

## Child Safeguarding Statement for Shellybanks ETNS

Shellybanks ETNS is a primary school providing primary/post-primary education to pupils from Junior Infants to 4th 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 Shellybanks ETNS 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. This was reviewed in March 2019.
- 2 The Designated Liaison Person (DLP) is Gemma Cooper.
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Maura Moran.
- 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 cooperate 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 the above named DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
  - 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.
- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parent Teacher Association and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 9th March 2018 and reviewed in March 2019.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Child Safeguarding Risk Assessment for Shellybanks ETNS

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 Shellybanks ETNS.

### 1. List of school activities

- Training of school personnel in Child Protection matters
- Daily arrival and dismissal of pupils
- Punctuality – late arrivals and early collections
- Recreation breaks for children
- Wet day- break supervision
- Classroom Teaching
- One to One Teaching
- Use of toilets located outside of the classroom
- Movement of children around the building during the day
- Use of small rooms such as library and parent room by children and staff
- Use of the parent room throughout the day
- Care of Children with special needs, including intimate care needs
- Sporting Activities
- School outings
- School Events eg Sports Day, Weeks of celebration
- Fundraising events involving pupils
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Use of external personnel to supplement curriculum, to support sports and other extracurricular 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
- Recruitment of school personnel including
  - Teachers/SNA's/Caretaker/Secretary/Cleaners/ Sports coaches/Drama Teacher

- Substitute teachers/SNAs
- Volunteers/Parents in school activities
- Visitors/contractors present in school during and after school hours
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- 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
- After School use of school premises by teachers for after school clubs
- Unauthorised personnel on school grounds
- Students attending swimming lessons

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

**School Activity**

- Identified risk of harm

**Training of school personnel in Child Protection matters**

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel

**Daily arrival and dismissal of pupils**

- Risk of harm not being recognised by school personnel
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to inadequate supervision of children in school

**Punctuality – late arrivals and early collections**

- Risk of harm due to inadequate supervision of children in school
- Risk of harm not being recognised by school personnel

**Recreational breaks for children**

- Risk of harm due to inadequate supervision of children in school

- Risk of Harm due to bullying of a child

#### **Wet Day- break supervision**

- Risk of harm due to inadequate supervision of children in school

#### **Classroom Teaching**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to inadequate supervision of children in school

#### **One to One Teaching**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care

#### **Use of toilets located outside of the classroom**

- Risk of harm due to inadequate supervision of children in school

#### **Movement of children around the building during the day**

- Risk of harm due to inadequate supervision of children in school

#### **Use of small rooms such as library and parent room by children and staff**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult

#### **Use of the parent room throughout the day**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult

#### **Care of Children with special needs, including intimate care needs**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care

#### **Sporting Activities**

- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to inadequate supervision of children in school
- Risk of harm from external coaches in the venue

- Risk of harm from inadequate supervision in the changing rooms

#### **School outings**

- Risk of child being harmed in the school by volunteer
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to inadequate supervision of children in school

#### **School Events eg Sports Day, Weeks of celebration**

- Risk of harm due to inadequate supervision of children in school
- Risk of child being harmed in the school by volunteer

#### **Fundraising events involving pupils**

- Risk of harm due to inadequate supervision of children in school
- Risk of child being harmed in the school by volunteer or visitor to the school

#### **Management of challenging behaviour amongst pupils, including appropriate use of restraint where required**

- Risk of Injury to pupils and staff

#### **Administration of Medicine**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of injury to pupil

#### **Administration of First Aid**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of injury to pupil

#### **Curricular provision in respect of SPHE, RSE, Stay Safe**

- Risk of harm due to Non-teaching of same
- Risk of harm due to bullying of child

#### **Prevention and dealing with bullying amongst pupils**

- Risk of harm due to bullying of child

#### **Use of external personnel to supplement curriculum, to support sports and other extracurricular activities**

- Risk of child being harmed in the school by volunteer or visitor to the school

- Risk of harm due to inadequate supervision of children in school

#### **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 in direct provision
- Children that are homeless
- Risk of Harm due to bullying of a child
- Risk of harm due to inadequate code of behaviour

#### **Recruitment of school personnel including**

##### **-Teachers/SNA's/Caretaker/Secretary/Cleaners/ Sports coaches**

- Risk of harm not recognised or properly or promptly recorded
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by volunteer or visitor to the school

