

## Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template (Landscape Version)

### Child Safeguarding Statement

Kilcolgan Educate Together 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 Kilcolgan Educate Together 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 Anna Eagleton
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Fionnuala Ní Chaoimh
- 4 The Relevant Person is Anna Eagleton  
(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](http://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](http://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](http://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 23.10.2023

This Child Safeguarding Statement was reviewed by the Board of Management on 23.10.2023

Signed:  \_\_\_\_\_  
Chairperson of Board of Management

Signed:  \_\_\_\_\_  
Principal/Secretary to the Board of Management

Date: 23.10.2023

Date: 23.10.2023

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of [name of school]

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 Kilcolgan Educate Together NS.

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 -
Training of personnel in child protection matters	Lack of shared knowledge and procedures as well as gaps in consistency could harm children or lead to an omission in fulfilling responsibilities	<ul style="list-style-type: none"> <li>• Annual review of the Child Safeguarding Statement including a review with staff and parents</li> <li>• Participate in all available training for DLP, DDLP and other members of staff</li> <li>• Provide everyone with a copy of the Safeguarding Statement</li> <li>• Induction of new staff with a particular focus on child protection procedures defined in this risk assessment</li> </ul>
One-to-one teaching	A staff member could cause harm to a child	<ul style="list-style-type: none"> <li>• Glass panel in the door or an open door or a public space for all one-to-one teaching</li> <li>• One-to-one teaching is timetabled or verbally communicated to other staff</li> <li>• Regular one-to-one teaching is planned and documented in a child’s support plan</li> <li>• One-to-one teaching takes place only during the structured teaching day</li> </ul>
Intimate care needs	Dignity and privacy of a child could be compromised and an adult could harm a child in our care	<ul style="list-style-type: none"> <li>• In most situations, teachers wait outside unless a child has a physical need that requires assistance with changing</li> <li>• In the case of toileting accidents, staff communicate with each other to inform another staff member that they are assisting a child and parents are informed of the incident</li> <li>• Parents are informed on the same day should their child require support with intimate care needs</li> <li>• Privacy is ensured so that a child is never exposed unnecessarily</li> <li>• Procedures are established and communicated where a child has ongoing regular care needs which have been agreed between parents, teachers and</li> </ul>

		<p>SNAs and are included in a support plan/ intimate care plan, ensuring adults responsible for intimate care understand the procedures</p> <ul style="list-style-type: none"> <li>• Children are involved as far as possible in their own intimate care, dressing themselves and managing their personal care needs as independently as possible</li> <li>• Consistent care is offered as well as choices where possible and appropriate</li> <li>• Children are included in conversations and discussions that affect themselves and procedures are explained before they happen</li> </ul>
Toilet areas	Dignity and privacy of a child could be compromised and an adult could harm a child in our care	<ul style="list-style-type: none"> <li>• Adults use designated toilets for adults and children use designated toilets for children where possible.</li> <li>• An adult will knock on the door before entering and give an oral instruction if looking for a child or needing to access the toilet</li> </ul>
First Aid	An adult could cause harm to a child in the care of the school	<ul style="list-style-type: none"> <li>• If clothing needs to be removed due to injury, the child will do this themselves, as much as possible.</li> <li>• Parents are informed on the same day should their child require first aid (using a sticker system where it was the application of a plaster and a phone call in more serious cases)</li> <li>• An incident report is written where the injury merits it</li> </ul>
Security of the school	To prevent intruders causing harm to children	<ul style="list-style-type: none"> <li>• Gates are kept closed</li> <li>• The secretary's office looks onto the main entrance and yard and the office is fitted with a panic button</li> <li>• The principal's office also looks onto the main entrance way to the school</li> <li>• Faces that are not known to the school are asked to identify themselves</li> </ul>
Current provision of SPHE, RSE, Stay Safe	Without proper prevention training, children will be unable to have appropriate language or awareness of appropriate touch and how and who to tell when being harmed	<ul style="list-style-type: none"> <li>• Stay Safe is fully implemented – full programme delivered in odd years (JI, 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup>) and Bullying and Touches annually in all classes.</li> <li>• Regular conversations about bullying take place</li> <li>• Anti-Bullying Month every November + Friendship February</li> <li>• Policies and curriculum plans are in place which are ratified and reviewed by the Board of Management</li> <li>• Resources are provided to teachers</li> <li>• CPD is regularly offered or taken up</li> <li>• A culture of open communication and shared planning is in place among staff members</li> </ul>

