



# Child Safeguarding Risk Assessment

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 Bunscóil Rinn an Chabhlaigh.

List of School Activities	The school has identified the following risk of harm in respect of its activities	The school has the following procedures in place to address the risk of harm identified in this assessment
Adhering to Child Protection Procedures  Training of school personnel in Child Protection matters	Staff not recognising abuse / risk  Inadequate training	Training available to all staff Whole staff training completed, regular review, details included in staff journal/ All school personnel provided with copy of <b>Child Safeguarding Statement</b> / informed on Child Protection Procedures 2017 School complies with Disciplinary procedures for teaching staff
Bullying	Risk of harm from bullying, risk of not addressing / or inadequate code of behaviour	Adherence to Schools <b>Anti-bullying policy</b> , code of behaviour in place/ chat box in every classroom
One-to-one teaching	Risk of harm	Code of Conduct for Teachers (Teaching Council) Leave glass in door / window clear, when possible take more than one child, Open view and adequate proximity
Opening / closing gates	Access to children	Close gate, all to monitor, <b>Supervision Policy</b>
Public entering staff carpark	Access to children	<b>Health &amp; Safety Policy</b> (Signage at gate)
Parents entering school	Access to children	All visitors should enter only through front door / sign visitors' book Main door code locked No access without permission <b>Health and Safety Policy</b>
After school activities	Unsupervised	Children at after school activities must fully supervised and remain with the facilitator – <b>School Rental Policy</b>
Doors being left open during school day	Access to children	All staff and children to be vigilant of doors being closed, only staff to know codes, <b>Health and Safety Policy</b>
Visitors	Access to children	Use office door only, sign in, students never alone with a guest speaker
Parents collecting children early from school	Child safety	Via the office only, never during yard time, child cannot leave the school without being collected

One to one interaction with children	Risk of harm	Stay visible to others / public place
Children travelling with parents / other adults	Risk of harm due to transporting children	Notify parents in advance
Access to internet sites (youtube /pop ups/search engines etc)	Risk of harm	Block sites via PDST internet provider / supervised access at all times – <b>Acceptable Usage Policy Mobile Phone Policy</b> – Children not permitted to have phone unless with written consent but phone remains off during school day
Partition between male / female toilets in classrooms	Risk of harm	Adequate supervision by teachers / SNA
Children arriving to school / leaving school at home time	Risk of harm	Supervision by staff, token system for collection in infant classes Infants have procedures in place- Lollypop sticks to ensure safety at collection times <b>Supervision Policy</b>
External teacher / coach/ personnel to supplement curriculum	Risk of harm	School adheres to Garda vetting legislation/ DES circulars in relation to recruitment Procedures in place- vetting/ never left alone with pupils
Children doing a task outside classroom	Risk of harm	Go in pairs at all times
Lift with child	Risk of harm / lack of supervision	Class rota for the child to have a partner morning / evening
Toileting - child with SEN	Risk of harm	<b>Role of the SNA Policy / Intimate Care Policy</b>
Care of children with SEN	Risk of harm with SEN who have particular vulnerabilities	<b>SEN policy</b>
Care of children with specific vulnerabilities such as gay, lesbian, LGBT, Minority religious faiths	Risk of harm	Adherence to <b>Code of behaviour</b> in place
Administration of medicine. First Aid	Risk of harm due to inappropriate physical contact	<b>Medical/ administration of medicine Policy</b> in place
Prevention and dealing with Bullying amongst pupils	Risk of harm due to bullying of child. Or child being harmed by another child in school	<b>Anti-Bullying Policy</b> in place
Curricular provision in respect of SPHE, RSE, Say Safe	Inadequate provision	School implements <b>Stay Safe Programme</b>
Volunteers/ parents in school activities	Risk of harm	<b>Parent Involvement Policy</b> in place
Visitors/ contractors present during school activities	Risk of harm	<b>Health and Safety Policy</b> Sign in/ Sign out visitors book at main office
After school entry	Lack of supervision	MUST report to office and not to use side doors
Library / Prayer Room / OT Room etc	Potential lack of supervision	Adequate supervision at all times
Weekly Outings with SEN group	Risk of harm due to supervision	Teacher & class SNA present
Accidents on yard	Lack of supervision	<b>Health and Safety Policy</b>
Access to ramp and car park	Access to children	Teacher on duty to be vigilant

