

## Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

Castaheany Educate Together National School is a primary school providing primary/post-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 Castaheany Educate Together National School 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 **Sheila Gaughan**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Aoife Mahon**
- 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 DES website.
  - In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
  - In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
    - Has provided each member of staff with a copy of the school’s Child Safeguarding Statement
    - Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement
    - Encourages staff to avail of relevant training
    - Encourages Board of Management members to avail of relevant training
    - The Board of Management maintains records of all staff and Board member training
  - In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
  - In this school the Board has appointed the 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 DES website or will be made available on request by the school.
- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the PTA 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 7<sup>th</sup> October 2019

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

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

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

Chairperson of Board of Management

Principal/Secretary to the Board of Management

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

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

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Castaheany Educate Together National School

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 [name of school].

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 -
<p><b>Daily arrival and dismissal of pupils).</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm not being recognised by school personnel</li> <li>● Risk of harm due to inadequate supervision of children</li> <li>● Risk of harm due to bullying of child by a child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to children inappropriately using phones, other devices and social media in the school grounds</li> <li>● Risk of child being harmed in the school by volunteer or visitor to the school</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm due to incidental one-to-one interactions with children (i.e. ancillary staff, student teachers, visitors)</li> </ul>	<ul style="list-style-type: none"> <li>● Pupils are not permitted onto school property until 8.20am</li> <li>● Parents / Guardians are asked to accompany Junior and Senior Infants classes and are asked to wait with them until 8.30 for a safe handover to the class teacher</li> <li>● CETNS has a morning supervision rota in place</li> <li>● Pupils line up on their class lines while they wait in the yard</li> <li>● Teachers arrive promptly to collect pupils at school start time 8.30</li> <li>● Pupils from Junior and Senior Infants are collected by an adult at 1.10, unless signed consent is in place for an alternative arrangement</li> <li>● Pupils from 1st – 6th are collected by an adult or a sibling (with prior written agreement of parents / guardians)</li> <li>● If an unexpected person arrives at home time, the class teacher brings the child to the office and a call is made to parents to clarify collection arrangements</li> <li>● Children from 3<sup>rd</sup> Class upwards are permitted to walk home with written permission from parents and guardians, with letters held in child's file</li> <li>● Pupils are not permitted to use mobile phones or any media with access to the internet while on school property and phones may not be turned on until school property is exited (ref. Mobile Phone Policy)</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> </ul>

