



6.0 Scoil Choilm Community National School Child Safeguarding Statement and Risk Assessment

Scoil Choilm Community 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 Scoil Choilm CNS 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 Mrs. Laura O'Brien – Principal
- 3** The Deputy Designated Liaison Person (Deputy DLP) is: Ciara Moran - Post Holder
- 4** The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all 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, Child Protection procedures for schools 2017 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 to protect workers from the necessity to take unnecessary risks that may leave them 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.
- 5.** The following procedures/measures are in place:
- In relation to any member of staff who is the subject of any investigation 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 DES 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 DES and available on the DES website.
- In relation to the provision of information and, where necessary, instruction and training, for 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
 - Requires staff to avail of relevant Child Protection 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 Scoil Choilm CNS, the Board has appointed Mrs. Laura O'Brien, the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement. The Board have approved Ciara Moran as DDLP.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school, participating in online lessons, 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 DES website or will be made available by request to the school.
- 6. This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association, 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 and ratified by the Board of Management and was approved on the 26th of February 2018 and was reviewed on the 14th of February 2019, the 3rd of February 2020, and the 5th of October 2020 & October 4th, 2021 & 14th September 2022.



Child Safeguarding Risk Assessment

Written Assessment of Risk of Scoil Choilm Community National 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 Scoil Choilm Community National School.

UNDERSTANDING WHAT RISKS TO ASSESS

Section 11(1)(a) of the Children First Act 2015 defines risk as “any potential for harm to a child while availing of the service.” Section 2 of the Act defines harm as follows:

“harm means in relation to a child –

- (a) Assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or*
- (b) Sexual abuse of the child,*

whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances or otherwise.”

Taken from <https://www.dcy.gov.ie/documents/publications/20171002ChildrenFirst2017.pdf>
Department of Children and Youth Affairs, Children First. National Guidance for the Protection and Welfare of Children. Page 32

1. List of school activities

- Daily arrival and dismissal of pupils – Covid procedures in place
- Recreation breaks for pupils
- Classroom teaching
- In-class support
- Group teaching (withdrawal)
- One-to-one teaching (withdrawal)
- One-to-one behavioural support (withdrawal)
- Outdoor teaching activities
- Sporting Activities
- School tours and outings
- Use of the visiting Mobile Library bus
- Use of toilet
- Changing clothing for matches, plays etc.
- Annual Sports Day
- School events e.g., Tráth Na gCeist, Halloween Fun Day, end of year quiz
- Fundraising events involving pupils, such as the School Walk



- Use of off-site facilities for school activities such as Fingal Athletics and inter-school football matches.
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed
- Changing of children if they have a toileting accident or clothing accident
- Swimming
- Children in receipt of intimate care who are non-verbal and have special educational needs
- Children changing before and after swimming
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medication
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Prevention and dealing with racism 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:
 - Children for whom English is not their first language
 - Pupils from ethnic minorities/migrants
 - Members of the Traveller community
 - Children from Roma backgrounds
 - Pupils perceived to be LGBT
 - Pupils who self-identify as LGBT
 - Pupils of minority religious faiths
 - Children in care
 - Children who are non-verbal and have special educational needs
 - Children on CPNS, (Child Protection Notification System)
- Children in care and direct provision
- 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
 - Personnel involved with support services working with the children for example EOP /NEPS
- Participation by pupils in religious ceremonies/religious instruction/ retreats external to the school
- Parents escorting pupils to and from the church for practices for religious ceremonies
- After school clubs for Sacramental preparation
- After school clubs for the teaching of Arabic



- Children attending targeted interventions through the School Completion Programme
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Student teachers undertaking school placement in our school
- Students from second level schools on work experience in our school
- Trainee SNAs on work experience
- 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
- Homework club
- Use of appropriate media by teachers in classroom- photos, videos.
- Use of separate changing rooms for students with disabilities
- Due to Covid 19, children participating in online lessons and learning remotely (use of Microsoft Teams and Seesaw)
- Children being brought to the isolation station if they present with Covid 19 symptoms.

