



**St Eunan's NS**

**Raphoe**

**Child Safe Guarding & Risk Assessment**

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

### Child Safeguarding Statement

[Insert school name] is a primary/special/post-primary school providing primary/post-primary education to pupils from Junior Infants to Sixth Class/First Year to Leaving Certificate Year (delete as appropriate).

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  
Anita Keeve
- 2 The Designated Liaison Person (DLP) is  
Anita Keeve
- 3 The Deputy Designated Liaison Person (Deputy DLP) is  
Finola McGahem
- 4 The Relevant Person is Anita Keeve

- 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](http://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 21<sup>st</sup> Nov 2023 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 21<sup>st</sup> Nov 2023 [most recent review date].

Signed: Eileen Kelly

Chairperson of Board of Management

Signed: Anita Keave

Principal/Secretary to the Board of Management

Date: 21/11/23

Date: 21/11/23

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of [name of 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 (revised 2023)*, 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>1. Training of school personnel in Child Protection Matters</p>	<p>1.</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>	<p>1</p> <ul style="list-style-type: none"> <li>• Child protection folders visible in the entrance of every Classroom</li> <li>• All school personnel are provided with a copy of the School's Child Safeguarding Statement</li> <li>• The Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) are made available to all school personnel</li> <li>• 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 it's Addendum (2019)</li> <li>• The school             <ul style="list-style-type: none"> <li>○ Has provided each member of school staff with a copy of the school's Child Safeguarding Statement</li> <li>○ Ensures all new staff are provided with a copy of the Child Safeguarding Statement</li> <li>○ Encourages staff to avail of relevant training</li> <li>○ Encourages BOM members to avail of relevant training</li> </ul> </li> </ul>

<p>2. Care of children with Special Needs, including intimate care needs</p>	<p>2</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 child being harmed by a member of school personnel, a member of staff or another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons.</li> <li>• Risk of harm due to inadequate supervision of children in school.</li> <li>• Risk of harm to child while a child is receiving intimate care</li> <li>• Risk of harm in one-to-one counselling, coaching situation</li> <li>• Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities</li> </ul>	<ul style="list-style-type: none"> <li>○ Maintain records of all staff and BOM training</li> </ul> <p>2.</p> <ul style="list-style-type: none"> <li>• The school has a Special Educational Needs Policy</li> <li>• The school has an intimate care policy/plan in respect of students who require such care</li> <li>• The school has a swimming policy</li> </ul>
<p>3. Toilet Areas</p>	<p>3.</p> <ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by member of school personnel</li> <li>• Risk of child being harmed in the school by another child</li> <li>• Risk of child being harmed in the school by volunteer or visitor to the school.</li> </ul>	<p>3.</p> <ul style="list-style-type: none"> <li>• Clear signage to adult toilets</li> <li>• Children ask teachers before they use the toilet</li> <li>• "Children Only" signs on children's toilets</li> <li>• 2 members of school staff must be present if it is necessary for adults to enter toilets/changing areas.</li> </ul>
<p>4. Curriculum Provision in respect of SPHE - RSE Stay Safe</p>	<p>4.</p> <ul style="list-style-type: none"> <li>• Risk of harm due to child not knowing behaviour that reach the threshold of harm and therefore the child may not tell trusted adult and report abuse.</li> </ul>	<p>4.</p> <ul style="list-style-type: none"> <li>• The school implements in full the StaySafe &amp; RSE Programmes</li> <li>• The school implements in full the SPHE curriculum</li> </ul>
<p>5. Gender Orientation and Sexuality</p>	<p>5.</p>	