<p><b>Yard play for pupils</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate supervision of children</li> <li>● Risk of harm not being reported properly and promptly by school personnel</li> <li>● Risk of harm due to bullying of child by a child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm due to incidental one-to-one interactions with children (i.e. ancillary staff, student teachers, visitors)</li> </ul>	<ul style="list-style-type: none"> <li>● The yard is divided into four (sometimes five) distinct areas, one teacher supervising in each. ANAs supervise and monitor the safety of our SEN pupils in the yard</li> <li>● All classes are brought to and from the yard by their teachers at both breaks. Teachers wait with their class until yard duty teachers arrive and, at the end of breaks, yard duty teachers wait until class teachers arrive, ensuring safe handovers</li> <li>● Yard gates remain closed at all times during yard play and 24-hr CCTV cameras are in operation</li> <li>● Children are accompanied indoors to the toilet by adults, when necessary.</li> <li>● Children are also accompanied indoors to the First Aid/Reflection Room by an adult, when necessary</li> <li>● The First Aid/Reflection Room is supervised by a teacher each break and lunchtime. This is reflected in the supervision rota</li> <li>● During wet breaks, all classrooms are supervised by the yard duty teachers. All ANAs remain with the SEN pupil(s) they support</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> <li>● 24hr CCTV is in operation at CETNS</li> </ul>
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<p><b>Classroom Teaching</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inadequate supervision of children</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 harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices in the classroom</li> <li>● Risk of harm due to inadequate code of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>● School Personnel are required to adhere to <i>the Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>● All classroom doors have glass panels</li> <li>● If a class teacher needs to leave the classroom for a short period of time, both their door and that of the classroom next door will be left open. The teacher next door will walk continuously between both rooms and supervise both classes until the teacher returns. Both classes will remain seated for this short time.</li> <li>● Use of computers is always supervised by the class teacher</li> <li>● The school has an up-to-date Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> and is implemented by all teachers in their classrooms. This policy is reviewed annually by the Board of Management</li> <li>● CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils and staff</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> <li>● CETNS adopts the Professional Code of conduct for teachers. Staff have discussed the Code of Conduct and hard copies have been provided</li> <li>● The school complies with the agreed disciplinary procedures for teaching staff.</li> </ul>
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<p>Small group teaching/withdrawal</p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inadequate supervision of children</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 harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices in the classroom</li> <li>● Risk of harm due to inadequate code of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>● All rooms have a glass panel in the door. Furniture is positioned so that both pupils and staff are visible at all times.</li> <li>● School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>● Personnel will accompany pupils to and from class</li> <li>● Parents will be advised of withdrawal and written consent will be sought</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> <li>● CETNS adopts the Professional Code of conduct for teachers. Staff have discussed the Code of Conduct and hard copies have been provided</li> <li>● The school complies with the agreed disciplinary procedures for teaching staff</li> </ul>
<p>One to One teaching/withdrawal</p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</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> </ul>	<ul style="list-style-type: none"> <li>● All rooms have a glass panel in the door. Furniture is positioned so that both pupils and staff are visible at all times</li> <li>● School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>● SET staff will accompany pupils to and from class</li> <li>● Parents will be advised of one-to-one teaching and written consent will be sought.</li> <li>● CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils and staff</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> <li>● CETNS adopts the Professional Code of conduct for teachers. Staff have discussed the Code of Conduct and hard copies have been provided</li> <li>● The school complies with the agreed disciplinary procedures for teaching staff</li> </ul>

<p>One to One counselling/ -pastoral support</p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm not being reported properly and promptly by school personnel or other adult</li> <li>● Risk of child being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● All rooms have a glass panel in the door. Furniture is positioned so that both pupils and staff are visible at all times</li> <li>● School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all staff are required to adhere to the <i>Children First Act 2015</i></li> <li>● Counselling personnel will accompany pupils to and from class</li> <li>● Parents will be consulted regarding one-to-one counselling support and written consent will be sought</li> <li>● CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils and staff</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> </ul>
<p>Movement of Pupils around the building.</p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate supervision of children</li> <li>● Risk of child being harmed in the school by volunteer or visitor to the school</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 harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm due to incidental one-to-one interactions with children (i.e ancillary staff)</li> </ul>	<ul style="list-style-type: none"> <li>● As far as practicable, pupils will be accompanied by an adult at all times</li> <li>● Pupils should never walk around the building on their own</li> <li>● Pupils will be given clear instructions regarding the task to be completed</li> <li>● Children who are unwell will never leave the classroom unaccompanied by an adult</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> </ul>



