

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

### **Child Safeguarding Statement**

St. Fiacc's 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 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St. Fiacc's NS has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is John Brennan
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Pauric Bolton
- 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 school's 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 17/01/2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 20/04/2023.

Signed *Liam Dooley*  
Chairperson of Board of Management

Signed: *John Brennan*  
Principal/Secretary to the Board of Management

Date: *20/04/2023*

Date: *20/04/2023*



## Child Safeguarding Risk Assessment

### Written Assessment of Risk of St. Fiacc's NS

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of St. Fiacc's 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 -  |
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| <p>Daily arrival and dismissal of pupils</p> <p>Recreation breaks for pupils</p> <p>Classroom teaching</p> <p>DEIS Summer Programme</p> <p>Summer Inclusion Programme</p> | <p>Risk of harm from older pupils, unknown adults on the playground</p> <p>Risk of harm due to inadequate supervision of children in school</p> <p>Risk of harm not being recognised by school personnel</p> <p>Risk of child being harmed in the school by a member of school personnel</p> | <p>Pupils' Arrival and dismissal are supervised by Teachers</p> <p>The school has in place a supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets and changing rooms</p> <p>The school's Child Safeguarding Statement &amp; The Child Protection Procedures for Primary and Post Primary Schools 2017 are made available to all staff. All Staff completed the Túsla E learning programme &amp; PDST online training in 2018</p> <p>The school has in place a code of conduct for school personnel (teaching and non-teaching staff)</p> <p>The Child Safeguarding Statement is discussed annually at Staff Meetings.</p> <p>The duty of a mandated person is made clear to all teachers by the DLP.</p> <p>There must be a Glass panel on all doors.</p> <p>All school personnel are Garda vetted.</p> |

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| Managing of challenging behaviour amongst pupils         | Risk of harm due to inadequate code of behaviour   | The school has in place a Code of Behaviour which is reviewed annually  |
| One to one teaching/meetings/counselling                 | Risk of harm due to injury to pupils and staff   | The school has in place a Code Of Behaviour   |
| Pupils on corridors                                      | Risk of harm by school personnel   | The School has a policy in place for one to one teaching<br>There is a table between teacher and pupil<br>There is a Glass Panel in door.<br>Teachers/staff should never be one to one with a child in a prefab or in a room with no glass panel  |
| Outdoor teaching activities                              | Risk of harm due to inadequate supervision   | Pupils on duties must wear identification badge.<br>Pupils should never work alone.   |
| Sporting Activities                                      | Risk of harm due to injury   | Sick pupils sent to office must carry a slip completed by teacher and be accompanied by another pupil<br>All Teachers adhere to school code of behaviour.   |
| Training of school personnel in Child Protection matters | Risk of harm due to injury<br>Risk of harm due to injury   | Teacher is accompanied by another staff member if activity is off site. Principal to be notified beforehand<br>All Sporting Activities are clearly explained by teacher   |
|  | Risk of harm not being reported properly and promptly by school personnel<br>Risk of child being harmed in the school by a member of school personnel<br>Risk of child being harmed in the school by another child | A copy of the Child Safeguarding Statement is provided to all staff members.<br>Child Protection is an item at Staff Meetings<br>The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel<br>School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015 |

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|  |  | <p>DL&amp;P &amp; DDLP complete CPD in Child Protection annually.</p> <p>All Staff have completed Túsla e Learning Programme.</p> <p>All new staff are encouraged to complete Túsla e learning Programme.</p> <p>All Staff completed online PDST training.</p> <p>BOM records all records of staff and board training in Child Protection</p>   |
| Sports Coaches   | Risk of harm to pupils   | <p>All coaches are Garda vetted.</p> <p>Pupils are never left alone with coach</p>  |
| Active Sports Week   | Risk of harm by volunteers/external coaches  | <p>All coaches/volunteers are Garda vetted.</p> <p>Pupils are never left alone with coach</p>   |
| <p>Use of external personnel to supplement curriculum</p> <p>Use of external personnel to support sports and other extra-curricular activities</p> | Risk of harm by volunteers/external personnel.   | <p>Policy &amp; Procedures in place</p> <p>All external personnel are Garda vetted unless it is a supervised once off talk eg Grandparents Day class visit.</p> <p>Pupils are never left alone with personnel.</p> <p>The Principal/teacher has a responsibility to check out the credentials of the visitor/guest speaker to ensure the material in use is appropriate.</p> <p>The school has in place a SPHE Policy</p> |
| <p>Use of toilet/changing/shower areas in school/swimming pool</p> <p>Care of Children with special needs, including intimate care needs</p>       | <p>Risk of harm due to inappropriate behaviour</p> <p>Risk of harm to children with SEN who have particular vulnerabilities by school personnel/other pupils</p> | <p>The school has in place a supervision policy</p> <p>Pupils are supervised before and after swimming by teachers/SNA</p> <p>The school has in place a Policy on intimate care &amp; Special Educational Needs Policy</p>  |



