

Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

Scoil Mhuire, Clondra, Co Longford 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 Scoil Mhuire, Clondra 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 Melissa Hussey
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Paula MacEoin
- 4 The Relevant Person is Melissa Hussey
(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. This person can also be the DLP)
- 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

Date: _____

Date: _____

Child Safeguarding Risk Assessment

Written Assessment of Risk of Scoil Mhuire, Clondra, Co Longford.

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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of Scoil Mhuire, Clondra, Co Longford.

| | List of School Activities | Risk level | The school has identified the following risk of harm | The school has the following procedures in place to address risk identified in this assessment |
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| 1 | Training of school personnel in Child Protection matters | Low | Harm not recognised or not reported promptly | Child Safeguarding Statement & Department of Education and Skills procedures made available to all staff Designated Liaison Person (DLP) & Deputy Designated Liaison Person (DDL) to attend Professional Development Service for Teachers (PDST) face to face training All Staff to view Túsla training module & any other online training offered by the PDST. Staff members will receive a copy of our Child Safeguarding Statement; they will be aware of their responsibility to be familiar with and implement consistently, the contents of our School Child Safeguarding Statement. BOM keeps a record of staff and board training |
| 2 | One-to-one teaching | Medium | Harm by school personnel | School has policy in place for one-to-one teaching Glass panels are installed in the doors of all classrooms in the school. Glass panels will not be obscured in any way. Open doors |
| 3 | Classroom teaching | Low | Harm by school personnel Harm from other pupils | All school staff will be supplied with a hard copy of the school Child Safeguarding Statement and Child Safeguarding Risk Assessment. Glass viewing panels installed in all doors. Glass viewing panels will not be obstructed in any way |
| 4 | Daily arrival and dismissal of pupils | Low Low | Harm from other pupils, Harm from unknown adults | Parents are notified of the school opening and closing times at regular intervals. Arrival and dismissal of infants is supervised by teachers. Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year and stored on our school online data-base. Junior and Senior Infant children are lined up in the school corridor and released to their appointed adult. If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher calls the parents to confirm the child has permission to go with that adult. In the event of being unable to contact the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the adult. Parents of pupils in classes from Rang 1 to Rang 6 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. |

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| | | | | <p>If parents fail to collect children within a reasonable time scale (15-20 minutes) they will be contacted by phone. If a teacher is unable to make contact with a parent /nominated emergency contact, the teacher shall ring the TUSLA Duty Social Worker for advice, record details of same and take the appropriate action as advised.</p> <p>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 must be reported to the DLP or DDLP immediately.</p> |
| 5 | Recreation breaks for pupils | High | <p>Harm to pupil from another child</p> <p>Harm from another adult</p> | <p>Bí Cineálta Policy</p> <p>Code of Behaviour</p> <p>Teacher Supervision of yard</p> <p>Classroom supervision on rainy days</p> <p>The school has a suitable yard/playground supervision roster for teaching staff to ensure appropriate supervision of children during recreation breaks.</p> <p>Adults wishing to collect a pupil during recreation time must report to reception and sign child out in Late Arrivals/Early Leaving book.</p> |
| 6 | Toilet areas | Low | Inappropriate behaviour | <p>All toilets are part of the mainstream classrooms and there are rules in each classroom on usage.</p> <p>Children attending special education teacher will ask permission and go to the toilet area nearest to them.</p> |
| 7 | Late drop-offs, early collection, late pick up, attendance | Low | Risk of child being harmed in the school by another adult. | <p>In line with our School Attendance Policy:</p> <p>Latecomers must be signed in by an adult from 9.30am onwards. Adults are not permitted to accompany latecomers to class.</p> <p>Early Leavers must be signed out by an appointed adult. The appointed adult must wait in the reception area while the child is collected from class.</p> <p>Significant concerns in relation to timekeeping are reported to the Education Welfare Officer.</p> <p>Children's attendance at school will be monitored with an explanation required for any missed days.</p> <p>Significant attendance concerns are reported to the Education Welfare Officer by means of individual referral and also noted at Board of Management meeting (no names given).</p> |
| 8 | Lack of, or insufficient lunch | Low | Child at risk of neglect | <p>Teachers will monitor children's lunches and ensure that all children are provided with a sufficient quantity of healthy food each day.</p> <p>If a child is not provided with any lunch in school, the school will phone parents and ask them to bring the lunch to school.</p> <p>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.</p> <p>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 take appropriate action to ensure resolution.</p> |

