

# **Mandatory Template 1: Child Safeguarding Statement and Risk Assessment** **Template**

## **Child Safeguarding Statement**

Glounaguillagh National School 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 Glounaguillagh National School 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 \_\_\_\_\_ Sinéad Pigott \_\_\_\_\_
- 3 The Deputy Designated Liaison Person (Deputy DLP) is \_\_\_\_\_ Linda Galvin \_\_\_\_\_
- 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.

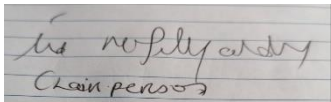
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school’s Child Safeguarding Statement
  - 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.

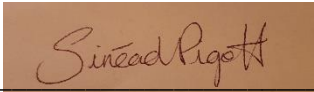
This Child Safeguarding Statement was adopted by the Board of Management on 28<sup>th</sup> June, 2021.

This Child Safeguarding Statement was reviewed by the Board of Management on 28<sup>th</sup> June, 2021

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

Chairperson of Board of Management

Date: \_\_\_\_\_ 28/06/2021 \_\_\_\_\_

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

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_ 28/06/2021 \_\_\_\_\_

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Glounaguillagh National School

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 Glounaguillagh National School.

#### 1. List of school activities

Training of school personnel in Child Protection matters

One to one teaching

Toilet areas

Curricular Provision in respect of SPHE, RSE, Stay safe.

LGBT Children/Pupils perceived to be LGBT

Daily arrival and dismissal of pupils

Sports Coaches

Students participating in work experience

Classroom teaching

Recreation breaks for pupils

Outdoor teaching activities

Sporting Activities

School outings

Administration of Medicine

Administration of First Aid

Prevention and dealing with bullying amongst pupils

Use of external personnel to supplement curriculum

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

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

Use of Information and Communication Technology (ICT), mobile phones and/or cameras by pupils in school

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

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

Record Keeping

Recruitment of school personnel And Volunteers / Parents in school activities

Changing for Games / PE/ Swimming

Collection of Pupils

Managing challenging behaviour amongst pupils, including appropriate use of restraint

Use of external personnel to support sports and other extra curricula activities.

Travel to away Sporting Activities

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

Online teaching and learning

Use of tablet devices and smartphones in the classroom and in the course of the school day.

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

Harm / Abuse 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 by a volunteer / parent person while child participating school activities

Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities

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 due to bullying of child

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 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

Risk of harm due to inappropriate use of online remote teaching and learning communication platform.

Risk of harm associated with misuse, abuse of devices & the various associated technologies.

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

The Provision of information and training for all school personnel

The school –

- Has provided all school personnel with a copy of the school’s Child Safeguarding Statement
- Ensures The DES child protection procedures are made available to all school personnel
- 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 DLP /DDLDP are required to avail of training provided by a professional organisation (e.g. PDST) on a regular basis – Certificate of attendance provided to the BOM

All school personnel are required to do the online Tusla training and provide a copy of the certificate of completion to the DLP

All school personnel are required to sign the ‘Acceptance of Glounaguillagh N.S. Child Protection Safeguarding Statement form and return a signed copy to the DLP

All school personnel, mandated and non-mandated, are required to adhere to the DES *Child*

### **Record Keeping**

All school personnel are required to ensure that any sensitive records e.g., child protection monitoring records they are required to keep are maintained in a secure location in the school and are treated with the strictest of confidence.

All such records form part of the school record keeping system and must be filed with the central school records at the end of the school year or in the event that the staff member is going on 'leave' e.g., maternity leave, career break etc. or is leaving the school to take up employment elsewhere.

### **Garda Vetting and Recruitment of school personnel**

All school personnel are required to be Garda vetted and the relevant DES circulars in relation to recruitment and Garda vetting are adhered to.

