

# Anacarty National School

## Child Safeguarding Statement and Risk Assessment Anacarty National School

### Child Safeguarding Statement

[Insert School Name] is a primary/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 2017](#) 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 2017 as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is Olivia Ryan
3. The Deputy Designated Liaison Person (Deputy DLP) is Marian Anderson
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

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

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 school's 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 these procedures

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- 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. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

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.

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 23/2/23

This Child Safeguarding Statement was reviewed by the Board of Management on \_\_\_\_\_

Signed: Margaret Ryan

Chairperson of Board of Management

Date: 23/2/23

Signed: Olivia Ryan

Principal/Secretary to the Board of Management

Date: 23/3/23

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## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Anacarty National School

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 Anacarty National School.

<b>1. List of school activities</b>	<b>2. The school has identified the following risk of harm in respect of its activities</b>	<b>3. The school has the following procedures in place to address the risks of harm identified in this assessment</b>
<b>Daily arrival and dismissal of pupils</b>	Risk of child being harmed in the school by visitor to the school.	<p>Children arrive to school in either of the following manner:</p> <ul style="list-style-type: none"><li>• Parent drops child to Set Down Area and child walks into school building. Distance is &lt;50m.</li><li>• Children alight from school bus and walk into the building</li></ul> <p>If a parent/guardian wishes for another adult to collect their child, they should inform the school.</p> <p>In accordance with the child protection guidelines of Children First, if a parent comes to the school to collect a child and a member of staff perceives that the child may be in danger, the staff member must allow the child to be taken by the parent but the DLP will be notified who will decide whether to call the Gardaí. If this situation arises when the adult collecting is not the child's parent, before allowing the child to be released, the child's parent will be telephoned.</p> <p>In line with our behaviour policy, at collection times no adult should approach a child in the school in an aggressive manner.</p>

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<p><b>Recreation breaks for pupils</b></p>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of child being harmed in the school by another child</li> <li>• Risk of child being harmed in the school by volunteer or visitor to the school</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm due to inadequate supervision of children in school</li> <li>• Risk of harm to children with SEN who have particular vulnerabilities</li> <li>• Risk of harm due to inadequate code of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• There is one teacher on supervision on yard at all times.</li> <li>• There is one SNA on supervision on yard at all times.</li> <li>• All injuries are reported and First Aid Procedures are followed</li> <li>• Visitors are not allowed observe yard activities</li> <li>• Children with SEN are supervised according to their needs and according to the resources granted to the school.</li> <li>• All staff are trained in Behaviour Policy and it is available to them at all times</li> </ul>

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<p><b>Classroom teaching</b> <b>One-to-one teaching</b></p>	<p>Risk of child being harmed in the school by a member of school personnel</p>	<ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></li> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>• All staff garda vetted</li> <li>• Anacarty NS invites guest speakers, parents and other members of the community in the school. A teacher will at all times be in present during such visits.</li> <li>• At times, children are taken from class by a teacher for one-to-one teaching. All classrooms and support rooms have a window in the door to ensure that both the pupil and the teacher are protected. Where one-to-one teaching is happening is that the window is uncovered.</li> </ul>
<p><b>School outings</b></p>	<p>Risk of harm not being recognised by school personnel</p>	<ul style="list-style-type: none"> <li>• Children often go on outings throughout the year. There is a recommended minimum adult-pupil ratio of 16:1.</li> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>• All staff are garda vetted</li> </ul>
<p><b>Use of toilet in schools</b></p>	<p>Risk of harm not being reported properly and promptly by school personnel</p>	<ul style="list-style-type: none"> <li>• There are toilets in every classroom. However, in cases where children are not in their classroom, when children require to go to the toilet, they must be accompanied by another child who should stand outside the bathroom. From infants to 4th class, children must go in pairs to the bathroom. No more than 2 children should be allowed leave a room to use the toilet at a time. In 5th and 6th class, due to children maturing, they are generally allowed to go to the toilet unaccompanied. However, only one child is allowed out of the room at a time. At break times, the teacher on duty is responsible for ensuring that only 2 children go to the toilet at a time and ensures that they return to the yard. If an adult is required to accompany a child to the toilet, another child must accompany them</li> </ul>

