

Child Safeguarding Statement and Risk Assessment Template for Monaleen NS, Roll No. 17937H

Child Safeguarding Statement

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

2 The Designated Liaison Person (DLP) is **Ian Madigan**

3 The Deputy Designated Liaison Person (Deputy DLP) is **Carmel Stokes**

4 The Relevant Person is **Ian Madigan**

(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](#) 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 _____ [date].

This Child Safeguarding Statement was reviewed by the Board of Management on _____ [most recent review date].

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal/Secretary to the Board of Management

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 requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Monaleen 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 -
Recruitment of school personnel including; <ul style="list-style-type: none">• Teachers/ SNAs• Caretaker/ Cleaners/ Secretary• Sports Coaches• External Tutors/ Guest Speakers• Volunteers/ Parents in school activities	<ul style="list-style-type: none">• Harm not recognised or reported in accordance with procedures	<ul style="list-style-type: none">• Child Safeguarding Statement and DES procedures available to all staff.• Vetting of school staff- Monaleen NS adheres to the requirements of the Garda vetting legislation & relevant DES circulars in relation to recruitment and Garda vetting.• Vetting of volunteers (as appropriate).• Supervision of Pupils Policy.• Policy on Parent Volunteers.• Vetting documents presented in advance for outside speakers, HSE personnel etc.• ID tags for visitors.• Pupils are always under the supervision of Monaleen NS staff- never in care of volunteers.

<ul style="list-style-type: none"> Use of external personnel to support delivery of the curriculum (sports coaches, music teachers, STEAM/SESE workshops, Creative workshops etc). 	<ul style="list-style-type: none"> Harm to pupils due to inappropriate behaviour/communication 	<ul style="list-style-type: none"> Supervision of Pupils Policy. Teacher always present. Vetting in accordance with DES Procedures School procedures- visitors to wear visitor tags.
<ul style="list-style-type: none"> Training of school personnel in Child Protection matters 	<ul style="list-style-type: none"> Harm to pupils due to inappropriate behaviour/communication 	<ul style="list-style-type: none"> Familiarisation and training of all school staff in 2017 Child Protection Procedures (teachers, SNAs, ancillary staff). Staff consultation to review risk assessment annually. School staff made aware of their obligations under Children First 2015 and the most up to date procedures and responsibilities (start of each school year- staff meeting end August 2024) and annual review April 2025. All staff to complete the PDST E-Learning programme <i>“Child Protection Procedures for Primary & Post primary Schools 2017”</i>. Teachers encouraged to re-familiarise themselves with this course- April 2025 staff meeting. DLP and DDLP to complete ongoing training on child protection matters.

<ul style="list-style-type: none"> Parent(s)/ Guardian(s) seeking to collect pupils early/ home-time when unwell 	<ul style="list-style-type: none"> Harm to pupils due to inappropriate behaviour/ communication 	<ul style="list-style-type: none"> Parent(s)/ Guardian(s) report to the school office- verification of identity where necessary. The front door is monitored by the Principal/ school secretary. A keypad system is in operation. Secretary has a visual of persons wishing to gain entry. Parent(s)/ Guardian(s) sign the child out using the GDPR compliant sign out book outside reception. School security- bell at door. Child being collected is sent to reception- parents are not permitted to go to classroom areas unless accompanied by a member of staff.
<ul style="list-style-type: none"> Visitors/ Contractors present during school hours or during after school activities 	<ul style="list-style-type: none"> Harm to pupils due to inappropriate behaviour/ communication 	<ul style="list-style-type: none"> All contractors/ visitors report to the school office. The front door is monitored by the Principal/ school secretary. A keypad system is in operation. Secretary has a visual of persons wishing to gain entry. Contractors work outside school hours where possible. Contractors/ visitors provide ID where necessary.
<ul style="list-style-type: none"> Morning entry and home time dismissal of pupils 	<ul style="list-style-type: none"> Unknown adults on school grounds 	<ul style="list-style-type: none"> Both school gates are opened at 8.45am by school staff and children access their classrooms/ designated assembly place.