<p>6. Daily arrival and dismissal of pupils</p> <p>7. Managing of challenging behaviour amongst pupils</p> <p>8. Sport Coaches and visitors</p> <p>9. Recreation breaks for pupils</p> <p>10. Classroom teaching</p> <p>11. Outdoor teaching activities</p>	<ul style="list-style-type: none"> <li>• Risk of harm to bullying</li> </ul> <p>6. Risk of harm due to inadequate supervision of children in school</p> <p>7. Risk of child being harmed in the school by another child</p> <p>8. Risk of child being harmed in the school by volunteer or visitor to the school</p> <p>9. Risk of harm due to inadequate supervision of children in school</p> <p>10. Risk of child being harmed in the school by a member of school personnel</p> <p>• Risk of child being harmed in the school by another child</p> <p>11. Risk of harm due to bullying of child</p> <ul style="list-style-type: none"> <li>• Risk of harm due to racism</li> <li>• Risk of harm due to inadequate supervision of children in school</li> </ul>	<p>5. The school has an Anti-Bullying Policy which adheres to the requirements of the Departments Anti-Bullying Procedures for Primary and Post-Primary Schools.</p> <ul style="list-style-type: none"> <li>• The school undertakes anti-racism awareness initiatives</li> </ul> <p>6. The school has a yard/playground supervision policy to ensure appropriate supervision to children during assembly, dismissal and breaks.</p> <p>7. The school has in place a code of behaviour for pupils.</p> <p>8. The school has in place a policy and procedure for the use of external persons to supplement delivery of the curriculum</p> <ul style="list-style-type: none"> <li>• The school has in place a policy and procedures for the use of external sports coaches</li> </ul> <p>9. The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks.</p> <p>10. The school adheres to the requirements of the Garda Vetting legislation and relevant DE circulars in relation to recruitment and Garda Vetting Child Protection Folders visible at the entrance of every classroom</p> <ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the schools Child Safe-guarding statement</li> <li>• The Child Protection Procedures for Primary and Post-Primary Schools revised 2023 and all registered teaching staff are required to adhere to the Children Frist Act 2015 and it's Addendum (2019)</li> </ul> <p>11. The school has a Health and Safety policy</p>
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<p>12. Sporting activities</p> <p>13. School outings</p> <p>14. Annual Sports Day</p> <p>15. Fundraising events involving pupils</p> <p>16. Students requiring intimate care</p> <p>17. Management of Challenging behaviour amongst pupils, including the appropriate</p>	<p>12</p> <ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children in school.</li> </ul> <p>13.</p> <ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of school personnel, a member of staff or another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons</li> </ul> <p>14.</p> <ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children in school</li> </ul> <p>15</p> <ul style="list-style-type: none"> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> </ul> <p>16</p> <ul style="list-style-type: none"> <li>• Risk of harm to child while a child is receiving intimate care</li> </ul> <p>17.</p>	<ul style="list-style-type: none"> <li>• The school has an Anti-bullying policy which fully adheres to the requirements of the Departments anti-bullying procedures for Primary and Post-Primary Schools</li> </ul> <p>12</p> <ul style="list-style-type: none"> <li>• The school has a yard/playground supervision policy</li> <li>• 2 members of school staff must be present if it is necessary for adults to enter toilets/changing areas</li> <li>• The school has a Swimming Policy</li> </ul> <p>13.</p> <ul style="list-style-type: none"> <li>• The school has in place a Critical Incident Management Plan</li> <li>• The school has a Swimming Policy</li> <li>• The school has a Health &amp; Safety Policy</li> </ul> <p>14.</p> <ul style="list-style-type: none"> <li>• The school has a Health and Safety Policy</li> <li>• The school has a yard/playground supervision policy to ensure appropriate supervision of children</li> </ul> <p>15</p> <ul style="list-style-type: none"> <li>• The school has in place a Code of Conduct to External Agencies/ Visitors for Activities and Sport</li> </ul> <p>16.</p> <ul style="list-style-type: none"> <li>• The school has an intimate care policy/plan in respect of students who require such care</li> </ul>
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18. Administration of Medicine	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place a code of behaviour for pupils</li> </ul>
19. Administration of First Aid	<ul style="list-style-type: none"> <li>• Risk of child being harmed in school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• The school has a place in policy and procedures for the administration of medication to pupils</li> </ul>
20. Prevention and Dealing with Bullying amongst pupils	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place a Health &amp; Safety Policy</li> </ul>
21. Use of external personnel to supplement curriculum	<ul style="list-style-type: none"> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm due to racism</li> </ul>	<ul style="list-style-type: none"> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Departments Anti-Bullying Procedures for Primary and Post-Primary Schools</li> </ul>
22. Care of pupils with specific vulnerabilities needs such as: Pupils from ethnic minorities, members of the traveller community, lesbian, gay, bisexual or transgender (LGBT) children, Pupils perceived as LGBT, pupils of minority religious faiths, Children in care	<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>• The school has in place a Code of Conduct for External Agencies / Visitors for activities and Sport</li> </ul>
23. Recruitment of school personnel including teachers, SNA, Caretakers/Secretary /Cleaner, Sport Coaches. External Tutors/ Guest Speakers, Volunteers/ Parents in School Actives.	<ul style="list-style-type: none"> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm due to racism</li> </ul>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
23.	<ul style="list-style-type: none"> <li>• Risk of child being harmed in 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>• The school has a code of conduct for school personnel (teaching council)</li> </ul>

