

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

### Child Safeguarding Statement

Cadamstown 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 (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Cadamstown NS 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 (revised (2023))* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Martin Lynch
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Mary Malone
- 4 The Relevant Person is Martin Lynch  
(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)
- 5 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.

6 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 (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the [gov.ie](#) 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 [gov.ie](#) 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 (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- 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 [gov.ie](#) 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.

7 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.

8 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 21/11/23 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on \_\_\_\_\_ [most recent review date].

Signed: [Signature]  
Chairperson of Board of Management

Signed: [Signature]  
Principal/Secretary to the Board of Management

Date: 21/11/23

Date: 21/11/23

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Cadamstown NS

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 (revised 2023)*, the following is the Written Risk Assessment of Cadamstown NS.

<p><b>1. List of school activities</b></p> <p>Training of school personnel in Child Protection matters</p>	<p><b>2. The school has identified the following risk of harm in respect of its activities –</b></p> <p>Harm not recognised or reported promptly by teachers.</p>	<p><b>3. The school has the following procedures in place to address the risks of harm identified in this assessment -</b></p> <p>Child Safeguarding Statement &amp; 'Child Protection Procedures for Primary and Post Primary Schools' procedures made available to all staff  DLP &amp; DDLP to attend PDST face to face training  All staff to view Túsla training module &amp; any other online training offered by PDST, INTO (during Croke park hours 2023/24). BOM to keep all records of staff and board training</p>
<p>One to one teaching</p>	<p>Harm by school personnel</p>	<p>School has policy in place for one to one teaching</p>

		Open doors or glass in door and window are requirements
Care of Children with special needs, including intimate care needs	Harm by school personnel	*Policy on intimate care – Needs to be put in place if required *N/A as of March 2023
Toilet areas	Inappropriate behaviour	Classroom and school rules regarding using the toilet and supervision policy
Curricular Provision in respect of SPHE, RSE, Stay Safe	Non – teaching of same	School implements SPHE, RSE, Stay Safe in all classes; records are kept in teachers' monthly records stored in principal's office
LGBTQA+ Children/ Pupils perceived to be LGBTQA+	Bullying	Anti-Bullying Policy, Code of Behaviour – includes homophobic bullying
Daily arrival and dismissal of pupils. Late arrivals (post 9:20). Somebody without custody collecting a child.	Harm to pupils	Supervision of Pupils policy. Behaviour and Discipline (School Rules) The teacher will record late arrivals.
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	Include a section on dealing with the violent behaviour of a pupil (pupils) in the Code of Behaviour and Discipline Policy. INTO Leaflet on good practice available. Policy/guidelines on restraint/assaults INTO Leaflet on good practice available

Sports coaches	Harm to pupils	Supervision Policy and PE Policy. A teacher stays with the class at all times. All coaches must provide evidence of National Vetting Board vetting in advance.
Students participating in work experience in the school	Harm to pupils	Work Experience Policy needs to be drawn up. Under 16's are allowed. Child Safeguarding Statement in place.
Recreation breaks for pupils - including wet days	Bullying, harm to pupils	Code of Behaviour, Anti-bullying policies in place. Each teacher supervises his or her own class (Supervision Policy).
Classroom teaching	Harm to pupils	Teaching council Code of Professional conduct in place; the school complies with the agreed disciplinary procedures for teaching staff; Code of Behaviour, Anti-Bullying Policies in place
Outdoor teaching activities	Harm to pupils	Teaching council Code of Professional conduct; code of behaviour anti-bullying policies in place; Teacher supervises activities
Sporting activities/School Teams/Sports Days	Inappropriate behaviour, Bullying Harm to pupils	Code of Behaviour, Anti-Bullying policies in place. As an appendix to the Enrolment Form, parents will sign the following: "I give

		<p>permission to my child to leave the school premises under the supervision of a teacher to go to</p> <ol style="list-style-type: none"> <li>1. Cadamstown Hall and Pitch,</li> <li>2. Swimming Pool,</li> <li>3. School Matches, Games and other Inter-school competitions e.g. Quizzes etc.,</li> <li>4. Nature Walks,</li> <li>5. Communion and Confirmation Practices,</li> <li>6. School Tours</li> </ol>
School outings	<p>Inappropriate behaviour</p> <p>Harm to pupils</p>	<p>Where children are engaged in a number of activities on school outings (e.g. adventure centres), teachers will request written assurance that all tutors/teachers/instructors/guides are vetted. Ensure the children do not return to buses on their own.</p>
Use of Information and Communication Technology by pupils in school	<p>Bullying, harm to pupils as a result of inappropriately accessing/ using computers, social media, phones, other devices while at school</p>	<p>ICT Policy</p> <p>No social media allowed on school laptops or tablets.</p> <p>Children are discouraged from bringing phones/devices into school. If they have one for contacting parents after school, they</p>

