Outdoors during PE</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by another child</li> <li>• Risk of child being harmed in school by volunteer or visitor to the school</li> <li>• Risk of harm due to bullying of child</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding Statement</li> <li>• Investigate the possibility of installing a fob security system on the double doors in the entrance to the Gym</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children in school</li> <li>• Risk of being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Designated toilet area when in the Gym i.e. Montessori Toilets</li> <li>• With the permission of the teacher a child must be accompanied by another child and report back on their return.</li> <li>• Before using the toilets they must check with Fiona that the toilets are free to be used.</li> <li>• Junior &amp; Senior Infant teachers inform Fiona that they are in the gym and their children may be using the toilets (in all other classes the children check in with Fiona that the toilets are free to be used)</li> <li>• If returning to the school to use the toilet children must go to an occupied classroom.</li> </ul>
<p>Dealing with an injury at PE /during an external coaching session.</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by another child</li> <li>• Risk of child being harmed in school by volunteer or visitor to the school</li> <li>• Risk of harm due to inadequate supervision of children in school.</li> <li>• Risk of a child being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• With the permission of the teacher two pupils return to the school building for first aid supplies i.e. an ice-pack</li> <li>• If the Teacher is at PE (without another adult) and a serious injury happens the teacher remains with the class and sends two children for assistance or teacher returns to the school building with the injured child and the whole class.</li> <li>• If the class are engaged with an external coach and a serious injury occurs_       <ol style="list-style-type: none"> <li>a. The coach may go for assistance while the teacher remains with the class</li> </ol> </li> </ul>

		<p>b. The teacher brings the injured child to first aid and is replaced by another member of staff in the gym/sporting area.</p>
<p>Fundraising events involving pupils</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by another child</li> <li>• Risk of child being harmed in school by volunteer or visitor to the school</li> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities.</li> <li>• Risk of child being harmed by a member of staff of another organisation or other person while child is participating in in school and out of school event e.g. Bake Sale, School Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour Policy</li> <li>• Adequate Supervision</li> <li>• Garda Vetting of Volunteers</li> </ul>
<p>Use of external personnel to supplement the curriculum</p>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of child being harmed in the school by a volunteer or visitor to the school.</li> <li>• Risk if harm due to inappropriate relationship/ Communications between child and another child or adult</li> </ul>	<ul style="list-style-type: none"> <li>• Child safeguarding statement</li> <li>• Garda vetting of external personnel who supplement curriculum where possible</li> <li>• Teacher must be present with external personnel who supplement curriculum</li> </ul>
<p>Managing challenging behaviour amongst pupils, including appropriate use of restraint</p>	<ul style="list-style-type: none"> <li>• Injury to pupils and staff</li> <li>• Risk of harm to children with SEN who have particular vulnerabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Child safeguarding statement</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Behaviour</li> <li>• CPI Training</li> </ul>

		<ul style="list-style-type: none"> <li>• Removing child/class when dealing with challenging behaviour</li> </ul>
Sports Coaches	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by volunteer or visitor to the school i.e. sports coach</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Garda Vetting</li> <li>• Teacher must be present with coach</li> </ul>
Sporting Activities	<ul style="list-style-type: none"> <li>• Risk of child being harmed by another child</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm when children access toilets at sporting events</li> <li>• Risk of harm when children access first aid at sporting events</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 is participating in out is of school activities e.g. Athletics, Swimming etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Child safeguarding statement</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Behaviour</li> <li>• Adequate supervision</li> <li>• Garda vetting procedures</li> <li>• When going to the toilet at a sporting event the child must be accompanied by another child, they must alert an adult that they are going and on their return.</li> <li>• When going to first aid at a sporting event the child must be accompanied by a member of staff, they must also alert another adult that they are going and on their return</li> </ul>
Care of Children with special needs including intimate care needs	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by volunteer or visitor to the school</li> <li>• Risk of a child being harmed in the school by a member of school personnel, member of staff of another organisation or other person while child is</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Garda Vetting</li> <li>• Adequate Supervision</li> <li>• Intimate care procedure – agreed with Parent and Staff involved</li> </ul>