Best practice procedures with regard to interviewing and checking references are followed

All volunteers / parents involved in school activities are Garda vetted

All volunteers / parents involved in school activities are provided with a copy of the school's Child Safeguarding Statement

All volunteers / parents involved in school activities are required to sign the 'Acceptance of Glounaguillagh NS Child Protection Safeguarding Statement form and return a signed copy to the DLP

### **Planning for and implementation of the SPHE curriculum and the *Stay Safe* programme:**

The school implements in full the SPHE curriculum over a two-year cycle as outlined in the school plan for SPHE which can be found in a folder in the principal's office and on the Principal's PC.

The Stay safe programme will be taught in every class over the months of February and March in Year 1 of the school's SPHE Plan.

Individual teacher planning documents indicate when specific objectives of the SPHE curriculum, including the Stay Safe programme) will be taught (timetabled for) and what specific objectives of SPHE, Stay Safe and RSE will be taught in that period of time.

The Cuntas Miosiuil of individual teachers will highlight the SPHE content objectives covered and the Stay Safe lessons covered in that month

### **Teachers sign off fact that stay safe has been done**

In addition to specific teaching on the prevention and dealing with bullying as part of the SPHE programme 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*. A copy of that policy can be found in the principal's office in a folder, on the principal's PC and on the school website

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. A copy of these procedures can be found in a folder in the principal's office and on the Principal's PC.

### **One to One teaching**

One-to-one teaching may be provided for any pupil where it is deemed by teaching staff and the principal to be in the best interest of the child. In all such situations written parental consent must be given. All one-to-one teaching sessions should be clearly timetabled and should only be carried out where there are appropriate arrangements in place with regard to the physical environment (e.g., vision panel in door, open door policy, table between teacher and pupil).

### **Toileting ‘Accidents’**

While the needs of pupils with specific toileting needs are addressed in the Intimate Care policy which can be found in the Policy folder in the Principal’s Office and on the principal’s PC, the following guide is to address situations where a child has a toileting accident.

The school has a supply of clean clothing and toilet wipes available for use in such situations. If the child can tend to themselves, they will be offered wipes and clean clothing. The parent or carer will be informed by the teacher of the incident on collection of the pupil - a note will be sent home along with soiled clothing in circumstances where parent/carer is not collecting the pupil. Teachers must also note the incident in the ‘Incident Book’.

In any situation where the child cannot attend to themselves the parents/ carers will be notified by phone of the incident. Parents / carers will be asked if they wish to come to the school to attend to the child or if they would like staff to attend to the child.

Where a parent/ carer cannot be contacted, staff will attend to the child unless the school has been specifically notified by a parent/ carer that staff in the school do not have permission to assist the child.

Staff attending to the child will do so in as ‘open’ an environment as possible with due regard to the privacy of the child.

A note should be kept of such incidents in the ‘Incident Book’.

It is important for staff to be aware that a parent/carer may not be in a position to come to the school immediately should their child have a toileting accident and consideration has to be given to the implications of leaving a child unattended to in this situation.

### **Changing for Games/PE and Swimming**

In all activities that require children to change clothing staff must ensure that a balance is struck between the child’s right to privacy and adequate supervision.

Pupils will be expected to dress / undress themselves. Teachers will always be present in a supervisory capacity. School staff will not take any responsibility for the dressing / undressing of pupils. Pupils will be encouraged to dress/undress in communal areas and will not be allowed share cubicles with anyone else. Changing for activities will not be permitted in areas where personnel other than school personnel are present.

The needs of pupils who require assistance will be addressed under the schools Intimate Care policy.

### **Collection of Pupils**

Prior to the enrolment of a child and on an annual basis thereafter parents/ carers will be asked to supply the school with the names and contact details of any adult that may be collecting a pupil during the course of the year.

Outside of normal dismissal times of the school teachers will only release pupils to those nominated by the parent/carer or where advance notice of another adult collecting the pupil is given by the parent / carer. In the event that another person arrives to collect a child the school will endeavour to contact the parent/carer to get their permission. Under no circumstance will staff allow a child to leave the school with another person that does not have permission to collect them.

At the normal dismissal time of Infants one of the persons nominated by the parent/ carer must collect the pupil from the school gate / classroom. The school must be notified in advance if someone other than the ‘nominated’ adult will be collecting a pupil.

