



Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Clare's Primary School Cavan

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. Clare's Cavan

	List of School Activities	Risk Level	The School has identified the following Risks of Harm	The school has the following procedures in place to address risks identified in this assessment
Board of Management	❖ Familiarisation and Training of all BOM members in updated Child Protection Procedures	MED	<i>Harm not being recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Copy of DES 'Child Protection Procedures for Primary & Post Primary Schools 2017' copy by email for each BOM Member • Copy of C.81/2017 by email to all BOM members • Chairperson, Principal & Parent Nominee to attend CPSMA training • All BOM Members to undertake TUSLA online training module and certification • Child Safeguarding Statement and Child Safeguarding Risk Audit & Assessment to be undertaken and ratified by BOM by 11 March 2018 • CPOR to be provided at each BOM meeting from March 2018
School Staff	❖ Familiarisation and training of all school staff in updated 2017 Child Protection Procedures <i>Teachers, SNAs, Ancillary Staff</i>	MED	<i>Harm not recognised or reported in accordance with as procedures</i>	<ul style="list-style-type: none"> • School Staff made aware of their obligations under Children First 2015 and revised procedures and responsibilities (January 2018) • DES 'Child Protection Procedures for Primary & Post Primary Schools 2017', Children First Act, circular 81/2017 & Child safeguarding statement & risk assessment together with Tusla report form copy by email for each staff member. • Staff to undertake TúsLa online training and receive certification • Staff participated in PDST online training and be familiar with Child Safeguarding Statement and School Safeguarding Risk Audit and procedures 4/03/2018 • DLP& DDLP to attend PDST face to face training (April/ May 2018) • Record of staff training and certification to be retained for BOM
Recruitment of Staff/ Volunteers	❖ Recruitment of school personnel ie Teachers, SNA's, Ancillary Staff,, Sports Coaches, External Tutors/Guest Speakers etc	MED	<i>Harm not recognised or reported in accordance with procedures</i>	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures available to all staff in yearly updated booklet • Vetting of school staff • Vetting of volunteers (as appropriate) • Supervision of Pupils and School Guidance document on outside speakers • Vetting documentation presented in advance for outside speakers, HSE personnel etc.



			<i>Harm by school personnel</i>	
	❖ Volunteers/Parents for school activities ie Swimming,	MED	<i>Harm not recognised or reported in accordance with procedures Harm by outside adults</i>	<ul style="list-style-type: none"> • Vetting of volunteers (as appropriate) • Vetting of PA officers & volunteers • Meeting with parents volunteers in advance of activity • Guidance for Parents' Association volunteers - fundraising events • Pupils under supervision of teachers – never in care of volunteers
Entry and Dismissal of pupils	❖ Morning entry and home time dismissal of pupils	MED	<i>Unknown adults in the in carpark/on the school grounds</i>	<ul style="list-style-type: none"> • School gates open at 8.50am - caretaker on duty for schools security • Parents/guardians advised to accompany pupils at class lines until collection of pupils by teachers at 8.50am • Parent/guardians advised to ensure children collected at hometime - Junior to 1st classes pupils remain under care of teacher until collected • Principal, deputy & HSCL on duty in mornings • Non-collected pupils go to school office – parents contacted as necessary
	❖	MED	<i>Unknown adults seeking entry to the school/ on the school grounds</i>	<ul style="list-style-type: none"> • Announce for children to come to office for early collection
Curricular Provision	❖ Curricular provision in respect of SPHE, RSE, Stay Safe.	MED	<i>Non teaching of the curriculum and relevant lessons</i>	<ul style="list-style-type: none"> • School implements SPHE as curricular subject taught in all classes as per SPHE Plean Scoile. • RSE 'sensitive' lessons taught in all classes as per RSE policy. • RSE classes to be taught to every child (supervised by Kerrie Miley) • Stay Safe programme taught annually in every class before Christmas each year • Training in new Stay Safe programme March 7th for all staff • Weaving Wellbeing programme for classes 3rd – 6th Class
	❖ Use of Information and Communication Technology (ICT) by pupils and school staff during school day	MED	<i>Inappropriate use of school internet - pupils exposed to inappropriate online content or messaging Inappropriate recording of staff or pupils</i>	<ul style="list-style-type: none"> • Acceptable Use policy for ICT for Pupils and school staff • Data Protection Policy • Mobile phone and Electronic Device Policy for pupils • Supervision of pupils policy • Website Kidrex to be used for internet use • Children's names and pictures should not be used together • Personal devices not to be used for photos or videos



