

Mandatory Template 1: Child Safeguarding Statement

Monaleen National School is a primary school providing primary/post-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 Monaleen National School 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 Carmel Stokes (Acting Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Bríd Hickey (Acting Deputy Principal)
- 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 cooperate 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 above named 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 _____ (date)

This Child Safeguarding Statement was reviewed by the Board of Management on _____ (date)

Signed: _____

Chairperson of Board of Management

Date: _____

Signed: _____

Principal/Secretary to the Board of Management

Date: _____

Child Safeguarding Risk Assessment

Written Assessment of Risk of Monaleen National School

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Monaleen National School.

1. List of school activities

- Familiarisation and training of all BOM members in updated Child Protection Procedures.
- Familiarisation and training of all school staff in updated 2017 Child Protection Procedures – Teachers, SNAs, Ancillary Staff.
- Recruitment of school personnel, ie. Teachers, SNAs, Ancillary Staff, Sports Coaches, External Tutors/Guest Speakers, Volunteers for school activities etc.
- Morning entry and home time dismissal of pupils.
- Curricular provision in respect of SPHE, RSE and Stay Safe.
- Use of information and Communication Technology (ICT) by pupils and school staff during the school day.
- Class room teaching.
- One to one teaching.
- Online teaching
- Outdoor teaching, e.g. PE/Sports.
- Care of pupils with specific vulnerabilities or needs based on race, religion, disability etc.
- Use of video/photography/other media to record school events.
- Care of pupils with SEN.
- Managing challenging behaviour (including flight risk children)
- Administration of First Aid Treatment by staff.
- Administration of Medication by staff.
- Use of external personnel to support the delivery of the curriculum (including creative therapies, sports coaches, local engineers etc.)
- After school classes run by school staff or external personnel.
- Supervision of Recreation breaks and lunch breaks and yard time and also toilet areas/communal school areas.
- Exit and entry to class for play time.
- Prevention of and dealing with bullying and misbehaviour amongst pupils.
- Sanctioning of children under the school's Code of Behaviour.
- Parents attending events/activities in the school.
- Parents/guardians seeking to collect pupils early.
- School tours/outings involving one or multiple classes to external venues.
- School Sports Day.
- Hire of Transport.
- Use of Public Transport.
- Staff bringing pupils in their own cars.
- Participation by pupils in religious ceremonies/religious instruction external to the school.

- Visitors/contractors in school during school hours and after school hours.

2. The school has identified the following risk of harm in respect of its activities -

- Harm not being recognised or reported in accordance with procedures.
- Unknown adults in the carpark or on the school grounds.
- Non-teaching of the curriculum and relevant lessons.
- Inappropriate use of school internet – pupils exposed to inappropriate online content or messaging. Inappropriate recording of staff or pupils.
- Inadequate supervision.
- Online posting of school images (pupils and staff).
- Harm by school personnel.
- Injury to pupils and staff.
- Harm to pupils due to inappropriate behaviour/communication.
- Inappropriate behaviour/communication with pupils from unknown adults on the playground in the carpark. Inappropriate videoing/recording of pupils in the yard by unknown adults.
- Inappropriate behaviour by pupils.
- Harm not recognised or reported in accordance with procedures.
- Inadequate provision of supervision of pupils under sanction.
- Supervision not appropriate to the activity and transport option.
- Unsupervised access to online platforms at home while distance learning

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

Covid Response Plan

- Covid Risk Assessment to minimize risk of being exposed to Covid 19 (revised September '21) has been circulated to staff and published to the website.
- Covid procedures being followed (see plan).
- Many activities curtailed by our Covid Response Plan in line with public health guidance.
- Distance Learning Policy

Staff and B.O.M

- Copy of DES '*Child Protection Procedures for Primary & Post Primary Schools 2017*' a hard copy & copy by email for each BOM Member
- Copy of C.81/2017 by email to all BOM members
- Chairperson, Principal & Teacher Nominee attended CPSMA training – 2018
- All BOM Members advised to undertake TUSLA online training module and certification
- Child Safeguarding Statement and Child Safeguarding Risk Audit & Assessment to be undertaken and ratified by BOM in October 2021
- CPOR to be provided at each BOM meeting from March 2018
- School Staff made aware of their obligations under Children First 2015 and revised procedures and responsibilities (January 2018) – new staff will be asked to complete this also if they have not already.
- DES '*Child Protection Procedures for Primary & Post Primary Schools 2017*' -all staff encouraged to familiarise themselves with this publication. Agenda for November '21 staff meeting.