		<p>should give it to the teacher before school starts.</p> <p>Anti-Bullying Policy, Code of Behaviour policies in place</p> <p>NEW DATA PROTECTION guidelines have been implemented.</p> <p>Community Garda gives cyber safety talk to children.</p>
<p>Access to the school premises during school hours.</p>	Harm to children	<p>The back door will be open from 9:10 – 9:20 and at break times. Access at all other times will be by the front door and by ringing the bell. Visitors who come into the school building should sign the visitors' Book.</p>
<p>Recruitment of school personnel including –</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sport Coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> </ul>	Harm not recognised or properly or promptly reported	<p>Child Safeguarding Statement &amp; 'Child Protection Procedures for Primary and Post Primary Schools' procedures made available to all staff</p> <p>Staff to view Túsla training module &amp; any other online training offered by PDST (during Croke Park hours, staff training half days 2023)</p> <p>NVB Vetting Procedures in place.</p>



<p>Visitors/contractors present during after school activities</p> <ul style="list-style-type: none"> <li>• Student teachers undertaking training placement in school</li> </ul>	<p>Harm to pupils</p>	<p>Teachers always present with sports coaches, external tutors, guest speakers, volunteers, parents, visitors, workmen.</p> <p>BOM/School must be in possession of Vetting provided by colleges of education. The student is provided with a copy of the school safeguarding statement and relevant policies before commencement of teaching practice</p>
<p>Transition Year students looking for work Placement</p>	<p>Harm to pupils</p>	<p>Garda Vetted, teacher always present in the classroom. The student is provided with a copy of the school safeguarding statement and relevant policies before commencement of work experience.</p>
<p>Use of video/photography/other media to record school events</p>	<p>Bullying Harm to pupils</p>	<p>Permission is given by parents, when filling in the enrolment form, to include their children's photo and name on the website (but not both together)</p>
<p>After school use of school premises by other organisations.</p>	<p>Harm to pupils</p>	<p>Guidelines agreed with the relevant parties.</p>
<p>Prevention and dealing with bullying amongst pupils</p>	<p>Harm to pupils</p>	<p>Code of Behaviour Anti-Bullying Policies in place</p>
<p>Care of pupils with specific vulnerabilities/needs such as</p>	<p>Harm to pupils</p>	<p>Code of Behaviour, Anti-Bullying policies in place; SPHE lessons on inclusion.</p>

<ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller Community</li> <li>• Lesbian, gay, bisexual or transgender (LGBTQA+) children</li> <li>• Pupils perceived to be LGBTQA+</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> </ul> <p>Children on Child Protection Notification System</p>		<p>Primary Care plan and support plans are in place</p>
<ul style="list-style-type: none"> <li>• Sports/Fun Evening</li> </ul>	<p>Harm to pupils</p>	<p>Children are under the care of their parents/guardians.</p>
<p>Access to school by parents, grandparents and other relatives e.g. Cake sale, School concert</p>	<p>Harm to pupils</p>	<p>Teacher present at all times</p>
<p>School Bus (morning and evening) *There is currently no morning or evening school bus running to/from Cadamstown national School.</p>	<p>Harm to pupils</p>	<p>Make parents aware that it is a private contract between the parents and the bus operator.</p>

Parents and teachers bringing children to a. church practices and b. sports events during and outside school hours.	Harm to pupils	a. Church practices: Parents are responsible for getting their children to the church if the teachers do not hire a bus. b. Sports Events – hire a bus for all games or parents are responsible for bringing their own children or arranging to have them brought by other parents.
Administration of Medicine	Storage of medicines Harm to pupils	Policy in place
Administration of First Aid	Harm to pupils	School Accident/Injury Policy Staff First Aid Training updated in Nov 22
Prevention and dealing with Pandemic situations e.g. COVID-19	Harm to pupils and staff	COVID-19 Policy, Response Plan and Risk Assessment to minimise the risk of being exposed to COVID-19.
Online zoom blended learning during a Pandemic situation	Risk to pupils and staff	Refer to the Acceptable Usage IT Policy

**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 (revised 2023)*

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 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 (revised 2023)*.

## 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

- 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 Tusla's Child Protection Notification System (CPNS)
  - Children with medical needs
- Recruitment of school personnel including -
  - Teachers/SNAs
  - 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, including social media
- 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 organisation during school day
- Breakfast club

- Homework club/evening study

### **Examples of Risks of Harm**

- 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 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 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

## 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 (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)
- 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
- 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 and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a codes 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 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 an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tablets devices in the school by pupils as per circular 38/2018
- 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 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