

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

Kilnamanagh CNS 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 Kilnamanagh CNS 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 Bróna Kenneally
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Jamie Lee Somers
- 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 04-09-24

This Child Safeguarding Statement was reviewed by the Board of Management on 04-09-24.

Signed: <u>Mary Farrell</u>	Signed: <u>B. Kennell</u>
Chairperson of Board of Management	Principal/Secretary to the Board of Management

Date: <u>4/9/2024</u>	Date: <u>4/9/24</u>
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Child Safeguarding Risk Assessment
Written Assessment of Risk of Kinmanagh CNS

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 Kilmamagh CNS.

<p>1. List of school activities</p>	<p>2. The school has identified the following risk of harm in respect of its activities –</p>	<p>3. The school has the following procedures in place to address the risks of harm identified in this assessment -</p>
<p>1. Training of school personnel in Child Protection matters</p>	<p>Low</p>	<p>The Kilmamagh CNS Child Safeguarding Statement and Risk Assessment and the Department of Education and Skills procedures are available and familiar to all staff. Staff members acknowledge that they are aware of their responsibility to be mandated persons and will read and adhere to the Child Safeguarding Statement and Safeguarding Risk Assessment. The DLP and DDLP will attend face to face training (when possible) and will engage fully with in-service related to Child Safeguarding. All staff members will complete the Tusla training module and will engage fully with in-service related to Child Safeguarding. The Board of Management will record all staff and Board training related to Child Safeguarding.</p>
<p>2. Daily arrival and dismissal of pupils</p>	<p>Risk of child being harmed in the school by another child</p>	<p>The Kilmamagh CNS yard/playground supervision rota-beginning with drop-off at</p>

	<p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognized by school staff</p>	<p>8.45am and finishing with dismissal at 2.30pm. ensures appropriate supervision of children throughout the school day, including recreation breaks. All adults are required to report to staff member prior to entering the school building. The front entrance to the school (the original school building) is locked throughout the day and requires door release for entry. Parents of all pupils attending Kilnamanagh CNS must ensure they have satisfactory arrangements in place for the collection of pupils once they leave the school grounds at the end of the school day.</p>
<p>3. Recreation breaks for pupils</p>	<p>Risk of child being harmed in the school by another child</p> <p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognised by school staff</p>	<p>The school has a suitable yard/playground supervision roster for staff to ensure appropriate supervision of children during recreation breaks. Parents who wish to collect a pupil during recreation time must first report to a staff member and are not permitted to enter the school yard or collect a child without first doing so.</p>
<p>4. Hand-over of children to an appointed adult at collection time</p>	<p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognised by school staff</p>	<p>The names and contact numbers of adults who have permission to collect a child from Kilnamanagh CNS are provided by parents at the beginning of each year and stored in the school's file. Teachers support children to line-up for collection by their appointed adult. If an</p>

		<p>unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher calls the parents to confirm the child has permission to go with that adult. In the event of being unable to contact the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the adult. If an adult appears to be under the influence of drugs or alcohol when he/she comes to collect a child from school, the child is not released by the class teacher. The situation is immediately reported to the DLP or DDLP.</p>
<p>5. Late drop-offs, early collection, late pick up, attendance</p>	<p>Risk of child being harmed in the school by another adult</p>	<p>Latecomers must be signed in by an adult from 9:10am onwards. Adults are not permitted to accompany latecomers to class. Early Leavers must be signed out by an appointed adult. The appointed adult must wait in the reception area/outside the door for the child. Significant concerns in relation to timekeeping are reported to the Education Welfare Officer. Children's attendance at school is monitored and an explanation is required for any missed days. Significant attendance concerns are reported to the Education Welfare Officer by means of individual referral.</p>

6. Classroom teaching	Harm by school personnel Harm from other pupils	All school staff will be supplied with a copy of the school Child Safeguarding Statement and Risk Assessment. Glass viewing panels will not be obstructed. The doors will be left open when necessary.
7. One to one teaching and counselling	Risk of harm in one-to-one situation	Parents are informed and provide written consent allowing children to be withdrawn from class on a regular basis, if required. Classroom doors will be left open in the school regularly and glass panels will not be obstructed so as one cannot see into the classroom. Children will be taught in the entrance hall and this has frequent movement. A teacher/SNA will not teach a child alone in any classroom when it is in operation, or in the old school building.
8. Application of sanctions under the school's Code of Behaviour including confiscation of phones etc.	Harm by school personnel	Time-out during recreation breaks may be used as a sanction for negative behaviour. During time-out periods pupils will be supervised by the Principal and/or other appointed staff member. Written permission from parents is required for pupils in senior classes to bring a phone to school. The phone is collected each morning by the class teacher and returned to the child upon leaving the school. The phone may not be in the child's possession during the school day.