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| 9 | Care of Children with special needs, including intimate care needs | High | Harm by school personnel | Where SNA/member of staff takes an individual child on a sensory/activity break this must be sanctioned by the class teacher. Child and staff member should remain in sight of other school staff. Policy on intimate care would be formulated if a child comes to our school. |
| 10 | Care of pupils with specific vulnerabilities/ needs such as: Pupils from ethnic minorities/migrants Members of the travelling community/Pupils of minority religious faiths Children in care/Children on the Child Protection Notification Protection System (under Tusla)/ LGBT Children/ Pupils perceived to be LGBT | Low Medium Low | Harm by school Personnel Harm from other pupils, Harm from adults at the venue | In line with our school Mission Statement: Scoil Mhuire Clondra National School will be welcoming and caring towards the needs of pupils with specific vulnerabilities. In as far as is possible the pupil and parents will be involved in identification of his/her personal requirements, wishes, etc. A written copy of any parental agreement that exists on matters will be kept on the pupils enrolment file. Parents will be notified of any changes from agreed procedures. At all times the dignity and privacy of the pupil will be paramount. Practices and procedures in this regard are detailed in various school policies such as: Code of Behaviour, Bí Cineálta Policy, S.P.H.E Policy, Supervision policy, Mobile Phones Policy, Acceptable Usage Policy |
| 11 | Curricular Provision in respect of SPHE, RSE, Stay safe. | Medium | Non-teaching of same | School implements SPHE, RSE, Stay Safe in full |
| 12 | Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc. | Low | Harm by school personnel | In line with School Code of Behaviour: 'time out' is used as a sanction during break-times for negative behaviour. Child will be removed from play for a length of time depending on their age. Detention of pupils during recreation breaks may also be used as a sanction for negative behaviour. In line with school Policy on Use of Mobile Phones/Electronic devices: Any pupil found in possession of a phone during the school day will have the phone/device confiscated and it will remain so until it is signed for and collected, in person, by a parent/guardian. |
| 13 | School-based bullying, verbal, physical or psychological | Medium | Risk of harm due to bullying of child | The school Anti Bullying Policy is available to all staff. Anti-bullying policies are also available to parents on our school website. Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries. Adequate supervision is provided to ensure Code of Behaviour is being followed. |
| 14 | Management of challenging behaviour amongst pupils, including appropriate use of restraint where required | Low | Harm by school personnel Harm by other pupil/s | As outlined in Department of Education & Skills Primary Circular 02/05 some pupils with serious difficulties may require more urgent action. Should these cases present, they will, with parent/guardian permission, be discussed with the relevant Special Needs Education Officer (SENO) and/or NEPS psychologist. |