#### **Substitute teachers/SNAs**

- Risk of harm not recognised or not being reported properly or promptly recorded
- Risk of lack of awareness of policies/procedures in place

#### **Volunteers/Parents in school activities**

- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of harm due to inadequate supervision of children in school

#### **Visitors/contractors present in school during school hours or after school activities**

- Risk of child being harmed in the school by visitor to the school
- Risk of harm due to inadequate supervision of children in school

#### **Participation by pupils in religious instruction external to the school**

- Risk of child being harmed in the school by volunteer
- Risk of harm due to inadequate supervision of children in school

#### **Use of Information and Communication Technology by pupils in school**

- Risk of harm due to inadequate code of behaviour
- Risk of Harm due to bullying of a child

#### **Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.**

- Risk of harm due to inadequate supervision of children in school

- Risk of child being harmed in the school by a member of school personnel
- Risk of harm due to inadequate code of behaviour

#### **Students participating in work experience in the school**

- Risk of child being harmed in the school by a visitor to the school
- Risk of harm due to inadequate supervision of children in school
- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel

#### **Student teachers undertaking training placement in school**

- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of harm due to inadequate supervision of children in school
- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel

#### **Use of video/photography/other media to record school events**

- Risk of harm caused by member of school personnel or visitor to the school accessing/circulating inappropriate material via social media, texting, digital device or other manner

#### **After school use of school premises by other organisations**

- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of harm due to inadequate supervision of children in school

#### **After School use of school premises by teachers for after school clubs**

- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inappropriate relationship/communications between child and another child or adult

#### **Unauthorised personnel on school grounds**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult

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

#### **School Activity**



- **Identified risk of harm**
  - *school procedures in place to address the risk of harm identified*
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### **Training of school personnel in Child Protection matters**

- **Risk of harm not being recognised by school personnel**
- **Risk of harm not being reported properly and promptly by school personnel**
- *Child Safeguarding Statement & DES procedures made available to all staff*
- *All staff encouraged to avail of relevant training*
- *DLP&DDL to attend PDST face to face Child Protection training on new procedures*
- *All staff to view TUSLA training module & any other online training offered by PDST*
- *BOM records all records of staff and board training as part of BOM minutes*
- *All staff reminded of procedures and policies at first staff meeting of the year and at regular intervals throughout the year, or if changes have been implemented.*

### **Daily arrival and dismissal of pupils**

- **Risk of harm not being recognised by school personnel**
- **Risk of harm due to inappropriate relationship/communications between child and another child or adult**
- **Risk of harm due to inadequate supervision of children in school**
- *The school has a Health and Safety Policy in place*
- *Information Booklet given to all new parents with information regarding procedure for arrival and dismissal. Information shared with parents about late pick-ups at the beginning of the year.*
- *Parents / Guardians must accompany all children to the line and must wait until the start of school*
- *Pupils are to line up at their class lines while they wait for class teacher*
- *Teachers arrive promptly to collect pupils at school start time 8.45*
- *Pupils from Juniors – 3<sup>rd</sup> are collected by an adult (over 18) with prior written agreement of parents / guardians. Children from 3<sup>rd</sup> class may walk home with written consent from their parents*
- *Parents to inform teachers in writing, e-mail or by phone call of any changes to usual collection arrangement.*

### **Punctuality – late arrivals and early collections**

- **Risk of harm due to inadequate supervision of children in school**
- **Risk of harm not being recognised by school personnel**
- *Statement of Strategy for school attendance*
- *Late Arrivals sign-in Log and recorded on Aladdin*
- *Child is escorted to the class by the secretary*
- *If a child is regularly late the principal will meet with class teacher*

- *If child is being collected early, parents need to inform class teacher, in writing beforehand. Children should only be collected early in emergencies.*

### **Recreational breaks for children**

- **Risk of harm due to inadequate supervision of children in school**
- **Risk of Harm due to bullying of a child**
- *Teachers record serious behaviour*
- *Health and Safety Policy in place*
- *Teacher on yard duty brings children to the yard*
- *Teachers move and intervene and support children*
- *Supervision rota is reviewed regularly*
- *Snack time supervised by teacher on duty and SNAs*
- *Teachers arrive promptly to cover their supervision and teachers collect their pupils promptly, once the bell has rung.*