Swimming	Risk of harm due to inadequate Supervision	<b>Swimming Policy-</b> 2 adults in dressing room at all times/ pool well supervised <b>Intimate Care Policy</b>
Protection of parent teacher communication on journals	Risk of harm due to sharing of sensitive details	<b>Data Protection policy</b> <b>Work Experience Policy</b>
Visiting private therapists	Risk of harm due to nature of their work	<b>Health &amp; Safety Policy</b>
Daily OT/ Sensory room	Risk of harm recognised by school personnel	<b>Intimate Care Policy</b>
Supervised classes	Lack of supervision	<b>Supervision Policy</b>
School Tours / Trips	Risk of harm	<b>School Tour &amp; Excursions Policy, Supervision Policy, SPHE / Stay Safe lessons</b>
School bus	Risk of harm	Always at least 2 members of staff on the bus
Transport pupils to matches	Risk of harm	Staff directed not to transport children in their own cars
Being with a child alone in the classroom	Risk of harm	Stay visible and within the eyesight of passers-by
Yard time	Risk of harm due to inadequate Supervision / access to children	<b>Supervision Policy</b>
Early leavers	Risk of harm / neglect	<b>Absence Policy – recorded on Aladdin</b>
Wet-Day Supervision/ Recreation breaks for Pupils	Risk of harm	<b>Supervision Policy</b>
Toileting issues (infants)	Risk of harm when child is receiving intimate care	<b>Intimate Care Policy</b>
Class doors leading onto yard (parents coming in)	Access to children	<b>Health and Safety Policy</b>
Child falls on yard	Risk of harm	<b>Supervision Policy</b> <b>Intimate Care Policy</b> <b>Health and Safety Policy</b>
Students participating in Work experience/ Student Techer undertaking training placement in school	Access to Children	Garda Vetting <b>Work Experience Policy/ procedures in place</b>
Bus escorts	Access / Risk of harm	<b>Escort Policy</b>
Use of ICT by pupils at school	Risk of harm due to children inappropriately accessing/ using computers. Social media, phones and other devices	<b>ICT Acceptable Usage Policy</b>
Use of video/ photography/ other media to record school events	Risk of harm identified	<b>ICT Acceptable Usage Policy</b>

**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. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

**Signed:**



Kevin O Keffe, Chairperson, Board of management:



S Flannery, Principal, Secretary to the Board of Management:

**Date:**

April 3rd 2020



# CHILD SAFEGUARDING STATEMENT

Bunscoil Rinn an Chabhlaigh 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 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 Bunscoil Rinn an Chabhlaigh 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 **Sinead Flannery**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Alan Carney**
- 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 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 **Alan Carney, Deputy Principal** 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.
- 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 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 attached as an appendix to this 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.

6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Council 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.

**Signed:**

A handwritten signature in blue ink, appearing to read "K. O. Keeffe".

Kevin O Keeffe, Chairperson, Board of managemnt:

A handwritten signature in black ink, appearing to read "S Flannery".

S Flannery, Principal, Secretary to the Board of Management:

**Date:**

April 3rd 2020



# Board of Management Child Safeguarding Review Checklist

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	YES/NO
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Y
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Y
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Y
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
5. Has the DLP attended available child protection training?	Y
6. Has the Deputy DLP attended available child protection training?	Y
7. Have any members of the Board attended child protection training?	Y
8. Are there both a DLP and a Deputy DLP currently appointed?	Y
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Y
12. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Y
13. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Y
14. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	Y
15. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	Y



16. Have the minutes of each Board meeting appropriately recorded the CPOR report?	Y
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Y
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	Y
19. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Y
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Y
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	Y
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Y
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Y
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Y
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Y
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	Y
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Y
33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Y
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Y
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Y
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Y
37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	Y
38. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Y

\*In schools where the ETB is the employer the responsibility for meeting the employer’s requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

**Date** April 3<sup>rd</sup> 2020

Signed



Chairperson, Board of Management



Principal/Secretary to the Board of Management

**Note:** Where a school is undertaking its first review, references in this checklist to the “last review” shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.