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| | | | | <p>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.</p> <p>SNAs and support teachers will follow educational plans for these particular students.</p> <p>Intervention plans will be agreed with the parents / guardians.</p> <p>The school will engage the services of the Special Education Support Services (SESS) to support teaching and non-teaching staff when required.</p> |
| 15 | School transport arrangements including use of bus escorts | Low Low | Harm from bus escort or driver Harm from other pupils | <p>The school will only use transport operators that are registered</p> <p>Pupils will not be permitted to board or remain on a bus without teacher supervision or bus escort supervision</p> <p>Where children are attending local crèche/childcare facility responsibility of care is transferred to childcare provider when the child leaves school. This includes the bus escort.</p> |
| 16 | Administration of First Aid | Low | Risk of child being harmed in the school by another adult. | <p>In line with our school Accident & Injury Policy:</p> <ul style="list-style-type: none"> • All staff will exercise their duty of care to pupils for the duration of the school day. • 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. |
| 17 | Administration of medicine | Low | Risk of child being harmed in the school by another adult. | <p>In line with our school Administration of Medicines Policy:</p> <p>Members of staff may administer medication to pupils only in cases where an Individual Administration of Medicine Policy is in place for the child and an indemnity form has been signed by the parents and agreed by the Board of Management.</p> |
| 18 | Covid-19 | Medium | Risk to children and staff from Covid-19 | <p>We are adhering to all present Department of Education and HSE guidelines with regards to the prevention/limitation of Covid-19 in schools. – Move to 20/21</p> |
| 19 | Use of Information and Communication Technology by pupils in school | Medium Medium | Bullying Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school | <p>Anti-Bullying Policy</p> <p>Code of Behaviour</p> <p>Access to internet is filtered by the PDST Technology in Education. All Filtering Levels are designed to block illegal, gratuitously violent or pornographic content. Our school has a level 4 filtering setting which allows access to YouTube but blocks websites that are categorized as Personal such as blogs and Social Networking such as Flickr and Face book. In line with our school’s Acceptable Usage Policy:</p> <p>Internet sessions will always be supervised by a teacher. If there is no teacher in the room, access to the Internet is prohibited.</p> <p>Pupils are not permitted to bring or use personal devices in school unless they are requested to bring these devices to school by a member of the teaching staff for use during school for educational purposes. See Acceptable Usage Policy for more details.</p> |

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| 20 | Data Protection | Low | Risk of personal information regarding pupils being accessed and used inappropriately. | In line with the school's Data Protection Policy: Confidential documents relating to children in the school are stored securely in the school. Hard copies are stored in locked filing cabinets in the main office and in secure upstairs storage room. Soft copies are stored in a secure online database. A password is required to access the documents. Documents are shared with staff on a need to know basis. |
| 21 | Visitors/people calling to the school | Medium | Harm from adults | All adults are required to report to reception prior to entering the school building. Visitors to the school will be asked to sign in on our Visitors' Book. Front entrance to the school is locked so visitors must be provided with access by a staff member. |
| 22 | Interaction with external personnel/ visitors to the school/external coaches. | Low Low | Risk of child being harmed in the school by another adult. Risk of harm not being recognized by school staff | Code of Conduct for both teaching and non-teaching school personnel. Clear procedure for the use of external personnel. Visitors and external coaches must check in at reception at the front entrance before accessing the school building. Regular visitors to the school, e.g. external teachers, guest speakers 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, etc.) through another body will provide the school with confirmation of vetting from their relevant organization 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. |
| 23 | Participation by pupils in religious ceremonies/religious instruction external to the school. | Low Low | Harm from other pupils Harm from other adults | In line with our school Supervision Policy: Pupils will not be permitted to make their way to the church unaccompanied. Teachers will ensure there is effective supervision at all times both en route to, in and from the church. Children who are not participating in the ceremony will be supervised in school. Where ceremonies are conducted outside of school time it is parents' responsibility to ensure that there are suitable arrangements in place for getting pupils to and from the event location. Where ceremonies take place as part of a scheduled mass outside of school time it is parents responsibility to ensure that their child/children are adequately supervised and that suitable arrangements are in place for getting pupils to and from the ceremony. |
| 24 | Sporting Activities and Sport's Day | Low Low Medium | Harm from school personnel Harm from other pupils Harm from other adults at the venue | 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. Teacher responsibilities in this regard are detailed in the aforementioned policies. |

