Child Safeguarding Statement

Nano Nagle College is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year.

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 [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 (revised (2023)* as part of this overall Child Safeguarding Statement

2. The Designated Liaison Person (DLP) is *Adrian Gobbs, Principal.*

3. The Deputy Designated Liaison Person (Deputy DLP) is *Sarah Carbin, Deputy Principal.*

4. The Relevant Person is *Adrian Gibbs.*
(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 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 __7/5/24__ [date].

This Child Safeguarding Statement was reviewed by the Board of Management on __7/5/24__ [most recent review date].

Signed: _____

Chairperson of Board of Management

Signed: __Adrian Gibbs.__

Principal/Secretary to the Board of Management

Date: _____

Date: __7/5/24__

- The various procedures referred to in this Statement can be accessed via the school's website, the ▇▇▇ 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 7/5/24 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 7/5/24 [most recent review date].

Signed: _Paula Sweeney_   Signed: _Brian Gibb._

Chairperson of Board of Management   Principal/Secretary to the Board of Management

Date: _07/05/2024_   Date: _7/5/24_

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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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of [name of school].

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
Adhering to Child Protection Procedures	Risk of staff not recognising risk/abuse	o All staff complete Tusla Children First Course o Regular review of policy and safeguarding statement o School staff provided with copy of Child Safeguarding Statement o School complies with DE procedures for teaching staff. o SST in place and meets regularly.
Prevention and dealing with Bullying amongst staff.	Risk of harm to individual/s	o CEIST Charter o Dignity At Work Policy o Health & Safety Statement o The school complies with the agreed DE/Teaching Council procedures for teaching staff. o Dignity in our workplace charter displayed in all classrooms.

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One-to-One Teaching / Counselling	Risk of harm	- Garda Vetting - Child Safeguarding Statement updated as per DE. - Code of Conduct for Teachers (Teaching Council) - Leave glass in door / window clear/where not possible door to be left open. - When possible, take more than one pupil. - Teachers ensure open view and adequate proximity. - Guidance Counsellor provides an appointment slip to student/s and records appointments on calendar.
Outdoor Teaching	Risk of harm from strangers/ students being unsupervised. / Access from non-staff members	- Teachers seek prior approval from Principal or Deputy Principal for outdoor teaching. - Supervision & Substitution Scheme - Students go to timetabled rooms at designated times. - Students are in sight of a supervising teacher during class activity. The school journal is signed by the supervising teacher, giving permission, when a student must be absent from class, for any reason.
Online & Remote Learning & Teaching	Risk of harm due to inappropriate use remote learning & teaching platform, i.e. as uninvited person accessing the lesson link Risk of harm by member of school personnel communicating with pupils in an inappropriate manner via social media/ digital device	- Garda Vetting - Acceptable Use Policy is in place, including provision for online teaching and learning remotely. - Training provided to teachers. - Tusla Children First Training - Guidelines in place for Microsoft Teams live classes and similar platforms in place.

	Risk of harm caused by member of school personnel accessing inappropriate material via social media, texting, digital device, or other manner. Risk of harm due to children inappropriately accessing social media and other devices at school	o Mobile Phone & Digital Media Policy in place o Mobile phones are to be shut down and not visible in school. o
Public entering staff carpark	Risk of access to students	o Health & Safety Statement (Signage at gate) o
Entering School Building Entering School Building outside school hours Students arriving late and/or leaving early. Parents/Guardians collecting students early/dropping students late.	Risk of access to students Risk of unauthorised access to school/use of school Covid-19 Risk to parking not available in disabled parking space/s. Risk of students missing tuition time	o Health & Safety Statement (Signage at gate) o Code of Behaviour o It may be necessary to park outside school premises. o Park in designated visitor parking space/s only o No parking in designated disabled parking space/s unless permitted. o Parents/Guardians/Visitors enter school only through front door / sign visitors' book. o Students coming late sign digitally on iPad. o Students leaving early sign digitally on iPad. o Subject Teachers/Class Teachers/Year Heads record/alert to absences/lateness/missing time, on VS Ware o Parents/Guardians provide written notes in Student Journal o Students have Student Journal with them. o No access via any other entrance without prior permission o Authorised key holders are approved by Board of Management

