

# Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

**Child Safeguarding Statement (reviewed & ratified by BOM on 26th May 2022).**

Scoil Cholmcille 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 Cholmcille 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

1. The Designated Liaison Person (DLP) is Paraig Cannon
2. The Deputy Designated Liaison Person (Deputy DLP) is Mrs Eilís Mc Clafferty
3. 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.

1. 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 PostPrimary 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, 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 DES 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.

1. 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.
2. 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 16 April 2018 and reviewed by the Board of Management on 24 May 2021 and 26 May 2022.

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| Signed: Fr. Kemmy | Signed: Mr. P. Cannon |
| Chairperson of Board of Management | Principal/Secretary to the Board of Management |

Date: 26 May 2022 Date: 26 May 2022



# Child Safeguarding Risk Assessment

**Written Assessment of Risk of Scoil Cholmcille**

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 PostPrimary Schools 2017*, the following is the Written Risk Assessment of Scoil Cholmcille.

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| **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 -** |
| Daily arrival and dismissal of pupils  Recreation breaks for pupils  Classroom teaching  One-to-one teaching | 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. | 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 has an ***Intimate Care Plan*** in place. |

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| One-to-one SET guidance/counselling  Outdoor teaching activities  Sporting Activities   * School outings * Use of toilet areas in schools  Pupils changing clothes for   sporting or cultural events   * Annual Active Week * 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,   * Management of challenging behaviour amongst pupils, including appropriate use of   restraint where required   * Administration of Medicine * Administration of First Aid * Curricular provision in | Risk of harm due to inadequate code of behaviour.  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 child being harmed in the school by volunteer or visitor to the school | The school has in place a Code of Behaviour for pupils that is reviewed at January’s Staff Meeting including (i) a mobile phone directive in respect of possession and usage of mobile phones by pupils and (ii) sanctions identified re. material of a sexualised nature.  All staff are subject to the ***Code of Professional Conduct.***  The Code sets out the standards of professional knowledge, skill, competence and conduct which are expected of registered teachers. The standards are underpinned by four core values – respect, care, integrity and trust.  The school has in place an ICT policy in respect of usage of ICT by pupils  The school implements in full the SPHE curriculum  The school implements in full the Stay Safe and RSE  Programmes  Re: Being accompanied to the door – (Addressed in  2018/2019)  **Parent Duties: Any parent/guardian returning pupils to school during the school day MUST report to secretary’s office.**  **Inform parents in September Newsletter – that all** |

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| 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 of minority religious faiths   + Children in care   + Children on CPNS * Recruitment of school   personnel including - Teachers/SNA’s | Risk of harm not being reported properly and promptly by school personnel | **withdrawals from class must be signed – out, including attendance at dentist/doctor appointments.**  **Not to withdraw their children early on Fridays. School finishes at 3.00pm for pupils from 1st-6th class. Staff Duties:**   1. **All staff members to have collective responsibility for closing doors. “Double check and hear the Click”.** 2. **Pupils in 6th classes to be assigned to check that doors are closed.** 3. **Back Gate to be closed but not locked** 4. **As some parents are entering the back door, a buzzer system will be trialled and costed.** 5. **Signs will be put up : PLEASE CLOSE DOOR** 6. **We commit to developing a culture of telling** children to close the doors.   Re: Prefab Securtiy – (Addressed in 2018/2019)   * **Buzzer entry/code into prefab will be explored and costed.** * **Parents are to be directed to school secretary to sign out child. If an SNA is assigned to either of these rooms, the SNA is requested to attend to parents re. this matter.**   All staff are subject to the ***Code of Professional Conduct*** and required to adhere to the ***Child Protection Procedures.*** |

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|  | Risk of child being harmed in the school by another child  Risk of harm due to bullying of child | All registered teaching staff are required to adhere to the Children First Act 2015. All staff are vetted.  Staff reminded of these legal obligations regularly.  School has a ***Code of Behaviour*** in place (reviewed on an annual basis) and has an ***Anti-Bullying policy***.  Discrete lessons regarding ***Code of Behaviour*** are given each September as per Code.  ***Anti-Bullying activities*** are undertaken throughout the year and in particular during friendship week.  ***SPHE plans*** fully updated and revised every 2 years. Adequate supervision in place at all times.  Code of Behaviour in place which is reviewed on an annual basis.  ***Anti-bulling policy*** in place & review ratified by BOM on 26th May 22. All children are made aware of procedures and sanctions. Designated teacher in place.  Monthly Report updates given to Principal and Board of Management.  Bullying also covered in SPHE programme. |

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|  | 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. | ***Intimate Care policy*** in place.  ***Vetting*** in place.  Re. Out of school activities – (Addressed in  2018/2019)   * **Out of school activities can only take place if there’s capacity to manage the release of additional teachers to meet any agreed supervision requirements. Teachers are to check, Principal in first instance, then with the Deputy Principal (Coordinator of substitutes for staff on sick/CPD leave and Ms Keys (Coordinator of EPV leave) before committing to an out of school activity.** * **Allianz was contacted on 14th May and Ms .Mairead Mullins advised that Allianz does not issue ratio guidelines. The BOM assesses each out of school activity on its own merits. Therefore, teachers intending to engage in out- of -school activities need to contact the Principal or Deputy Principal who will consider the supervision requirements according to the**   **developmental stage of pupils, the nature of the activity, proximity to school , number of pupils involved, among others.**   * **If the manageability criteria can be satisfied, it is hoped to provide 2 teachers** |