<p>Outdoor teaching activities</p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inadequate supervision of children</li> <li>● Risk of child being harmed in the school by volunteer or visitor to the school</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 harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>● Pupils are always supervised by a teacher outdoors</li> <li>● If children have to return to the building, they will be with another child/adult</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> <li>● CETNS adopts the Professional Code of conduct for teachers. All staff have discussed the Code of Conduct and hard copies have been provided</li> </ul>
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<p>School tours and trips</p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inadequate supervision of children while on school tours/trips</li> <li>● Risk of child being harmed by a school volunteer</li> <li>● Risk of child being harmed by a member of staff of another organisation</li> <li>● Risk of child being harmed by a member of school personnel while on school tours/trips</li> <li>● Risk of child being harmed by another child while on school tours/trips</li> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● The school has clear guidelines and procedures in place in respect of school tours/trips</li> <li>● All volunteers must be Garda vetted</li> <li>● CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils and staff</li> <li>● We will endeavour to have a gender balance of adults on school tours to oversee toilet trips</li> <li>● Children will be taken in groups to the toilet by a member of school personnel</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> </ul>
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Annual Sports Day	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inadequate supervision of children</li> <li>● Risk of child being harmed by a school volunteer or visitor</li> <li>● Risk of child being harmed by a member of staff of another organisation</li> <li>● Risk of child being harmed by a member of school personnel</li> <li>● Risk of child being harmed by another child</li> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● All volunteers are Garda vetted</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> </ul>
Use of toilet areas in school.	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inadequate supervision of children</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 harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● There are two toilets in each classroom. The outer door to the toilet/sink area remains open at all times for maximum supervision and safety. Only one child at a time may use the toilet area. If an adult is supervising at the door, more than one child may use the toilet/sink area</li> <li>● When classes are using the hall, they will use the toilet directly beside the hall doors, near reception. Pupils will also use this toilet when doing PE outdoors</li> <li>● When using the library, pupils will use toilets in the classrooms directly opposite (9 or 10)</li> </ul>

<p><b>Using toilet/changing/shower areas in off-site facilities:</b></p>	<ul style="list-style-type: none"> <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</li> <li>● Risk of harm due to inadequate supervision of children while using off-site facilities</li> <li>● Risk of child being harmed by a member of staff of another organisation, volunteer or other person while participating in out-of-school activities <ul style="list-style-type: none"> <li>● Risk of child being harmed by a member of school personnel while using off-site facilities</li> <li>● Risk of child being harmed by another child while participating in out-of-school activities</li> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● We will endeavour to have a gender balance of adults on school outings to oversee toilet trips/changing rooms e.g. swimming. However, this is not always possible. In these circumstances we ensure that there is a minimum of two adults with each group</li> <li>● An equal number of staff will be in both male and female changing rooms</li> <li>● Children will shower, dry and dress themselves</li> <li>● Special arrangements may be made for SET pupils with parental agreement</li> <li>● Children will be taken in groups to the toilet by a member of school personnel, if necessary</li> <li>● CETNS has a Code of Good Behaviour in place for all pupils</li> </ul>
<p><b>School transport arrangements including use of bus escorts:</b></p>	<ul style="list-style-type: none"> <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</li> <li>● Risk of harm due to inadequate supervision of children while attending out-of-school activities</li> <li>● Risk of child being harmed by a member of staff of another organisation, volunteer or other person while participating in out-of-school activities</li> </ul>	<ul style="list-style-type: none"> <li>● Children are supervised by school personnel at all times</li> <li>● Escorts are Garda vetted</li> <li>● There is a safe handover from home to school each morning, and vice versa in the afternoon</li> <li>● On school tours/trips, children are encouraged to secure their own seat belts, where possible</li> </ul>

	<ul style="list-style-type: none"> <li>● Risk of child being harmed by a member of school personnel while participating in out of school activities</li> <li>● Risk of child being harmed by another child while participating in out-of-school activities</li> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel.</li> </ul>	
0	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of child being harmed by a member of school personnel</li> <li>● Risk of harm not being reported properly and promptly by school personnel.</li> </ul>	<p>CETNS agrees an intimate care plan with parents, in respect of students who require it</p> <p>CETNS has a Special Educational Needs policy</p>

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<p>Care of children with special educational needs, including intimate care where needed:</p>		
<p>Toileting /Vomiting accidents</p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of child being harmed by a member of school personnel</li> <li>● Risk of harm not being reported properly and promptly by school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>● Parents/guardians will be contacted to come and collect the child or bring fresh clothes.</li> <li>● Parents will change the child's clothes.</li> <li>● If the parents are unable to come to the school and agree to it over the phone, a teacher/ ANA will help the child to change with another teacher/ANA present. If a parent/guardian cannot be contacted, the child's clothes will be changed with two adults present. The child will be encouraged to change their own clothes as far as possible and will be assisted, where needed. Parents/guardians will be informed of the incident and a written record will be maintained. (yellow sheet)</li> </ul>

