

**Kilcolman N.S.,  
Kilcolman,  
Ardagh,  
Co. Limerick.**

Telephone 069 60005  
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Principal: Cáit Ní Fheorais



## Child Safeguarding Statement and Risk Assessment Template

### Child Safeguarding Statement

Kilcolman N.S. is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Kilcolman N.S. 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 Cáit Ní Fheorais
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Margaret Casey

- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

- 5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training

- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the 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 D.E. 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 \_\_\_\_\_ [most recent review date].

Signed: \_\_\_\_\_

Chairperson of Board of Management

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_

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- 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 10/2/2021 [most recent review date].

Signed: John Hayes  
Chairperson of Board of Management

Signed: Carl Ni Fheorais  
Principal/Secretary to the Board of Management

Date: 22/10/2021

Date: 22/10/2021

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## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Kilcolman N.S.

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 Kilcolman N.S..

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 -
<ul style="list-style-type: none"> <li>• Daily arrival and dismissal of pupils</li> <li>• Recreation breaks for pupils</li> <li>• Classroom teaching</li> <li>• One-to-one teaching</li> <li>• One-to one learning support</li> <li>• Recreation break for pupils/staff</li> <li>• One-to-one counselling</li> <li>• Outdoor teaching activities</li> <li>• Online teaching and learning remotely</li> <li>• Sporting Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of child being harmed in the school by a member of school personnel</li> <li>• Risk of child being harmed in the school by another child</li> <li>• Risk of child being harmed in the school by volunteer or visitor to the school.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff have been provided with a copy of the school's <i>Child Safeguarding Statement</i> &amp; are required to adhere to The Child Safeguarding Statement. All new staff will be provided with this also. The school encourages staff to avail of relevant training.</li> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-</i></li> </ul>