- Staff to undertake Túsla online training and receive certification which will be held by the Principal. New staff asked to complete the training if they have not already done so and to send certificate to the Principal.
- DLP & DDLP participated in PDST online training for Safeguarding Statement and Risk Assessment (26/02/ 2018)
- DLP& DDLP attended PDST face to face training (12/03/2018)
- Record of staff training and certification to be retained for BOM
- Child Safeguarding Statement & DES procedures available to all staff
- Vetting of school staff
- Vetting of student teachers
- Vetting of volunteers (as appropriate)
- Supervision of Pupils Policy (updated March 2018)
- Policy on Parents / Volunteers updated 2020.
- Vetting documentation presented in advance for outside speakers, HSE personnel etc. as appropriate.
- Meeting with parent volunteers in advance of activity
- All visitors must report to the Office and sign in and out.
- Pupils under supervision of teachers – never in care of volunteers

Swimming

- Classes from 2nd to 6th go swimming every year in U.L. but parents do not attend. If there is a child with Additional Educational Needs who needs help with changing, a parent may be given special permission by the Principal to attend. In this case, however, the parent takes the child to a changing cubicle. He/she does not enter the squad rooms or engage with the other children.

Ingress and Egress

- School day: Both school gates will open at 8.45am and children may access their classrooms.
- The only parents that are allowed in the school yard are Junior and Senior Infant parents who drop their children directly to the classrooms. Only one parent may accompany these children at a time.
- Classrooms open at 08:45. All other children go straight to their classrooms. some classes are required to go to the Hall area for supervision purposes.
- Junior pupils will go home at 13:40 and all the others at 14:40.
- School entrances (by Halla door and senior corridor, junior corridor) opened for arrival and dismissal times. School personnel supervise the yard from 8.45 am until 9am bell. Doors closed after school starts (some doors may be left open to help ventilate the school due to Covid 19 procedures). Doors opened again at 1.40pm (infant home time) and 2.35-40pm (1st to 6th class home time) for dismissal.
- Additional supervision arrangements in place for wet/very cold mornings – children go straight to their rooms at 08:45
- Front door monitored by school secretary/Principal. Keypad system in operation.
- School procedure in place for infant classes to be collected by an adult and supervised by class teacher until collection.

- School personnel supervise the yard from 14:40-14:50.
- Non-collected pupils are brought back from each gate and brought to school office – parents contacted as necessary

Curriculum

- School implements SPHE as curricular subject taught in all classes as per SPHE plan.
- School implements RSE, Stay Safe Programme in full. Reminders given at staff meetings and Aladdin.
- School implements a wide variety of social and emotional programmes (eg Friends for Life, Stop, Think, Do, Talkabout, Weaving Wellbeing).

A range of policies support our Child Safeguarding procedures;

- Acceptable Use Policy for ICT for Pupils and school staff (Reviewed and updated annually or as required)
- Data Protection Policy in place (updated 2018)
- Mobile Devices Policy in place (updated 2019)
- Supervision of pupils policy (updated in March 2018)
- Extra Curricular Activities Policy (updated in 2019)
- Attendance Policy (Updated 2020) Daily recording of pupil attendance, late arrival and early leaving(via Aladdin), reporting to the Education Welfare Officer where appropriate.
- Child Protection Policy (2016)
- Child Safeguarding Statement (reviewed annually)
- Child Safeguarding Risk Assessment (reviewed annually)
- SEN Policy (Updated 2019)
- Flight Risk and Physical Intervention Policy (2019)
- Health & Safety Policy (updated 2020)
- Code of Behaviour (2020)
- Anti-Bullying Policy (reviewed annually)
- Critical Incident Policy (2017)
- First Aid and Administration of Medicine Policy and procedures (updated 2021)
- Covid Response Plan (updated 2021)
- Distance Learning Policy (updated 2021)

Other measures;

- Parents advised that recordings etc are for personal use and not for uploading onto social media sites.
- School procedure in place in the event of a toileting incident- parents contacted and parent takes responsibility for changing of clothes or two appropriate school personnel attend to the child. At least two staff members present if possible. Parents contacted immediately
- Glass in door in SEN Classrooms
- School procedures in place for classes exiting onto the yard/entering back into the school, and for moving around the school building

- School security – external doors closed. Keypad system in place. Secretary has visual of persons wishing to gain access to reception.
- Staff on duty in all play areas
- CCTV (Policy in place since 2018)
- Classroom rules including toilet permissions
- Toilets in the old school are communal- teachers are asked to ensure both access doors are kept closed at all times (except during play times when toilets may need, on occasion, to be accessed by children but at these times the yard is monitored by teachers and SNAs).
- Class teachers supervise their own classes on yard (Covid procedures)
- Parents/Guardians report to school office – verification of identity where necessary
- Parents/guardians sign the child out using the GDPR compliant sign out book outside reception.
- School security – bell at door
- Adequate pupil-teacher ratio adhered to (according to the age of pupils)
- Ensure private transport providers hired by the school are licensed in accordance with regulations
- Children are only permitted to sit in seats with working seatbelts.
- Teachers check that each child is correctly strapped in before the bus alights.
- School procedure in place- either two extra children and/or an SNA/teacher accompanies
- All contractors/ and visitors report to the school office
- Contractors work outside of school hours where possible
- Contractors/visitors provide identification where necessary

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.

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

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

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
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm to child while a child is receiving intimate care

- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

Examples of Procedures to address risks of harm

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- 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* and its Addendum (2019)
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school undertakes anti-racism awareness initiatives
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a Health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
 - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement

- o Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
- o Encourages staff to avail of relevant training
- o Encourages board of management members to avail of relevant training
- o 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 tablet 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