		<ul style="list-style-type: none"> <li>• The above will also apply to vomiting incidents or wet clothes (e.g. water play, heavy rain etc) where a parent/guardian cannot be contacted to come and collect their child</li> </ul>
Administration of medication	<ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of school personnel</li> <li>• Risk of harm due to inadequate supervision of children</li> <li>• Risk of harm not being reported properly and promptly by school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• CETNS has clear procedures for the administration of medication to pupils (ref. Health and Safety Policy)</li> <li>• CETNS has an up-to-date Health and Safety policy</li> </ul>
Administration of First Aid	<ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Minor injuries are treated on yard/in the classroom</li> <li>• More serious injuries during yard times are brought to first aid room by an ANA during break</li> <li>• Two adults are present to treat any injuries that involve the removal of clothes</li> </ul>
<b>Curricular provision in respect of SPHE, RSE, Stay Safe</b>	<ul style="list-style-type: none"> <li>• Risk of harm due to incomplete delivery of these programmes</li> <li>• Risk of harm due to pupil absence and resulting lack of knowledge and understanding of these programmes</li> </ul>	<ul style="list-style-type: none"> <li>• The school implements, in full, the Stay Safe Programme, RSE and SPHE curriculum</li> <li>• Principal monitors implementation of above in teachers planning documents</li> <li>• New staff are encouraged and enabled to go to RSE training</li> <li>• We commit to on-going CPD for teachers in the Stay Safe programme, when available</li> </ul>
<b>Prevention and dealing with bullying amongst pupil</b>	<ul style="list-style-type: none"> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of harm due to inadequate supervision of children</li> <li>• Risk of harm due to inadequate implementation of the CETNS Anti-Bullying Policy</li> </ul>	<ul style="list-style-type: none"> <li>• CETNS has an Anti-bullying policy which outlines clearly the procedures we follow when dealing with bullying</li> <li>• Children are encouraged not to be Bystanders and are taught what to do if they suspect bullying is taking place</li> <li>• “Bully free starts with me” posters are prominently displayed in all classrooms and in the yard. Positive affirmations are also displayed on the walls in the yard</li> <li>• We celebrate Friendship Fortnight every year at CETNS</li> <li>• All classrooms have a “What’s on Your Mind?” box</li> </ul>



		<ul style="list-style-type: none"> <li>● Age-appropriate story books with a bullying theme are available to class teachers to help prevent bullying and reinforce the anti-bullying messages</li> </ul>
<b>Training of school personnel in child protection matters</b>	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate training in child protection matters</li> <li>● Risk of harm due to lack of opportunities for child protection training and up-to-date information relating to same</li> </ul>	<ul style="list-style-type: none"> <li>● School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all staff are required to adhere to the <i>Children First Act 2015</i></li> <li>● All staff completed the online training provided by Túsla and also the training provided by the PDST, in the area of child protection. <b>Children First Training was refreshed by all staff in September 2021.</b></li> <li>● All new staff will be required to complete the relevant training that is available</li> </ul>
<b>Use of school personnel for after-school activities and homework clubs.</b>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inadequate supervision of children while attending these after-school activities</li> <li>● Risk of child being harmed by a member of staff while participating in after-school activities</li> <li>● Risk of child being harmed by another child while participating in after-school activities</li> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● All extra-curricular activities are sanctioned by the Board of Management of CETNS</li> <li>● All of the procedures outlined in this policy are adhered to during extra-curricular activities</li> </ul>
<b>Use of external personnel to supplement the curriculum at CETNS.</b>	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate supervision of children while participating in sports or other activities with external personnel</li> </ul>	<ul style="list-style-type: none"> <li>● All external personnel are Garda vetted</li> <li>● At all times the class teacher should be present for the duration of the activity</li> </ul>