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| School Tours   | Risk of harm by supervisors/inadequate supervision/injury.  | The school has in place a Policy on school tours.  |
| Administration of Medicine                                 | <p>Risk of symptoms of illness not being recognised by staff.</p> <p>Risk of injury to pupil</p>  | <p>The school has in place a Policy for the administration of medication to pupils. Training is provided to relevant staff on diabetes &amp; epilepsy.</p> <p>There is a Visual display in staffroom and classroom of pupils with chronic conditions.</p> <p>The school has in place a Safety Statement</p>  |
| Administration of First Aid                                | <p>Risk of symptoms of illness not being recognised by staff.</p> <p>Risk of injury to pupil.</p> | <p>The school has in place a policy and procedures for the administration of First Aid</p> <p>There is Adequate supervision of ill/injured pupils in Lobby</p> <p>There are Agreed protocols for contacting parents and record keeping.</p> <p>The school has in place Safety Statement &amp; Supervision Policy</p> <p>Identified Staff are trained in First Aid.</p> <p>Identified Staff are trained in use of Defibrillator</p> |
| Curricular Provision in respect of SPHE, RSE, Stay safe.   | Non-teaching of same  | <p>The school implements in full the Stay Safe Programme</p> <p>The school implements in full the SPHE &amp; RSE curriculum</p>  |
| Prevention and dealing with bullying amongst pupils        | Risk of harm through Bullying   | <p>The school has in place an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></p>  |
| Care of pupils with specific vulnerabilities/needs such as | Risk of harm through Bullying   | <p>The school has in place an Anti-Bullying Policy</p> <p>The school has in place a Code of Behaviour</p>  |

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| <p>Pupils from ethnic minorities/migrants</p> <p>Members of the Traveller community</p> <p>Lesbian, gay, bisexual or transgender (LGBT) children. Pupils perceived to be LGBT</p> <p>Pupils of minority religious faiths</p> <p>Children in care. Children on CPNS</p> <p>Recruitment of school personnel including -</p> <p>Teachers/SNA's</p> <p>Caretaker/Secretary/Cleaners</p> <p>Sports coaches</p> <p>External Tutors/Guest Speakers</p> <p>Volunteers/Parents in school activities</p> <p>Visitors/contractors present in school during school hours</p> <p>Visitors/contractors present during after school activities</p> | <p>Risk of child being harmed in the school by volunteer or visitor to the school</p> <p>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</p> <p>Risk of harm due to inappropriate relationship/communications between child and another child or adult</p> | <p>The school has in place an Inclusion Policy</p> <p>The school has in place SPHE, RSE and Stay Safe Programmes which are taught annually in full.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</p> <p>The school has provided each member of school staff with a copy of the school's Child Safeguarding Statement</p> <p>The school ensures all new staff are provided with a copy of the school's Child Safeguarding Statement</p> <p>The school encourages staff to avail of relevant training</p> <p>The school encourages board of management members to avail of relevant training</p> <p>The school maintains records of all staff and board member training. All visitors must sign in and wear identity badge</p> <p>All Altar servers must have signed consent to participate in religious ceremonies.</p> <p>All Servers are walked back by member of parish office</p> <p>The school has in place an Information and Communication Technologies (ICT) Policy and an Internet Acceptable Use Policy (AUP) in respect of usage of ICT by pupils. The school has in place a mobile phone policy in respect of usage of mobile phones by pupils.</p> |
| <p>Participation by pupils in religious Ceremonies</p>  | <p>Risk of harm from unknown adults/other pupils.</p>   |  |
| <p>Use of Information and Communication Technology by pupils in school.</p>   | <p>Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</p>   |  |



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| Use of Information and Communication Technology by pupils outside of school.   | Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices outside of school  | The school has in place an anti-bullying and anti-cyberbullying policy.<br>The school has in place an SPHE Policy. The school also has an Online Learning Policy.  |
| Use of Information and Communication Technology by staff in school.  | <p>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</p> <p>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</p> | <p>The school has in place a code of conduct for school personnel (teaching and non-teaching staff)</p> <p>The school complies with the agreed disciplinary procedures for teaching staff</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by Staff (see procedures &amp; Practices).</p> <p>The school Online Learning Policy outlines the chosen platforms for online communication with pupils</p>   |
| Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc. | <p>Risk of harm to pupil by school personnel during detention.</p> <p>Risk of harm to pupil not having phone outside of school to contact parent</p>  | <p>If only one pupil is on detention, the teacher shall use library.</p> <p>If pupil brings phone to school, the pupil's parent will be contacted to collect it.</p> <p>The school has in place a code of behaviour that is reviewed annually.</p>   |
| Students participating in work experience in the school<br>Student teachers undertaking training placement in school     | Risk of harm to pupils by Student.  | <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</p> <p>The school ensures all new staff are provided with a copy of the school's Child Safeguarding Statement</p> <p>The school has in place a policy and procedures in respect of student teacher placements</p> <p>The school has in place a policy and procedures in respect of students undertaking work experience in the school</p> <p>The school has in place a Data protection policy.</p> <p>The school has in place an AUP Policy</p> |

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| Use of video/photography/other media to record school events   | Risk of harm to pupil by adults.   | The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to Garda vetting.                |
| After school use of school premises by other organisations     | Risk of harm to pupils by personnel.   | The school has in place a Use of school premises policy.  |
| Use of school premises by other organisation during school day | Risk of harm to pupils by personnel.   | The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to Garda vetting.                |
| After school Groups  | Risk of harm to pupils by personnel.   | The school has in place a Use of school premises policy.  |
|  |  | The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to Garda vetting.                |
|  |  | Use of school premises policy. School Supervision Policy.   |
| Critical Incident  | Risk of harm to pupil by traumatic event   | The school has a critical Incident Policy which is reviewed annually  |
| Monitoring of attendance                                       | Risk of harm to pupil by parents through lateness/poor attendance  | The school has a statement of strategy as part of its Attendance Policy   |
| One to one teaching remotely                                   | Risk of harm by school personnel   | Parent must be present in the room<br>Child must be dressed appropriately<br>Child must be in communal area ie Kitchen/sitting room/living room |
| Teaching a small group/class remotely                          | Risk of harm through youth produced sexual imagery (screenshots etc.),<br>Risk sexual abuse through the virtual learning environment.<br>Risk of harm through increased barriers to children reporting their concerns. | School addresses these concerns in its Online Learning, AUP and Anti Cyberbullying, Code of Behaviour Policies                                  |

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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 no 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.