

Child Safeguarding Statement and Risk Assessment Template for Ballygarvan NS

Child Safeguarding Statement

Ballygarvan NS 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 [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 Mairéad Coakley
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Rosarie Elliffe
- 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 on 7/3/18

This Child Safeguarding Statement was reviewed by the Board of Management on 19/6/23

Signed: 

Chairperson of Board of Management

Signed: 

Principal/Secretary to the Board of Management

Date: 19/6/23

Date: 19/6/23

Child Safeguarding Risk Assessment

Written Assessment of Risk of Ballygarvan NS

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Ballygarvan NS.

1. List of school activities

Daily arrival and dismissal of pupils
Recreation breaks for pupils
Classroom teaching
One to one teaching
Outdoor teaching activities
Sporting Activities
Swimming:
School outings
School trips involving overnight stay DISCONTINUED IN 2018-19
Use of toilet/changing/shower areas in schools
Annual Sports Day
Fundraising events involving pupils
Use of off-site facilities for school activities
School transport arrangements
Care of children with special educational needs.
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
Training of school personnel in child protection matters
Use of external personnel to supplement curriculum
Use of external personnel to support sports and other extra-curricular activities
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none">• 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

<ul style="list-style-type: none"> • Children on CPNS
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • 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
Use of Information technology for distance learning by staff and pupils
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
Breakfast or Homework club/evening study
Sherpa Kids
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
Lift
Parents in building during school-time or while after-school activities are in progress.

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 to child from other parents/adults/passers-by.
Risk of child being harmed by inadequate supervision or by another child. Risk of harm due to bullying.
Risk of child being harmed by school personnel or another child
Risk of child being harmed by school personnel
Risk of child being harmed by inadequate supervision, school personnel or another child
Risk of child being harmed by inadequate supervision, school personnel, member of sporting organisation or another child
Risk of child being harmed by accident, inadequate supervision, school personnel, member of another organisation or another child
Risk of child being harmed by inadequate supervision, school personnel, member of another organisation or another child
Risk of harm to child while receiving intimate care
Risk to child from other children due to inappropriate behaviour
Risk of child being harmed inadequate supervision, school personnel or another child
Risk of child being harmed by inadequate supervision, school personnel, member of another organisation or another child

Risk of child being harmed by inadequate supervision, school personnel, member of another organisation or another child
Risk of harm due to inadequate safety measures/procedures, inadequate supervision of children, accident, inappropriate relationship between child and another child or adult.
Risk of harm to children with SEN who have particular vulnerabilities
Risk of harm to child, other children and staff. Risk of harm due to bullying of children.
Risk of harm to child or other children
Risk of harm to child
Risk of harm to child, particularly SEN children with particular vulnerabilities due to non-teaching of programmes
Risk of harm to child due to bullying
Risk of harm to child due to harm not being recognised or reported by school personnel
Risk of child being harmed by volunteer, member of outside organisation or visitor to school.
Risk of child being harmed by volunteer or member of outside organisation
Risk of harm to pupils with particular vulnerabilities from school personnel or other children. Risk of harm not being recognised by school personnel Risk of Bullying
Risk of harm to child due to school personnel, and external personnel/coaches, guests, visitors, volunteers and external contractors.
Risk of harm to child due to external personnel
Risk of harm to child due to inappropriate on-line communication between child and another child or child and adult or risk due to inappropriately using computers, social media, phones and other devices while at school.
Risk of harm to child due to inappropriate on-line communication between child and another child or child and adult.
Risk of child being harmed by student
Risk of child being harmed by student teacher
Risk of harm being caused by school personnel, external personnel, parents or other children accessing/circulating images of children or inappropriate material via social media, texting, digital device or other manner.
Risk of child being harmed by personnel from other organisations
Risk of child being harmed by personnel from other organisations ie Sherpa Kids staff.
Risk of harm to children due to inadequate Code of Behaviour
Risk of child being harmed by school personnel, personnel from pool, other children and other visitors to pool.
Risk of child being harmed by lift or being stuck in lift.
Risk of child being harmed by unauthorised adults in school building

3. The school has the following procedures in place to address the risks of harm identified in this assessment – Items in RED since 2022 Review

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* and its Addendum (2019)

