

## **Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template (Landscape Version)** **Child Safeguarding Statement**

Kilkeary NS is a primary/special/post-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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of [insert school name] has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is \_\_\_\_\_ Eamonn Power \_\_\_\_\_
- 3 The Deputy Designated Liaison Person (Deputy DLP) is \_\_\_\_\_ Jennifer Lynch \_\_\_\_\_
- 4 The Relevant Person is \_\_\_\_\_ Eamonn Power \_\_\_\_\_  
(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)
- 5 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:  
  
The school will:
  - recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
  - fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
  - fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
  - adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
  - develop a practice of openness with parents and encourage parental involvement in the education of their children; and

- fully respect confidentiality requirements in dealing with child protection matters.

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

6 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the [gov.ie](http://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](http://gov.ie) 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](http://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 13/12/23 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 24/9/24 [most recent review date].

Signed: Rosal Stary  
Chairperson of Board of Management

Signed: Siobhan Re  
Principal/Secretary to the Board of Management

Date: 24/9/24

Date: 24/9/24

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Kilkenny NS

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 (revised 2023)*, the following is the Written Risk Assessment of [name of school].

<p><b>List of school activities</b></p>	<p><b>The school has identified the following risk of harm in respect of its activities –</b></p>	<p><b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b></p>
<p>Use of I.T. and Communication Technology by pupils</p>	<ul style="list-style-type: none"> <li>· Bullying.</li> <li>· Inappropriate behaviour.</li> <li>· Risk of child being harmed by another child or adult while on-line</li> <li>· Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>· Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</li> </ul>	<ul style="list-style-type: none"> <li>· Anti-Bullying Policy.</li> <li>· Code of Behaviour.</li> <li>· Stay Safe programme</li> <li>· Guest Speakers on Internet safety.</li> <li>· SPHE Plan</li> </ul>

<p>Online Teaching Activities and Remote Learning</p>	<ul style="list-style-type: none"> <li>· Bullying.</li> <li>· Inappropriate behaviour:</li> <li>· Risk of child being harmed by another child or adult while on-line</li> <li>· Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>· Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</li> </ul>	<ul style="list-style-type: none"> <li>· Anti-Bullying Policy.</li> <li>· Code of Behaviour.</li> <li>· Stay Safe programme</li> <li>· Guest Speakers on Internet safety</li> <li>· COVID-19 Response Plan</li> <li>· Guidance on Remote Learning in a COVID-19 Context Plan</li> <li>· SPHE Plan</li> </ul>
<p>Toilet Areas</p>	<ul style="list-style-type: none"> <li>· Inappropriate behaviour:</li> <li>· Risk of harm due to bullying of child.</li> <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</li> </ul>	<ul style="list-style-type: none"> <li>· Supervision rota.</li> </ul>

<p>Potential abuse by employee / volunteer / parent (during the school day)</p>	<ul style="list-style-type: none"> <li>· Harm to pupils.</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 volunteer or visitor to the school.</li> </ul>	<ul style="list-style-type: none"> <li>· Vetting procedures.</li> <li>· Child protection procedures.</li> <li>· Visitors/ parents must present themselves to office on arrival to school.</li> </ul>
<p>Working alone with children / one-to-one teaching / SET</p>	<ul style="list-style-type: none"> <li>· Harm to pupils.</li> <li>· Harm to personnel.</li> <li>· Risk of harm to children with SEN who have particular vulnerabilities.</li> </ul>	<ul style="list-style-type: none"> <li>· Open door policy.</li> <li>· Glass panel in the door.</li> <li>· SEN Policy.</li> </ul>
<p>Sports Coaches</p>	<ul style="list-style-type: none"> <li>· Harm to pupils.</li> <li>· Risk of child being harmed in the school by volunteer or visitor to the school.</li> </ul>	<ul style="list-style-type: none"> <li>· Garda Vetting / Insurance.</li> </ul>
<p>Use of mobile phones in school building – Parents / T.Y. Students / Volunteers / Staff/ Pupils</p>	<ul style="list-style-type: none"> <li>· Harm to pupils.</li> <li>· Risk of harm caused by member of school personnel/ other adult/ other child communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner.</li> </ul>	<ul style="list-style-type: none"> <li>· Visitors need to report to the principal when in the building.</li> </ul>