		<ul style="list-style-type: none"> Only parents of Junior and Senior Infants are allowed into the school yard, as they drop their children directly to their classrooms. A morning supervision roster is in place from 8.45 am to 9.00am. Entrance doors are closed at 9.05am. Children who arrive late should report to the school office. The front door is monitored by the Principal/school secretary. A keypad system is in operation. Secretary has a visual of persons wishing to gain entry. There is a school procedure in place whereby Junior and Senior Infants are only released to an adult at home time (1.40pm). They remain with a staff member until collected. An evening supervision roster is in place from 2.40 to 2.50pm. Key areas of the school-yard and both gates are covered by teachers at this time. Non-collected pupils are brought back to the office from the school gate by the teachers on duty and parents are contacted, as necessary.
<ul style="list-style-type: none"> Recreation breaks, Sos and Lón Time 	<ul style="list-style-type: none"> Inappropriate behaviour/communication with pupils Unknown adults on the playground or on school premises Inappropriate videoing/recording of pupils in the yard by unknown adults 	<ul style="list-style-type: none"> Supervision of Pupils Policy. Detailed Duty Roster in operation which is monitored daily and updated, as necessary, by the Deputy Principal. School procedures are in place for classes exiting onto the yard and re-entering their classrooms- teachers present to supervise. Class teachers return promptly to their classrooms after yard time.

		<ul style="list-style-type: none"> Children with additional needs are monitored by SNAs at recreation times, as necessary.
<ul style="list-style-type: none"> Toilet Areas/ Other Communal Areas 	<ul style="list-style-type: none"> Inappropriate behaviour by pupils 	<ul style="list-style-type: none"> Code of Behaviour in operation. Classroom Rules including toilet permissions. Toilets in the old school are communal-teachers there are asked to ensure that both access doors are kept closed at all times (except during play times when toilet may, on occasion, need to be accessed by children but at these times, the yard is monitored by teachers and SNAs.
<ul style="list-style-type: none"> Classroom Teaching 1-1 Teaching Outdoor Teaching ie. PE/ Sports etc 	<ul style="list-style-type: none"> Harm not recognised or reported in accordance with procedures Inadequate supervision 	<ul style="list-style-type: none"> Daily recording of pupil attendance, late arrival and early leaving (via Aladdin). Supervision of Pupils Policy. Child Safeguarding Statement and DES Procedures. Open-door policy. Glass in the door in SEN Classrooms. SEN Policy and SNA Policy.
<ul style="list-style-type: none"> Distance Learning through Seesaw/ Zoom/ Google Classroom/ Class Dojo 	<ul style="list-style-type: none"> Harm to pupils due to inappropriate behaviour/communication Harm not recognised or reported in accordance with procedures Inappropriate use of school internet-pupils exposed to inappropriate online content or messaging Inappropriate recording of pupils or staff 	<ul style="list-style-type: none"> Child Safeguarding Statement and DES Procedures. Acceptable Usage Policy. GDPR Policy. Code of Behaviour. Supervision Policy. ‘Contact School’ option enabled on Aladdin to enable parents to directly contact the school office, class teacher or SET.

		<ul style="list-style-type: none"> For online teaching and learning, teachers will always check out websites in advance. When emailing, the BCC function is used for sending group e mails. As per GDPR Policy, details of children will not routinely be used in staff e-mails. Where necessary, initials of children may be used. Parental consent given and recorded for distance learning platforms. Home learning codes/ passwords shared with each family securely. When working with an individual child in a distance learning capacity, it is ensured that a parent/adult is always present.
<ul style="list-style-type: none"> Participation by pupils in religious ceremonies/ religious instruction external to the school 	<ul style="list-style-type: none"> Harm to pupils due to inappropriate behaviour/ communication 	<ul style="list-style-type: none"> Supervision of Pupils Policy (Teacher and/or SNA). Adequate pupil teacher ratio adhered to (according to the age of pupils). Code Of Behaviour.
<ul style="list-style-type: none"> Curricular Provision in respect of SPHE, RSE, Stay Safe 	<ul style="list-style-type: none"> Non-teaching of the curriculum and relevant lessons 	<ul style="list-style-type: none"> Monaleen NS implements SPHE as a curricular subject, taught in all classes, as per SPHE plan. School implements RSE and the Stay Safe Programme in full. School implements a wide variety of social and emotional programmes (eg. Friends for Life, Zippy's Friends, Weaving Wellbeing, Stop, Think, Do).

