

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

Child Safeguarding Statement

Ballinure is a 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 Ballinure 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 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Margaret Gleeson
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Tom Butler
- 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 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 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: ___Pat Morrissey_____

Signed: _____Margaret Gleeson_____

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: _____10th November 2021_____

Date: _____Nov.10th 2021_____

Written Assessment of Risk of Ballinure N.S

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 Ballinure N.S

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 -
<ol style="list-style-type: none"> 1. Daily arrival and dismissal 2. Classroom Breaks 3. Classroom Teaching 4. Learning Support Teaching 5. After School Activities 6. G.A.A Coaching 7. Changing for Coaching 8. Use of I.C.T or phones 9. Activities involving P.A and volunteers 10. Activities involving outside agencies during the day 11. T.Y students and Student Teachers 12. Use of video, photography and other media to record school events. 13. Curricular Provision in respect of S.P.H.E, R.S.E and Stay Safe Programme 14. Care of pupils with specific vulnerabilities such as pupils from ethnic minorities ,members of the travelling community. 	<ol style="list-style-type: none"> 1.Risk of harm due to inadequate supervision . 2.Risk of harm by a member of School Personnel or by another child.,or due to bullying 3.Risk of harm not being recognised by school personnel .or not being reported properly by School personnel 4. Risk of harm not being recognised by school personnel .or not being reported properly by School personnel.Risk of harm due to one to one teaching . 5.Risk of harm due to inadequate supervision while attending out of school activities.Risk of harm by member of staff or external teacher while attending out of school activities 6/7 - . Risk of harm due to inadequate supervision while attending G.A.A Coaching .Risk of harm to child by member of staff or external coach while attending Coaching. 6/7 - .Risk of harm by school personnel or by another child. 	<ol style="list-style-type: none"> 1. Parents to be informed in Sep. of school opening/closing times when adequate supervision is in place. 2. School open for admission of pupils at 9.10am .Supervision from 3.-3.10pm for dismissal of pupils. 3. Supervision rota in place .and yard is zoned for specific age groups. 4. Teachers trained in C.P. and each member of staff has a copy of the Child SafeGuarding <p>Statement and Code Of Behaviour / and are aware of the Professional Code of Conduct For teachers</p> <ol style="list-style-type: none"> 5. Small Group teaching is favoured over one to one teaching. The Learning Support Room has Clear glass in door, is visible and accessible. In the case of necessity for one to one teaching ,door will be left open,

<p>15. Training of school personnel in Child Protection Matters.</p> <p>16. Management of Challenging Behaviour amongst pupils including appropriate use of restraint where required.</p> <p>17. Use of off site facilities for school activities.</p> <p>18. School transport arrangements</p> <p>19 .Care of pupils with S.E.N</p> <p>20. Recruitment of School Personnel</p> <p>21. External Tutors/Guest Speakers</p> <p>22 .Participation by pupils in religious ceremonies external to the School</p> <p>23. Application of sanctions under the Code of Behaviour</p> <p>24. Breakfast Club</p> <p>25. Covid</p>	<p>8./12. Risk of harm due to inappropriately accessing /using computers, social media.phones and other devices while at school or involved in school related activities eg tour / events, games .sports</p> <p>9.Risk of harm by a volunteer or visitor .</p> <p>10/11 Risk of harm not being recognised and /or reported by school personnel. Risk of harm by school personnel and or visitors / trainee students.</p> <p>13/15/17 Risk of harm not being recognised by School personnel .Risk of harm not being reported by School Personnel.Risk of harm due to inadequate supervision .</p> <p>14.Risk of harm due to disadvantage ,risk of harm to pupils with particular vulnerabilities</p> <p>15. Risk of harm not being recognised /reported by School Personnel</p> <p>16/23 Risk of harm due to bullying, risk of harm by another pupi ,risk of harm by school personnel .Risk of harm duo inadequate supervision.</p> <p>19. Risk of hrm to children with S.E.N who have particular vulnerabilities.</p> <p>18/21/22 –Risk of harm by school personnel .Risk of harm by visitor, volunteer, member of another organisation, Risk to pupil while engaging in school related and / off site activites .</p>	<p>6. All external teachers, coaches have been vetted and are provided with a copy of the C.S.S . A teacher /teachers are present in the school during the Tin whistle and dancing .</p> <p>7. G.AA Coach is vetted and teachers are present while coaching is taking place. All personnel receive a copy of the C.S.S .</p> <p>8. In general no changing is required , pupils are requested to wear togs under tracksuit, however in the interest of privacy , pupils are allowed change in cubicles in G.P Hall , teacher will be outside in hall supervising.</p> <p>9. Pupils are not allowed to bring phones to school /school related activities . Teachers will have a phone and contact no.for parents. Procedures regarding the use of technology are outlined in the School’s Acceptable Usage policy.</p> <p>10. Members of the P.A Committee are vetted and other volunteers are requested to undergo vetting also. Only vetted P.A members are allowed to help at school activities /tours .</p> <p>11. Any guest speakers /outside agencies will be supervised by staff, no unsupervised access to children will be permitted. Content will be checked for suitability and discussed fully with Principal/ class teachers .</p> <p>12. T.Y Students and Trainee teachers are required to abide by the School’s Guidelines re confidentiality and are made aware of the C.S.S . Vetting documentation will be sought by the school and kept on file.</p>
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	<p>24 Risk of harm from school personnel or other Pupils.</p> <p>25. Risk of harm due to Covid procedures or protocols.</p> <p>26.Risk of harm due to Online Learning Platforms</p>	<p>13. The school undertakes to seek parent’s/guardians permission for the use of photographs of pupils for any school related purpose</p> <p>. At school events where photograph /audio visual equipment is being used by the school, parents will be informed and have the option not to be photographd/recorded.</p> <p>Only images of pupils in appropriate dress will be used. No images may be taken by an external agency without seeking prior permission from the Principal/B/O/M .On school tours ,the school camera will be used for photographs</p> <p>. Parents will be informed of the need to seek parental permission before taking photographs/videos of other children at school events and of placing these on social media sites.</p> <p>14. The S.P.H.E, R.S.E and Stay Safe Programme will be taught in the school.</p> <p>15. School personnel will be sensitive and supportive to the needs of children from disadvantaged backgrounds and will work with outside agencies as required to support families.</p> <p>16. All teachers will adopt the Code Of Behaviour. Parents will receive a copy of the School Rules and sanctions. The School has a Promoting Positive Behaviour Policy and encourages the school community to uphold the Golden Rule – “Treat others as you would Like to be Treated “ Class rules are also applied and pupils are aware of the rules . Friendship Week is held in Sep/Oct</p>
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		<p>This encourages friendship and positivity among the children. The School has an Anti Bullying policy and the parents and pupils are aware of this . Parents will be requested to accept the School Code of Behaviour and anti – Bullying Policy in September of each school year.</p> <p>17. All staff have completed training in C.P. And B.O.M members have been offered training from the C.P.S.M.A</p> <p>18. A recorded will be kept in the C.P file of all training undertaken in C.P .</p> <p>19. /21/22 - All outside tutors recruited by the school will be supervised by the staff while giving instruction /talk to pupils. Proof of vetting will be sought . In preparation of pupils for sacraments ,teachers will be present at rehearsals in church and parents will be informed of all outside /off site activities and are always welcome to attend .</p> <p>20. A bus will be used to transport pupils to off site activities , in some cases a parent may opt to bring their child . A teacher/teachers will always accompany and supervise children on bus . The vetting of the driver will be discussed with the transport provider .</p> <p>21. The B.OM is responsible for recruitment of all school staff. The guidelines and procedures as laid down by the D..E.S and C.P.S.M .A will be adhered to . All staff will be vetted .</p>
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		<p>24. The School has a statement of Practice in place re. Breakfast Club and adequate supervision is in place.</p> <p>25. The School has a Covid Response Plan in place.</p> <p>26. Online Learning platforms will be used with prior parental consent and with correct safety procedures .</p>
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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 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