Daily arrival and dismissal of pupils	<ul style="list-style-type: none"> <li>Harm to pupils.</li> <li>Risk of child being harmed in the school by another child/ adult</li> </ul> <p>Risk of harm due to inadequate supervision of children in school.</p>	<ul style="list-style-type: none"> <li>Yard supervised from 8.50am daily by Deputy Principal.</li> <li>Dismissal of pupils supervised each afternoon by Deputy Principal.</li> </ul>
Recreation breaks for pupils	<ul style="list-style-type: none"> <li>Harm to pupils.</li> </ul> <p>Risk of harm due to inadequate supervision of children in school.</p>	<ul style="list-style-type: none"> <li>Adequate supervision rota to cover yards.</li> <li>Any incidents recorded in Accident Book or reported to DLP or DDLP</li> </ul>
Classroom Teaching	<ul style="list-style-type: none"> <li>Harm to pupils.</li> <li>Risk of child being harmed in the school by a member of school personnel.</li> <li>Risk of child being harmed by another child.</li> </ul>	<ul style="list-style-type: none"> <li>Garda Vetting.</li> <li>Anti-Bullying</li> <li>Code of Behaviour.</li> <li>Ensure new staff are given mandatory policies.</li> <li>Staff receive Child Protection Training.</li> </ul>
Outdoor Teaching Activities	<ul style="list-style-type: none"> <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 or adult.</li> <li>Risk of harm due to inadequate supervision of children while attending out of school activities.</li> </ul>	<ul style="list-style-type: none"> <li>Staff ensure that they can monitor children at all times.</li> <li>Adequate pupil- teacher ratio when on trips/ tours etc</li> <li>First Aid Box and access to List of contacts brought on trip/tour/ event.</li> </ul>

<p>School Outings / Trips / Tours/ Matches/ Blitzes</p>	<ul style="list-style-type: none"> <li>· Risk of child being harmed in the school by a member of school personnel.</li> <li>· Risk of harm due to inadequate supervision of children while attending out of school activities.</li> <li>· Risk of harm due to inappropriate relationship/communications between child and another child or adult.</li> </ul>	<ul style="list-style-type: none"> <li>· Adequate supervision provided. Adequate pupil-teacher ratio when on trips/ tours etc</li> <li>· Code of behaviour followed.</li> <li>· Vetting / Insurance by service provider.</li> <li>· First Aid Box and access to List of contacts brought on trip/tour/ event.</li> </ul>
<p>Swimming lessons for pupils</p>	<ul style="list-style-type: none"> <li>· Harm to pupils.</li> <li>· Risk of child being harmed by a member of school personnel.</li> <li>· Risk of child being harmed by instructor or another person at the pool/ changing rooms.</li> <li>· Risk of pupil being harmed by another pupil.</li> </ul>	<ul style="list-style-type: none"> <li>· Adequate supervision/ monitoring / segregation when changing and on bus.</li> <li>· Code of behaviour followed.</li> <li>· Vetting / Insurance by service provider.</li> <li>· First Aid Box at pool and List of contacts brought by teacher.</li> <li>· Staff ensure that they can monitor children at all times.</li> </ul>
<p>Annual Sports Day</p>	<ul style="list-style-type: none"> <li>· Risk of child being harmed in the school by another child.</li> <li>· Risk of child being harmed by a member of school personnel, a member of staff of another organisation/ volunteer/ parent.</li> </ul>	<ul style="list-style-type: none"> <li>· Teachers supervise at all times.</li> <li>· Vetting / Insurance by company.</li> <li>· First Aid Box available</li> </ul>



<p>Management of challenging behaviour amongst pupils, including appropriate use of restraint where required.</p>	<ul style="list-style-type: none"> <li>· Risk of child being harmed in the school by another child.</li> <li>· Risk of harm to personnel.</li> <li>· Risk of harm due to bullying of child.</li> <li>· Risk of harm due to inadequate supervision of children in school.</li> </ul>	<ul style="list-style-type: none"> <li>· Code of Behaviour.</li> <li>· Anti-Bullying Policy.</li> </ul>
<p>Administration of medication</p>	<ul style="list-style-type: none"> <li>· Risk of harm not being recognised by school personnel.</li> <li>· Risk of harm not being reported properly and promptly by school personnel.</li> <li>· Risk of child being harmed in the school by a member of school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>· Follow Administration of Medication Policy.</li> <li>· First Aid Training.</li> <li>· Health and Safety Policy.</li> <li>· Staff training on administration of medication for specific illnesses- eg epilepsy, diabetes.</li> </ul>
<p>Administration of First Aid</p>	<ul style="list-style-type: none"> <li>· Risk of harm not being recognised by school personnel.</li> <li>· Risk of harm not being reported properly and promptly by school personnel.</li> <li>· Risk of child being harmed in the school by a member of school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>· Follow First Aid procedures.</li> <li>· Record in Accident Book.</li> <li>· Phone parent (where appropriate).</li> <li>· First Aid Training.</li> <li>· Health and Safety Policy.</li> </ul>

