

# INCHICRONAN CENTRAL NATIONAL SCHOOL – r 19551S

## **Child Safeguarding Statement and Risk Assessment**

### **Child Safeguarding Statement**

#### Inchicronan Central National School Crusheen - R.19551s

Inchicronan Central 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 [insert school name] 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 Barry Millane
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Deirdre Quinn
- 4 The Relevant Person is Barry Millane  
*(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.

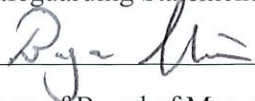
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\)](#) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant 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.

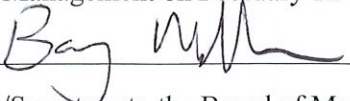
**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 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 February 12<sup>th</sup> 2024.

This Child Safeguarding Statement was reviewed by the Board of Management on February 12<sup>th</sup> 2024

Signed:   
Chairperson of Board of Management

Signed:   
Principal/Secretary to the Board of Management

Date: 12-Feb-2024

Date: 12 Feb 2024

# **Inchicronan Central National School Crusheen - R.19551s**

## **Written Assessment of Risk of Child Safeguarding Risk** **Assessment**

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 Inchicronan Central National School.

### **1. List of school activities**

1. Training of school personnel in child protection matters.
2. Daily arrival and dismissal of pupils.
3. Hand-over of children to an appointed adult at Infant home time.
4. Break times.
5. Teaching of Stay Safe and all aspects of SPHE.
6. After-school clubs/Childcare providers.
7. Late drop-offs, early collection, late pick up, attendance.
8. Classroom teaching and remote learning.
9. One to one teaching.
10. Code of Behaviour.
11. Anti-Bullying.
12. Challenging Behaviour.
13. Administration of First Aid.
14. Administration of Medicine.
15. Attending swimming classes.
16. Participation by pupils in religious ceremonies including Godly Play.
17. Use of toilet areas.
18. Information Communication Technology and other digital devices.
19. Storage or publication of photos of pupils.
20. Data protection.
21. Interaction with visitors to the school/external coaches.
22. Student teachers undertaking training placement in school.
23. Students participating in work experience.
24. Use of the school premises by outside groups/individuals.
25. Lunch.
26. School transport arrangements for school tours/trips.
27. Parental Involvement in school activities.
28. Sporting activities and annual sports day.
29. Use of off-site facilities for school activities.
30. Use of external coaches/instructors during off-site activities.

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

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- 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 bullying of child
- 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
- 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
- Risk of harm caused by Remote and on line learning

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

**1 Training of school personnel in child protection matters**

Inchicronan Central National School's Child Safeguarding Statement, Inchicronan Central National School Child Safeguarding Risk Assessment & Department of Education & Skills procedures are made available to all staff.

Staff members will acknowledge receipt of Inchicronan Central National School's reviewed Child Safeguarding Statement and Risk Assessment.

Staff members have acknowledged that they are aware of their responsibility to be familiar with and implement consistently, the contents of Inchicronan Central National School's Child Safeguarding Statement and our Risk Assessment.

DLP& DDLP completed PDST training.

All staff members completed Children's First E-Learning Programme.

BOM records all records of staff and Board training.

If advice needs to be sought from TUSLA, it needs to be sought from TUSLA as soon as possible and within the same calendar day.

The staff members are aware of their responsibility to be familiar with and implement consistently the contents of Inchicronan Central N.S. Child Safeguarding Statement.

## **2 Daily arrival and dismissal of pupils**

As detailed in our school **Supervision Policy:**

- The BOM has a suitable yard/playground supervision rota in place (commencing at 9.10am and finishing at 3.10pm for dismissal) to ensure appropriate supervision of children during the day.
- All adults are required to report to the school office prior to entering the school building.
- Parents of pupils must ensure they have satisfactory arrangements in place for the collection of pupils once they leave the school grounds at the end of the school day.

## **3 Hand-over of children to an appointed adult at infant home time**

Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year and displayed in the Office.

- Children are released to their appointed adult.
- If an unknown adult or an adult that has not been given permission comes to collect a child and the school has not been informed beforehand by a parent, a member of staff calls the parents to confirm the child has permission to go with that adult.
- In the event of being unable to contact the parent, the child will not be permitted to leave the school in the company of the adult.
- If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately.
- Re. Infants going to after school activities including Seoda Beag, parents to give verbal permission to the appointed adult.

## **4 Break times**

In line with our School **Health & Safety Policy**:

- The school has a suitable yard/playground supervision roster for both teaching staff and SNA's to ensure appropriate supervision of children during recreation breaks.
- If an adult is collecting a pupil during break times, they must ring the school office / email the class teacher. The parent can collect the child from the school and sign them out in the school office.
- Pupils must seek permission from the teacher on duty if they need to go to the toilet.
- If a ball goes out on the road or into a neighbouring garden, pupils must indicate this to the teacher on yard duty. Teacher will retrieve the ball.

## **5 Teaching of stay safe and all aspects of SPHE**

Teachers required to cover all aspects of Stay Safe each year with their class.

Walk Tall and RSE programmes are also covered during the school year.