			o Health and Safety Policy o Response Plan for Covid-19 o Visitor lanyards to be worn by all visitors to the school. o Fulltime secretary situated in the front hall
After School Activities/Guest Speakers	Risk posed to students by lack of Supervision. Risk of access to students		o Vetting Policy o Child Safeguarding Statement o Teachers request approval for guest speakers/after-school activities, in writing and in advance from Principal/Deputy o Students at after school activities must be fully supervised and remain with the teacher/coach/facilitator. o Student/s are never alone with a guest speaker. o Outside personnel/groups/bodies must put adequate insurance and Child Safeguarding in place prior to approval for rental/use of school facilities. o Garda vetting through the JMB will apply where applicable. o
Doors/ windows left open during school day (especially during Covid-19)	Risk of access to students, building & school property		o Staff and students to be vigilant of doors being open for ventilation during Covid-19 and vigilant of any non-staff entering building. o Close outside doors & windows at end of last class o Caretaker and cleaning staff pay special attention to closing outside doors and windows. o
Students- who are a flight risk	Risk to student welfare, health, and safety		o Increased awareness among staff due to doors open for ventilation.

		o Parents/guardians alert school if known risk exists. o Subject Teachers/Substitute Teachers & Supervisors are vigilant & notify Principal/ Deputy/Year Head immediately if a student flees from school building or grounds. o Update and monitor Tyro. o Contact with homemade as soon as possible. o
Access to internet sites (YouTube /pop ups/search engines etc.) Use of ICT by students Use of Photography/Video/other means to record student activities and for Public Relations	Risk of harm to students	o Code of Behaviour o Anti-Bullying Policy o Wellbeing Programme o Dignity At Work Policy o Block sites via PDST internet provider. o Supervised access always o Acceptable Use Policy o Mobile Phone Policy o Access to passwords for school VS Ware, Website, Facebook & Twitter are carefully monitored and protected. o Teachers ensure that PC/laptop is shut down if leaving the room. o Students/staff/parents/guardians may not share passwords with those outside school. o The principal gives approval for management of school website/FB & twitter. o Parents/students over 18 who do not wish to be included in school photographs must request opt-out in writing. o Students who are under 18 and feature in school photos/website/FB/Twitter may be identified by first name only. o

Students arriving to school / leaving school at home time	Risk of harm to students	o Students use designated doors. o Supervision/Substitution Policy o Code of Behaviour o Anti-Bullying Policy o Staff members vigilant in car park o
External teacher / coach/ personnel to supplement curriculum/activities	Risk of harm to student	o School adheres to Garda vetting legislation/ DE circulars in relation to recruitment. o Never to be left alone with students o Prior approval sought in writing in advance by teacher/s from Principal/Deputy o
Toileting – student/s with SEN	Risk of harm	o Garda Vetting o Role of the SNA Policy / Intimate Care Policy/SNA not alone with student in toilet o Training/Guidance provided when necessary. o Health & Safety Statement o Covid-19 regulations o Permissions are in place from parents/students over 18 as appropriate. o
Care of students with AEN (additional educational needs)	Risk of harm of students with AEN/SEN who have vulnerabilities	o AEN/SEN Policy o Garda Vetting/DE legislation o AEN/SEN Co-ordinator makes subject teachers aware of additional needs. o Teacher/SNA CPD o
Management of challenging behaviour amongst students	Risk of physical/emotional harm to students and staff	o Code of Behaviour & Anti-Bullying Policy o Year Heads, Class Teachers, Principal, Deputy provides clarity on the Code of Behaviour and Anti-Bullying Policy to students.

		1st Years, new students & new teaching staff are "inducted" in the Code of Behaviour and Anti-Bullying Policy - Principal & Parents/Guardians give positive reminders, so that students understand the Code of Behaviour & Anti-Bullying Policy - Teachers follow procedures in Code of Behaviour & Anti-Bullying Policy - Parents/Guardians sign Code of Behaviour - Health & Safety Statement - Wellbeing Programme - Covid-19 regulations
Care of students & staff of minority religious faiths/ migrants/ members of travelling community/ LGBT	Risk of harm, due to discrimination	- Code of Behaviour - Anti-Bullying Policy - Admissions Policy - Health & Safety Statement - Dignity At Work Policy - SPHE Policy. - SPHE curriculum updated. - RSE Policy - Wellbeing Programme - School of Sanctuary status
Administration of medicine Administration of First Aid	Risk of harm due to inappropriate administration of medicine Risk of harm due to physical contact	- Designated staff are trained in First Aid - Intimate Care Policy - Students are not permitted to bring medication to school, without prior approval. - Staff cannot give prescribed or unprescribed medication. - Parents to notify school of any medical conditions or if medication is required to be taken. - Medical conditions uploaded on Tyro. 1.