<ul style="list-style-type: none"> Prevention and dealing with bullying and misbehaviour amongst pupils 	<ul style="list-style-type: none"> Harm not recognised or reported in accordance with procedures 	<ul style="list-style-type: none"> Anti-Bullying Policy and Procedures. Social & Emotional Programmes. Stay Safe Programme. Code of Behaviour.
<ul style="list-style-type: none"> Sanctions under the school's Code of Behaviour including time out/ detention of pupils etc. 	<ul style="list-style-type: none"> Inadequate supervision of pupils under sanction 	<ul style="list-style-type: none"> Code of Behaviour. Thinking Time on yard/ detention to be supervised by teacher/SNA and/or Deputy Principal/ Principal.
<ul style="list-style-type: none"> After-School Classes run by school staff/ external personnel 	<ul style="list-style-type: none"> Harm to pupils due to inappropriate behaviours/ communication Harm not recognised or reported properly and promptly 	<ul style="list-style-type: none"> Child Safeguarding Statement. Code of Behaviour. Anti- Bullying Policy (to be updated for September 2025). Supervision of Pupils Policy. School Security- doors locked. The front door is monitored by the Principal/ school secretary. A keypad system is in operation. Secretary has a visual of persons wishing to gain entry.
<ul style="list-style-type: none"> School Tours/ Outings involving one or multiple classes to external venues School Sports Day Hire of Transport (bus/ taxi) Use of Public Transport 	<ul style="list-style-type: none"> Harm not recognised or reported in accordance with procedures Supervision inappropriate to the activity and transport option 	<ul style="list-style-type: none"> Supervision of Pupils Policy. Teacher and/or SNA on duty. Adequate pupil teacher ratio adhered to (according to the age of the pupils). Code of Behaviour. Ensure transport providers hired by the school are licenced in accordance with regulations
<ul style="list-style-type: none"> Staff bringing pupils in their own cars(matches, sick childetc) 	<ul style="list-style-type: none"> Harm to pupils due to 	<ul style="list-style-type: none"> Supervision of Pupils Policy.

	inappropriate behaviour/communication	<ul style="list-style-type: none"> • School Procedures in Place- either 2 extra children or a second staff member accompanies.
<ul style="list-style-type: none"> • Use of ICT by pupils and school staff during the school-day 	<ul style="list-style-type: none"> • Inappropriate use of the internet • Pupils exposed to inappropriate online content or messaging • Inappropriate recording of staff or pupils 	<ul style="list-style-type: none"> • GDPR Policy. • Supervision of Pupils Policy. • Code of Behaviour. • Acceptable Usage Policy.
<ul style="list-style-type: none"> • Use of video/ other media to record school events 	<ul style="list-style-type: none"> • Online posting of school images and pupils and staff 	<ul style="list-style-type: none"> • Acceptable Usage Policy. • GDPR Policy. • Parents are advised that recordings etc are for personal use and not for sharing or uploading to social media sites.
<ul style="list-style-type: none"> • Care of pupils with specific needs vulnerabilities based on race, disability, religion etc. 	<ul style="list-style-type: none"> • Harm not recognised or reported in accordance with procedures • Risk of harm due to racism 	<ul style="list-style-type: none"> • Child Safeguarding statement and DES procedures. • Supervision of Pupils Policy. • Code of Behaviour. • SEN and SNA Policies.
<ul style="list-style-type: none"> • Care of pupils with Special Educational Needs, including intimate care when needed 	<ul style="list-style-type: none"> • Harm by school personnel • Harm to children with SEN who have particular vulnerabilities • Harm to child while a child is receiving intimate care 	<ul style="list-style-type: none"> • SEN Policy. • SNA Policy. • Intimate Care Policy. • Child Safeguarding Statement and DES Procedures. • Intimate Care Policy.
<ul style="list-style-type: none"> • Managing Challenging Behaviour (including children who may be a flight risk) 	<ul style="list-style-type: none"> • Harm by school personnel • Injury to pupils and staff 	<ul style="list-style-type: none"> • Minimum restraint necessary. • At least 2 staff members present, if possible • Parents to be contacted immediately. • Health and Safety Policy. • Code of Behaviour. • Supervision of Pupils Policy.

		<ul style="list-style-type: none"> Anti-Bullying Policy (to be updated for September 2025) Critical Incident Policy.
<ul style="list-style-type: none"> Administration of First Aid/ Treatment by staff Administration of Medication by staff 	<ul style="list-style-type: none"> Harm by school personnel Harm to children who have particular medical vulnerabilities 	<ul style="list-style-type: none"> Supervision of Pupils Policy. Administration of Medication Policy and Procedures. Staff training in First Aid every two/three years.
<ul style="list-style-type: none"> Trainee teachers or SNAs on college placement TYs on work experience 	<ul style="list-style-type: none"> Harm not recognised or reported in accordance with procedures 	<ul style="list-style-type: none"> Child Safeguarding Statement and DES Procedures Vetting of teacher/SNA/ student on placement

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.