



***ST. TOLA'S
NATIONAL SCHOOL
Child Protection
Statement & Risk
Assessment 2021***



St. Tola's 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 St. Tola's 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 **Eileen Smyth (Principal)**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Kieran Stenson (Acting Deputy Principal)**
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.

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 school's 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 DE website or will be made available on request by the school.



Child Protection Statement & Risk Assessment

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.

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.

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:

18th November 2021

This Child Safeguarding Statement was reviewed by the Board of Management on:

18th November 2021

Signed: *Seamus Ó hÉanaigh* Date: 18th November 2021
Chairperson of Board of Management

Signed: *Eileen Smyth* Date: 18th November 2021
Principal/Secretary to the Board of Management



Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Tola's N.S.

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 St. Tola's N.S.

1. List of school activities

Daily arrivals to school too early & drop off procedures

Dismissal from school in the evenings

Break time supervision

The following activities take place on an annual basis but have been suspended in adherence with of Covid Response Plan:

- Swimming Lessons & changing facilities (Male/ Female & supervisors) – to be reviewed
- Educational field trips/ tours (Ratio of adults to pupils) – to be reviewed
- School Tours – to be reviewed
- Attending events outside the school (School mobile needed)
- Attending sporting events outside of school – GAA & other – to be reviewed
- Engaging in sport's events / training on school grounds
- Visiting school's/ holding sport's events on site – to be reviewed
- School Picnic Day – to be reviewed
- School Sport's Day – to be reviewed
- Patricia Smyth Memorial Blitz Day – to be reviewed
- Visit to the school by the Parish NET Team for Religious preparation/ support – online
- Confession in School
- School Concert – Seachtain na Gaeilge & Christmas Concert (General Admittance – and access by the children to parents & others) – to be reviewed

Visiting Coaches – sports/ other (Tennis, Rugby, GAA)

TY Students (must be Garda Vetted) - - to be reviewed

Transport – use of staff & parent's cars

Preparation for Religious Ceremonies – lifts to the church/ Bus

Early entry to school on wet days

Supervision during wet days for break times (Gym/classes)

Accidents on yard – roles of responsibility

Administration of Medicine

Administration of First Aid.

Care of children with special educational needs, including intimate care where needed.

Management of challenging behaviour amongst pupils, including appropriate use of restraint where required.

Curricular provision in respect of SPHE, RSE, Stay Safe.

Prevention and dealing with bullying amongst pupils.

Students participating in work experience in the school.

Use of video/photography/other media to record school events.

Student teachers undertaking training placement in school.

Use of digital technologies in school

Access to phone through the school (Some areas no coverage for land line & mobile coverage is non-existent inside school building)



Parents entering the school building without a valid reason – appointments are essential.
Access to Secretary's office – phone calls to parents (Storage of key)
Discipline monitoring on CIE school transport (Liaison role for the school)
Synchronizing of watches by teachers. Home time/ children leaving the classroom
Use of the internet for research projects and educational lessons

Areas of the School to include safeguarding procedures:

Changing areas – ensure single sex and same age peers change in their classrooms
Changing areas inside of the class rooms for 3rd – 6th classes
Pupils from Infants – 2nd class do not change their clothes for sports

Gladioli & Blossoms (ASD Class 1 & 2):

Use of PE. Hall
Yard Duty
Toileting
Entry & Exit of the Building
Entry & Exit of Classroom
Emotional Regulation Issues

General toilet areas & toilet breaks for children from SEN with-drawl lessons

(designated areas)
Toilet usage at break times (Maximum number of pupils)
Toilet Pass system in operation.
School boundary, hedges, front wall etc.