<p>9. School-based bullying, verbal, physical or psychological</p>	<p>Risk of harm due to bullying of child</p>	<p>Parents are required to sign a contract for/with their child to engage in appropriate behaviour at Kinamannah CNS. A culture of openness and respect in which pupils can approach staff to discuss concerns and worries, is promoted at all times. Adequate supervision is provided to ensure the procedures and practices inherent in the school's Code of Behaviour are being followed.</p>
<p>10. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required</p>	<p>Harm by school personnel</p>	<p>As outlined in Department of Education and Skills Primary Circular 02/05 some pupils with serious difficulties may require urgent action: Should these cases present, they will, with parent/guardian permission, be discussed with the school's Special Needs Education Officer (SENO) and/or NEPS psychologist. This may lead to a more detailed behavioural management programme being implemented at home and or in class or to a referral for further specialist assessment. All Staff (in time, SNAs and support teachers) will follow educational plans for these particular students. Intervention plans will be agreed with the parents/guardians. The school will engage the services of the National Council for Special Education (NCSE) to support teaching and non-teaching staff when required.</p>
<p>11. Administration of First Aid</p>	<p>Risk of child being harmed in the school by another adult</p>	<p>All staff will exercise their duty of care to pupils for the duration of the school day. In the</p>

		<p>event of Accident or Injury to a pupil:</p> <ul style="list-style-type: none"> Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupils. <p>Accidents/injuries that involve treatment of minor cuts, bumps etc. that are not exposed will be treated in the presence of another staff member.</p>
<p>12. Administration of Medicine</p>	<p>Risk of child being harmed in the school by another adult</p>	<p>Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents and agreed by the Principal/WWETB Health and Safety officer.</p> <p>It is the parents' duty to provide a small tin box with a lock for any medication for the child needed during the day. A note from a doctor will be sought after if the child must take any form of medication during the school day and it will be the parent's duty to administer this unless a) the child can do it themselves with the doctor's approval or b) an indemnity form is signed first by the parents as stated above with their permission as and when needed.</p>
<p>13. Care of pupils with specific vulnerabilities/ needs such as: Pupils from ethnic minorities or migrants, members of the</p>	<p>Harm by school personnel Harm from other pupils Harm from adults at the venue</p>	<p>In line with the patrons' vision for Community National Schools and the Ethos of Kilmamagh CNS: Kilmamagh CNS will be welcoming and</p>

<p>Travelling Community. Lesbian, gay, bisexual or transgender (LGBT), children perceived to be LGBT, children of minority religious faiths and children in care.</p>		<p>caring towards the needs of pupils with specific vulnerabilities. In as far as is possible, the pupil and parents will be involved in identification of his/her personal requirements, wishes, etc. A written copy of any parental agreement that exists on matters will be stored on the pupil's enrolment file. Parents will be notified of any changes from agreed procedures. At all times the dignity and privacy of the pupil will be paramount.</p>
<p>14. Toilet Areas</p>	<p>Inappropriate behaviour</p>	<p>During pupil contact time: Class teachers will supervise pupil's use of toilet facilities. During recreation breaks:</p> <ul style="list-style-type: none"> • Pupils must have permission from the teacher on yard duty to enter the school to use their class toilet. Only one pupil at a time is permitted in class toilets or more than one child with adult supervision outside the door
<p>15. Information Communication Technology other digital devices</p>	<p>Risk of harm due to children inappropriately accessing/using computers, phones or other smart devices while at school</p>	<p>Internet access is filtered by the Kaspersky Technology in Education service and monitored by IT department in WWETB. All Filtering Levels are designed to block content of an illegal or pornographic content.</p>

		<p>Internet sessions will always be supervised by a teacher.</p> <p>If there is no teacher in the room, access to the Internet is prohibited.</p> <p>Pupils are not permitted to use personal devices in school unless they are requested to bring same to school by a member of the teaching staff and have written permission from their parent/guardian for use of the personal device during school for educational/medical purposes.</p>
<p>16. Online teaching and learning remotely</p>	<p>Risk of harm in one to one situation online</p> <p>Risk of harm from hackers and use of inappropriate images filtering lessons</p>	<p>Child must have a parent/guardian present in the room with him/her for online teaching.</p> <p>All security measures for software in use to be researched before use and put in place, use of software as advised, and protected by WWETB when possible</p>
<p>17. Storage or publication of photos of children</p>	<p>Risk of pupil images being accessed and used inappropriately</p>	<p>Parental consent to take photos of children is obtained by the school.</p> <p>All staff are made aware of any children who do not have permission to be in school photos.</p> <p>Children's names are not published with photos uploaded to the school website or social media.</p> <p>Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational/medical purposes.</p> <p>Children are not permitted to use camera</p>