Swimming	A child could be harmed by an instructor, staff member or other people present, such as parents	<ul style="list-style-type: none"> <li>• The school seeks assurance that all swimming instructors have Garda Vetting.</li> <li>• Children change in the shared changing room and a teacher stands at the door to supervise.</li> <li>• Independence in changing and dressing is emphasised, and parents are encouraged to ensure that children wear clothes which they can put on and take off independently</li> <li>• Parents are encouraged to ensure children’s swimming suits are appropriate</li> <li>• Should a child need assistance it will be given in the semi-public setting of the common changing room.</li> </ul>
Outings	Children could be harmed by staff members, chaperones or other persons in public spaces	<ul style="list-style-type: none"> <li>• The ratio of staff members to children ensures adequate supervision</li> <li>• Teachers have heightened awareness in public spaces and ensure the group stays together with a staff member leading and a staff member at the rear or a supervising adult being assigned to a particular group</li> <li>• Staff members supervise the use of public toilets</li> <li>• Children walk in pairs</li> <li>• Children are never sent on their own to the bus or toilet or any other place but are ideally accompanied by a member of staff and another child</li> </ul>
School trips involving overnight stay	Children could be harmed by staff members, chaperones or other persons working with them	<ul style="list-style-type: none"> <li>• The ratio of staff members to children ensures adequate supervision</li> <li>• Staff accompanying the children are familiar with them and have a pre-existing relationship (so a child can comfortably report anything they are concerned about)</li> <li>• Only reputable venues are used</li> <li>• One adult is assigned to each sleeping space (e.g. boys dorm/ girls dorm)</li> <li>• All adults working with children are reminded to do so publicly with more than one other person present</li> </ul>
Yard Supervision	A child could be harmed or experience bullying behaviour	<ul style="list-style-type: none"> <li>• There are nine adults supervising the yard during breaks, each assigned to a particular area</li> <li>• The gate is closed and visiting adults are not allowed to access the yard without specific permission</li> <li>• Supervision is based on MBWA (Management by Walking Around) approach whereby children are spoken to frequently</li> </ul>

		<ul style="list-style-type: none"> <li>• If a member of the teaching staff is called away for any reason, including administration of first aid, another member of the teaching staff will replace them</li> <li>• Anti-Bullying month in November aims to help children understand bullying and what to do if they experience it. Friendship February focuses on positive relationships</li> </ul>
Recruitment of new staff	Without sufficient safeguards, a new staff member could be hired who may have a history of harming a child or lack appropriate skills for working in an environment with children	<ul style="list-style-type: none"> <li>• All posts are advertised in a public method</li> <li>• All teachers will be registered with the Teaching Council</li> <li>• A Board member, an independent assessor approved by Educate Together and the principal act as the recruitment panel</li> <li>• All staff members must be vetted prior to working in the school and at least two references must be checked</li> </ul>
Bullying based on difference	A child may be harmed by an adult or another child  Risk of harm due to racism or LGBTQ+ phobia	<ul style="list-style-type: none"> <li>• The Anti-Bullying Policy is effectively implemented and reviewed regularly</li> <li>• Lessons on respecting difference are a regular part of both the Learn Together and SPHE curricula</li> <li>• Incident reports are written and the DLP or DDLP is informed, as required</li> <li>• The school does not accept racism or discrimination and these topics are interwoven in Learn Together and SPHE</li> <li>• The school has a statement of inclusion for the LGBTQ+ child</li> </ul>
Forest Schools	A member of staff, an afterschool leader, a member of the public or another child could harm a child	<ul style="list-style-type: none"> <li>• All leaders and volunteers must have Garda Vetting in accordance with the school's Garda Vetting Policy</li> <li>• Volunteers must supervise children and fulfil all requirements as outlined by the Forest School Leaders</li> <li>• Sites are carefully identified and boundaries are clearly marked to avoid contact with members of the public</li> </ul>
Drop-off	Parents leave a child unattended or children do not reach the school safely	<ul style="list-style-type: none"> <li>• Classroom teachers are present in classrooms at 8.50 before the doors are opened.</li> <li>• Children dropped before this time are asked to wait outside their classroom where they can be seen.</li> <li>• The supervision procedures are regularly communicated to parents.</li> <li>• In accordance with the school's Attendance Policy, the school will contact parents if a child's absence is unexplained.</li> </ul>