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|  |  | **at all time to be with a group.**   * **3 Teachers will be considered if there are two buses of pupils involved.** * **SNA’s will be requested to assist the teaching staff in out of school activities.** * **Staff are requested to have possession of a mobile phone.** * **List of children’s names being taken on an out - of – school activity, needs to be left with Secretary in the school office.**   School ensures bus companies have public liability and working seatbelts.  **4 Areas addressed in 2019/2020**  No.1: Procedures need to be put in place if there is an accident on school tour.   1. Assess pupil and determine if emergency services are recommended/necessary 2. Call school to inform principal. School inform parents.   Depending on locations, parents to travel to site of incident or meet teacher at hospital.   1. Teacher to accompany pupil in ambulance with paramedic if parents are unavailable. 2. Ratios to be considered on school tours to ensure 2 members of teaching staff remain at venue if one teacher must leave with an injured pupil in |

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|  | Risk of harm due to inadequate or non-supervision of children in school | case of emergency.   1. First Aid kit must be brought on tour. 2. Accident to be fully recorded in official book and signed. 3. Teacher to leave copy of ***Extra Curricular***   ***Outings Template*** with Mary/School Secretary and take copy with them.  Re. Swimming   * Male staff member to accompany boys and female to accompany girls during swimming lessons. - Swimming and changing - a male member of staff positions at door of changing room and a second member of staff in his view. * 3 staff members remain in view of children, while in pool.   Parental consent regarding special needs child who may require help dressing/undressing. 2 adults present during this time # Intimate Care Plan.  The school has a yard/playground supervision practice to ensure appropriate supervision of children during yard and hall assembly, dismissal and breaks and in respect of specific areas such as toilets (policy of children needing to use the toilet during break time needs to be developed) changing rooms etc.  **No.2 Children Needing to use Toilets during break** |

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|  |  | **times** (Addressed in 2019/2020 & reviewed in May 2022 due to new extension & old school campus.  **Prefabs**: **Front Yard / Wedge for door / P.E.**   * Leave one door of Prefab open -   Teacher/SNA keeps lookout   * Pupil to report to teacher on duty when returning   **Back Yard**   * Should be asked to wait/ reminders before they go out (10 minutes in yard) * Toilet at Mrs McMacken’s room to be used on all break + P.E. times * Second adult goes to door and stands * In the event of a second adult not being present- pupils to knock on Support Teacher’s door) - to be left open. * Children in the yard early * SNA to stand at back door threshold. * Peter to open prefabs in A.M. & Mr. Cannon to open on Thur. & Friday * SNA to go to the threshold of prefab door, Leave it open. |

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|  |  | Guidelines were revisited at staff meeting on 3rd May 2022.   * All pupils reminded to use toilets before they enter the yard. * SNA to accompany child needing toilet plus one other child. * SNA to stand at room door where possible * SNA to call for assistance of another   SNA if required;   * Use occupied rooms where possible – due to staggered breaks * Where no SNA is available, seek assistance from SNA on a neighbouring yard. * Review in September. * In an emergency, another teacher can be contacted by phone to lend assistance. * ISSUE RAISED REGARDING PUPILS WEARING   TIGHT LEGGGINGS INSTEAD OF UNIFORM  TROUSERS ARE CAUSING AN ISSUE FOR TEACHERS/ SNAS INVESTIGATING CUTS / INJURIES TO KNEES.  ***Old School***   * Infant Classes have toilet breaks accompanied by SNA, doors left open.(Old School?) * Other classes use toilets prior to breaks, doors left opened. |

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|  | Risk of harm due to doors being left opened at break times, arrival and return of pupils to/from prefabs  Risk of harm due to parents awaiting in the yard pre-start of school day |  If children need to attend toilet during class time they are permitted to go but it is discouraged.  **No.3** **Pupils returning to classrooms following lunchtime activities & minding**  **Senior Pupils**   * Clarify times for pupils to go out for lunch; 12.30 p.m. excepte for infants who start at 12.25p.m. * Minders for Junior and Senior Infants only may leave at 12.25p.m. * If coaching is happening, pupils involved may leave at 12.25p.m. but must be met by their respective coach at a designated place. * Minders should meet their class in the yard, leave lunch boxes on Mr. Crossan’s outside window sill and collect on way in. * Minders not allowed to return to their own classrooms before their own class returns to their room. * Minders off sick – select favourable “subs”   **No.4:** **Supervision between Prefabs & Main Building** (Addressed in 2019/2020)  Needs to be revised on an annual basis because of changes in personnel. No issue for 2020/2021 |