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| 25 | School outings and use of off-site for school activities | Low Low Med | Harm from school personnel Harm from other pupils Harm from other adults at the venue | 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. Teacher responsibilities in this regard are detailed in the aforementioned policies. |
| 26 | Use of external coaches/instructors during off-site activities. | Medium | Harm from unknown adults at the venue | 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 undertaken off site. Organisers of off-site activities involving the use of external coaches/instructors must receive confirmation in writing form the host organisation that their coaches/instructors have suitable vetting and training. Teacher responsibilities in this regard are detailed in the aforementioned policies. |
| 27 | Use of the school premises by outside groups/ individuals. | Medium | Risk from other adults | Access to the school will not be granted to any outside group for use during the school day, from 9.00am to 2.45pm. In line with our school's Use of the School Premises Policy: 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. |
| 28 | Recruitment of school personnel including: Teachers/SNAs/ Caretaker/Secretary/Cleaners/ Sports coaches/External Tutors/Guest Speakers/ Volunteers/Parents in school activities/ Visitors/ contractors present in school during school hours/ Visitors/ contractors present during after school activities | Low | Harm not recognised or not properly or promptly reported | Child Safeguarding Statement & DES procedures made available to all staff Staff to view Tusla training module & any other online training offered by PDST Vetting Procedures are in place for all staff and for parent volunteers and those on work experience. |
| 29 | Student teachers undertaking training placement in school. | Low | Risk of child being harmed in the school by another adult. | 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 vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement. |

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| 30 | Students participating in work experience | Low | Harm to pupils | <p>Work experience Policy</p> <p>Child Safeguarding Statement.</p> <p>In line with our school Policy on Students on Work Experience:</p> <p>The school requires confirmation from the school college, in writing, that vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement.</p> <p>Students must be able to provide current vetting documentation which should be processed in advance of placement start date through the student's post-primary school or the relevant colleges.</p> <p>Due to current legislation the school will not offer work experience/TY placement to students who cannot meet vetting obligations.</p> |
| 31 | Parent's Association Fun/Fundraising events involving pupils | Low Low Medium | Harm from school personnel Harm from other pupils Harm from other adults at the event | <p>At school events eg Easter egg hunt, Halloween party school staff will be present.</p> <p>At events outside school time parents will be responsible for their own children.</p> |
| 32 | Parental Involvement in school activities. | Low | Risk of child being harmed in the school by another adult. | <p>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.</p> <p>Where parents visit the school to take part or assist in school activities on regular basis they will be required to undergo vetting.</p> |
| 33 | Visitors' Book | Low | Risk from other adults | Visitors to the school will be obliged to sign the Visitors' Book. |
| 34 | Use of Zoom or other communication platforms for distance learning/communication | Medium | Harm from online access | <p>Parents have supplied their email addresses in order to sign for Zoom</p> <p>The school has supplied codes/links and parents have been made aware of this and asked not to share these with anyone else.</p> <p>Parents are asked to supervise their children while they are on the Zoom platform.</p> <p>Remote learning involving Zoom meeting/video calling/uploading video should be conducted in a common family area, not a bedroom. No family pictures or identifiable features should be shown in the background. Pupils and teachers should be dressed appropriately.</p> <p>We have developed and distributed a code of conduct with regard to Zoom and engagement with other online platforms for pupils, parents and staff. This is available to view in our Remote Teaching and Learning Plan.</p> <p>Staff conducting Zoom meetings are aware of the risk of hacking/intrusion on meetings. They will respond by ending the meeting immediately</p> |

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| 35 | Risk of sharing items online | Medium | Risk to child's personal information/ images | Parents are aware of our Remote Teaching and Learning Plan which explicitly disallows the sharing by pupils, parents, teachers, or administrators using any online platforms, any content outside of the platform whether on social media or by any other means, electronic or concrete. |
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Acronyms

DES Department of Education and Skills

DLP Designated Liaison Person

DDLDP Deputy Designated Liaison Person

NEPS National Educational Psychological Service

RSE Relationship and Sexuality Education

SESE Social, Environmental and Scientific Education

SENO Special Education Needs Organiser

SPHE Social, Personal and Health Education

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.

This risk assessment has been completed by the Board of Management on _____. It will 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

Signed by Mary Duignan (Chairperson) and Melissa Hussey (Principal) 25/09/2025