	<p>at CETNS</p> <ul style="list-style-type: none"> <li>● Risk of child being harmed by external personnel while participating in sports or other activities at CETNS</li> <li>● Risk of child being harmed by another child while participating in sports or other activities with external personnel at CETNS</li> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by external personnel</li> </ul>	<ul style="list-style-type: none"> <li>● At CETNS we have a guest speaker policy</li> </ul>
<p><b>Care of pupils with specific vulnerabilities/ needs such as:</b></p> <ul style="list-style-type: none"> <li>- <i>Pupils from ethnic minorities/migrants</i></li> <li>- <i>Members of the Irish Traveller community</i></li> <li>- <i>Lesbian, gay, bisexual or transgender (LGBT) children</i></li> <li>- <i>Pupils perceived to be LGBT</i></li> <li>- <i>Pupils of minority religious faiths</i></li> <li>- <i>Children living in care</i></li> <li>- <i>Children living in direct provision</i></li> <li>- <i>Children on CPNS (Child Protection Notification System)</i></li> <li>- <i>Children with special educational needs</i></li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● At Castaheany ETNS, we endeavour to create a happy and safe environment in which children learn and play inclusively</li> <li>● We want everyone in our school community to feel comfortable and secure, to be themselves</li> <li>● Just like Educate Together’s motto, “No Child is an Outsider”, we embrace and welcome the diversity of our school community</li> <li>● CETNS has an Anti-bullying policy which outlines clearly the procedures we follow when dealing with bullying</li> <li>● Children are encouraged not to be Bystanders and are taught what to do if they suspect bullying is taking place</li> <li>● We have an Ethical Education plan which is widely promoted throughout the school</li> <li>● We have assembly themes, which focus on teaching the children about respect for all and Diversity.</li> </ul>

<p><b>Recruitment of school personnel including:</b></p> <ul style="list-style-type: none"> <li>- <i>Teachers/ANAs</i></li> <li>- <i>Substitute teachers/ANAs</i></li> <li>- <i>Caretaker/Secretary/Cleaners</i></li> <li>- <i>Sports coaches</i></li> <li>- <i>External Tutors/Guest Speakers</i></li> <li>- <i>Volunteers/Parents in school activities</i></li> <li>- <i>Visitors/contractors present in school during school hours</i></li> <li>- <i>Visitors/contractors present during after school activities</i></li> </ul>	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate recruitment and vetting procedures</li> </ul>	<ul style="list-style-type: none"> <li>● The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> </ul>
<p><b>Use of Information and Communication Technology by pupils in school.</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate communications between child and another child or adult</li> <li>● Risk of harm due to children inappropriately using computers, social media, phones and other devices while at school</li> <li>● Risk of harm due to inadequate supervision of children</li> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● The school has an Acceptable Use Policy (AUP)</li> <li>● Children should not have unsupervised access to computers</li> <li>● All pupil PCs are filtered by the NCTE school broadband service</li> <li>● Children should not be allowed access other modes of ICT without correct supervision</li> <li>● Children have restricted access (password protected) to information stored on the school server</li> <li>● Children may take part in lessons about safer use when using ICT</li> <li>● CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils</li> <li>● CETNS has in place a Code of Good Behaviour for pupils</li> </ul>