		<ul style="list-style-type: none"> <li>• A staff member (usually an SNA) collects the children who travel by bus (an SNA is assigned to each bus) and walks them into the school grounds</li> </ul>
Collection	A child could be harmed without adequate supervision or if collected by someone who was not designated	<ul style="list-style-type: none"> <li>• Supervision of children by staff members continues until a parent or other designated adult is present</li> <li>• For junior classes, teachers ensure parents or designated adults collect children personally</li> <li>• Parents must give permission for another person to collect their child</li> <li>• One supervising adult is assigned to each bus line and children are walked to the bus</li> </ul>
Managing challenging behaviour	A child could be harmed by an adult or another child	<ul style="list-style-type: none"> <li>• The school's Code of Behaviour provides guidance and clear procedures</li> <li>• The school liaises with psychologists, other professionals, the SENO and parents</li> <li>• A safe environment is maintained</li> <li>• Professional development for staff members is completed to ensure good practice</li> </ul>
Substitute teachers	A substitute teacher could cause harm to a child or be unaware of their responsibilities regarding child protection	<ul style="list-style-type: none"> <li>• All substitutes must provide proof of Teaching Council Registration, current Garda vetting through the Teaching Council and a Statutory Declaration</li> <li>• Casual substitutes meet the DLP or Deputy DLP and are encouraged to report any concerns or disclosures</li> <li>• Long-term substitutes are considered members of staff and are given a copy of this statement as well as all necessary policies</li> </ul>
Guest speakers or sports coaches	A child could be harmed by a visiting teacher/ guest speaker or coach or the visiting teacher/ guest speaker has a lack of training or awareness regarding child protection	<ul style="list-style-type: none"> <li>• As explained in the Garda Vetting policy, all visiting guest teachers, speakers and coaches will be vetted</li> <li>• A member of the teaching staff will always be present</li> <li>• The Child Safeguarding Statement is given to regular coaches and visitors</li> <li>• Open dialogue between staff members and visitors takes place regarding the planning of activities</li> </ul>
Students participating in work experience	A student could harm a child or be unaware of child protection matters	<ul style="list-style-type: none"> <li>• As explained in the Garda Vetting policy, all students on work experience will be vetted</li> <li>• Students will always work under the direct supervision of a member of the teaching staff</li> <li>• Documentation is required from the host organisation (i.e. secondary school, training college)</li> </ul>



		<ul style="list-style-type: none"> <li>• A Work Placement Policy requires that students sign a statement that they have read the Child Protection Policy</li> <li>• Open dialogue between staff and students is maintained</li> </ul>
Volunteers and parents	A volunteer or parent could harm a child or be unaware of child protection requirements	<ul style="list-style-type: none"> <li>• Any volunteers, including parents, who work with children on a regular basis (other than attending assemblies or chaperoning on excursions on an incidental basis) will be Garda Vetted in accordance with the school's Garda Vetting Policy</li> <li>• Volunteers and parents working with children other than their own will always be directly supervised by a member of the teaching staff</li> <li>• Long-term volunteers are given a copy of this Child Safeguarding Statement</li> </ul>
Digital technology use by pupils in the school	Children may access or see inappropriate content or may use digital technology to bully another child	<ul style="list-style-type: none"> <li>• The school's Internet Acceptable Usage Policy is properly implemented including appropriate filtering</li> <li>• As explained in the Mobile Phone and Electronic Devices Policy, children are not allowed to use their own personal internet-enabled devices in school</li> <li>• Safe and appropriate use of digital technology is taught in school and training/guidance offered to parents where it is wanted</li> </ul>
Use of school by other organisations or events open to the public	A visitor attending an event or connected to an organisation renting space in the school could cause harm to a child	<ul style="list-style-type: none"> <li>• Children's full names with photos are not visible in the school in place where a stranger can view them</li> <li>• When children enrolled in the school are present, no organisation not directed towards the children of the school may use any part of the school premises</li> </ul>
Website and Social Media	Images of children may be used inappropriately or children's identity may be revealed	<ul style="list-style-type: none"> <li>• Parental permission is sought from parents prior to posting the child's photo to the website</li> <li>• Children are not identified in the photos used online</li> </ul>
Transporting children	A staff member could harm a child	<ul style="list-style-type: none"> <li>• A staff member will not transport a pupil alone in a personal car unless it is deemed to be a health and safety necessity and with prior permission from the principal or deputy principal and parent. In these cases planned arrival times etc will be notified to the principal or deputy principal and regular contact may be maintained.</li> <li>• Buses or taxis will be hired for planned excursions.</li> </ul>


Online Teaching and Learning Remotely	Risk of harm due to inappropriate use of online remote teaching and learning communication platforms, cyberbullying	<ul style="list-style-type: none"> <li>• All online learning is teacher led with clear communication between school and parents about the expectations and safety considerations.</li> <li>• Teachers check all weblinks and sites before posting them.</li> <li>• If conducting online classes with an external organisation, the teacher remains present in the classroom throughout</li> <li>• Work given does not require children to collaborate online in any format that does not have full teacher overview</li> <li>• Children are reminded that the Code of Behaviour can be implemented in a virtual learning environment also with focus on positive behaviour and engagement.</li> </ul>
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All school policies are written with child protection considerations in mind. It is important to read these policies in full where they are applicable to a particular area (e.g. Medical Policy, Special Educational Needs Policy, Acceptable Use 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.

This risk assessment has been completed by the Board of Management on 20.10.2023. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed  \_\_\_\_\_ Date 20.10.2023  
 Chairperson, Board of Management

Signed  \_\_\_\_\_ Date 20.10.2023  
 Principal/Secretary to the Board of Management