

# Scoil Bhríde (Cailíní)

## Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

Scoil Bhríde Cailíní is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Scoil Bhríde Cailíní 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 Maeve Kilroy.
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Anne Mc Keon.
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

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

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

- 5 The following procedures/measures are in place:
  - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission, or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.

- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the schools child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.

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

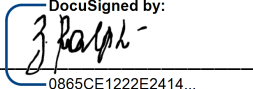
- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department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

This Child Safeguarding Statement was adopted by the Board of Management in March 2018.

This Child Safeguarding Statement was reviewed by the Board of Management in March 2022.

This policy was updated with new Chairperson and Designated Liaison Person details as of January 2023.

This Child Safeguarding Statement was reviewed by the Board of Management in May 2023.

Signed:   
Chairperson of Board of Management  
Date: 08 May 2023

Signed:   
Principal/Secretary to the Board of Management  
Date: 08 May 2023

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Scoil Bhríde Cailíní

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 2017*, the following is the Written Risk Assessment of Scoil Bhríde Cailíní.

#### 1. List of school activities

- Daily arrival of pupils on yard from 8.30am for school start at 8.50 am.
- Dismissal of pupils at 1.30pm and 2.30pm
- Recreation breaks for pupils at 10.40am and at 12.30pm
- Classroom teaching
- Small group teaching
- One-to-one teaching
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying incidents
- Use of external personnel to supplement curriculum
- Sporting Activities
- Sports Day
- Use of external personnel to support sports and other extra-curricular activities
- School outings / field trips
- Outdoor teaching activities
- Bus transport including use of bus escort
- Use of off-site facilities for school activities
- Participation by pupils in religious ceremonies connected to the Parish
- Use of toilet areas in classrooms and throughout the building
- Care of children with special educational needs, including intimate care where needed
- Care of pupils with specific vulnerabilities/ needs such as:
  - Pupils from ethnic minorities
  - Immigrant pupils
  - Pupils who are members of the Travelling community
  - Pupils who are / are perceived to be LGBT pupils
  - Pupils of minority religious faiths
  - Children in care
  - Children on Child Protection Notification System
- Recruitment of school personnel including -
  - Teachers
  - SNAs
  - Secretary
  - Caretaker
  - Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Use of contractors present during the school day
  - Use of contractors during after-school activities
  - Recruitment of Volunteers, including parents

- Student teachers undertaking placement in the school
- Students on Transition Year Work Experience Placements
- Students on SNA Work Experience Placements
- Training of school personnel in Child Protection Matters
- Administration of Medicines
- Administration of First Aid
- Use of video/photography/other media to record school events
- Use of internet devices by pupils in the course of the school day.
- Application of sanctions under the Code of Behaviour
- After school use of school premises by other organisations
- Use of school premises for school-based after-school activities (Sports, Homework Club, Club Gaelige, Music)
- Use of school premises for Easter/Summer Camps for children and run by school staff and outside personnel.
- Fundraising events involving pupils

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

- 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 while travelling on bus
- 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
- 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
- Risks arising from COVID-19
- Risk of harm due to inappropriate use of online remote teaching and learning communication platform.

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

- **Child Safeguarding Statement:**

- All staff have been given a copy of CSS
- Copy of CSS is in every Plean Scoile Folder in every classroom
- Copy of CSS on teachers' desktops/laptops
- CSS Displayed in Front Porch
- Published on school website [www.scoilbhridecailini.ie](http://www.scoilbhridecailini.ie)

- **Child Protection Training as follows:**

- All teachers & SNAs have attended TUSLA webinar and provided Principal with Certificate of completion
  - Teachers and SNAs have also completed the PDST webinar
  - All teachers, SNAs, secretary have a copy of the document "When a Child Makes a Disclosure"
- All staff know that teachers are mandated persons
  - All teachers and SNAs know that the definition of 'harm' is: *'assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or sexual abuse of the child'*.
  - All staff know that the Principal is the DLP and that the Deputy Principal is the DDLP
  - The DLP and the DDLP have attended training in Child Protection procedures
  - Some BOM members have received training in Child Protection procedures
  - All teachers and SNAs are aware of Circular 0091/2017, that it can be accessed on [www.education.ie](http://www.education.ie) and that there is a hard copy in the Principal's Office.
  - All teachers and SNAs are aware that the publication, *Children First National Guidance for the Protection and Welfare of Children and Child Protection Procedures for Primary and Post/Primary Schools 2017* are available on the DE and PDST websites or in hard copy in the Principal's Office.
  - These are downloaded on all teachers' desktops/laptops or in hard copy in case of NQTs.
  - The contact details for TUSLA, the Gardaí, the Duty Social Worker are readily to hand.
  - All staff are made aware of the need to familiarize themselves with the school's CSS and Risk Assessment and any updates to same.
  - Child Protection procedures will be brought to the attention of staff at staff meetings during the year.
  - All staff are aware of / have contributed to the Risk Assessment document; know that this is a document which is always in development and that it is incumbent upon them to make the Principal aware of any further issues which may arise in the future and which may need to be included in the Risk Assessment.
  - Covid-19/Remote Teaching  
Where the DLP or DDLP becomes aware of a concern/ risk to children's health and wellbeing in the home environment, it will be reported to Tusla.
  - All teachers are bound by the code of conduct laid out by the Teaching Council.
  - The school complies with the agreed disciplinary procedures for teaching staff.
  - The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely.