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

1. Risk of harm not being recognised by school personnel
2. Risk of harm not being reported properly and promptly by school personnel
3. Risk of child being harmed in the school by a member of school personnel
4. Risk of child being harmed in the school by another child
5. Risk of child being harmed in the school by volunteer or visitor to the school
6. 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
7. Risk of harm due to bullying of child
8. Risk of harm due to inadequate supervision of children in school
9. Risk of harm due to inadequate supervision of children while attending out of school activities
10. Risk of harm due to inappropriate relationship/communications between child and another child or adult
11. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
12. Risk of harm to children with SEN who have particular vulnerabilities
13. Risk of harm to child while a child is receiving intimate care
14. Risk of harm due to inadequate code of behaviour
15. Risk of harm in one-to-one teaching, counselling, coaching situation
16. Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner



17. Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
18. Dismissal from school in the evenings – a minority of children may be collected late by parents
19. Awareness of Yard Supervision & Toilet Usage by pupils during break times (Front door locked to general public)
20. Changing into P.E. gear for 3rd – 6th daily
21. Attending events outside school– to be reviewed
22. Visiting school's/ holding sport's events on site e.g. – Patricia Smyth Memorial Blitz Day – to be reviewed
23. School Picnic Day, Sport's Day & other days where general public gain admittance– to be reviewed
24. Visiting Coaches – sports/ other – Garda vetting (Must see copy of the vetting)
25. TY Students/ Trainee SNA's/Teacher Trainees – Garda vetting
26. Bus Escort/Secretary/Cleaners – Garda Vetting
27. Preparation for Religious Ceremonies (Transport)
28. Visitors to the school – Covid Policy in place.
29. Children arriving late: Must be signed in.
30. Children leaving for Appointments (Must be signed out)
31. Pupil Absences – A phone calls, letter or an email from parent's is mandatory
32. Further Policies Required are listed in Appendix to the 'Child Safeguarding Statement'

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

Current Good Practice Outline:

- The 'Child Safeguarding Statement' has been in operation since March 11th 2018 and is reviewed in Term 1 of each year (2021). All school personnel and the Board of Management take part in this review and are aware of their roles of responsibilities
- Designated Liaison Person: **The DLP is Eileen Smyth** and notices are placed around the school with this information
- All staff are Garda Vetted
- All school personnel are provided with a copy of the school's **Child Safeguarding Statement**. This is displayed in all rooms of the school, at the entrances of the school and the school website.
- The **Child Protection Procedures for Primary and Post-Primary Schools 2017** are made available to all school personnel. These are available in hard copy, stored digitally online on the school drive and in PDF form circulated by email to all staff.
- School Personnel are required to adhere to the **Child Protection Procedures for Primary and Post-Primary Schools 2017** and all registered teaching staff are required to adhere to the **Children First Act 2015**
- Appended Policies to the Child Safeguarding Policy are:
 - a. Intimate Care Needs Policy
 - b. Administration of Medicines Policy
 - c. Physical Intervention with Pupils Policy
 - d. Supervision Policy
 - e. Students on Work Placements & Work Experience
 - f. Internet Safety & Acceptable Use Policy
 - g. Remote Learning Policy
 - h. Anti-Bullying Policy
 - i. SEN Policy
 - j. Critical Incident Management Plan
 - k. Health & Safety Statement
- Yard Supervision Rota is devised and supervised by Ms. Flynn, Ms. Varley and Ms. Smyth



- Pupils are not allowed to have mobile phones in school.
- The school organises Internet Safety Workshops for pupils and parents annually (March/ April of each year)
- The school has an **Anti-Bullying Policy**, which fully adheres to the requirements of the Department's **Anti-Bullying Procedures for Primary and Post-Primary Schools**.
- Sign In/ Sign Out Book for pupils leaving for appointments at the exit door.
- Classes given by outside coaches are supervised by the class teacher at all times and a copy of the coach's Garda Vetting is given to the Principal/ DLP
- One-to-one teaching: SEN and other teachers are careful to ensure that another member of staff is present in the room during one-to-one teaching and if another member of staff is not available, then the classroom door will remain open during the teaching lesson.

Procedures to Address Risks of Harm Identified in Section 1

- **Risk of harm not being recognised**
 - a. All teachers have received child protection training. Teachers and staff are encouraged to continuously monitor and report to the DLP any concern no matter how insignificant they feel it may be.
- **Risk of harm from school personnel**
 - a. All teachers, staff, volunteers, work experience students and outside coaches are all Garda Vetted to ensure safety for children
- **Risk of harm by another child**
 - a. Children have separate toilets and changing areas. Areas for break times are designated for junior and senior pupils separately. Children are not allowed to move around the school unsupervised during class time or break times. Teachers and SNA staff supervise the yard each day and in the classrooms on wet days.
- **Risk of harm with children SEN, vulnerable children with intimate care needs and others**
 - a. All teachers and staff follow policies and procedures which lays out very clearly 'good practice' and appropriate interactions with children
- **Risk of harm due to exposure to inappropriate images via the internet**
 - a. The school's Acceptable Use Policy is followed correctly at all times. Internet access is limited to appropriate sites (Blocks in place) and is always monitored by teachers
- **Arrival of Children in the morning:**
 - a. Staggered arrivals to adhere to guidelines in relation to Covid.
8.50-9.15 arrival of pupils who come by car in two waves (Alphabetically divided). A stop, drop & go system is established and children sanitize their hands on entry to the building, they then proceed directly to their classrooms.

