

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template (Landscape Version)

Child Safeguarding Statement

St. Colman's National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St. Colman's N.S. has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post Primary Schools revised 2023* as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is Ger Beehan
3. The Deputy Designated Liaison Person (Deputy DLP) is Amy Hamill
4. The Relevant Person is Ger Beehan
(The relevant person is one who can provide information in respect of how the child safe guarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)
5. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and

- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

6. The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools revised 2023* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools revised 2023*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.

- The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.

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

7. This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department 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 02/10/2023

This Child Safeguarding Statement was reviewed by the Board of Management on 02/10/2023

Signed: Mary Doyle

Chairperson of Board of Management

Signed: S. Seal

Principal/Secretary to the Board of Management

Date: 02/10/2023

Date: 2.10.2023

Child Safeguarding Risk Assessment

Written Assessment of Risk in St. Colman's N.S.

In accordance with section 11 of the Children First Act 2015 and within the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools* revised 2023, the following is the Written Risk Assessment of St. Colman's N.S.



1. List of School Activities	St Colman's has identified the following Risks of Harm in respect of its activities	St. Colman's has the following procedures in place to address risks of harm identified in this assessment
○ Familiarisation and Training of all BOM members in updated Child Protection Procedures	<i>Harm not recognised or reported in accordance with procedures</i>	• DES 'Child Protection Procedures for Primary and Post Primary Schools revised 2023) notified to BOM and DES Circular 81/2017 to incoming (2019-2023) BOM members • All new BOM Members completed CPSSMA online training module + Child Protection Training for BOM • Child Safeguarding Statement and Child Safeguarding Risk Audit & Assessment reviewed by BOM as per DES procedures • CPOR will continue to provide at each BOM meeting as per procedures • BOM noted updated DE Requirements @ Dec 2020 for CPOR reporting during school Covid Closure/remote learning • BOM noted updates DE requirements re formatting Risk assessment before Jan 1st 2022
❖ Familiarisation and Training of school staff on updated 2017 Child Protection Procedures Teachers, SNAs, Ancillary Staff	<i>Harm not recognised or reported in accordance with procedures</i>	• School Staff made aware of their obligations under Children First 2015 and revised 2023 DES procedures and responsibilities • Staff to receive hard copy of updated Child Safeguarding Statement and Risk Assessment 2023 version following BOM

		• ratification (October 2023) and 2023 review documents posted on school website • All staff have hard copy of Child Protection & Welfare Procedures for School Staff • DLP & DDLP attended PDST Online Training • Record of staff training and certification continues to be retained for BOM records
❖ Recruitment of school personnel ie Teachers, SNA's, Ancillary Staff ❖ Sports Coaches, External Tutors/Guest Speakers ❖ Volunteers/Parents for school activities & swimming trips ❖ Music Coaches	<u>Harm not recognised or reported in accordance with procedures</u>	• Child Safeguarding Statement & DES procedures available to all staff • Vetting of school staff in accordance with current DES regulations • Vetting of Teachers via Teaching Council • New Staff Training & Certification • Vetting documentation presented in advance for outside speakers as applicable • Vetting of volunteers (as appropriate) and meeting with volunteers (for swimming) • Policy on Parents/Volunteers assisting in the school (to be developed) • Pupils always under supervision of teachers – never in care of volunteers • Life Guards at the Mullingar Pool and teachers supervising at all times
❖ Morning entry and home time dismissal of pupils	<u>Unknown adults on the school grounds</u>	• School entrance gates/exit doors monitored daily at entry and dismissal times. Main school gate opened and closed at relevant times • Parent/Guardians advised to ensure children collected at home time – in Junior Classes • Pupils uncollected at home time go to school office – home contacted by phone • General school security and monitoring of entrance/exit areas