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

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of harm by a visiting teacher or support worker
- 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 the child is participating in 'out of school activities' e.g., school trip, swimming lessons
- Risk of harm due to bullying of child
- Risk of harm due to racist behaviour towards a child
- 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 vulnerabilities
- Risk of harm to a child while 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
- Risk of harm by using online learning platforms due to Covid 19 – Microsoft Teams and Seesaw
- Risk of harm to a child whilst at the isolation station.

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

- 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
- The school is committed to continuing CPD for all staff where necessary
- The school implements the Stay Safe Programme in its entirety
- The school implements the SPHE curriculum
- The school implements the 'Relationships and Sexuality Education' Programme
- The school implements 'Fun Friends' / 'Friends for Life' and 'Get Up, Stand Up!'(NEPS), the 'ALERT' programme, the 'You Can Do It!' programme and the 'Retracking' programme
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools
- The school has an Anti-Racism Policy
- The school has yard/playground procedures to ensure appropriate supervision of children during, assembly, dismissal, and breaks.
- The school has in place a policy and clear procedures in respect of school tours.
- The school has a Health and Safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school follows the codes of conduct for school personnel as agreed with the relevant partners such INTO, IMPACT and the Teaching Council
- The school complies with the agreed ETB disciplinary procedures for teaching staff and SNAs
- The school has a Special Educational Teaching policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has 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 Risk Assessment
 - 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 DLP and the DDLP ensures that all staff members (permanent, temporary and those on a contract) and members of the Board of Management have completed the 'Children First E-Learning Programme'. This programme must be completed every 3 years. Copies of these certificates will be kept on file.
- Substitute teachers will be made aware of the names of the DLP and the DDLP. They will be encouraged to report any concerns or disclosures to them.
- The school has procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils



- The school has in place an Acceptable Use Policy for staff and for pupils in respect of usage of ICT
- The school has in place a Mobile Phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has procedures for the use of external persons to supplement delivery of the curriculum
- The school has procedures in place for external persons who are preparing the children for the Sacraments, after school clubs and additional language teaching outside of school hours
- All teachers, coaches and parents who are dealing with the children are garda vetted
- The school has procedures for the use of external sports coaches
- The school has procedures in respect of student teacher placements
- The school has procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedure in respect of Accident and Incident reporting and Investigation policy.
- The school adheres to the Data Protection policy
- The school has a Covid Response Plan in place and adheres to all health and safety procedures outlined in the plan.
- All staff members have completed Covid Health and Safety Training before returning to school in August 2020.
- The school has an Internet Safety and Acceptable Use policy in place. 'Microsoft Teams' and 'Seesaw' are the only Virtual Learning Environments permitted to be used, as authorised by DDLETB.
- The school has procedures in place when staff bring a child to the isolation station.

Information on the Tusla Children First e-Learning Programme can be assessed here:

<http://www.tusla.ie/children-first/children-first-e-learning-programme>

Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Schools 2017*

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on the 26th of February 2018. It was reviewed on the 14th of February, 3rd of February 2020 and 5th October 2020 & 4th October 2021, 14th September 2022, as part of the school's annual review of its Child Safeguarding Statement. The board have reviewed the mandatory checklist 2 & 3 in line with Child Protection Guidelines also.

Signed: Chairperson, Board of Management: *Mr. John Walsh*

Signed Principal/Secretary to the Board of Management: *Mrs. Laura O'Brien*

Date: 4th October 2022



Child Protection

Under the revised Child Protection Procedures, all disclosures in relation to Child Protection issues must be made through the Designated Liaison Person (DLP) or in her absence, the Deputy Designated Liaison Person (DDL). In Scoil Choilm Community National School, Mrs. Laura O'Brien (Principal) is the Designated Liaison Person (DLP), and Ms. Ciara Moran is the Deputy Designated Liaison Person (DDL). This is in accordance with the Department of Education and Skills Circular 0065/2011.

Designated Liaison Person:

Mrs. O'Brien (Principal)

Deputy Designated Liaison Person:

Ms. Ciara Moran (Post Holder)