Children who arrive by bus between 8.50-9.00 are assisted off the bus by a teacher, stand 2m apart before entry, sanitize on entry and go directly to their class.
- **Dismissal from school in the evenings**
 - b. SNA supervision of children with SEN needs
 - c. Staggered Collections to adhere to Covid Guidelines:
2.20pm – 2.40pm dismissal of pupils in two waves (alphabetically divided). All children gather in the school gym at 2m intervals and are dispatched by SNA's, SEN staff and Principal.

2.30pm – 2.35pm – dismissal of pupils for the Large/Medium/Small buses. Pupils are escorted from their classes in 2m intervals to the buses by SNA's and SEN staff.



- Children who have not been collected will be brought into school and parents telephoned by a member of staff. Parents are regularly informed that no supervision is provided after 2.50pm

- **Changing into P.E. gear (Pupils from 3rd – 6th daily)**
 - a. Children must change inside the classroom area. Toilets and Store room can be used as the designated areas.
 - b. Children change singly – 2 toilets
 - c. Lists of pupils for changing are devised by the class teacher and pupils designated to each area for changing during class time and with Teacher supervision of the whole class
 - d. Pupils may not change in pairs or groups
 - e. A younger & an older child should NEVER change in the same area
 - f. The class teacher must supervise the full class group until all children have changed and have left the classroom

- **Toileting & Accidents**
 - a. Intimate Care Needs Policy in place and will be followed accordingly
- **Junior classes toilet areas are outside the classroom**
 - a. Teachers ensure that only one child uses the toilet at any given time
 - b. In cases of emergency SNA staff support pupils with care needs
- **Yard supervision & Toilet Usage by pupils**
 - a. Teachers & SNA staff must ensure that they are on the yard before the children
 - b. Use of toilets at break time are restricted to the childrens' own class toilets.
 - c. Teacher on yard to monitor the number of children accessing toilets at any one time (restricted to 1 toilet pass per class) The SNA staff will hold/ give out the Toilet pass.
 - d. Front door has turn knob mechanism fitted (i.e. prevents entry by unknown persons)
- **Attending events outside of the school premises** - Children will not attend events where there are large crowds of people attending & where it is challenging to maintain safe levels of supervision – to be reviewed
- **Visiting school's/ holding sport's events on site e.g. – Patricia Smyth Memorial Blitz Day** - List to include all adults who will be attending with schools (these persons must be Garda Vetted if school volunteers and must supply Garda Vetting letters to their own school prior to attending – suspended due to Covid 19 restrictions
- **School Picnic Day/sport's Day & Patricia Smyth Memorial Blitz Day**
 - a. Letter to clarify to parents that same rules apply regarding safety & discipline –
 - b. Supervision to be provided by teachers & staff due to access by general public (largely relatives & family friends of pupils)
- **Visiting Coaches – sports/ other** (A copy of Garda Vetting must be given to the school Principal/DLP) Class teachers will remain with the class at all times. Visitors will be requested to complete a Contact Tracing Log on arrival.
- **TY Students** (must be Garda Vetted from their own school as per guidelines and must be over 16yrs of age).
- **Teaching Practice Students** must be Garda Vetted from Colleges of Education and have all documentation before they can commence TP Practice in the school.
- **Preparation for Religious Ceremonies** – Lifts/ Bus (Letter to parents regarding safety and child protection in terms of transport to the Church or other venue. Parents are encouraged to bring their own child where possible.
- **Children leaving for Appointments** – Parents must sign their child out in the 'Sign-Out' book located at the exit door.
- **Risk of harm not being recognised by school personnel** – teachers will record all minor incidents and these are to be reviewed with the DLP regularly