		- Monitoring of School Attendance by class teachers and Deputy Principal - Continued implementation of the Attendance strategy - Consistency of Morning Roll Call by 9.50 am (via Aladdin to be reinforced)
❖ Curricular provision in respect of SPHE, RSE, and Stay safe - Use of Information and Communication Technology (ICT) by pupils and staff during school day	<i>Non – Teaching of the curriculum</i> <i>Inappropriate use of school internet and mobile phones/Access inappropriate online content or messaging Inappropriate recording of staff or pupils</i>	- School implements SPHE as curricular subject taught in all classes - SPHE POLICY & STAY SAFE POLICY – updated 2019 - RSE `sensitive` lessons taught in all classes in accordance with RSE policy * - Stay Safe programme taught annually in all classes - Teaching of the Weaving Wellbeing programme at all class levels - Acceptable Use policy for ICT for Pupils and school staff reviewed 2021 - Data Protection Policy + Mobile Phone and Electronic Device Policy for pupils - Supervision of Pupils Policy + Remote Learning Policy 2020 - Annual Review of Anti Bullying Policy
❖ Classroom teaching ❖ One to one teaching ❖ Outdoor teaching for PE/Sports etc ❖ Care of pupils with vulnerabilities/needs based on race, disability, religion etc - Use of video/photography/other media to record school events	<i>Harm not recognised or reported in accordance with procedures</i> <i>Inadequate supervision of pupils</i> <i>Online posting of school images and pupils and staff</i>	- Daily recording of pupil attendance (via Aladdin) – reasons for absence to be noted. - Supervision of Pupils Policy - Child Safeguarding Statement and DES procedures - Attendance Strategy 2017 - Child Safeguarding Statement and DES procedures - ANTI BULLYING POLICY UPDATED ANNUALLY

		• School procedures and records for dealing with cases of bullying as per Anti Bullying Policy Section 6 (revised October 2023) • Acceptable Use Policy & Remote Learning Policy 2020 • School Advice to parents that photos/recordings not permissible at school events ie Christmas /End of year performances etc for Child Protection reasons. Update photos/website permissions via Aladdin – teachers to be aware
❖ Care of pupils SEN including intimate care needs Managing challenging behaviour including appropriate use of restraint	<u>Harm by school personnel</u> <u>Injury to pupils and staff</u>	• School Child Protection Guidance Document for school staff on practices such as one to one teaching, toileting, care needs etc • Minimum restraint necessary – • At least two staff members present if possible • Parents contacted immediately • Health & Safety Policy • Code of Behaviour • Supervision of Pupils Policy
❖ Administration of First Aid Treatment by staff Administration of Medication by staff	<u>Harm by school personnel</u> <u>Non recognition of medical needs</u>	• Supervision of Pupils Policy • First Aid Procedures • Medical Alert File for Children with medical conditions • Administration of Medication Policy and procedures • First Aid Training for School Staff as necessary • Child Protection Procedures relevant to Isolation Room (reference 2020/21, 2021/22 Covid Responses Plan)
		• Supervision of Pupils Policy

Use of external personnel to support the delivery of the curriculum	<u>Harm to pupils due to inappropriate behaviour/communication</u>	- Class Teacher MUST ALWAYS REMAIN WITH THE CLASS - Vetting in accordance with CPSMA and DES regulations
❖ After-School Homework Club (School Competition Programme ❖ After-School –School GAA teams coaching - Summer & Easter Camps run by staff	<u>Harm to pupils due to inappropriate behaviour/communication</u>	• ROLL CALL FOR ALL AFTER-SCHOOL ACTIVITIES taken by organising teacher • Policy on After-School Activities and Camps – Child Safeguarding Statement and Risk Assessment to be provided by camp organisers to BOM in advance of Camp • Afterschool and School Camps
❖ Recreation Breaks and Lunch Breaks and Yard time ❖ Toilet areas/other communal school areas ❖ Exit and entry to class from recreation time Prevention of and dealing with bullying and behaviour amongst pupils	<u>Inappropriate behaviour/communication with pupils</u> <u>Unknown adults on the playground</u> <u>Inappropriate videoing/recording of pupils by unknown adults</u> <u>Harm not recognised or reported in accordance with procedures</u>	• Supervision of pupils policy – teachers and SNAs on duty for school breaks • School security – gates closed during school day • Staff on duty in all play areas at lunch time break • Classroom rules including lunch time displayed in all classrooms • Class teacher supervises pupils going to yard area • Teachers return to class on time after breaks • ANTI BULLYING POLICY AND PROCEDURES – UPDATED 2023 • Particular attention paid by all staff to Section 6 • Stay Safe programme • Code of Behaviour • Teaching of the Weaving Wellbeing Programme at all class levels
❖ Students/ adults participating in work experience/shadowing	<u>Harm not recognised or reported in accordance with procedures</u>	• Work Experience Policy • Child Safeguarding Statement