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<p><b>Care of children with special educational needs, including intimate care where needed.</b></p>	<p>Risk of child being harmed in the school</p>	<ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school’s <i>Child Safeguarding Statement</i></li> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>• The school has a codes of conduct for school personnel (teaching and non-teaching staff)</li> <li>• The school complies with the agreed disciplinary procedures for teaching staff</li> <li>• The school has a Special Educational Needs policy</li> <li>• SNAs are responsible for certain children’s care needs. This can involve helping children with toileting, changing of clothes, etc.SNA and teacher should accompany a child for any situation involving the removal of clothing, applying lotions or creams or other situations where the situation could be considered sensitive.Where this is not possible the door of the room being used will be kept open.</li> </ul>
<p><b>Administration of Medicine Administration of First Aid</b></p>	<p>Risk of harm not being recognised by school personnel</p>	<p>School has policies specifically for these risks</p>
<p><b>Curricular provision in respect of SPHE, RSE, Stay Safe Prevention and dealing with bullying amongst pupils</b></p>	<p>Risk of harm not being reported properly and promptly by school personnel</p>	

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<p><b>Recruitment of school personnel</b></p>	<p>Risk of harm not being recognised by school personnel</p>	<ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school’s <i>Child Safeguarding Statement</i></li> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the Children First Act</li> </ul>
<p><b>Use of Information and Communication Technology by pupils in school</b></p>	<p>Risk of harm not being reported properly and promptly by school personnel</p>	<ul style="list-style-type: none"> <li>• Cf Anti-Bullying Policy</li> <li>• Cf AUP</li> </ul>
<p><b>Use of video/photography/other media to record school events</b></p>	<p>Risk of child being harmed in the school</p>	<ul style="list-style-type: none"> <li>• All staff have access to software to monitor student behaviour on Chromebook devices</li> <li>• In line with our AUP (Acceptable Usage Policy), children should not be labelled or tagged on the school’s website or Facebook page. Parents/guardians have the right at all times to disallow photos of their child(ren) to be taken or used online or in any other way.</li> <li>• Photography or videoing is not permitted in the swimming pool or changing rooms. At concerts, adults are allowed to take photographs. However, any behaviour deemed to be suspicious will be reported to the DLP</li> </ul>
<p><b>Swimming</b></p>	<p>Risk of harm not being recognised by school personnel</p>	<p>Children going to the swimming pool should be able to change in and out of the clothes and to wash themselves. Anacarty NS staff members should not be asked or expected to change a child. Anacarty NS staff member is insured to be in the changing room with children changing, it is advised that two or more adults are in the room at that time.</p>

**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](#)



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[First Act 2015](#) and not the general health & safety risk. The definition of harm is set out in [Chapter 4 of the Child Protection Procedures for Primary and Post- Primary Schools 2017](#)

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

## **Examples of Activities, Risks and Procedures**

The examples listed in this document are provided to assist schools in undertaking their risk assessment under [the Children First Act, 2015](#). Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as ‘any potential for harm’. Therefore, it is important that as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify as required under the Children First Act, 2015 any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

[The Addendum to Children First: National Guidance for the Protection and Welfare of Children published in January 2019](#) clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

[The Guidance on Continuity of Schooling for primary and post-primary schools \(April 2020\)](#) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

**Important Note:** It should be noted that ‘Risk’ in the context of this risk assessment is the risk of ‘Harm’ as defined in the Children First Act, 2015 and not the general health & safety risk. The definition of harm is set out in [chapter 4 of the Child Protection Procedures for Primary and Post-Primary Schools 2017](#).

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## 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

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- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as:
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Pupils perceived to be LGBT
  - Pupils of minority religious faiths
  - Children in care
  - Children on CPNS
  - Children with medical needs
- Recruitment of school personnel including:
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- 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 organisations during the school day
- Breakfast club
- Homework club/evening study

## Examples of Risks of Harm:

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

## Examples of Procedures to Address Risks of Harm:

- All school personnel are provided with a copy of the school's Child Safeguarding Statement
- The [Child Protection Procedures for Primary and Post-Primary Schools 2017](#) are made available to all school personnel
- School Personnel are required to adhere to the [Child Protection Procedures for Primary and Post-Primary Schools 2017](#) and all registered teaching staff are required to adhere to the [Children First Act 2015](#)
- 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

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- 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 & Safety Policy
- The school adheres to the requirements of the Garda Vetting Legislation and relevant DES circulars in relation to recruitment and Garda Vetting
- The school has a Code 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 the 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 in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a Mobile Phone Policy in respect of usage of mobile phones by pupils
- 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 the 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

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