

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

Child Safeguarding Statement

[Insert school name] is a primary/special/post-primary school providing primary/post-primary education to pupils from Junior Infants to Sixth Class/First Year to Leaving Certificate Year (delete as appropriate).

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 [insert school name] 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 _____
- 3 The Deputy Designated Liaison Person (Deputy DLP) is _____
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

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

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

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school’s Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- 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 _____ [date].

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 Castlegar NS

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].

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Daily arrival and dismissal of pupils	<ul style="list-style-type: none"> • 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 	The school has a Supervision and Collection of Children Policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
Recreation breaks for pupils	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • The school has a Supervision and Collection of Children Policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. • 4 Adults on yard at every break time.
Classroom Teaching	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
One to one teaching/learning support/counselling	Risk of child being harmed in the school by a member of school personnel	<ul style="list-style-type: none"> • School has best practice in place for one to one teaching and a statement on procedures for use of the sensory /gross motor room on a 1:1 basis. • Glass in doors of all rooms where 1:1 teaching takes place. • Parents are informed and written consent for 1:1 teaching as part of the IEP.
Online teaching and learning remotely	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	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
Sporting Activities	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The school has in place a code of behaviour for pupils • The school has in place a policy and procedures for the use of external sports coaches

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
School Outings	<ul style="list-style-type: none"> • 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, sports outings. • Risk of harm due to inadequate supervision of children while attending out of school activities 	<ul style="list-style-type: none"> • The school has in place a policy and clear procedures in respect to school outings • The school has in place a code of behaviour for pupils
Swimming	<ul style="list-style-type: none"> • 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 inadequate supervision of children while attending out of school activities 	The school has in place a Swimming policy and a Supervision and Collection of Children Policy.
Use of toilet/changing /shower areas in school	<ul style="list-style-type: none"> • Risk of child being harmed in the school by a member of school personnel • Risk of harm to child while a child is receiving intimate care 	The school has in place a Toileting and Intimate Care Policy
Care of Children with special needs, including intimate care needs	<ul style="list-style-type: none"> • Risk of child being harmed in the school by a member of school personnel • Risk of harm to child while a child is receiving intimate care 	<ul style="list-style-type: none"> • The school has in place a Toileting and Intimate Care Policy • The school has an intimate care policy/plan in respect of students who require such care • The school has a Special Educational Needs policy
Annual Sports Day	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The school has in place a code of behaviour for pupils • The school has in place a policy and procedures for the use of external sports coaches
Use of off-site facilities for school activities e.g. community centre /church/sports centre	<ul style="list-style-type: none"> • 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 inadequate supervision of children while attending out of school activities 	<ul style="list-style-type: none"> • The school has in place a policy and clear procedures in respect to school outings • The school has in place a code of behaviour for pupils
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Risk of child being harmed in the school by a member of school personnel	<ul style="list-style-type: none"> • Restraint Policy • Health & Safety Policy • Code Of Behaviour • Positive handling policy

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
School transport arrangements including use of bus escorts	<ul style="list-style-type: none"> • Risk of child being harmed in the school by a member of school personnel. • Risk of harm due to inadequate supervision of children in school • Risk of harm due to inappropriate relationship/communications between child and another child or adult • Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities • 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 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting • Bus Escort Policy (to be developed 23/24)
Management of provision of food and drink	Risk of harm due to inadequate nourishment	<ul style="list-style-type: none"> • School Meals Programme • If a child is regularly provided with insufficient lunch the class teacher discusses it with the parents in the first instance. • If a child regularly has no lunch or insufficient lunch and the situation did not improve after speaking with the parents, the class teacher informs the DLP or DDLP.
Administration of Medicine	Risk of child being harmed in the school by a member of school personnel	The school has in place a policy and procedures for the administration of medication to pupils
Administration of First Aid	Risk of child being harmed in the school by a member of school personnel	The school has in place a policy and procedures for the administration of First Aid
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full
Prevention and dealing with bullying amongst pupils	Risk of harm due to bullying of child	<ul style="list-style-type: none"> • 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 bullying awareness initiatives • The school has in place a code of behaviour for pupils