Teaching and Learning	<ul style="list-style-type: none"> ❖ Classroom teaching ❖ One to one teaching ❖ Outdoor teaching ie PE/Sports etc 	MED	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Inadequate supervision</i></p> <p><i>Harm from school personnel</i></p>	<ul style="list-style-type: none"> • Daily recording of pupil attendance (via Aladdin) • Supervision of pupils policy • Child Safeguarding Statement and DES procedures • Visibility in class doors • Anti Bullying policy • Child protection procedures document •
	<ul style="list-style-type: none"> ❖ Care of pupils with specific vulnerabilities/ needs based on race, disability, religion etc 		<p><i>Harm not recognised or reported in accordance with procedures</i></p>	<ul style="list-style-type: none"> • Child Safeguarding Statement and DES procedures • Anti Bullying policy • Child protection procedures document •
	<ul style="list-style-type: none"> ❖ Use of video/ photography/other media to record school events 		<p><i>online posting of school images and pupils and staff</i></p>	<ul style="list-style-type: none"> • Acceptable Use Policy (school staff do not use personal devices to record pupils activities) • Notice in school newsletter for school events advising parents that recordings etc are for personal use and not for uploading onto social media sites. • Announcement at school events as above
Special Education Needs (SEN)	<ul style="list-style-type: none"> • Care of pupils with SEN including intimate care needs 	MED	<p><i>Harm by school personnel</i></p>	<ul style="list-style-type: none"> • Child protection procedures document
	<ul style="list-style-type: none"> • Managing challenging behaviour including appropriate use of restraint 	MED	<p><i>Harm by school personnel</i></p> <p><i>Injury to pupils and staff</i></p>	<ul style="list-style-type: none"> • Minimum restraint necessary • At least two staff members present if possible • Parents contacted immediately • Health & Safety Policy • Code of Behaviour • Supervision of Pupils Policy
Medical Emergencies and First Aid	<ul style="list-style-type: none"> ❖ Administration of First Aid Treatment by staff ❖ Administration of Medication by staff 	MED	<p><i>Harm by school personnel</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy • First Aid Procedures - First Aid station – various locations on yard • Administration of Medication Policy and procedures in place
Coaches & Speakers & Visitors to the school	<ul style="list-style-type: none"> ❖ Use of external personnel to support the delivery of the curriculum 	LOW	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p>	<ul style="list-style-type: none"> • Supervision of Pupils Policy • Class Teacher always present • Vetting in accordance with CPSMA and DES regulations



for curricular purposes				
	❖ After school use of school premises by other organisations	LOW		<ul style="list-style-type: none"> School not used by outside agencies during school activity hours
After-School Activities and Camps	❖ After-school Classes and Camps run by school staff	LOW	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p> <p><i>Risk of harm due to bullying of child</i></p>	<ul style="list-style-type: none"> Supervision of Pupils Policy Policy on Rental of School Facilities Organisational procedures document
Behaviour & Supervision of pupils during school hours	❖ Recreation Breaks and Lunch breaks and yard time	MED	<p><i>Inappropriate behaviour /communication with pupils</i></p> <p><i>Unknown adults on the playground/in carpark,</i></p> <p><i>Inappropriate videoing/recording of pupils in the yard by adults</i></p> <p><i>Risk of harm due to bullying of child</i></p>	<ul style="list-style-type: none"> Supervision of pupils policy teacher and/or SNA on duty School security – doors locked , new fence erected Entry doors closed during breaks Staff on duty in all play areas High Vis vests for staff Child protection procedures document
	❖ Toilet areas/other communal school areas	MED	<p><i>Inappropriate behaviour by pupils</i></p>	<ul style="list-style-type: none"> Classroom rules including toilet permissions Toilet areas specific to each classroom – teacher permission Toilet supervision during break times
	❖ Exit and entry to class from recreation time	LOW	<p><i>Inappropriate behaviour by pupils</i></p>	<ul style="list-style-type: none"> Teacher on duty in yard - Class teacher supervises exit of pupils to yard area - Class teacher collect class after yard time - supervises entry to classroom External doors kept closed at all times Child protection procedures document