Trainee Teachers on teaching placement		- Ensuring Vetting of student teachers and work placement students is in place - Student to carefully read work Experience/TP Policy and sign
❖ Volunteers/parents assisting at events	<u>Harm not recognised or reported in accordance with procedures</u>	- Child Safeguarding Statement - BOM approval for all school fundraising events - Vetting of volunteers and parents/adult volunteers assisting at swim trips as necessary
❖ Parents/guardians seeking to collect pupils early/home time/when pupils unwell etc	<u>Harm to pupils due to inappropriate behaviour/communication</u> <u>Unknown adults in the in car park/on the school premises</u>	- Parents/Guardians report to school office – verification of identity where necessary - Parents/Guardians/Adults remain in reception area – not permitted to go to classroom areas - School security – buzzer at door - Parents & Teacher to reinforce Stay Safe Rules with pupils regularly
❖ School tours/outings involving classes to external venues ❖ Hire of Transport (bus) ❖ Use of public Transport ❖ Use of GAA Grounds at Shamrocks & Lomans ❖ For outdoor PE classes and for lunchtime sports training	<u>Harm not recognised or reported in accordance with procedures</u> <u>Inadequate Supervision appropriate to the activity and transport mode</u> <u>Inappropriate behaviour by pupils</u> <u>Inadequate supervision to/from Sports Grounds</u> <u>Unknown adults in vicinity</u>	Adequate planning and preparation by school staff for school trips and outings to all external venues (off school site) PUPILS not permitted to leave offsite location without authorised member of school staff - Minimum of two vetted school staff (including at least one teacher) to accompany pupils on school outings/trips - Supervision of Pupils Policy – teacher on duty (and SNA if appropriate) - Adequate pupil-teacher ratio for school outings (according to age of pupils) - Code of Behaviour - Private transport providers hired by the school to be licensed in accordance with

		• Department of Transport regulations and vetting of transport provider as appropriate • Adequate planning and preparation by school staff • Adequate Supervision by teachers • First Aid Kit available to teacher for all trips • School Code of Behaviour & Anti Bullying Policy
❖ Visitors/contactors in school during school hours & after school hours	<u>Harm to pupils due to inappropriate behaviour/communication</u>	• Remote Learning Plan (Oct 2021) school policy and procedures to be followed by all school staff • Online safety protocols for parents, pupils and school staff – identification of parental responsibility for pupil behaviour during online sessions • Child Protection issues that arise one (reported to DLP/DDLP) during remote learning as per school policy • Use of school authorised online learning platforms only by staff during remote learning ie Seesaw, Email, Zoom – list reviewed and updated as necessary • Parental Permissions sought for pupil use of all online platforms • Staff use of school Email/Aladdin facility for communication with parents/pupils. Personal emails not to be used • Agreed school protocol for SNA Care links with pupils during remote learning ie social walks, communication formats with pupils and parents, recordkeeping • ICT Device loans for pupils – online safety protocols in place agreed with parents and pupils

❖ Remote Learning for Continuity of Teaching and Learning - teachers & pupils ❖ Remote Care Links with assigned pupils by SNA – Special Needs Assistants & pupils ❖ Communication by Teachers, SNAs with parents and pupils during remote learning time ❖ ICT device loaned to pupils for remote learning	<u>Harm to pupils due to inappropriate behaviour/communication</u>	• Remote Learning Plan (Oct 2021) school policy and procedures to be followed by all school staff • Online safety protocols for parents, pupils and school staff – identification of parental responsibility for pupil behaviour during online sessions • Child Protection issues that arise one (reported to DLP/DDLP) during remote learning as per school policy • Use of school authorised online learning platforms only by staff during remote learning ie Seesaw, Email, Zoom – list reviewed and updated as necessary • Parental Permissions sought for pupil use of all online platforms • Staff use of school Email/Aladdin facility for communication with parents/pupils. Personal emails not to be used • Agreed school protocol for SNA Care links with pupils during remote learning ie social walks, communication formats with pupils and parents, recordkeeping • ICT Device loans for pupils – online safety protocols in place agreed with parents and pupils
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Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 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)*