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
<p>Training of school personnel in Child Protection matters</p>	<ul style="list-style-type: none"> • Risk of harm not being recognised by school personnel • Risk of harm not being reported properly and promptly by school personnel 	<p>The school;</p> <ul style="list-style-type: none"> • Has provided each member of school staff with a copy of the school's Child Safeguarding Statement. Hard copies are mounted in each rooms of the school. • 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
<p>Use of external personnel to supplement curriculum –sports coaches, music /dance/drama teachers etc</p>	<p>Risk of child being harmed in the school by volunteer or visitor to the school</p>	<ul style="list-style-type: none"> • 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 • Policy & Procedures • All external coaches/tutors require Garda vetting • Class Teacher will be present with external coaches/tutors
<p>Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Risk of harm due to bullying of child • Risk of harm due to racism • Risk of harm due to inappropriate relationship/communications between child and another child or adult • Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities • Risk of harm due to inadequate code of behaviour 	<ul style="list-style-type: none"> • 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 ant bullying awareness initiatives • The school has in place a code of behaviour for pupils

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting • 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) • All staff encouraged to avail of relevant training • BOM maintains records of all staff and board member training • The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
<p>Participation by pupils in religious ceremonies /religious instruction external to the school</p>	<ul style="list-style-type: none"> • 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 inadequate supervision of children while attending out of school activities 	<ul style="list-style-type: none"> • The school has in place a policy and clear procedures in respect to school outings • The school has in place a code of behaviour for pupils
<p>Students participating in work experience</p>	<ul style="list-style-type: none"> • Risk of child being harmed in the school by volunteer or visitor to the school • Risk of harm due to inadequate supervision of children in school 	<ul style="list-style-type: none"> • The school has in place a policy and procedures in respect of students undertaking work experience in the school • Students are vetted
<p>Student teachers undertaking training placement in school</p>	<ul style="list-style-type: none"> • Risk of child being harmed in the school by volunteer or visitor to the school • Risk of harm due to inadequate supervision of children in school 	<p>The school has in place a policy and procedures in respect of student teacher placements</p>
<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"> • Risk of child being harmed in the school by a member of school personnel 	<p>The school complies with the agreed disciplinary procedures for teaching staff</p>

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Data Protection	Risk of harm to pupils due to inappropriate handling of data	Data protection policy (to be reviewed 2023/24)
Use of video/ photography/other media to record school events	<ul style="list-style-type: none"> • Risk of harm due to inappropriate relationship/ communications between child and another child or adult 	Written parental permission to take photos of children is obtained by the school at the beginning of the school year. Class teachers are made aware of any children in his or her class who do not have permission to be in school photos. Photos taken by staff are removed from personal devices and uploaded to the school network.
Use of Information and Communication Technology by pupils in school, including social media	<ul style="list-style-type: none"> • 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 child/member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner • 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 	<ul style="list-style-type: none"> • 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 tablet devices in the school by pupils as per circular 38/2018 • ICT policy • Anti-Bullying Policy • Code of Behaviour • Cyberbullying course for parents and pupils • Children do not have access to social media platforms in school • The school has in place a Home School Liaison policy and related procedures

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.

List of associated Policies:

- Supervision and Collection of Children Policy ✓
- Acceptable Use Policy
- a policy and procedures for the use of external sports coaches
- School Outings Policy
- Swimming✓
- Toileting and Intimate Care
- SEN✓
- Restraint Policy
- Health & Safety Policy
- Code Of Behaviour ✓
- Positive handling policy
- Bus Escort
- Admin of medication✓
- Admin of first aid
- Anti-bullying ✓
- Student teacher placement✓
- Work experience✓
- Data Protection
- ICT
- Use of mobile phones and other devices
- Outside coaches/teachers
- HSCL