	<ul style="list-style-type: none"> ❖ Prevention and dealing with bullying and misbehaviour amongst pupils ❖ Sanctions under the school's Code of Behaviour including detention of pupils etc 	MED	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Inadequate provision of Supervision of pupils under sanction</i></p>	<ul style="list-style-type: none"> • Anti Bullying Policy and procedures • Anti Bullying programme i.e. Abi Care programme(Anti Bullying Initiative) for classes 2nd – 6th Class (monthly theme) to be implemented • Stay Safe programme • Code of Behaviour
Teaching Practice/ Work Placement	<ul style="list-style-type: none"> ❖ Students/adults participating in work experience – shadowing ❖ Trainee Teachers on teaching placement 	LOW	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p>Harm from personnel</p>	<ul style="list-style-type: none"> • Child Safeguarding Statement. • Vetting of student teacher and work placement students
Fundraising Events	<ul style="list-style-type: none"> ❖ Volunteers assisting at events 	LOW	<p><i>Harm not recognised or reported in accordance with procedures</i></p>	<ul style="list-style-type: none"> • Child Safeguarding Statement. • BOM approval for all school fundraising events • Vetting of PA Officeholders
Parents/ Guardians coming to the school	<ul style="list-style-type: none"> ❖ Parents/guardians seeking to collect pupils early/hometime/when pupils unwell etc 	MED	<p><i>Harm to pupils due to inappropriate behaviour /communication</i></p> <p><i>Unknown adults in the in carpark/on the school premises</i></p>	<ul style="list-style-type: none"> • Parents/Guardians report to school office – verification of identity where necessary • Parents/guardians/adults remain in reception area - not permitted to go to classroom areas unless accompanied by member of school staff • School security – buzzer at door • All parents remain in reception area • Children to be called to reception by Bernie & in pairs at least. A member of staff to collect infant children
School Trips & use of External Facilities	<ul style="list-style-type: none"> ❖ School tours/outing involving one or multiple classes to external venues ❖ Hire of Transport (bus) ❖ Use of Public Transport ❖ Swimming pool 	MED	<p><i>Harm not recognised or reported in accordance with procedures</i></p> <p><i>Supervision appropriate to the activity and transport option</i></p> <p>Risk of harm from other adults</p>	<ul style="list-style-type: none"> • Supervision of pupils policy teacher and/or SNA on duty • Code of Behaviour • Ensure private transport providers hired by the school are licensed in accordance with regulations • Adequate supervision
	<ul style="list-style-type: none"> ❖ Participation by pupils in religious ceremonies/religious 		<p>Risk of harm from other adults</p>	<ul style="list-style-type: none"> • Adequate supervision by teachers where applicable • Parents accompany children where applicable



	instruction external to the school ❖			
School Maintenance Contractors & non curricular visitors to the school	❖ Visitors/contractors in school during school hours & after school hours	LOW	<i>Harm to pupils due to inappropriate behaviour /communication</i>	<ul style="list-style-type: none"> • All contractors/ and visitors report to the school office • Contractors work outside of school hours where possible • Contractors/visitors provide identification where necessary • Escorted by school staff and/or • Visitor ID to be worn by all visitors

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 _____

Principal/Secretary to the Board of Management



Child Safeguarding Statement

St. Clare's Primary School Cavan is a primary 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 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 Clare's Cavan 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 Alma Leonard
- 3 The Deputy Designated Liaison Person is 1) Marie Brady
2) Eithne Doyle
- 3) 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.

- 4) 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 DES 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 DES and available on the DES 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 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, 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 attached as an appendix to this statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.



- 5) 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.
- 6) 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].

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal/Secretary to the Board of Management

Date: _____

Date: _____

Template 3: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a



material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	



	Yes/No
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' (P.42)	
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	



	Yes/No
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed _____ Date _____

St. Clare's Primary School Cavan



Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

St. Clare's Cavan



Template 4: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: _____

The Board of Management of _____ wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of _____ [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website www.education.ie

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management