### **Wet Day- break supervision**

- **Risk of harm due to inadequate supervision of children in school**
- *Health and Safety Policy*
- *Ensure adequate supervision in place*

### **Classroom Teaching**

- **Risk of harm due to inappropriate relationship/communications between child and another child or adult**
- **Risk of harm due to inadequate supervision of children in school**
- *Children will not be left unsupervised by class teacher*
- *Glass window in the door*
- *All school staff are vetted and all CP documentation distributed*
- *Child Safeguarding Statement & DES procedures made available to all staff*
- *All staff encouraged to avail of relevant training*

### **One to One Teaching**

- **Risk of harm due to inappropriate relationship/communications between child and another child or adult**
- **Risk of harm to children with SEN who have particular vulnerabilities**
- **Risk of harm to child while a child is receiving intimate care**
- *Open doors*
- *Table between teacher and child*
- *Glass window in the door*
- *All school staff are vetted and all CP documentation distributed*

### **Use of toilets located outside of the classroom**

- **Risk of harm due to inadequate supervision of children in school**
- *Children are not permitted to leave the classroom without the teacher's permission-class systems in place to monitor movement of children*
- *One child from each class allowed to use the toilet any time*

- Children who need assistance after wetting themselves will be assisted verbally by a member of staff. The member of staff will inform another adult in the school and ensure that the classroom door is open
- Adults are not permitted to go into a toilet alone with a child
- Parents are called to change a child if a child soils themselves
- Children with personal care needs have an agreed care plan in place signed and agreed by the relevant parties
- Use of toilets at yard time is discouraged. Toilets are not used by children when on yard for small break. For big break- toilet card system in place. Children ask the teacher on yard, get the card from the holder on the blue door and need to return it to the holder when they are finished. If the boy/girl card is missing, they need to wait until it has been returned. One child only allowed to the toilet at big break.

#### **Movement of children around the building during the day**

- Risk of harm due to inadequate supervision of children in school
- Children are not permitted to leave the classroom without the teacher's permission- class systems in place to monitor movement of children
- The school has Health and Safety Policy in place
- Children will not be left unsupervised by class teacher
- Children are always sent on a message to the office or another classroom in pairs

#### **Use of small rooms such as library and parent room by children and one adult/staff member**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Avoided if possible
- Open door
- Table between teacher and child
- Other staff member informed if this is taking place

#### **Use of the parent room throughout the day**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Parent room Sign in board to be signed
- Only to be used at designated times (8.45-10 and 1.25-3.25)
- Children to be supervised by parent at all times

#### **Care of Children with special needs, including intimate care needs**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Policy on Intimate Care Needs to be developed
- SEN policy needs to be developed
- The school has an SNA Policy in place

- *Open Doors where possible*
- *Two staff members present when assisting with intimate care needs*

### **Sporting Activities and drama lessons**

- *Risk of child being harmed in the school by volunteer or visitor to the school*
- *Risk of harm due to inappropriate relationship/communications between child and another child or adult*
- *Risk of harm due to inadequate supervision of children in school*
- *Risk of harm due to inadequate supervision of children in changing rooms*
- *Visitor book to be signed*
- *Visitor badges to be worn*
- *The following policies will be provided to all coaches:*
- *Anti-bullying*
- *Code of Behaviour*
- *Child Protection*
- *Garda vetting policy in place*
- *Children will not be left unsupervised by class teacher*
- *A staff member will stand outside the dressing room door*
- *Children are encouraged to dress as quickly as possible after swimming lessons*

### **School outings**

- *Risk of child being harmed in the school by volunteer*
- *Risk of harm due to inappropriate relationship/communications between child and another child or adult*
- *Risk of harm due to inadequate supervision of children in school*
- *School outings policy to be developed to include transport arrangements, supervision and toileting*
- *The school has a Health & safety policy in place*
- *The school has a Child Safeguarding Policy in place*
- *Ensure adequate supervision is arranged*
- *Staff meeting to discuss and plan school trip and safety measures being taken*