	participating in out of school activities e.g. school trip, swimming lessons	
Classroom Teaching	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by another child</li> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of a child being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour Policy</li> <li>• Teaching Council: Code of Professional Conduct for Teachers</li> <li>• Glass Panel on Classroom door and external classroom window</li> <li>• AUP Policy</li> <li>• External doors are secured</li> </ul>
Outdoor Teaching Activities	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children in school</li> <li>• Risk of harm when children access toilets during outdoor teaching activities</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Adequate supervision</li> <li>• If leaving the school grounds there must be a minimum of two members of staff at all times.</li> <li>• With the permission of the teacher a child must be accompanied by another child when going to the toilet and report back on their return</li> <li>• If returning to the school to use the toilet children must go to an occupied classroom.</li> </ul>
Students participating in work experience	<ul style="list-style-type: none"> <li>• Risk of child being harmed by student</li> <li>• Risk of breach of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Work experience policy</li> </ul>

		<ul style="list-style-type: none"> <li>• Guidance of teacher</li> <li>• Teacher present</li> <li>• Garda vetting procedures</li> <li>• External supervision by school/college</li> </ul>
Homework Club	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by homework club personnel</li> <li>• Risk of child being harmed by member of homework personnel</li> <li>• Risk of child being harmed by another child</li> <li>• Risk of child being harmed accessing the toilet</li> <li>• Risk of harm to the child if they are due to attend the homework club and if they fail to do so</li> <li>• Risk of harm to the child during arrival and dismissal from homework club</li> <li>• Risk of harm to the child due to bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Garda vetting procedures</li> <li>• Roll call taken by homework personnel</li> <li>• Homework personnel contact parents if child is not in attendance</li> <li>• Homework Club Anti bullying Policy</li> <li>• Homework Club Code of Behaviour</li> <li>• Child must have the permission of a member of the homework personnel to leave the room to use the designated toilets and report back on return</li> <li>• Homework club must provide adequate supervision on arrival, during and at dismissal time</li> <li>• The school is investigating the possibility of installing a fob security system on the double doors in the entrance to the gym</li> </ul>
School Outings	<ul style="list-style-type: none"> <li>• Risk of child being harmed during a school outing by another child</li> <li>• Risk of harm due to inadequate supervision of children during school outing</li> <li>• Risk of harm due to bullying if child</li> <li>• Risk of child being harmed by a member of staff of another organisation or other person while child is</li> </ul>	<ul style="list-style-type: none"> <li>• Child safeguarding statement</li> <li>• Health &amp; Safety Policy</li> <li>• Code of Behaviour</li> <li>• Adequate supervision</li> <li>• AUP Policy</li> </ul>

	<p>participating in out of school activities e.g. school trip, swimming lessons</p> <ul style="list-style-type: none"> <li>• Risk of harm to children with SEN who have particular vulnerabilities</li> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices during school outings.</li> <li>• Risk of child being harmed while accessing the toilet</li> </ul>	<ul style="list-style-type: none"> <li>• If leaving the school grounds there must be a minimum of two members of staff at all times.</li> <li>• 3<sup>rd</sup> -6<sup>th</sup> Class: When going to the toilet on a school outing the child must be accompanied by another child, they must also alert an adult that they are going and on their return</li> <li>• Infants- 2<sup>nd</sup> Class When going to the toilet on a school outing the child must be accompanied by another child and must be accompanied by an adult</li> </ul>
Annual Sports Day	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by another child</li> <li>• Risk of child being harmed in school by volunteer or visitor to the school</li> <li>• Risk of harm due to inadequate supervision of children in school.</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm when children access toilets during Sports Day</li> <li>• Risk of harm when pupils access first aid during Sports Day</li> <li>• Risk of a child being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour Policy</li> <li>• Adequate supervision</li> <li>• Timetable</li> <li>• First Aid and Toileting Procedures: <ul style="list-style-type: none"> <li>- First Aid kits in each designated play area</li> <li>- Designated toilets to be decided on the day</li> <li>- When going to the toilet during Sports Day the child must be accompanied by another child, they must alert the teacher in charge that they are going and on their return.</li> </ul> </li> </ul>