## **6 After school clubs / childcare providers**

Responsibility lies solely with the individual/Group using the premises for communicating with Parents about starting/finishing times, cancellations or re-scheduling. A contact number should be provided to parents.

Individuals/groups using the facilities of Inchicronan Central NS are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards.

Children are collected and supervised by personnel from the relevant childcare Providers who are required to have suitable vetting.

It is the responsibility of Seoda Beag after-school provider to put procedures in place that all children in their care are properly supervised at all times. This includes bringing pupils to school in the morning and staying with them until 9.10am, collecting pupils at 2.00pm and 3.00pm.

### **After school training**

Children must be collected at the school when after school activities have ended (e.g. Football / hurling / camogie/ basketball training). The teacher will return to the school from the pitch after school training is finished.

## **7 Late drop- offs, early collection, late pick up, attendance**

In line with our School Attendance Policy:

- Adults are permitted to accompany latecomers to class.
- Early Leavers must be signed out by an appointed adult. This book is kept in the office.
- Any concerns relating to timekeeping are reported to the Principal.
- Children's attendance at school will be monitored with an explanation required for any missed days.
- Significant attendance concerns are reported to TUSLA by means of individual referral.

## **8 Classroom teaching and remote learning**

All school staff supplied with a copy of the school Child Safeguarding Statement and Child Safeguarding Risk Assessment.

Glass viewing panels on doors will not be obstructed in any way.

If in exceptional circumstances, a class has to be taught off site i.e. the local halla or parish centre, a 2nd adult (teacher / SNA ) is required on those premises with the teacher to ensure safety of all including escorting the class back and forth from the school or while the teacher is on break.

### **Remote learning**

Our Remote learning policy outlines guidelines and protocol for remote learning.

## **9 One to one teaching**

Parents are informed and provide written consent if children are withdrawn from class on a regular basis.

- Glass panels will not be obscured in any way.
- Window blinds, where fitted, will remain open during pupil contact time.
- Permission letter given to inform parents if their child is taken on a one to one basis by SEN teacher. Parents sign a letter saying they are happy for their child to attend SEN teaching.

## **10 Code of behaviour**

In line with our Code of Behaviour:

- In line with the school Code of Behaviour, detention of pupils during recreation breaks may be used as a sanction for negative behaviour. During detention periods pupils will be supervised by the class teacher or other appointed staff member.
- In line with school Policy on Use of Mobile Phones:  
Any pupil found in possession of a phone during the school day will have the phone confiscated and it will remain so until it is collected in person by a parent/guardian.

## **11 Anti-bullying**

The school Anti Bullying Policy is available to all staff.

- The Anti-bullying policy is on our school website to inform parents of procedures regarding any bullying behaviour.
- Adequate supervision in the classroom and the school yard is provided to ensure the code of behaviour is being followed.

## **12 Challenging Behaviour**

As outlined in Department of Education & Skills Primary Circular 02/05 some pupils with serious difficulties may require additional support or more urgent action.

- Should these cases present, they will, with parent / guardian permission, be discussed with the relevant Special Education Needs Officer (SENO) and/or NEPS psychologist.
- This may lead to a more detailed behavioural management programme being implemented at home and or in class or to a referral for further specialist assessment.
- SNAs and SEN teachers will follow educational plans for these particular students.
- Positive Support Plans will be agreed with the parents / guardians.
- The school will engage the services of the Special Education Support Services (SESS) to support teaching and non-teaching staff when required.
- SENO– Elizabeth Breen
- NEPS Psychologist - Catherine Kelly

## **13 Administration of First Aid**

- All staff will exercise their duty of care to pupils for the duration of the school day.

In the event of Accident or Injury to a pupil:



- Minor accidents / injuries will be treated by the relevant staff member in the presence/view of other pupil/s.
- Accidents / injuries that involve treatment of minor cuts, bumps etc. that are not exposed will be treated in the presence of another staff member.
- Where necessary, parents are contacted regarding an accident in the yard or during PE lessons.
- All incidences of head injuries are recorded and reported to parents.

#### **14 Administration of medicine**

In line with our school Administration of Medicines Policy and Diabetes Policy

- Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents and agreed by the Principal/Chairperson of the Board of Management.
- Reminder to parents regarding Administering of Medicine policy will be sent at the beginning of the school year.

#### **15 Attending Swimming Classes**

In line with our school Supervision Policy and Health and Safety Policy:

- All teachers will exercise their Duty of Care to pupils during swimming activities.
- Any parents volunteering with swimming supervision must be Garda vetted

#### **16 Participation by pupils in Religious Ceremonies including Godly Play**

In line with our school Supervision Policy:

- Pupils will not be permitted to make their way to the church / halla unaccompanied.
- Teachers will ensure there is effective supervision at all times both en route to and in the church and in the halla for Godly Play.
- If parents wish their child to serve at masses i.e. funerals/weddings, they must take full responsibility for dropping / collecting their child to / from the church. Staff members cannot facilitate transport of children to the church.

#### **17 Use of toilet areas**

During pupil contact time:

- Class teachers and or SNAs will supervise pupil's use of toilet facilities.
- Only one pupil at a time permitted in the class toilets.