### **School Events eg Sports Day, Weeks of celebration**

- *Risk of harm due to inadequate supervision of children in school*
- *Risk of child being harmed in the school by volunteer*
- *Visitor book to be signed*
- *Visitor badges to be worn*
- *Child Safeguarding Statement available on the school website*
- *The school has a Code of Behaviour policy in place*
- *The school has an Anti-Bullying Policy in place*
- *Whole staff meetings to discuss and plan sporting events and safety measures being taken*

### **Fundraising events involving pupils**

- *Risk of harm due to inadequate supervision of children in school*

- Risk of child being harmed in the school by volunteer or visitor to the school
- Visitor book to be signed
- Visitor badges to be made
- Children will not be left unsupervised by class teacher
- Child Safeguarding Statement available on the school website
- The school has a Code of Behaviour policy in place
- The school has an Anti-Bullying Policy in place
- Whole staff meetings to discuss and plan sporting events and safety measures being taken

#### **Management of challenging behaviour amongst pupils, including appropriate use of restraint where required**

- Risk of Injury to pupils and staff
- School developing Restraint/Positive Handling policy
- The school has Health & Safety Policy in place
- The school has Code of Behaviour in place
- Second adult present if needed

#### **Administration of Medicine**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of injury to pupil
- The school has in place a policy and procedures for the administration of First Aid
- Staff are encouraged to attend relevant training
- All staff have attended First Aid training in January 2019

#### **Administration of First Aid**

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of injury to pupil
- Health and Safety Policy in place with specific reference to first aid
- Staff are encouraged to attend relevant training
- All first aid takes place on yard with other staff present-only if needed first aid will take place on corridor. One other staff member will be informed. If intimate care is needed, a second staff member will be present.

#### **Curricular provision in respect of SPHE, RSE, Stay Safe**

- Risk of harm due to Non-teaching of same
- Risk of harm due to bullying of child
- The school implements SPHE, RSE, Stay Safe in full
- The school has an Anti-Bullying Policy in place
- The school has a Code of Behaviour plan in place
- The school implements various initiatives such as strategies from 'Playworx' to encourage positive interactions, equality and friendship on yard.

#### **Prevention and dealing with bullying amongst pupils**

➤ Risk of harm due to bullying of child

- ➔ School implements SPHE, RSE, Stay Safe in full
- ➔ The school has a Learn Together Plan in place
- ➔ The school has a Code of Behaviour in place
- ➔ 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 implements various initiatives such as strategies from 'Playworx' to encourage positive interactions, equality and friendship on yard.

**Use of external personnel to supplement curriculum, to support sports and other extracurricular activities**

- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of harm due to inadequate supervision of children in school
- ➔ Visitor book to be signed
- ➔ Visitor badges to be worn
- ➔ Children will not be left unsupervised by class teacher
- ➔ All staff responsible for questioning adults in the building or on the school grounds who are not wearing a visitor badge.

**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 in direct provision
- children with additional learning/ developmental/ psychological/ emotional/ medical needs and those for whom English is an additional language.
- Risk of Harm due to bullying of a child
- Risk of harm due to inadequate code of behaviour
- ➔ School implements SPHE, RSE, Stay Safe in full- extra time given to ensure children with additional needs understand the concepts of the Stay Safe lessons
- ➔ The schools has an Anti-Bullying Policy in place
- ➔ The school has a Code of Behaviour policy in place
- ➔ The school has a Learn Together Plan in place

**Recruitment of school personnel including**

**-Teachers/SNA's/Caretaker/Secretary/Cleaners/ Sports coaches**

- Risk of harm not recognised or properly or promptly recorded
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by volunteer or visitor to the school
- ➔ Child Safeguarding Statement & DES procedures made available to all staff
- ➔ Staff to view Tusla training module & any other online training offered by PDST
- ➔ The school has Garda Vetting Procedures in place

**Substitute Teachers/SNAs**

- Risk of harm not recognised or not being reported properly or promptly recorded
- *School Policies and Procedures available for all substitutes in 'Sub Folder'*
- *The school has Garda Vetting Procedures in Place*
- *Teaching Council Registration sought*

#### **Volunteers/Parents in school activities**

- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of harm due to inadequate supervision of children in school
- *Visitor book to be signed-accompanied by a member of staff to relevant room*
- *Visitor badges to be worn*
- *The school has a Garda vetting policy in place*
- *The child safeguarding statement available on the school website.*
- *Children will not be left unsupervised by class teacher- one to one encounters between children and volunteers are avoided*