<p>Visitors/Contractors present in school after school hours.</p>		<ul style="list-style-type: none"> <li>• The school complies with the agreed disciplinary procedures for teaching staff</li> <li>• The school has in place a Code of Conduct for External Agencies/Visitors for Activities and Sport</li> <li>• The school adheres to requirements of the Garda Vetting legislation and relevant DE Circulars in relation to recruitment and Garda Vetting</li> </ul>
<p>24. Documentation of child protection information</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel</li> </ul>	<p>24.</p> <ul style="list-style-type: none"> <li>• Each classroom to have a locked drawer filing cabinet</li> <li>• School to follow GDPR guidelines</li> </ul>
<p>25. Use of Information and Communication Technology by pupils in school, including social media.</p>	<ul style="list-style-type: none"> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adults</li> <li>• Risk of harm due to children inappropriately accessing/using computers social media, phones and other devices while at school</li> </ul>	<p>25.</p> <ul style="list-style-type: none"> <li>• The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents</li> <li>• The school has in place a policy governing the use of smart phones and table devices in the school by pupils as per circular 38/2018</li> <li>• The school has Cyber Bullying Policy in place</li> </ul>
<p>26. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</p>	<ul style="list-style-type: none"> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.</li> </ul>	<p>26.</p> <ul style="list-style-type: none"> <li>• The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 2018</li> <li>• The school has in place a code of behaviour for pupils</li> </ul>
<p>27. Students participating in work experience in the school Student teachers undertaking training placement in school</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 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>	<p>27.</p> <ul style="list-style-type: none"> <li>• Child Protection Folders visible at the entrance of every classroom and students participating in work experience and student teachers are made aware of them and asked to make themselves aware of the contents of the folder: <ul style="list-style-type: none"> <li>- Child Safeguarding Statement</li> <li>- The Child Protection Procedures for Primary and Post-Primary Schools revised 2023</li> <li>- Children First Act 2015 and it's Addendum (2019)</li> </ul> </li> </ul>

<p>28. Use of video/photography. Other media to record school events</p>	<p>28.</p> <ul style="list-style-type: none"> <li>- Risk of harm due to bullying of child</li> <li>- Risk of harm due to racism</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 cause by member of school personnel accessing circulating inappropriate material via social media, texting, digital device or other manner.</li> </ul>	<p>28.</p> <ul style="list-style-type: none"> <li>- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and had communicated this policy to parents</li> <li>- 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</li> <li>- The school has Cyber Bullying Policy in place</li> <li>- The school has an Anti-Bullying Policy which adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post Primary Schools</li> <li>- The school has a Facebook and Website Policy</li> <li>- Consent is sought at enrolment for the use of video/photography/other media to record school events.</li> </ul>
<p>29. Swimming</p>	<p>29.</p> <ul style="list-style-type: none"> <li>- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons.</li> </ul>	<p>29</p> <p>The school has a Swimming Policy in place</p>
<p>30. Remote Learning</p>	<p>30.</p> <p>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</p> <p>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 begin left unsupervised.</p>	<p>30.</p> <p>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</p> <p>The school has a Remote Teaching and Learning Policy</p>

The school has a Website and Facebook Policy

## Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	✓
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	✓
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	✓
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	✓
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	✓
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	✓
7. Has the DLP attended available child protection training?	✓
8. Has the Deputy DLP attended available child protection training?	✓
9. Have any members of the Board attended child protection training?	✓
10. Has the school appointed a DLP and a Deputy DLP?	✓
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	✓
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	✓
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	✓
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	✓
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	✓
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	✓
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	✓

41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	
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\*In schools where the ETB is the employer, the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed Eileen Kelly Date 21/11/23

Chairperson, Board of Management

Signed Anita Keene Date 21/11/23

Principal/Secretary to the Board of Management

**Note:** Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.