### **Managing challenging behaviour amongst pupils, including appropriate use of restraint**

All relevant school personnel are trained in the Management of Actual and Potential Aggression (MAPA)

In addition to the school’s Code of Behaviour Individual Safeguarding plans /Positive Behaviour Management Strategies are in place for relevant pupils which are reviewed every six months or sooner if necessary.

Parents / Guardians of pupils involved are consulted with in drawing up such plans and strategies. Patterns of behaviour and triggers are identified where possible to try to minimise re-occurrence.

When necessary, the school will seek appropriate clinical and therapeutic supports for pupils.

Behaviour incident forms / behaviour check lists are completed for all pupils who are presenting with challenging behaviour. In addition, Adverse Incident forms are completed when staff or pupils suffer injury. These forms are completed by the staff involved and are reviewed and signed by the principal. In all such cases parents/guardians of all pupils involved will be notified. Once a term, or more frequently, if necessary, a report on the management of challenging behaviour and serious /adverse incidents will be brought to the BOM by the principal.

#### **External personnel / coaches working with pupils**

In accordance with Circular No. 0042/2018 '*Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice*' a member of the teaching staff will always be present when external personnel are working with students.

All external coaches will be garda vetted.

A copy of the schools' CSS will be provided to all external coaches who shall be required to sign the 'Acceptance of Glounaguillagh NS CSS statement including the Risk Assessment' document and return the signed copy to the DLP.

External coaches will be required to report child protection concerns to the DLP.

A teacher/s will always accompany pupils travelling to sports events.

#### **School outings and tours**

All school trips, outings and tours will be sanctioned by the principal – in certain circumstances the principal may have to get the prior approval of the BOM e.g., trips involving an overnight stay. Written parental consent must be given for all outings and tours.

Teaching staff must ensure that activity centres / adventure centres where pupils are being brought to have in place their own CSS and that all supervising staff in activity centres / adventure centres have been Garda vetted.

#### **Students on work placement or teaching practice**

Only students that are over 16 years of age and garda vetted, by the organisation placing them on work experience, will be accepted by the school on work experience.

All students will be given a copy of the school's CSS and asked to sign an 'Acceptance of the Glounaguillagh NS CSS including the Risk Assessment'.

In the event that students have a child protection concern or that a child makes a disclosure to them the student must report the matter to the DLP.

#### **Other policies and procedures**

The school has a Health and safety policy. A copy of these procedures can be found in the Policy Folder in the Principal's office and on the principal's PC.

The school complies with the agreed disciplinary procedures for teaching staff

The school has a Special Educational Needs policy. A copy of this policy can be found in the Policy folder in the principal's office and on the Principal's PC.

The school has an intimate care policy/plan in respect of students who require such care. A copy of this policy can be found in the Policy folder in the principal's office and on the Principal's PC.

The school has in place a policy and procedures for the administration of medication to pupils. A copy of this policy can be found in the Policy Folder in the Principal's office and on the principal's PC

The school has in place a policy and procedures for the administration of First Aid. A copy of this policy can be found in the Principal's Office.



The school has in place a code of behaviour for pupils, A copy of this policy can be found in the principal's office.

The school has in place an ICT policy in respect of usage of ICT by pupils, A copy of this policy can be found in the principal's office.

The school has in place a mobile phone policy in respect of usage of mobile phones by school personnel including pupils. A copy of this policy can be found in the principal's office.

The school has in place a Critical Incident Management Plan. A copy of this policy can be found in the principal's office.

The school has in place a policy and procedures in respect of outside agencies using the school facilities. A copy of this policy can be found in the principal's office.

The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely. A copy of this policy can be found in the principal's office.

The school has an Acceptable Use Policy in place covering the use of tablet devices and smartphones in the classroom and during the school day. A copy of this policy can be found in the principal's office.

**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. In addition, while every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the principal and parents.

This risk assessment has been completed by the Board of Management on 28<sup>th</sup> June, 2021. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed  Date 28/06/2021

Chairperson, Board of Management

Signed  Date 28/06/2021

Principal/Secretary to the Board of Management