#### **Visitors/contractors present in school during school hours or after school activities**

- Risk of child being harmed in the school by visitor to the school
- Risk of harm due to inadequate supervision of children in school
- *Visitor book to be signed- accompanied by member of staff to relevant room*
- *Visitor badges to be made*

#### **Participation by pupils in religious instruction external to the school**

- Risk of child being harmed in the school by volunteer
- Risk of harm due to inadequate supervision of children in school
- *Visitor book to be signed*
- *Visitor badges to be made*
- *The school has a Garda vetting policy in place*
- *The child safeguarding statement available on the school website.*
- *Appropriate supervision arrangement made with parents before classes commence*

#### **Use of Information and Communication Technology by pupils in school**

- Risk of harm due to inadequate code of behaviour
- Risk of Harm due to bullying of a child
- Risk of harm due to inadequate supervision of children in school
- *The school has a Mobile phone policy in place*
- *Safe use of ICT policy to be developed*
- *The school has an Anti-Bullying Policy*
- *The school has a Code of Behaviour policy in place*
- *The school has a Data Protection policy in place*
- *Internet Safety training provided for children, staff and parents annually*

#### **Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.**

- Risk of harm due to inadequate supervision of children in school

- Risk of child being harmed in the school by a member of school personnel
- Risk of harm due to inadequate code of behaviour
- *The school has an Anti-Bullying Policy*
- *The school has a Code of Behaviour policy in place which is available on the school website*
- *All staff are familiar with procedures contained in the Code of Behaviour Policy*

#### **Students participating in work experience in the school**

- Risk of child being harmed in the school by a visitor to the school
- Risk of harm due to inadequate supervision of children in school
- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- *The school has a Garda vetting policy in place*
- *Child safeguarding statement made available to students*

#### **Student teachers undertaking training placement in school**

- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of harm due to inadequate supervision of children in school
- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- *The school has a Garda vetting policy in place*
- *Child safeguarding statement provided to all students*

#### **Use of video/photography/other media to record school events**

- Risk of harm caused by member of school personnel or visitor to the school accessing/circulating inappropriate material via social media, texting, digital device or other manner
- *The school has a Mobile Phone policy in place*
- *Acceptable use policy for IT has been developed*
- *School phone to be used to record all schools photos/videos*
- *Permission sought at enrollment for use of photos/videos*
- *Parents are reminded at school events not to share photos on social media*

#### **After school use of school premises by other organisations**

- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of harm due to inadequate supervision of children in school
- *Visitor book to be signed*
- *Visitor badges to be made*
- *The school has a Garda vetting policy in place*

#### **After School use of school premises by teachers for after school clubs**

- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inappropriate relationship/communications between child and another child or adult



- *Child Safeguarding Statement & DES procedures made available to all staff and all of the procedures within these apply for these clubs*
- *All staff members are garda vetted*
- *Responsibility for appropriate teacher;pupil ratio lies with the organising teacher*
- *Contact numbers for parents/guardians are secured by organising teacher before clubs commence*
- *Always at least one other staff member in the building during clubs-this responsibility lies with the organising teacher*
- *All school rules and policies apply during clubs*

**Unauthorised personnel on school grounds**

- **Risk of harm due to inappropriate relationship/communications between child and another child or adult**
- *All staff responsible for questioning adults in the building or on the school grounds who are not wearing a visitor badge.*
- *Visitor sign in book*
- *Doors kept closed during school hours*
- *Gate closed during school hours*

**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 9th March 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## **Checklist for Review of the Child Safeguarding Statement**

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require 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'?	
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'?	
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
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?	
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
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?	

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?*	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
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'?	
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
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)	
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
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?*	
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)?*	
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
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'?	
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
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?	
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
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 ?	
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

\*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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## **Notification regarding the Board of Management’s review of the Child Safeguarding Statement**

To: \_\_\_\_\_

The Board of Management of Shellybanks ETNS wishes to inform you that:

- The Board of Management’s annual review of the school’s Child Safeguarding Statement was completed at the Board meeting of \_\_\_\_\_ [date].
- This review was conducted in accordance with the “Checklist for Review of the Child Safeguarding Statement” published on the Department’s ‘website [www.education.ie](http://www.education.ie)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management