<p>Policy in place for opening gate. Reminder sent to all parents every year re supervision before and after school. Sherpa service for early starters and late finishers. Extra Supervision from 9am since jan2019</p>
<p>Supervision rotas, Anti-Bullying Policy and Code of Behaviour</p>
<p>Child safeguarding statement and DES procedures made available to all staff. Code of Behaviour and Anti-Bullying Policy Glass Door Following Best practice Garda vetting checked March 21 SNAS checked April/May 2022</p>
<p>Child safeguarding statement and DES procedures made available to all staff Door Open or glass window in door Table between teacher and pupil Advise parents Intimate Care Policy Garda vetting checked March 21 SNAS checked April/May 2022 New Secretary vetted</p>
<p>Child safeguarding statement and DES procedures made available to all staff. Code of Behaviour and Anti-Bullying Policy</p>
<p>Child safeguarding statement and DES procedures made available to all staff. Personnel from sporting organisations are Garda vetted and aware of school's Child safeguarding statement. Code of Behaviour and Anti-Bullying Policy New policy on using buses-Feb 2019 New Bus Escort Policy in May 2023 Training Staff in First Aid. 7 staff re-trained in 2023 New procedures with 2 staff in changing rooms-no parents allowed</p>
<p>Child safeguarding statement and DES procedures made available to all staff. External Personnel are not left in sole supervision of pupils. Code of Behaviour and Anti-Bullying Policy Clear reporting structures New policy on using buses-Feb 2019</p>
<p>Child safeguarding statement and DES procedures made available to all staff. External Personnel are not left in sole supervision of pupils. Code of Behaviour and Anti-Bullying Policy Clear Reporting Structures</p>
<p>Policy on Intimate Care Usage and supervision policy Garda vetting checked in Feb19</p>
<p>Child safeguarding statement and DES procedures made available to all staff. External Personnel are not left in sole supervision of pupils. Code of Behaviour and Anti-Bullying Policy Staff Garda vetting Checked SNAS checked April/May 2022</p>
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<p>Bus Eireann safety policy All Drivers are Garda vetted. Check with Operator annually</p>

New school policy on buses in Feb2019 New Bus escort and new school bus operator checked
Child safeguarding statement and DES procedures made available to all staff. Code of Behaviour and Anti-Bullying Policy Intimate care policy SPHE especially Stay Safe and RSE Programme Special Educational Needs policy Supervision Staff Garda vetting Checked SNAS checked April/May 2022
Policy and training of staff for managing aggressive behaviour in 2018 and in 2019(MAPA) Health and Safety Policy Code of Behaviour
Policy on Administration of Medicines
Training for school personnel Tusla Course for Summer course DLP and Deputy DLP in May 23
School Implements SPHE,RSE and Stay safe in full.
Anti-Bullying Policy Reviewed annually and special review in 2018-19 Code of behaviour Special review in 2018-19 Child Safeguarding Statement and principal's oversight report at every BOM meeting
Child safeguarding statement and DES procedures made available to all staff. Discussed regularly at staff meetings DLP and Deputy DLP attended PDST training in 2018-19 All staff to viewed online training modules from Tusla and PDST (Checked in Feb 2019 and subsequently with all new staff) Principal records all staff and Board Training
Vetting procedures in place. Child safeguarding statement and DES procedures made available to external personnel External personnel not in sole charge of children
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Child safeguarding statement and DES procedures made available to all staff. Anti-Bullying Policy Code of behaviour SPHE Curriculum-Co-ordinated by postholder. School events such as Health and wellbeing week and friendship Week.
Child safeguarding statement and DES procedures made available to all staff. Vetting procedures in place. Garda vetting checked. Secretary keeps Statutory declarations and Forms of Undertaking. All staff viewed online training modules from Tusla and PDST Checked in Feb 2019 and subsequently with all new staff
Child safeguarding statement and DES procedures made available to all staff. External Personnel are not left in sole supervision of pupils. Code of Behaviour and Anti-Bullying Policy Diocesan safeguarding Policy in place.
ICT Policy-AUP Staff usage Policy Anti-Bullying Policy Code of Behaviour

Mobile Phone Policy
ICT Policy- _AUP amended and approved by parents Staff usage Policy Anti-Bullying Policy Code of Behaviour Data protection Policy Rules and pupil etiquette communicated to parents
Work Experience Policy Vetting Policy Child safeguarding statement and DES procedures in place Student supervised by school staff
Work Experience Policy Vetting Policy Child safeguarding statement and DES procedures in place Principal gives safeguarding statement to students.
ICT Policy Staff usage Policy Anti-Bullying Policy Code of Behaviour Reminders to parents at concerts Signage Mobile Phone Policy
Vetting in place
Vetting in Place Checked in March 2020 SNAS checked April/May 2022
Anti-Bullying Policy Code of Behaviour Health and safety policy Managing aggressive behaviour policy
Vetting procedures in place. Child safeguarding statement and DES procedures made available to external personnel External personnel not in sole charge of children Gender appropriate supervision in changing rooms New procedures with 2 staff in changing rooms-no parents allowed
Policy for lift usage Sign –in Policy for all visitors. Only authorised entry is through reception. Liaise with Sherpa Kids to supervise entry and exit of their charges and parents. All visitors display visitors pass

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 19/6/23
It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed Liam O' Donovan _____ Date 19/6/23

Chairperson, Board of Management

Signed Mairead Coakley _____ Date 19/6/23

Principal/Secretary to the Board of Management