<p>Curricular provision in respect of SPHE, RSE, Stay Safe</p>	<ul style="list-style-type: none"> <li>· Risk of harm not being recognised by school personnel</li> <li>· Risk of harm not being reported properly and promptly by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>· Stay Safe taught to all classes.</li> <li>· Follow RSE Policy.</li> <li>· SPHE Plan.</li> <li>· Updates of training for staff, where appropriate.</li> </ul>
<p>Prevention and dealing with bullying amongst pupils</p>	<ul style="list-style-type: none"> <li>· Risk of harm not being recognised by school personnel</li> <li>· Risk of harm not being reported properly and promptly by school personnel</li> <li>· Risk of child being harmed in the school by another child</li> <li>· Risk of harm due to bullying of child</li> <li>· Risk of harm due to inadequate supervision of children in school</li> </ul>	<ul style="list-style-type: none"> <li>· Anti-Bullying Policy.</li> <li>· Code of Behaviour.</li> <li>· Stay Safe / SPHE Plan.</li> <li>· Yard duty Rota</li> <li>· Adequate supervision</li> </ul>

<p>Use of external personnel to supplement curriculum / support sports / other extra-curricular activities</p>	<ul style="list-style-type: none"> <li>· Risk of harm not being recognised by school personnel</li> <li>· Risk of harm not being reported properly and promptly by school personnel</li> <li>· Risk of child being harmed in the school by another child</li> <li>· Risk of harm due to bullying of child</li> <li>· Risk of harm due to inadequate supervision of children in school</li> </ul>	<ul style="list-style-type: none"> <li>· Teacher supervises activity.</li> <li>· Garda Vetting / Insurance.</li> </ul>
<p>Students participating in work experience in the school (student teachers and TY students)</p>	<ul style="list-style-type: none"> <li>· Risk of child being harmed in the school by volunteer or visitor to the school.</li> </ul>	<ul style="list-style-type: none"> <li>· Garda Vetting.</li> <li>· Insurance.</li> <li>· No mobile phones allowed for people/ students on work experience.</li> </ul>

<p>Recruitment of school personnel including:</p> <ul style="list-style-type: none"> <li>Teachers / SNAs</li> <li>Caretaker / Secretary</li> <li>Sports Coaches</li> <li>Guest Speakers</li> <li>Volunteers / Parents in school activities/ Visitors.</li> <li>Contractors present in school during school hours</li> </ul>	<ul style="list-style-type: none"> <li>Harm to pupils</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 volunteer or visitor to the school.</li> </ul>	<ul style="list-style-type: none"> <li>Garda Vetting.</li> <li>Insurance (where applicable).</li> <li>Check references.</li> <li>Statutory Declaration, where applicable.</li> <li>Teaching Council Registration (where applicable).</li> <li>Teacher supervises class when volunteer / guest / coach is present.</li> </ul>
<p>Unexpected Visitors to the school</p>	<ul style="list-style-type: none"> <li>Risk of child being harmed in the school by visitor to the school.</li> </ul>	<ul style="list-style-type: none"> <li>Visitors to the school must report to the principal.</li> <li>Members of the public/ adults that are not school personnel should always be accompanied by a member of staff while in the school building.</li> <li>Meetings with staff are by appointment only.</li> </ul>

**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.

### **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 (revised 2023)*.

## Procedures in Kilkenny NS to address risks of harm

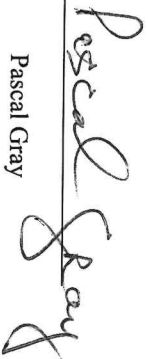
- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* 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 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 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 adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school complies with the agreed disciplinary procedures for teaching staff
- 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
  - 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
    - Maintains records of all staff and board member training
- The school has in place a code of behaviour for pupils

- The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018

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 24/9/24.

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed

  
Pascal Gray

Chairperson, Board of Management

Signed:

  
Eamonn Power

Principal/Secretary to the Board of Management