		phones/digital devices (unless medical) during the school day or at school events
18. Data protection	Risk of personnel information regarding pupils being accessed and used inappropriately	Confidential documents relating to children in the school are stored securely in the school. Hard copies of data are stored in locked filing cabinets. Soft copies may be stored in a secure online database (Aladdin). A password is required to access the documents. Sensitive information in school documents are shared with staff on a need to know basis.
19. Use of video/photography/other media to record school events	Bullying Harassment from adults Harassment from other pupils	Parents are informed that any photographs or videos of school events or school related events taken by parents or other individuals are for private, personal use only. Photographs or videos of school events or school related events taken by parents or other individuals must not be uploaded to any website to be viewed by others (e.g. Facebook).
20. Interaction with visitors to the school/external coaches	Risk of child being harmed in the school by another adult Risk of harm not being recognized by school staff	Visitors and external coaches must check in with the Principal or the secretary, at the front entrance before getting access. Regular visitors to the school, e.g. external teachers, guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school.

		Persons administering external programmes (e.g. coaches etc.) through another body will provide the school with confirmation of vetting from their relevant organisation and a copy of any appropriate insurance. Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school.
21. Student teachers undertaking training placement in school	Risk of child being harmed in the school by another adult	Prior to accepting a student on teaching placement it is the responsibility of the student to provide the school with: <ul style="list-style-type: none"> • Written verification that the placement is supported by and indemnified by the college in which the student is attending. Confirmation that vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement.
22. Students participating in work experience	Risk of child being harmed in the school by another adult	The school requires confirmation from the school, in writing, that vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement. Students must be able to provide current NVB vetting documentation which should be processed in advance of placement start date through the student's post-primary school or the

		<p>relevant colleges.</p> <p>Due to current legislation the school will not offer work experience/ placement to students who cannot meet vetting obligations.</p>
<p>23. Use of the school premises by outside groups or individuals</p>	<p>Risk from other adults</p>	<p>Access to Kilnamanagh CNS will not be granted to any outside group for use during the school day, from 8:40am to 2.30pm. In the event of individuals/groups using the school premises outside of school hours, involving unrestricted access to children, it will be essential that these individual s/groups provide evidence of current vetting clearance to WWETB.</p>
<p>24. Lack of, or insufficient lunch</p>	<p>Child at risk of neglect</p>	<p>Teachers will monitor children's lunches and ensure that all children are provided with a sufficient quantity of healthy food each day. If a child in not provided with any lunch in school, the school phones the parents and asks them to bring as healthy a lunch as possible to school or to ensure their child has permission to access the hot school meals provided.</p> <p>If a lunch is not provided the DLP or DDLP will be informed immediately and best efforts made to ensure the child is adequately fed throughout the day. If a child is regularly provided with insufficient lunch the class teacher discusses it with the</p>

		parents in the first instance. If the situation does not improve the class teacher will take appropriate action to ensure resolution.
25. School transport arrangements	Risk of child being harmed in the school by another adult	The school will only consider using and will only use transport operators that have a "Road Passenger Transport Operators License". Pupils will not be permitted to board or remain on a bus without teacher supervision. The school shall receive confirmation from any service provider that their employees are suit ably vetted.
26. Parental Involvement in school activities	Risk of child being harmed in the school by another adult	Where parents visit the school to take part or assist in school activities on a one <i>off</i> or irregular basis the responsibility for supervision and care of pupils rests with the relevant teacher. Where parents visit the school to take part or assist in school activities on a regular basis they will be required to undergo vetting.
27. Sporting and outdoor activities and annual sports day	Harm from other pupils Harm from other adults at the venue	All teachers will exercise their Duty of Care to pupils during sporting or outdoor activities whether undertaken on site or off site.
28. Use of off-site facilities for school activities	Harm from other adults at the venue Harm from other pupils	All teachers will exercise their Duty of Care to pupils during school activities whether undertaken on site or off site. Prior to the use of off-site facilities

29. Use of external coaches/instructors during off-site activities	Harm from unknown adults at the venue	<p>teachers will satisfy themselves as to the suitability of the venue.</p> <p>All teachers will exercise their Duty of Care to pupils during school activities undertaken off site. Organisers of off-site activities involving the use of external coaches/instructors must receive confirmation in writing from the host organisation that their coaches/instructors have suitable vetting.</p>
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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.

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 2017.

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 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, 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