<ul style="list-style-type: none"> <li>• School outings</li> <li>• School trips involving overnight stay</li> <li>• Use of toilet/changing areas in schools</li> <li>• Annual Sports Day</li> <li>• Fundraising events involving pupils</li> <li>• Use of off-site facilities for school activities</li> <li>• School transport arrangements including use of bus escorts</li> <li>• Care of children with special educational needs, including intimate care where needed,</li> <li>• Care of any vulnerable adult students, including intimate care where needed</li> <li>• Management of challenging behaviour amongst pupils, including appropriate use of restraint where required</li> <li>• Management of provision of food and drink</li> <li>• Administration of Medicine</li> <li>• Administration of First Aid</li> <li>• Curricular provision in respect of SPHE, RSE, Stay Safe</li> <li>• Prevention and dealing with bullying amongst pupils</li> <li>• Training of school personnel in child protection matters</li> <li>• Use of external personnel to supplement curriculum</li> <li>• Use of external personnel to support sports and other extra-curricular activities</li> <li>• Sports Coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by school personnel (teaching &amp; non-teaching), substitute teachers, S.N.A.'s, coaches, external teachers, volunteers, other pupils, older pupils, unknown adults, sports coaches, unknown adults, strangers, visitor /visiting teacher to the school, spectator, visitors called on by school in case of emergency, a member of staff of another organisation.</li> <li>• 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.</li> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities eg: school tours, matches, swimming etc. Risk if outsiders arrive at the sports day, match etc. Risk if pupils wander off from the group.</li> <li>• 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</li> <li>• Risk of harm due to risk of bullying of child by another child, of a child by an adult &amp; vica versa, of a child by an outside agent who is either in the school</li> </ul>	<p><i>Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i> and it's Addendum (2019)</p> <ul style="list-style-type: none"> <li>• The school implements in full the Stay Safe Programme. School personnel are trained in &amp; implement in full the Stay Safe Programme, the full the SPHE curriculum &amp; R.S.E. programme. Policies are available in these areas.</li> <li>• The school implements in full the SPHE curriculum</li> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>. School personnel are trained in &amp; implements Anti-Bullying Policy.</li> <li>• Courses on anti-bullying are made available to pupils, parents and staff.</li> <li>• The school undertakes anti-racism awareness initiatives</li> <li>• The school implements the Myself strand &amp; Conflict Resolution sections in the S.P.H.E. Curriculum.</li> <li>• Proper procedures for recruitment are in place &amp; fully implemented</li> <li>• The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks, supervision of rooms, supervision of toilet areas/changing areas etc. The school has practices &amp; procedures in relation to toilet usage, which grouping attend which toilets, toilet usage during class time &amp; break times etc.</li> <li>• The school has in place a code of behaviour for pupils.</li> </ul>
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<ul style="list-style-type: none"> <li>• Care of pupils with specific vulnerabilities/needs such as <ul style="list-style-type: none"> <li>▪ Pupils from ethnic minorities /migrants</li> <li>▪ Members of the Traveller community</li> <li>▪ Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>▪ Pupils perceived to be LGBT</li> <li>▪ Pupils of minority religious faiths</li> <li>▪ Children in care</li> <li>▪ Children on CPNS</li> <li>▪ Children with medical needs</li> </ul> </li> <li>• Recruitment of school personnel including Teachers/SNA's <ul style="list-style-type: none"> <li>▪ Caretaker/Secretary/Cleaners</li> <li>▪ Sports coaches</li> <li>▪ Volunteers/Parents in school activities</li> <li>▪ External Tutors/Guest Speakers</li> <li>▪ Visitors/contractors present in school during school hours</li> <li>▪ Visitors/contractors present during after school activities</li> </ul> </li> <li>• Participation by pupils in religious ceremonies/religious instruction external to the school/pilgrimage trips external to the school.</li> <li>• Use of Information &amp; Communication Technology by pupils in school, including social media</li> </ul>	<p>or else at an external place outside the school.</p> <ul style="list-style-type: none"> <li>• Risk of bullying is heightened in some areas more than others on the school grounds eg: far off corners which are not as easy to supervise and also outside the school grounds. Risk if planning &amp; scheduling for these areas are not in place.</li> <li>• Risk of harm due to racism</li> <li>• Risk of harm due to inadequate supervision of children in school. Risk to school personnel if left on their own in school with pupils.</li> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>• Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities</li> <li>• Risk of harm to child while a child is receiving intimate care</li> <li>• Risk of harm to children with SEN who have particular vulnerabilities including medical vulnerabilities.</li> <li>• Risk if appropriate documentation is not signed by parents regarding administration of medicine</li> <li>• Risk to pupil and staff as staff try to restrain pupil.