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|  | Risk of harm due to parents awaiting in the yard pre-start of school day\*\*\*\*\*\*this risk is inaccuarate and not in line with measure  Risk of harm due to inappropriate relationship/communications between child and another child or adult. | Supervision provided prior to start of school day  Group 2  Leave door of teacher in opposite room open if teacher is on duty or has to leave classroom. Hook and eye will be in place. School has in place clear procedures for leaving class adequately supervised. Hook and eye on every door so can’t be closed by accident. Teacher on duty during breaks and inclement weather.  Table tennis is an issue.  School has in place procedures for supervision during break and inclement weather.  Adequate supervision is provided during school hours.  Guidelines in respect of closing doors at breaktime addressed in 2019/20  Central locking system in place, pupils not allowed to open doors to adults. Teachers have pass code to enter building. Doors to be kept closed at all times. Prefab issues were addressed & new digipad key code entry system installed.  Pupils are escorted to and from prefab by an adult going to and from support classes.  **In addition to the above guidelines staff recommended the following at the staff** |

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|  | Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school | **meeting 3rd May 2022.**  **Guidelines re. closing doors at break times**   * All staff given a key for the front entrance * SNA to be assigned to be last to leave the building going out and last to come in making sure the door is locked each time. * Pupils in ground floor classrooms in New Extension to use own doors. * Pupils to get teacher if adult presents in yard; rather than let them in.   ***Old School***   * Happy with present arrangement  Key pad needed to re-enter building. * Pupils to get teacher if adult presents in yard; rather than let them in.   The school has a yard/playground supervision practice to ensure appropriate supervision of  children prior to start of the school day |
|  |  | Page 5 of the Code of the Behaviour refers to |

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|  |   Risk of harm to children with SEN who have  particular vulnerabilities  Risk of harm in one-to-one teaching, counselling, coaching situation | parents not approaching another person’s child on the premises. Extend this to include parents not waiting in the yard.  Group 2  Supervision begins at 9:10. No parents should be in the yard, drop pupils at gate. Procedure needs to be put in place for junior infants.  Group 3  Parents should not be allowed to linger in yard at any time. Drop children off and leave. If child has SEN parent may hand over to responsible adult.  The school has in place written statement of protocols and procedures issued at start of every academic year (Pg 16 of Teacher Guidelines - supervision practices in Scoil Cholmcille.Practice in place to leave door open and teacher next door informed if teacher needs to leave the room)  The school has a yard/playground supervision practice to ensure appropriate supervision of children during yard and hall assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.  The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting |

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|  | 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 to pupil carrying an injury and request from parent to remain indoors during break time  New staff protection policy should be put in place. A staff support team should also be put in place  Risk to staff from individual/ individuals within school building and or grounds. Parents should | Parents and adults have free access to the yard at any time and can and have approached children. Parents should not be present in the school yard at any time and are often in front yard... . parents should be informed that due to child protection, parents cannot remain in the school yard before or after school.- June parent pack for infants should have note regarding this. Code of Conduct for parents from the Code of behaviour should be acted upon.  Keypad locks to be maintained on external doors to try to eliminate unauthorised access to school building.  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 adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting ? Those undertaking work in school during school hours eg painters , cleaners etc should be garda vetted.  Class minders need regular reminders/training of expectations regarding appropriate behaviour when supervising  The school has in place an ICT policy in respect of usage of ICT by pupils.  The school has in place a Code of Behaviour for |

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|  | not linger around school building or walk around corridors/class room doors. Parents should NOT be in the school building unless requested to pick up child or have notified staff of an appointment. Parents should NOT be repeatedly dropping in lunches. Parents who have verbally abused and or intimidated staff should not be allowed on school premises until an apology has been given and spoken to by the Principal. | pupils that is reviewed on an annual basis including (i) a mobile phone directive in respect of possession and usage of mobile phones by pupils and (ii) sanctions identified re. material of a sexualised nature.  All smartphones or devices with internet access should be banned entirely.  Teachers to be vigilant regarding pop up ads on youtube etc  Class minders not to put on videos themselves .  The school has a Special Educational Needs/Inclusive Education policy  The school has an intimate care 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 implements in full the Stay Safe and RSE Programmes  The school implements in full the SPHE curriculum  The school has in place a Code of Behaviour for all pupils and provision for children with SEN  SNAs being removed from assigned child needs to be addressed  The school has in place clear procedures for one-toone teaching activities  The school has procedures in place for one-to-one |
|  |  | counselling/guidance  School has windows in the doors of learning support rooms.  \*all classroom doors should have a window and/ or an open door policy  Classroom teachers are always present and actively participate when:   * external persons are supplementing   delivery of the curriculum   * external sports coaches are used.   Two staff should be present for counselling???  Staff should be aware of what they put on social media – comments etc may be unprofessional. Needs to be explored further... The school has in place an ICT policy in respect of usage of ICT by pupils-----perhaps under professional code of conduct would cover this |

**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 26th May 2022. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement in May 2023.

Signed Fr. Kemmy Date 26 May 2022

Chairperson, Board of Management

Signed Mr. Cannon Date:26 May 2022

Principal/Secretary to the Board of Management