Curricular Provision in respect of SPHE,RSE, Stay Safe	<ul style="list-style-type: none"> <li>• Non teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• School implements SPHE,RSE and Stay Safe in full</li> <li>• Teachers signs to say RSE &amp; Stay Safe have been taught on full</li> </ul>
Use of off-site facilities for school activities	<ul style="list-style-type: none"> <li>• Risk of harm to children with SEN who have particular vulnerabilities</li> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities</li> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>• Risk of child being harmed by a member of school personnel, a member of staff of another organisation or another person while child is participating in out of school activities e.g. school trip, swimming lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Child safeguarding statement</li> <li>• Adequate supervision</li> <li>• Garda Vetting</li> <li>• If leaving the school grounds there must be a minimum of two members of staff at all times.</li> <li>• 3<sup>rd</sup> -6<sup>th</sup> Class: When going to the toilet at an offsite facility the child must be accompanied by another child, they must also alert and adult that they are going and on their return</li> <li>• Infants- 2<sup>nd</sup> Class When going to the toilet at an offsite facility the child must be accompanied by another child and must be accompanied by an adult</li> <li>• When going to first aid at an offsite facility the child must be accompanied by a member of staff, they must also alert another adult that they are going and on their return.</li> <li>• Intimate care procedure</li> </ul>
School transport arrangements including use of Bus Escorts	<ul style="list-style-type: none"> <li>• Risk of harm to children with SEN who have particular vulnerabilities</li> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities</li> </ul>	<ul style="list-style-type: none"> <li>• Child safeguarding statement</li> <li>• Adequate supervision</li> <li>• Garda Vetting</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>• Risk of child being harmed by a member of school personnel, a member of staff of another organisation or another person while child is participating in out of school activities e.g. school trip, swimming lessons</li> </ul>	<ul style="list-style-type: none"> <li>• If leaving the school grounds there must be a minimum of two members of staff at all times.</li> <li>• Parental permission (on Aladdin) for all trips requiring transport.</li> </ul>
<p>Administration of Medicine</p> <p>Administration of First Aid</p>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of child being harmed in school by a member of school personnel</li> <li>• Risk of harm to children with SEN who have particular vulnerabilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Child safeguarding statement</li> <li>• Administration of Medicine Policy</li> <li>• When going to first aid station a child must be accompanied by another child, they must also alert an adult that they are going and on their return.</li> <li>• First Aid procedures i.e. record of First Aid</li> </ul>
Daily arrival and dismissal of pupils	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another child</li> <li>• Risk of child being harmed by other persons being present at these times i.e. people dropping off/collecting children</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm due to inadequate supervision of children in school</li> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Arrival and dismissal supervised</li> <li>• Junior and Senior Infants are collected by designated persons</li> <li>• When the Infant Teachers are absent an existing member of staff will assist the substitute with the dismissal of the class</li> <li>• All children leaving the school during school hours must be signed out in reception by an adult</li> <li>• School informs Parents/Bus/Bus Escort of changes to dismissal time</li> </ul>

		<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• School Warden</li> <li>• Stay Safe Programme</li> </ul>
Use of the school premises by other organisation during the school day	<ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of staff of another organisation or other person</li> <li>• Risk of harm in one-to-one teaching, counselling, coaching situation</li> <li>• Risk of harm caused by member of staff of another organisation accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Adequate supervision</li> <li>• Our facility is rarely used by other organisations during the school day.</li> </ul>
<p>Care of Pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities /migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Gender neutral children</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of child being harmed in the school by another child</li> <li>• Risk of harm due to bullying of child</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour Policy</li> <li>• SPHE Programme</li> <li>• Give Racism the Red Card Resources</li> <li>• Procedures on attendance at religious ceremonies</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>• Sports Coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school</li> <li>• 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 being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of child being harmed in school by a member of school personnel</li> <li>• Risk of child being harmed in school by volunteer or visitor to the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Child safeguarding statement and DES procedures made available to all staff</li> <li>• Staff to view TUSLA training module and PDST training module</li> <li>• Garda vetting procedures</li> <li>• Procedures for visitors/volunteers- report to reception on arrival, controlled entrance</li> <li>• Contractors- see health and safety statement</li> <li>• Staff Handbook- Professionalism</li> </ul>
<p>Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</p>	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children</li> <li>• Risk of child being harmed in school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour Policy</li> <li>• AUP Policy</li> <li>• The teacher and the pupil will be visible at all times either through an open door or through a glass panel on the door and external window.</li> <li>• Teaching Council: Code of Professional Conduct for Teachers</li> </ul>
<p>After school use of school premises by other organisations</p>	<ul style="list-style-type: none"> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm due to inadequate supervision of children while attending after school activities</li> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while attending after school activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Safeguarding Statement</li> <li>• Our facility is rarely used by other organisations after the school day</li> <li>• Clear communication with a member if the school personnel and a member if the other organisation</li> </ul>