</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place a policy and clear procedures in respect of school outings</li> <li>• The school has a Health and safety policy</li> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting</li> <li>• The school adheres to the requirements of the Garda vetting legislation re buses, school outings facilities etc.</li> <li>• The school has a codes of conduct for school personnel (teaching and non-teaching staff)</li> <li>• The school complies with the agreed disciplinary procedures for teaching staff</li> <li>• The school has a Special Educational Needs policy</li> <li>• The school has an intimate care policy/plan in respect of students who require such care</li> <li>• The school has in place a policy and procedures for the administration of medication to pupils</li> <li>• School has policy in place for one to one teaching/meetings /counselling eg: table between teacher and pupil and glass window on doors.</li> <li>• The school has a Restraint Policy</li> <li>• The school has a policy on S.N.A.'s.</li> <li>• The school: <ul style="list-style-type: none"> <li>▪ has provided each member of school staff with a copy of the school's Child Safeguarding Statement</li> <li>▪ Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement</li> </ul> </li> <li>• Encourages staff to avail of relevant training</li> </ul>
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<ul style="list-style-type: none"> <li>• Application of sanctions under the school’s Code of Behaviour including detention of pupils, confiscation of phones etc.</li> <li>• Managing of challenging behaviour amongst pupils, including appropriate use of restraint</li> <li>• Outside tutors/visitors to the school</li> <li>• Recreation break for pupils</li> <li>• Students from the school participating in work experience elsewhere</li> <li>• Student teachers undertaking training placement in school</li> <li>• Use of video/photography/other media to record school events</li> <li>• After school use of school premises by other organisations</li> <li>• Use of school premises by other organisation during school day</li> <li>• Visitors to the school in the event of emergencies eg: ambulance services, plumbers, electricians, Rentokil etc.</li> <li>• Use of mobile phones by pupils, school personnel, outside agencies, visitors to the school etc.</li> <li>• Home schooling/online teaching and learning remotely using on-line platforms &amp; pupils &amp; staff engaging with digital technologies and tools &amp; the internet.</li> <li>• Use of platforms having returned back to school</li> <li>• Procedures &amp; new procedures to prevent Covid-19</li> </ul>	<ul style="list-style-type: none"> <li>• Risk if S.N.A. for SEN pupils is not supervising pupil on the yard every day at every break.</li> <li>• Risk of harm in one-to-one situations for school personnel (teaching &amp; non-teaching), counsellors, coaches, visitors etc.</li> <li>• Risk of harm in one-to-one teaching, counselling, coaching situation</li> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</li> <li>• Risk of harm due to children inappropriately using technology to record outdoor activities</li> <li>• Risk of harm to pupils if parents are not trained on or familiar with dangers of cyber bullying etc. Risk if blocked categories for I.C.T. not being blocked fully.</li> <li>• Risk of harm by children engaging in home schooling using school platforms, digital devices &amp; tools, the internet etc.</li> <li>• Risk of harm to staff members as they engage on on-line learning with pupils.</li> <li>• Risk of harm by pupils &amp; teacher engaging in school platforms when they return to school after home learning.</li> <li>• Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an</li> </ul>	<ul style="list-style-type: none"> <li>• Encourages board of management members to avail of relevant training</li> <li>• Maintains records of all staff and board member training</li> <li>• DLP&amp; DDLP to attend face to face training &amp; on-line training</li> <li>• 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</li> <li>• The school has in place a policy governing the use of smart phones and tablets devices in the school by pupils as per circular 38/2018. The school has a mobile phone policy and acceptable use policy which sets out acceptable usage for pupils and staff. Consent required from parents to take photographs/videos of pupils. Consent required from parents for photos of pupils for website/newspapers etc.</li> <li>• The school has in place a Critical Incident Management Plan</li> <li>• The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.</li> <li>• The school has a policy and clear procedures in respect of school outings, tours, matches, swimming etc.</li> <li>• Permission &amp; consent must be provided from parents re school outings</li> <li>• The school has in place a policy and procedures for the use of external sports coaches</li> </ul>