During recreation breaks:

- Pupils must get permission from the teacher on yard duty to enter the school to use the toilet.
- Only one pupil at a time permitted in class toilets.
- Pupils (especially younger pupils) to be reminded that they close out door after them when going to the toilet.
- Pupil must wait outside until toilets are free.
- Pupils will use their toilets designated to their class unless otherwise instructed by a member of staff.

## **18 Information communication technology and other digital devices**

Access to internet is filtered by the PDST Technology in Education. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school blocks websites that are categorised as Personal such as blogs and Social Networking.

- Internet sessions will always be supervised by a teacher. If there is no teacher in the room, access to the Internet is prohibited.
- Pupils are not permitted to use their own personal devices in school unless authorised by the Board of Management.

## **19 Storage or publication of photos of pupils**

In line with Data Protection

- Parental consent to take photos of children is obtained by the school on enrolment.
- Class teachers are made aware of any children in his or her class who do not have permission to be in school photos.
- Photos taken by staff are on school phone only.
- Children's names are not published with their photo on the school website or class blogs.
- Children are not permitted to use electronic devices (e.g. laptops, iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes.
- Children are not permitted to use camera phones / digital devices during the school day or at school events.

## **20 Data Protection**

- Confidential documents relating to children in the school are stored securely in the school.
- Hard copies are stored in locked filing cabinets in portacabin.
- Secure file to be located in portacabin for referrals or monitoring.
- Documents are shared with staff on a need to know basis.
- Parents will be informed that any photographs or videos of school events or school related events taken by parents or other individuals are for private, personal use only.

- Photographs or videos of school events or school related events taken by parents or other individuals must not be uploaded to any website to be viewed by others (e.g. Facebook).

## **21 Interaction with visitors to the school/external coaches.**

- Visitors and external coaches must check in at the school office or with the Principal
- Regular visitors to the school, e.g. external teachers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school.
- Persons administering external programmes (e.g. GAA coaches) through another body will provide the school with confirmation of vetting from their relevant organisation and a copy of any appropriate insurance.

In line with our school's Health and Safety Statement:

- Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school.

## **22 Students Teacher undertaking training placement in school**

Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with:

- Written verification that the placement is supported by and indemnified by the college in which the student is attending.
- Confirmation that Inchicronan Central National School's vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement.
- Teachers to remain with the class at all times.

## **23 Students Participating in work experience**

**In line with our school Policy on Students on teaching practice and work experience:**

- The school requires confirmation from the school college, in writing, that Inchicronan Central National School's vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement.
- Students must be able to provide current NVB vetting documentation which should be processed in advance of placement start date through the student's post primary school or the relevant colleges.
- Due to current legislation the school will not offer work experience/TY placement to students who cannot meet vetting obligations.
- Re. Students participating in work experience at the school. Pupils must be 16 years or over.

## **24 Use of school premises by outside groups/ individuals**

Access to the school will not be granted to any outside group for use during the school day, from 9.20am to 3.00pm unless authorised by the Board of Management.

- In the event of individuals/groups using the school premises outside of school hours where there will be unrestricted access to children, it is essential that those who have said access provide evidence of up to date vetting to the BOM.

## **25 Lunch**

Teachers will monitor children's lunches and ensure that all children are provided with a sufficient quantity of healthy food each day.

- If a child is not provided with any lunch in school, the school phones the parents and asks them to bring the lunch to school.
- If a lunch is not provided the DLP or DDLP will be informed immediately and best efforts made to ensure the child is adequately fed throughout the day.
- If a child is regularly provided with insufficient lunch the class teacher discusses it with the parents in the first instance. If the situation does not improve the class teacher will notify the Principal who may seek advice from TUSLA.

## **26 School transport arrangements for school tours/ trips**

The school will only use transport operators that have a "Road Passenger Transport Operators Licence".

Furthermore:

- Pupils will not be permitted to board or remain on a bus without teacher supervision.
- The school shall receive confirmation from any service provider that their employees are suitably vetted.

## **27 Parental involvement in school activities**

Where parents visit the school to take part or assist in school activities on a one off or irregular basis the responsibility for supervision and care of pupils rests with the relevant teacher.

- Where parents visit the school to take part or assist in school activities on regular basis they will be required to undergo vetting through the Killaloe Diocesan Office.

## **28 Sporting events and annual sports day**

In line with our school Supervision Policy and Health and Safety Policy:

- All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site.

## **29 Use of off-site facilities and coaches at off site activities**

In line with our school Supervision Policy and Health and Safety Policy:

- All teachers will exercise their Duty of Care to pupils during school activities whether undertaken on site or off-site.
- Prior to the use of off-site facilities teachers will satisfy themselves as to the suitability of the venue.
- All teachers will exercise their Duty of Care to pupils during school activities undertaken off site.

### **30 Use of external coaches/ instructors during off site activities**

- Organisers of off-site activities involving the use of external coaches / instructors must receive confirmation in writing from the host organisation that their coaches / instructors have suitable vetting.
- Teacher responsibilities in this regard are detailed in the aforementioned policies.

**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.