<p><b>Use of Information and Communication Technology by staff in school</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to school personnel inappropriately using computers, social media, phones and other devices while at school</li> <li>● Risk of harm caused by a member of staff communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner</li> <li>● Risk of harm caused by a member of staff accessing/circulating material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>● CETNS has an Acceptable Use Policy (AUP)</li> <li>● CETNS adopts the Professional Code of conduct for teachers. All staff have discussed the Code of Conduct and hard copies have been provided.</li> <li>● The school complies with the agreed disciplinary procedures for teaching staff</li> </ul>
<p><b>Application of sanctions under the school's Code of Behaviour including Reflection of pupils, confiscation of phones etc</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate Code of Behaviour</li> <li>● Risk of harm due to inadequate implementation of the ICT Acceptable User Policy (AUP)</li> <li>● Risk of harm due to inadequate implementation of the Mobile Phone Policy</li> </ul>	<ul style="list-style-type: none"> <li>● Confiscation of phones-CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils. If a pupil is using their mobile phone during the school day the phone is confiscated. Parents must collect the phone from the office</li> <li>● CETNS has in place a Code of Good Behaviour for pupils</li> <li>● Reflection-The First Aid/Reflection Room is supervised by a teacher each break and lunchtime. This is reflected in the supervision rota. The door of the Reflection room is left open</li> </ul>
<p><b>2<sup>nd</sup>-Level Students participating in work experience at CETNS</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate supervision of children</li> <li>● Risk of harm due to inadequate supervision of student</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel or student</li> <li>● Risk of harm due to inadequate vetting of student prior to placement at CETNS</li> </ul>	<ul style="list-style-type: none"> <li>● 2nd level students will never have unsupervised access to the children</li> <li>● All students prior to commencing work experience will be Garda vetted</li> </ul>

<p><b>Student teachers/ANAs undertaking training placements at CETNS</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate supervision of children</li> <li>● Risk of harm due to inadequate supervision of student teacher/ANA</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel or student</li> <li>● Risk of harm due to inadequate vetting of student prior to placement at CETNS</li> </ul>	<ul style="list-style-type: none"> <li>● All student teachers/ANAs will be Garda vetted</li> <li>● Student teachers/ANAs work under the supervision/guidance of the class teacher</li> <li>● As far as possible, the class teacher should be present with the student teacher</li> <li>● The school's Child Safeguarding Statement, <i>Circular 0081/2017</i> and the <i>DES Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are in a green booklet which is prominently displayed in all rooms in CETNS. This policy will be brought to the attention of student teachers/ANAs</li> <li>● The school mobile phone usage policy, anti-bullying policy and code of good behaviour will also be brought to their attention</li> <li>● Student teachers will not teach lessons of a more sensitive nature such as Stay Safe, RSE</li> </ul>
<p>Visiting researchers</p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate supervision of children</li> <li>● Risk of harm due to inadequate supervision of researcher</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel or student</li> <li>● Risk of harm due to inadequate vetting of researcher prior to visits</li> </ul>	<ul style="list-style-type: none"> <li>● The BOM of CETNS will only grant consent to carry out research when they are satisfied that the research/researcher will not pose any risk/threat to the safety of the children at CETNS</li> <li>● The researcher in question will be bound by their own ethical procedures and practices</li> <li>● Visiting researchers will have no unsupervised access to children</li> <li>● Clear guidelines/ procedures will be agreed with the relevant staff</li> <li>● Where applicable the researcher(s) will be Garda vetted</li> </ul>
<p><b>Use of video/photography/other media to record school events</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to staff member/parent/volunteer's inadequate knowledge of school's Acceptable Use Policy (AUP)</li> <li>● Risk of harm due to inadequate vetting of parent/volunteer tasked with recording school events</li> </ul>	<ul style="list-style-type: none"> <li>● CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils and staff</li> <li>● In advance of each school event, families are reminded to keep images for private use only and not to upload to any social media.</li> <li>● CETNS has a Data Protection policy and CCTV policy</li> </ul>