Curricular provision in respect of SPHE, RSE, Wellbeing	Inadequate provision	o SPHE provision in accordance with DE guidelines o Wellbeing Programme o RSE provision in accordance with DE guidelines o Parents/Guardians made aware of curriculum. o SPHE and RSE curricula have been updated. o
Volunteers/ Parents involvement in school activities where students are involved	Risk of harm to students	o Garda Vetting o o Health & Safety Statement o Teacher provides names & contact details of volunteers, parents/guardians to Principal in advance. o Volunteers/parents/guardians agree to be vetted prior to involvement in school activities where students are involved. o Teacher is always in attendance. o Teachers ensure that Volunteers, Parents/Guardians are never alone with students. o
Library / Prayer Room	Risk of harm due to potential lack of supervision	o Teachers using rooms always supervise students. o Code of Behaviour o Anti-Bullying Policy o Covid-19 regulations o
Outings with Groups	Risk of harm due to inadequate supervision	o Code of Behaviour o Anti-Bullying Policy

	Risk of harm due to factors outside school	o Covid-19 regulations o Health & Safety Statement o School Tours & Outings Policy o Teacher/s/Supervisors always supervise. o Ensure road safety rules are followed where appropriate. o Students in larger groups are divided and assigned to teacher/s by Lead Teacher /Group Leader o Risk assessment completed in advance. o
Accidents On Yards	Risk to students due to possible inadequate supervision. Risk to students due to possible defects in school yards. Risk to students due to lack of first aid.	o Health and Safety Statement o All staff are required to report hazards. o Supervision & Substitution Policy o First Aid Policy o School alert to maintenance required. o Several staff qualified in First Aid o All accidents must be reported in writing to the Principal on the Accident Report Form by the teacher/supervisor, no later than end of school day. o Principal reports accidents to insurance company o All parents subscribe to personal accident cover for students. o
Protection of Parent/ Teacher Communication in Student Journals	Risk of harm due to sharing of sensitive details	o Code of Behaviour o Anti-Bullying Policy o Dignity At Work Policy o GDPR/Data Protection Policy o Each student is responsible for her student journal.

- 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 code of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff.
- The school has a Special Educational Needs policy.
- The school has an intimate care policy/plan in respect of students who require such care.
- The school has in place a policy and procedures for the administration of medication to pupils.
- The school –
    - Has provided each member of 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 tables 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.

		○ Teachers & parents ensure that communication is appropriate in language and in tone. ○ Students are not permitted to write/comment/alter in any manner communications between school/home. ○
Supervised Classes	Risk of harm due to inadequate supervision	○ Supervision & Substitution Policy ○ Health & Safety Statement ○ Code of Behaviour ○ Anti-Bullying Policy ○ Teaching Council Code of Professional Conduct ○
School Tours / Trips/ involving overnight stay/ Foreign Travel	Risk of harm	○ Code of Behaviour ○ Anti-Bullying Policy ○ Garda Vetting ○ DE Guidelines ○ School Tour & Excursions Policy ○ Teachers communicates clear procedures in respect of school outings. ○ Teachers provide Parents/Guardians with details of clear procedures in advance. ○ Only bonded reputable travel agencies and tour companies used. ○ TY Policy ○ Supervision & Substitution Policy ○ Health & Safety Statement ○ Covid-19 Guidelines ○
Transport pupils to matches	Risk of harm	○ Staff are directed not to transport students in their own cars. ○ Teacher/coach organising transport requests permission in writing, in advance from the principal, who approves booking only of

		bus/coach companies which have vetting/safety/insurance in place.
		1.
Being with a student alone in the classroom	Risk of harm	o Garda Vetting o Teaching Council Professional Code of Conduct o Stay visible and within the eyesight of corridor and passers-by. o Alert a nearby teacher/another adult where possible. o
Students arriving late/leaving early	Risk of harm / neglect	o Code of Behaviour including Attendance/Punctuality Policy o Absences/lateness recorded in Student Journal/VS Ware o Parents/Guardians must provide written permission/excuse in Student Journal o Students must present notes from parents/guardians to teachers. o Teachers must request & sign notes. o Students must sign in at Office if late and sign out at Office if leaving early. o
Wet-Day Supervision/ Recreation breaks for Pupils.	Risk of harm	o Supervision & Substitution Policy o Code of Behaviour o Anti-Bullying Policy o Health & Safety Statement o
Students participating in Work experience/ Student Teacher undertaking training placement in school.	Risk of access to students	o Garda Vetting o Code of Behaviour o Anti-Bullying Policy o Dignity At Work Policy o DE & Teaching Council regulations o Transition Year Policy o Wellbeing Programme