- **Risk of harm not being reported properly and promptly by school personnel**- teachers must report all signs of possible abuse (no matter how minor they may deem it to be) to the DLP. The DLP will report all such disclosures to the BOM
- **Risk of child being harmed in the school by a member of school personnel** – child protection is addressed at all staff meetings and staff are made aware of what constitutes as inappropriate behaviour and or child abuse. Each staff member has a copy of the '*Child Protection Procedures for Primary and Post-Primary schools, 2017*'.
- **Risk of a child being harmed in the school by another child** – Consistent and vigilant supervision by teachers and staff will minimise the opportunities whereby a child can be harmed by another child. Should such harm take place, the disclosure of harm will be dealt with by following child protection procedures fully and may warrant a referral or mandated report to TUSLA.

Gladioli & Blossoms (ASD Classes 1 & 2):

- SNAs will not be left on their own within ASD setting
- Doors within the classes will have a double lock system to prevent flight risk or
- PE Hall is monitored by SNA and teacher, in particular around emergency exit
- Arrival/Home Time: Pupils are guided by holding hand for bus and car safety departure
- Classroom press has locks to prevent access when teacher is otherwise engaged
- Internal sensory allows only one pupil/adult, especially with Covid 19 guidelines
- Yard duty is supervised and pupils remain in their pod amongst peers
- Toilets within Gladioli are not lockable to prevent possible harm
- All events and tours will be 1/1 ratio where the pupils needs are of flight risk
- Usage of a coloured visor is used to easily identify the pupil during playtime
- Pupils are encouraged to partake in school concerts, Religious events and supervision and SET/SNA support is given priority
- Where a pupil is at a high level of emotion or a risk to other pupils/staff, it may be necessary to evacuate the room for the safety of pupils, one staff member best equipped will help to calm the situation.

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.



Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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.

Examples of School Activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one learning support



- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting Activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
 - Pupils from ethnic minorities/migrants
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT) children
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Children in care
 - Children on CPNS
 - Children with medical needs
- Recruitment of school personnel including -
 - Teachers/SNA's
 - 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
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Breakfast club
- Homework club/evening study

Examples of Risks of Harm

- 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 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
- Risk of harm due to bullying of child
- Risk of harm due to racism
- 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, including medical 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

Examples of Procedures to address risks of harm

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school undertakes anti-racism awareness initiatives
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a Health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
 - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement



Child Protection Statement & Risk Assessment

- o Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
- o Encourages staff to avail of relevant training
- o Encourages board of management members to avail of relevant training
- o Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- 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
- The school has in place a policy governing the use of smartphones and tablet devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations

This risk assessment has been completed by the Board of Management in November 2021. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement **October 2022.**

Signed: *Seamus Ó hÉanaigh* Date: 18th November 2021

Chairperson of Board of Management

Signed: *Eileen Smyth* Date: 18th November 2021

Principal/Secretary to the Board of Management



Appendix 1: Programmes with relevance to Child Protection The following programmes are taught in St. Tola's N.S. in order to increase awareness around child protection issues and for the prevention of abuse in any form:

- Relationship & Sexuality Programme (RSE) Mandatory Completed in March / April each year
- Stay Safe Programme New Edition 2017 Mandatory
- Walk Tall Programme
- SPHE Curriculum & Making the Links (A useful manual which links the first 3 programmes to the content objectives of the SPHE curriculum.)
- St. Tola's N.S. Code of Behaviour & Anti-Bullying Policy

Appendix 2: School Policies with Regards to Child Protection The following school policies have relevance for child protection and are available for viewing on the school drive and in the school office.

- Child Safeguarding Statement
- Health & Safety Statement, including Accident & Injury Policy & Administration of Medicines Policy
- Code of Behaviour
- Anti-Bullying Policy
- School Attendance Policy
- Intimate Care Needs Policy
- School Tour Policy
- Guidelines for working with External Partners
- SEN Policy
- Guidelines for Physical Interventions & Restrictive Practices
- Acceptable Use of the Internet Policy (ICT) / Mobile Phone Policy
- Disciplinary & Grievance Procedures
- Data Protection Policy
- Critical Incident Policy
- Work Experience & Teaching Placement Policy