	<ul style="list-style-type: none"> <li>● Risk of harm due to inadequate training in school's AUP for staff members</li> </ul>	
<b>After school clubs run by school personnel for CETNS pupils</b>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inadequate supervision of children</li> <li>● Risk of child being harmed by a member of school personnel</li> <li>● Risk of child being harmed by another child</li> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> <li>● Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>● All after-school activities are approved by the Board of Management</li> <li>● Personnel keep attendance records</li> <li>● Personnel keep maintain contact lists for parents/guardians and ensure safe handovers, to a known adult, where children are being collected</li> <li>● Permission to walk home alone records are also kept by the relevant personnel</li> <li>● Our Code of Good Behaviour extends to all school-related activities</li> </ul>
Use of library/computer room	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inadequate supervision of children in the library/computer room</li> <li>● Risk of harm not being reported properly and promptly by school personnel</li> <li>● Risk of child being harmed by a member of school personnel</li> <li>● Risk of child being harmed in the school by another child</li> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to children inappropriately accessing/using computers in the library</li> <li>● Risk of harm due to inadequate code of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>● As outlined in the school's Acceptable Use Policy (AUP), children should not have unsupervised access to computers</li> <li>● Children should not be in the library/computer room unless supervised by an adult</li> <li>● When using the library, pupils will use toilets in the classrooms directly opposite (9 or 10)</li> <li>● When one pupil/small group of pupils and one adult are using the library/computer room, they should remain visible through the glass panel</li> </ul>

<p><b>HSCL activities</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inadequate supervision of children in the HSCL room</li> <li>● Risk of harm not being reported properly and promptly by school personnel</li> <li>● Risk of child being harmed by a member of school personnel</li> <li>● Risk of child being harmed by another child</li> <li>● Risk of harm due to bullying of child by another child</li> <li>● Risk of harm due to bullying of child by an adult</li> <li>● Risk of harm due to inadequate code of behaviour</li> </ul>	<ul style="list-style-type: none"> <li>● All HSCL (Home School) activities will be carried out with Garda vetted personnel</li> <li>● Parents/Guardians or other visitors will not have unsupervised access to children</li> <li>● All activities will be supervised by a staff member</li> <li>● The school's Child Protection documents (green booklet) will be displayed in the HSCL Room and brought to the attention of all involved in the activities</li> </ul>
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<p><b>Online Teaching and Learning remotel</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to cyber bullying</li> <li>● Risk of harm by unknown adults</li> <li>● Risk of staff not following policies &amp; procedures</li> <li>● Risk of pupils taking and sharing photos of others</li> <li>● Risk of harm caused by a child communicating with other children in an inappropriate manner via social media, texting, digital device or other manner</li> <li>● Risk of harm caused by a pupil accessing/circulating inappropriate material via social media, texting, digital device</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 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 caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device</li> <li>● Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>● Risk of harm due to inappropriate use of recorded material</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.</li> </ul>	<ul style="list-style-type: none"> <li>● The school has an ICT Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents</li> <li>● Guidelines have been issued to parents on the use of the Google Classroom platform and parents are regularly reminded that children should be supervised at all times while online.</li> <li>● Any live sessions (Google Meet) must have prior permission from parents, must be attended by two CETNS staff members and a parent must be present in the room with the pupil at all times.</li> <li>● Any platforms to be used by school staff other than Google Classroom must be discussed with and approved by school management beforehand.</li> <li>● The school has an agreed Data Protection policy in place.</li> <li>● CETNS adopts the Professional Code of conduct for teachers. Staff have discussed the Code of Conduct and hard copies have been provided.</li> <li>● CETNS operates a ‘Closed Domain’ which prohibits the access of unknown persons accessing Google Classrooms or Google Meet sessions.</li> <li>● Cyberbullying is dealt with under the school’s Code of Good Behaviour.</li> </ul>
<p><b>Racism</b></p>	<ul style="list-style-type: none"> <li>● Risk of harm due to racism</li> </ul>	<ul style="list-style-type: none"> <li>● An Anti-Bullying Policy is in place which fully adheres to the requirements of the Department’s AntiBullying Procedures for Primary and Post-Primary Schools</li> <li>● Racism is explicitly taught and discussed on a yearly basis as part of our Ethical Education curriculum.</li> </ul>



		<ul style="list-style-type: none"> <li>An inclusive environment is at the core of the ethos of CETNS and values that promote inclusiveness are explored and discussed on a weekly basis as part of our assembly themes.</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.

This risk assessment has been revised by school staff on October 18th 2022 and reviewed by the Board of Management on ..... [date]. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Secretary to the Board of Management