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<ul style="list-style-type: none"> <li>• Supplementary Programme in school</li> <li>• CLASS Programme in the school</li> </ul>	<p>invited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms.</p> <ul style="list-style-type: none"> <li>• Risk of harm caused by member of school personnel communicating with pupils accessing, circulating inappropriate material via social medial, texting, digital devices or other manner.</li> <li>• 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.</li> <li>• Risk of harm due to inappropriate use of photos &amp; recording.</li> <li>• Risk if parents have not provided school with consent for photos/videos or other recording of pupils</li> <li>• Risk of harm if Photographer/Video recorder is not Garda Vetted or if he/she is not sensitive to the wishes of the parents re consent.</li> <li>• Risk from lack of frequent, regular training &amp; poor quality training.</li> <li>• Risk if teaching personnel (teaching &amp; non-teaching), coaches, visitors, substitute teachers, bus escort etc. are not vetted.</li> <li>• Risk of harm to pupils if proper procedures for recruitment are not implemented</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place a policy and clear procedures for one-to-one teaching activities</li> <li>• The school has in place a policy and procedures for one-to-one counselling</li> <li>• The school has in place a policy and procedures in respect of student teacher placements</li> <li>• The school has in place a policy and procedures in respect of students undertaking work experience in the school</li> <li>• The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations</li> <li>• The school has in place an ICT policy in respect of usage of ICT by pupils.</li> <li>• The school has in place a Remote Teaching &amp; Learning Policy.</li> <li>• Policy in place and procedures for the administration of First-Aid. Staff are trained in First-Aid.</li> <li>• The school has in place a policy and procedures for the administration of medicines to pupils &amp; recording of dosages given.</li> <li>• Doors and gates are secured during the school day. Camera on door is in operation.</li> <li>• Care plans in place for pupils with special needs. Enrolment forms require parents to fill in details pertaining to any allergies, difficulties pupils may have etc.</li> <li>• The school actively organises outside support from N.E.P.'s, the Early Intervention Team, C.A.M.H.S when the need arises.</li> <li>• The school has a Healthy Eating Policy</li> </ul>
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	<ul style="list-style-type: none"> <li>• Risk of harm to pupils if appropriate school policies re all school personnel, visitors, parents, volunteers, contractors, tutors, guest speakers, coaches etc. are not followed</li> <li>• Risk of harm due to inadequate supervision of student teachers or students on work experience in the school. Risk of harm if student is unaware of potential risks when in the school.</li> <li>• Risk of harm due to inadequate supervision of children in school, in toilet area in school, in yard, in field or during rainy days when pupils have to stay inside.</li> <li>• Risk of injury to pupils and staff</li> <li>• Risk if pupils do not line up quickly &amp; orderly &amp; risk of inappropriate behaviour taking place</li> <li>• Risk if pupils go out onto the road</li> <li>• Risk if gates are not securely locked.</li> <li>• Risk if school doors are not secure.</li> <li>• Risk involved due to insufficient planning of events etc.</li> <li>• Risk if rules for the day are not communicated to pupils.</li> <li>• Risk if proper procedures &amp; facilities are not available on the bus.</li> <li>• Risk due to pupils being dropped off too early in the morning or not collected on time in the evening.</li> </ul>	<ul style="list-style-type: none"> <li>• The school has policies and procedures in place to deal with Covid-19.</li> <li>• The school has policies and procedures in place to deal with Covid-19.</li> <li>• Pupils required not to leave areas without permission. Pupils need written request to leave school early. Pupils can only be collected by designated persons. Sign out book to be filled in upon leaving school early.</li> <li>• The school ensures that pupils are not left on their own in school with a staff member during outside of regular school hours e.g. for programmes or events.</li> <li>• The school ensures that staff member is not on his/herself on in school with pupils during outside of regular school hours e.g: for programmes or events.</li> <li>• The school ensures that either the Designated Liaison person the Deputy Designated Liaison person is on site in the school during the delivery of the Supplementary Programme in the school etc.</li> </ul>
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- Risk to pupils if someone else rather than the nominated person collects the pupils in the evening.
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk if medicines are not stored away properly, not labelled or out of date. Risk if pupils are unsupervised while taking medicines. Risk if teacher / S.N.A. is absent and substitutes are not informed of administration of medicines.
- Risk of harm if staff are not properly trained on a regular basis in First-Aid & risk if staff member administers First-Aid on their own to pupils.
- Risk of harm if appropriate pupil care plans are not in place
- Risk of harm if school is not informed of any specific allergies pupils might have
- Risk due to Covid-19
- Risk as insufficient information is provided to the school by parents & outside agencies.
- Risk involved with delivering Supplementary Programme in the school premises.
- Risk involved with delivering the CLASS Programme.
- Risk of harm if Photographer/Video recorder is not Garda Vetted or if he/she

	<p>is not sensitive to the wishes of the parents re consent.</p> <ul style="list-style-type: none"> <li>• Risk to children if child protection programmes are not taught to them. Legal requirement to implement the S.P.H.E. Policy, Stay Safe &amp; R.S.E. Policy.</li> <li>• Risk to children if child protection programmes are not taught to them. Legal requirement to implement the S.P.H.E. Policy, Stay Safe &amp; R.S.E. Policy.</li> </ul>	
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**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and 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.