		o Health & Safety Statement
		o LCVP Policy
		o LCA Policy
		o Co-ordinators (TY/LCVP/LCA) approve only suitable work experience locations & obtain written confirmation that H & S, Child Protection, and insurance policies are in place in those workplaces.
		o Work experience in licenced premised is not approved for students under 18.
		o Work Experience Policy
		o Co-ordinators provide lists of students & location of work experience to the principal /or Deputy Principal a week in advance.
		o Employers will provide a written report to the Co-ordinator on Work Experience Report
		o Co-ordinators arrange visit/s by a teacher during the work experience.
		o Students report any concern to the relevant Co-ordinator.
		o Student Teachers placements & timetables are approved by the Principal/Deputy
		o The Principal/Deputy Principal ensures that induction of/support for and supervision of the Student Teacher are put in place.
		o Principal reports concern to the University/College where Student Teacher is registered
Provision Of Food & Drink The school operates a School Meals Scheme Breakfast Club is provided free of charge. Lunch Club meals are subsidised.	Risk of harm to students	o School operates School Meals Scheme in accordance with regulations of DE and DSP. o School sources school meal providers in accordance with the regulations o Hot food is provided safely.

		o Area for food serving and consumption is in accordance with Food Safety & Hygiene Guidelines o The Clubs provide nourishment to students & enhance wellbeing & learning. o Parents of students who have an allergy must notify the school in writing of such allergy. o Adequate supervision in the school Canteen area- Supervision & Substitution Policy o Code of Behaviour o Anti-Bullying Policy o Wellbeing Programme
Use of Toilets Staff Toilets	Risk of access	o Code of Behaviour o Anti-Bullying Policy o Management of Covid-19 o Students may request permission from teachers to leave class to go to toilet if necessary. o Big groups not permitted in toilet areas at any one time. o All necessary items are provided in toilets. o Toilets are cleaned regularly. o Students must report any fault/graffiti to teacher/caretaker/Deputy/Principal o There are regulations in place regarding use of toilets during PE classes. o Students must report any fault/graffiti to PE teacher if at PE Hall/match etc. o Students may not enter Staff Toilets o The use of mobile phones is not permitted in toilets
Fund-Raising	Risk to students, staff, school, others. Risk of harm to students through misuse of funds destined for student facilities	o Health & Safety Statement o Code of Behaviour o Anti-Bullying Policy

		o Students are never permitted to go "house to house" for fundraising activities.
		o TY Policy
		o Student Council Policy
		o Board of Management approves fund-raising activities; the Board delegates to the principal the authority to approve/refuse.
		o Teachers/Students/Parents who wish to fund-raise for any cause must request approval in writing in advance from the principal.
		o Money to be paid out from fund-raising will be by school cheque or bank transfer only and requires the approval of the principal.
		o Teachers, students, parents may not "hold" moneys arising from fund-raising and such moneys are not to be kept in classrooms, lockers, at home or in cars.
		o All moneys raised from fund-raising must is lodged in the school current bank account.
		o The school is a registered charity and complies with the policies of Charities Regulator
Special Class	Risk of harm to vulnerable students	o Planning for special class by Board, Principal, Deputy Principal, SEN Co-ordinator in co-operation with SENO and complying with all requirements of DE & NCSE
		o Ensure professional development training takes place for teachers to prepare for opening of Special Class in September 2023
		o Ensure that furniture, equipment, and all other necessary material is available for September.
		o Anti-Bullying Policy
		o Code of Behaviour

		o Raise awareness of autism among students, non-teaching staff and parents
Science Laboratories, Practical Rooms, Staff Facilities, Maintenance/Cleaning Storeroom/s	Risk of harm	o Health & Safety Statement o Laboratory Rules & Procedures o Code of Behaviour o Chemicals properly labelled & stored by Science Teachers in accordance with Health & Safety Authority Guidelines o Maintenance & cleaning staff ensure that storage of cleaning & maintenance equipment & products comply with H & S o Teachers and staff report breakages to the Principal or Deputy Principal o All adults are responsible for reporting hazards in accordance with Health & Safety Statement o

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 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 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 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 code of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff.
- The school has a Special Educational Needs policy.
- The school has an intimate care policy/plan in respect of students who require such care.
- The school has in place a policy and procedures for the administration of medication to pupils.
- The school –
  - Has provided each member of 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 tables 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.