**The Stay Safe, RSE and SPHE Programmes** are fully implemented in Scoil Bhríde (Cailíní). The RSE Programme is taught to children in Junior Infants, First Class, Third Class and Fifth Class. The Stay Safe Programme is taught to children in Senior Infants, Second Class, Fourth Class and Sixth Class.

**The following POLICIES AND PROCEDURES are in place to address the risks of harm identified:**

- Acceptable Use Policy
- Administration of Medicines Policy (See Health & Safety policy)

- Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- Aquatics Policy
- Attendance Policy
- Code of Behaviour
- Critical Incident Policy
- Equality and Anti-Racism Policy.
- Contracts for hire of school premises
- Guidelines for Student Teachers in place
- Health and Safety Policy
- Intercultural Policy
- Language Policy
- Learning Support Policy
- Mobile Phone/IT device Policy
- Relationships and Sexuality Statement
- Substance Use Policy
- Supervision Policy
- Transition Year Work Experience Policy

**OTHER:**

- School starts at 8.50am and finishes at 1.30 (Junior & Senior Infants)/2.30 for 1<sup>st</sup> to 6<sup>th</sup> classes.
- Pupils line up on yard in the morning and are brought into their class at 8.50am by their class teacher.
- Parents are informed that there is no supervision on yard before 8.50am and that school does not accept any responsibility for pupils arriving before 8.50am.
- On wet mornings, classes are brought into the P.E. hall (1<sup>st</sup> to 6<sup>th</sup>) /main corridor (Junior & Senior Infants) from 8.40am., where they are supervised.
- Teachers walk their classes to the collection area at 1.30pm and at 2.30pm. Children (Junior Infant to 2<sup>nd</sup> class) are only given into the care of a known adult.
- Parents/guardians who need to collect a child before the end of the school day, must come to the school office and the departure will be recorded on Aladdin.
- A rota is displayed in the Staff Room for recreation break supervision by teachers and SNAs. In the case of the supervising teacher / SNA being absent, another teacher / SNA is assigned that duty.
- Staff are authorised by the Board of Management to intervene, if necessary (in loco parentis), to restrain a pupil, in case of danger to self or others.
- If a child needs First Aid during playtime/class time, she will receive First Aid from a staff member in the presence of another staff member. This may take place on yard or in the staffroom, as appropriate.
- Medicines will only be administered in the presence of another staff member.
- Junior pupils needing to use the toilet during yard time will be accompanied to the toilet by an SNA and another pupil, who will wait outside the toilet.
- Senior pupils needing to use the toilet during yard time, must request the permission of the teacher on duty to leave the yard and must go into the school building in twos and report back to the teacher on yard duty on their return.
- Junior pupils (J.I. to 2<sup>nd</sup>) must use the designated toilets in the first Junior classroom on right at ground level.
- Senior pupils will be allowed to access the toilets in their own classroom, as needed.
- Only the child using the toilet may enter the toilet area. The other child / children must wait in the classroom.

- Children who have intimate care needs are attended to by two SNAs. In the case of a child soiling herself, the parents are called.
- On wet days, when children cannot play outside, they are supervised in their classrooms by one teacher and 1/2 SNAs per block of classrooms. The teacher rotates around all four rooms.
- Classes are not left unattended.
- When one-to-one teaching/support is deemed necessary, the classroom door is always left open and the teacher/SNA and child are visible from the corridor.
- There are glass panels in all classroom doors and these are not covered with displays.
- Guest speakers / tutors are never left alone in a class. The teacher must always be present.
- Outside coaches / tutors are required to provide copies of their Garda Vetting Clearance Certificates.
- School-based after school activities (apart from Irish Dancing which is supervised by Irish Dancing teacher) are always under the direct supervision of teachers from Scoil Bhríde (Cailíní).
- After School Care workers and Irish Dancing teacher will provide a copy of their Garda Vetting from their respective bodies.
- Bus Driver- School will ensure that Garda Vetting has been carried out by Bus Éireann for the employed bus driver.
- Two adults will be present on bus trips/journeys.
- School staff will escort pupils to and from the bus.
- The teacher is always present at pre and post Confirmation retreats conducted in the Parish Centre.
- On enrolment, parents' permission to take/use photographs of their children is sought. A parent may withhold such permission, should they so wish.
- Photographs / video footage should not be stored by teachers on personal devices.
- Parents are reminded at every gathering that they may not take photos of other people's children and / or upload such photos to social media / other internet sites without the permission of the relevant parents.
- Children are only sent on school-related messages and always in pairs.
- Contractors are encouraged to work after school hours. All such personnel must register with the Principal in advance.
- Little Stars use of a room in the school is subject to contract. A copy of their CSS is on file in the Principal's office.
- Children are generally not involved in fund-raising activities. However, when they are, they are under the direct supervision of their class teacher.
- When collecting for school sponsored walk, parents will be informed that children should collect only from family/extended family and should not collect door-to-door. Card will state same.
- All volunteers, including parents, must be Garda vetted.
- All teachers, SNAs and other staff members are recruited in line with current DE best practice. All have submitted a Statutory Declaration and Form of Undertaking to the Principal.
- New staff members are made aware of these procedures by the Principal / Deputy Principal.

**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.