	<ul style="list-style-type: none"> <li>• Risk if child being harmed by a member of school personnel, a member of staff of another organisation or other person</li> </ul>	<ul style="list-style-type: none"> <li>• Stay Safe Programme</li> </ul>
Use of Information and Communication Technology by pupils in the school	<ul style="list-style-type: none"> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm due to inadequate supervision of children in school</li> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• AUP Policy</li> <li>• Pupils are not allowed to bring mobile phones to school</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Adequate supervision, teacher present at all times</li> <li>• NCTE filtering</li> </ul>
Student Teachers undertaking placement in school	<ul style="list-style-type: none"> <li>• Risk of child being harmed by student</li> <li>• Risk of breach of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Child safeguarding statement</li> <li>• Work experience policy</li> <li>• Guidance of teacher</li> <li>• Teacher present</li> <li>• Garda vetting procedures</li> <li>• External supervision by school/college</li> </ul>
Use of video/photography/other media to record school events	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of harm caused by a member of school personnel accessing /circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Adequate supervision</li> <li>• AUP Policy</li> </ul>
	<ul style="list-style-type: none"> <li>• Risk of child being harmed by another child</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> </ul>



<p>Mass Serving: 5<sup>th</sup> &amp; 6<sup>th</sup> Class Pupils leaving school to serve mass/funerals</p>	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children</li> <li>• Risk of child being harmed by a member of staff of another organisation or other person while participating in out of school activities i.e. mass serving</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum of two pupils</li> <li>• Teacher aware of when they leave and when they are due back</li> <li>• Parish acquires written parental consent</li> </ul>
<p>Pupils doing messages within the school/movement breaks for individuals/going to and from SET rooms/visiting A.R. Library</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by another child</li> <li>• Risk of child being harmed in school by volunteer or visitor to the school</li> <li>• Risk of harm due to inadequate supervision of children in school.</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of a child being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Pupils must have permission to leave the classroom and will report to teacher on their return.</li> <li>• School personnel vigilance of pupils on messages/movement breaks</li> <li>• Buddy System: two pupils go on a message</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> </ul>
<p>After-school Activities organised/run by school personnel</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by another child</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm due to inadequate supervision of children while attending after school activities</li> <li>• Risk of a child being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Parental Consent</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• Parent informed of timetable</li> <li>• Roll Call</li> <li>• Contact parent if concerned about absence</li> <li>• Always a group situation</li> </ul>
		<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> </ul>

<p>People delivering sanitary/cleaning supplies, general deliveries and maintenance personnel</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a delivery/maintenance person</li> </ul>	<ul style="list-style-type: none"> <li>• All visitors report to reception</li> <li>• Adequate supervision</li> <li>• Stay safe Programme</li> </ul>
<p>Carambola Hot Lunch Programme</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by Carambola Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Garda Vetting</li> <li>• Adequate supervision</li> </ul>
<p>Online Teaching and Learning Remotely</p>	<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 guest</li> </ul>	<ul style="list-style-type: none"> <li>• School has an AUP in place, to include provision for online teaching and learning remotely.</li> <li>• School uses the education licence for Zoom</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.

### **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 2017.

### **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 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school undertakes anti-racism awareness initiatives
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a Health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training

- Encourages board of management members to avail of relevant training
  - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tables devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations