



**Scoil Nioclás Naofa**  
**DUNMOR**

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

### **Child Safeguarding Statement**

Scoil Nioclás Naofa (Dunmore NS) 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 \(revised 2023\)](#) 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 (revised 2023)* as part of this overall Child Safeguarding Statement

2 The Designated Liaison Person (DLP) is Ms Maureen Colleran

3 The Deputy Designated Liaison Person (Deputy DLP) is Mr David Cronin

4 The Relevant Person is Ms Maureen Colleran

*(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. This person can also be the DLP)*

- 5 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

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

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

6 The following procedures/measures are in place:

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

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

- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 8 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on \_\_\_\_\_ [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 3/10/23 [most recent review date].

Signed: Albert Bonn

Chairperson of Board of Management

Date: 3rd Oct. 2023

Signed: Marianne Cullen

Principal/Secretary to the Board of Management

Date: 3/10/23

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Scoil Nioclás Noafa (Dunmore NS)

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Scoil Nioclás Noafa (Dunmore NS).

List of School Activities	The school has identified the following risk of harm	The school has the following procedures/policies in place to address risk identified in this assessment
Daily arrival and dismissal of pupils	<ul style="list-style-type: none"> <li>• Strangers</li> <li>• Injury/Physical Harm</li> <li>• Bullying Behaviour</li> <li>• Child leaving unaccompanied</li> <li>• Delay/late collection of children</li> </ul>	<ul style="list-style-type: none"> <li>• See Policy on Morning Supervision</li> <li>• Signage in place for visitors</li> <li>• Children must play at back</li> <li>• Principal/Deputy Principal/ SNA – Morning Supervision</li> <li>• Stay Safe addresses stranger danger</li> <li>• Children escorted to bus and supervision maintained until 3.10 pm.</li> <li>• Contact the school if unavoidably detained.</li> <li>• Clear information is sent to parents appealing for them to collect their children on time every day.</li> <li>• Teachers may be on the premises</li> <li>• SNAs will accompany and hand over the children to the parents.</li> <li>• SEN Children need to be closely monitored as they are a high risk /flight risk.</li> </ul>
Recreation breaks for pupils	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Sales/Delivery Personnel</li> <li>• Physical Hard</li> <li>• Strangers</li> </ul>	<ul style="list-style-type: none"> <li>• Yard Supervision Policy in place</li> <li>• All visitors and adults must report to the teacher on the yard/office</li> <li>• Signage in place</li> </ul>

	<ul style="list-style-type: none"> <li>Adults entering yard</li> </ul>	<ul style="list-style-type: none"> <li>Designated line up procedures/areas</li> <li>Incident Books in use</li> <li>Communication among teachers</li> </ul>
Classroom teaching	<ul style="list-style-type: none"> <li>Abuse by teacher/SNA</li> <li>Bullying Behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Adequate classroom supervision – colleague cover in emergencies</li> <li>Display of Rules in classrooms</li> <li>Confiscation of phones (See policy)</li> <li>Stay Safe, SPHE Programmes etc</li> </ul>
One-to-one teaching	<ul style="list-style-type: none"> <li>Adult being alone with child.</li> </ul>	<ul style="list-style-type: none"> <li>Availability of Principal if needed</li> <li>In – Class teaching prioritised</li> <li>Group teaching where possible</li> <li>Parental permission sought for all one to one teaching</li> <li>Doors of SEN rooms left open during teaching</li> <li>Collection/delivery to and from the classroom by SEN teachers</li> </ul>
Outdoor teaching activities	<ul style="list-style-type: none"> <li>Getting lost</li> <li>Strangers</li> <li>Bullying behaviour</li> <li>Visibility</li> <li>Child leaving group – flight risk</li> </ul>	<ul style="list-style-type: none"> <li>A support teacher/second adult required</li> <li>No second adult for PE/Confined activities required</li> <li>Flight Risk: Inform/contact another member of staff to seek help</li> <li>SNAs remain near identified flight risks</li> <li>Second adult required to organise/monitor toilet trips as per policy</li> </ul>
Sporting Activities (PE Lesson on site)	<ul style="list-style-type: none"> <li>Toilets</li> <li>Larger area to supervise</li> <li>Physical Harm</li> <li>Psychological</li> <li>Bulling Behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Dressing rooms unnecessary for normal PE</li> <li>Classroom rules apply</li> <li>Uniform Policy – tracksuits for PE</li> <li>Normal procedure for toileting</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Infants: Pairs together when coming from the yard/field</b></li> <li>• <b>Planning/sensitive grouping of pupils</b></li> <li>• <b>Co-operative games emphasised</b></li> <li>• <b>Activity orientated but differentiated</b></li> </ul>
--	--	---

<b>List of School Activities</b>	<b>Identified the following risk of harm</b>	<b>The school has the following procedures/policies in place to address risk identified in this assessment</b>
<b>School Outings</b>	<ul style="list-style-type: none"> <li>• <b>Strangers/straying</b></li> <li>• <b>Unknown surroundings</b></li> <li>• <b>Toileting/changing areas</b></li> <li>• <b>Inadequate supervision by staff</b></li> <li>• <b>Bullying behaviour</b></li> <li>• <b>Mobiles</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Mobile phone policy in place</b></li> <li>• <b>Parental permission for all trips policy</b></li> <li>• <b>Pupil/Teacher /Adult ratio as required</b></li> <li>• <b>Parent vetting: accompanying adults must be fully vetted (See Policy)</b></li> <li>• <b>Bus Drivers: All drivers contracted to Bus Eireann are fully vetted. Private operators informed of school policy</b></li> </ul>
<b>Use of toilet/changing areas in schools</b>	<ul style="list-style-type: none"> <li>• <b>Bullying behaviour</b></li> <li>• <b>Other pupils urinating on others</b></li> <li>• <b>Exposure</b></li> <li>• <b>Inappropriate comments</b></li> <li>• <b>Strangers</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Toileting policy revised and updated</b></li> <li>• <b>Teacher supervision for changing rooms in place</b></li> <li>• <b>Changing rooms and toileting policy revised and updated.</b></li> </ul>
<b>Annual Sports Day</b>	<ul style="list-style-type: none"> <li>• <b>Bullying behaviour</b></li> <li>• <b>Mixed with different classes</b></li> <li>• <b>Personal comments</b></li> <li>• <b>Toileting</b></li> <li>• <b>Supervision – more difficult</b></li> <li>• <b>Strangers</b></li> <li>• <b>Monitoring parents</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Parent volunteers must be vetted</b></li> <li>• <b>Organised, structured and planned activities in line with duties of post holder</b></li> <li>• <b>Toilet breaks – timetabled and supervised in line with policy</b></li> <li>• <b>Extra supervision on the grounds</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Work Experience</b> students are vetted in line with CPSMA guidelines</li> <li>• <b>Pairing – younger pupils – toilets</b> (See Toileting policy)</li> </ul>
<b>Fundraising events involving pupils e.g. Sponsored Walk</b>	<ul style="list-style-type: none"> <li>• <b>Unknown adults</b></li> <li>• <b>Bullying behaviour</b></li> <li>• <b>Mobiles phones</b></li> <li>• <b>Lost/straying</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Parental responsibility emphasised in all communication with parents.</b></li> <li>• <b>Note re Christmas concerts: all parents required to take responsibility for unaccompanied children.</b></li> <li>• <b>Parental permission sought for “One Off” activities</b></li> </ul>
<b>Use of off-site facilities for school activities: (E.g. soccer/rugby/gaa pitch, nature and town walks, visits to the Church.</b>	<ul style="list-style-type: none"> <li>• <b>Strangers</b></li> <li>• <b>Bullying behaviour</b></li> <li>• <b>Toileting</b></li> <li>• <b>Changing facilities</b></li> <li>• <b>Transit to and from site</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Planned activities: staff and school communication to parents</b></li> <li>• <b>Pupil/Adult ratio: adjusted as required</b></li> <li>• <b>Supervision: adjusted as required</b></li> <li>• <b>Adult vetting: All coaches/volunteers /helpers must be fully vetted in line with school and CPSMA policies.</b></li> </ul>

<b>List of School Activities</b>	<b>Identified the following risk of harm</b>	<b>The school has the following procedures/policies in place to address risk identified in this assessment</b>
<b>School transport arrangements</b>	<ul style="list-style-type: none"> <li>• <b>Garda Vetting of Drivers</b></li> <li>• <b>Bullying Behaviour</b></li> <li>• <b>Mobile Phones</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>All drivers vetted as per policy of the school and CPSMA guidelines</b></li> <li>• <b>Policy on phones/devices in place</b></li> <li>• <b>Anti-Bullying Policy in place</b></li> <li>• <b>Buses will be used for all school related transport needs</b></li> <li>• <b>No cars of either teachers or parents will be used</b></li> </ul>

		<ul style="list-style-type: none"> <li>• Pupil/Teacher ratio emphasised</li> <li>• Bus incidents to be reported to bus operators</li> </ul>
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required.	<ul style="list-style-type: none"> <li>• Physical harm to self</li> <li>• Flight risk</li> <li>• Hitting others/injuring others</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Behaviour in place</li> <li>• Policy review on Physical Restraint to be undertaken</li> <li>• Guidelines to be issued to staff</li> </ul>
Administration of Medicine	<ul style="list-style-type: none"> <li>• Overdose/incorrect dose</li> <li>• Allergic reaction</li> <li>• Other children – accessing meds</li> </ul>	<ul style="list-style-type: none"> <li>• Policy in place – Principal has the sole responsibility to deal with requests from parents regarding the administration of any medication.</li> </ul>
Administration of First Aid	<ul style="list-style-type: none"> <li>• Undressing to treat injury</li> <li>• Allergic reaction</li> <li>• Privacy of child</li> <li>• Intimate care</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Policy in place</li> <li>• Pupil may need privacy</li> <li>• Supervision outside the door of the bathroom by a teacher when needed</li> <li>• 2<sup>nd</sup> adult required for the care of younger children</li> <li>• Ask child to do as much as possible</li> <li>• Parental Permission sought to help a child change clothes</li> <li>• Contact parents where necessary using database</li> </ul>
Curricular provision – SPHE, RSE, Stay Safe	<ul style="list-style-type: none"> <li>• Disclosure</li> <li>• Non-teaching staff</li> </ul>	<ul style="list-style-type: none"> <li>• Policies in place</li> <li>• SPHE lessons taught in rotation (Year 1/Year 2)</li> </ul>

List of School Activities	Identified the following risk of harm	The school has the following procedures/policies in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	<ul style="list-style-type: none"> <li>• Non participation</li> </ul>	<ul style="list-style-type: none"> <li>• Certification: Túsla &amp; PDST Webinars completed by all school personnel</li> <li>• All relevant documentation downloaded and made available in hard copy</li> </ul>

Prevention and dealing with bullying amongst pupils	<ul style="list-style-type: none"> <li>• <b>Bullying Behaviour</b></li> </ul>	<ul style="list-style-type: none"> <li>• Policies in place</li> <li>• Parent talks ongoing</li> <li>• Curricular Areas: The following programmes are in place - Friends for Life, Fun Friends, Stay Safe, Walk Tall, and individual lessons on respect as needed</li> <li>• Staff supervision policy in place and reviewed termly</li> <li>• Communication among teachers and with parents paramount</li> <li>• Code of Behaviour in place</li> </ul>
Use of external personnel to supplement curriculum	<ul style="list-style-type: none"> <li>• Disclosure</li> <li>• Harm</li> <li>• Physical, verbal abuse etc</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting required for all external personnel</li> <li>• Training as appropriate</li> <li>• Presence of a Teacher required</li> </ul>
Use of external personnel to support sports and other extra-curricular activities	<ul style="list-style-type: none"> <li>• Disclosure</li> <li>• Harm</li> <li>• Physical, verbal abuse etc</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting required for all external personnel</li> <li>• Training as appropriate</li> <li>• Presence of a Teacher required for supervision, toilet breaks, etc</li> </ul>

List of School Activities	Identified the following risk of harm	The school has the following procedures/policies in place to address risk identified in this assessment
<b>Recruitment of school personnel including:</b> <ul style="list-style-type: none"> <li>• Teachers/SNA's</li> <li>• Caretaker/Secretary/Cleaner</li> </ul>	<ul style="list-style-type: none"> <li>• Harm</li> <li>• Not Vetted</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting of all staff in place</li> <li>• Child Protection Training for all staff completed</li> <li>• Policies on Child Welfare and Protection made available to all staff</li> </ul>
<b>Recruitment of school personnel including:</b> <ul style="list-style-type: none"> <li>• Sports coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Harm</li> <li>• Not Vetted</li> </ul>	<ul style="list-style-type: none"> <li>• Garda Vetting for all outside speakers,</li> </ul>



<ul style="list-style-type: none"> <li>• <b>External Tutors/Guest Speakers</b></li> </ul>		<p>coaches, tutors etc required</p> <ul style="list-style-type: none"> <li>• <b>Child Protection policy in place in line with 2017 procedures</b></li> </ul>
<p><b>Participation by pupils in religious ceremonies/religious instruction external to the school</b></p>	<ul style="list-style-type: none"> <li>• <b>Transit</b></li> <li>• <b>Harm</b></li> <li>• <b>Non-vetted Personnel</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Policy updated 2018</b></li> <li>• <b>Garda vetting of Clergy as Mandated people</b></li> <li>• <b>Child Protection training in place for sacristan etc</b></li> <li>• <b>Supervising parents/adults for servers in place</b></li> </ul>
<p><b>Use of Information and Communication Technology by pupils in school</b></p>	<ul style="list-style-type: none"> <li>• <b>Pop-Ups</b></li> <li>• <b>Advertisements</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Filters set on NCTE settings</b></li> <li>• <b>All laptops put on safe search setting</b></li> <li>• <b>YouTube: IWB when all ads are finished on teacher laptop</b></li> <li>• <b>No laptops during breaks: only with teacher supervision</b></li> <li>• <b>Webwise – Internet Safety lessons in class</b></li> <li>• <b>Malware Bites to be installed on laptops as a further precaution</b></li> <li>• <b>Review and update of Acceptable</b></li> </ul>

		<b>Use policy in progress</b>
<b>List of School Activities</b>	<b>Identified the following risk of harm</b>	<b>The school has the following procedures/policies in place to address risk identified in this assessment</b>
<b>Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</b>	<ul style="list-style-type: none"> <li>• <b>Staff Access to phone</b></li> <li>• <b>Verbal Abuse/Isolation</b></li> <li>• <b>Emotional upset on reprimanding</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Phone into a sealed envelope if confiscated</b></li> <li>• <b>Policy on Mobile Phone Use</b></li> <li>• <b>Separation from peers – as per Behaviour Policy</b></li> <li>• <b>Policy and Procedures in place for Behavioural issues</b></li> <li>• <b>Parental communication emphasised</b></li> </ul>
<b>Student teachers undertaking training placement in school</b>	<ul style="list-style-type: none"> <li>• <b>Harm</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Vetting procedures by Colleges of Education in place</b></li> <li>• <b>Communication of our policies and procedures to student.</b></li> <li>• <b>CPSMA vetting recommendations in place</b></li> </ul>
<b>Use of video/photography/other media to record school events</b>	<ul style="list-style-type: none"> <li>• <b>Storage of media</b></li> <li>• <b>Adults</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>No sharing on social media of photographs of school events</b></li> <li>• <b>Policy review in progress and parents advised regarding Child Protection responsibilities</b></li> </ul>
<b>After school use of premises by other organisations</b>	<ul style="list-style-type: none"> <li>• <b>Dancing, Art, GAA, Festival activities</b></li> <li>• <b>Harm – adults and strangers</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Garda Vetting procedures in place in line with CPSMA policy</b></li> <li>• <b>Permission for use of premises is subject to compliance with Child Protection Policy and Procedures</b></li> <li>• <b>Coaches etc are Mandated Persons as</b></li> </ul>

		<b>listed in the Appendix to the Legislation</b>
<b>Use of School Premises by other organisations during normal school hours</b>	<ul style="list-style-type: none"> <li>• <b>Gymnastics Coaches</b></li> <li>• <b>Yoga Teachers</b></li> <li>• <b>Visiting Speakers</b></li> <li>• <b>Circus</b></li> <li>• <b>Science Demonstrations</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Garda Vetting procedures in place in line with CPSMA policy</b></li> <li>• <b>Permission for use of premises is subject to compliance with Child Protection Policy and Procedures</b></li> <li>• <b>Coaches are Mandated Persons as listed in the Appendix to the Legislation</b></li> </ul>

<b>List of School Activities</b>	<b>Identified the following risk of harm</b>	<b>The school has the following procedures/policies in place to address risk identified in this assessment</b>
<b>Swimming</b>	<ul style="list-style-type: none"> <li>• <b>Bullying behaviour</b></li> <li>• <b>Mixed with different classes</b></li> <li>• <b>Exposure</b></li> <li>• <b>Inappropriate comments</b></li> <li>• <b>Strangers</b></li> <li>• <b>Toilets/changing rooms</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Parental permission given</b></li> <li>• <b>Pupil/teacher ratio as required</b></li> <li>• <b>Private bus drivers are informed of school policy</b></li> <li>• <b>Changing rooms and toileting policy revised and updated-intimate care policy</b></li> </ul>
<b>Online teaching and remote learning</b>	<ul style="list-style-type: none"> <li>• <b>Supervision</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Parents sitting in</b></li> <li>• <b>Acceptable use policy contains guidelines for remote learning and online teaching</b></li> </ul>
<b>Important Note:</b> 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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i>		

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

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 (revised 2023)*.

### **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 Tusla's Child Protection Notification System (CPNS)
  - Children with medical needs
- Recruitment of school personnel including -
  - Teachers/SNAs
  - 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 (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* 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 tablet 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