

# Child Safeguarding Risk Assessment - Coláiste na Sceilge

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 Coláiste na Sceilge.

## List of school activities

### 1. Name of the Service being provided

Coláiste na Sceilge is a co-educational post primary community school

### 2. Nature of the service and principles to safeguard children from harm

Coláiste na Sceilge provide education to second level students in a mainstream and Special Class setting. The school provides a range of Junior Certificate, Level 1 and Level2 Subjects, Transition Year, Leaving Certificate, Leaving Certificate applied Programmes. In addition, the school offers a range of extra-curricular activities e.g. GAA, Athletics, Basketball, Rugby, Soccer, training, Music... etc . We work closely with KDYS and NBSS. Coláiste na Sceilge is committed to and guided by the core values of Kerry ETB 'Respect, Quality, Inclusion and Learning' as well as by our own Mission Statement 'We Respect we care we learn we develop, we belong' All Coláiste na Sceilge policies acknowledge the Children First National Guidance for the protection of Children we are committed to keeping all our students safe from harm.

3. Our premises is also used by a range of community groups. A requirement of groups using the premises is that they are fully compliant with Children First and have their Safeguarding Statement visible on the premise.

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

	Risk Identified	Procedure in place to manage risk identified
1	Open public access to school	All visitors sign in at the school office and wear a visitor lanyard. Any visitor not wearing a lanyard is escorted to the school office to sign in and given a visitor lanyard. Visitor will wait in the school office for the coordinating teacher. Visitors sign out in the school office and return lanyards.

2	Staff awareness of risks to children	<p>Teachers (Mandated Persons) including regular substitute teachers are asked to complete the TUSLA video for Mandated Persons and give a copy of their certificate to the Principal.</p> <p>Non-teaching staff attend Child Protection Training annually and as required. All staff receive a copy of CSS</p>
3	A child being harmed in the school	<p>Implementation of SPHE &amp; Wellbeing Programme for Junor Cycle</p> <p>Code of Behaviour</p> <p>Anti-bullying policy</p> <p>Acceptable usage policy</p> <p>Teaching Council Profession standards</p> <p>Kerry ETB Code of Conduct</p> <p>Adequate supervision</p> <p>Staff training</p>
4	Parent/Guardian visits to the school	Sign in at the school office and wait at school office.
5	Visitors to the school eg external maintenance, electrical, plumbing etc.	Companies that send personnel to the school are asked to ensure that all personnel are Garda Vetted through the ETB, sign in at the school office and wear a visitor lanyard at all times before signing out.
6	Regular Visitors/speakers/coaches to the school with direct contact with students	Regular visitors/speakers/coaches are required to be Garda vetted and provide a copy of their vetting to the Principal
7	Occasional/once off visitors-unvetted by Kerry ETB with direct access to students	Occasional/once off visitors who are unvetted by Kerry ETB sign in at the school office, wear a visitor lanyard and are in the company of the organising teacher at all times, sign out at the

		school office and return lanyard. Such visitors will be given a copy of the CnS Safeguarding Statement.
8	Student teachers from overseas-unvetted by Irish national Vetting Bureau	Student teachers will provide their international vetting to the school in advance of their arrival. They will work in a team teaching capacity and only work on their own with a class when Irish Vetting comes through. Irish vetting certificate to be given to the Principal. Student teachers will be given a copy of the Safeguarding Statement.
9	One to one meetings with students	Only persons vetted through the ETB will be permitted to meet children in a one to one setting. In such instances these meetings will be conducted in a private yet visible location where appropriate.
10	Truancy	The school issues an absence text in the morning and after lunch to alert parents that their child is not in school. Parents must contact the school where they know their child should be in school at that time.
11	Break time supervision	Break time supervisors are appointed
12	Outdoor activities/outings	Sufficient supervision provided, and risk assessment given to the principal
13	Overnight Trips/foreign travel	Sufficient supervision provided and risk assessment given to the principal
14	Changing and shower areas	No digital or recording device permitted in the changing area, supervision as appropriate.
15	Bus drivers Vetted	Bus companies used by the school are asked to supply written confirmation that their drivers are Garda vetted to Kerry ETB. Copy of Safeguarding Statement given to bus companies.
16	Care of students with SEN including intimate care	Appropriate supervision at all times.
17	Bullying	Anti-bullying policy in place

18	Non-administration of prescribed medicine/care by parent/guardian	Inform/seek advice from relevant agency
19	Care of students with specific vulnerabilities	Availability of Care Team, Counsellor, Guidance Counsellor, Coordinator of Chaplaincy and relevant outside agencies: Meitheal, Jigsaw, KDYS...etc
20	Use of Information Communication Technology	Acceptable usage policy in place
21	Afterschool Detention	Parent is informed in advance of the changed pick up time
22	Confiscation of phone	Parent/Guardian informed by the school office
23	Work Experience (outside of school)	Employers complete a questionnaire including questions on whether they have procedures in place for Child Protection. Employers are asked to complete the CHildren First E Learning programme available from Tusla <a href="http://www.tusla.ie/children-first/children-first-e-learning-programme">http://www.tusla.ie/children-first/children-first-e-learning-programme</a>  Employers are also asked whether they have a Health and Safety Statement. Only employers who meet these requirements can provide work experience.
24	Use of Video/photography/other media to record school events (by school or outside agencies)	In all instances permission of parent/Guardian/Student is required.
25	Use of school premises by other organisations during the school day or after school	Organisers to provide evidence that all persons involved with children are Garda vetted
26	Teacher not present for class	Students notify School Office after 10 minutes.
27	Board of Management not informed of Child Protection concerns	Child Protection Oversight reported to the Board by the Principal at every meeting
28	Students signing out of school	Only students with a note signed and dated by their parent/guardian and countersigned by the Year Head have permission to sign out at the school office and leave the school. Students should liaise with Year Head in the morning to ensure note is signed. Where a student wishes to sign out without a note signed as above the

parent/guardian must sign out the student, in person, at the school office.
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**The school has the following procedures in place to address the risks of harm identified in this assessment -**

#### **4 Procedures**

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, and Tusla's Child Safeguarding Statement: A Guide for policy, Procedure and Practice. In addition to the procedures listed in our risk assessment the following procedures support our intention to safeguard children while they are availing of our services:

- Coláiste na Sceilge is guided by Kerry ETB policies and procedures regarding the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service. All instances are reported to The Education Officer of Kerry ETB immediately.
- Procedure for the safe recruitment and selection of workers and volunteers to work with children is managed by Kerry HR Department in requirement of staff to Kerry ETB schools.
- The Child Safeguarding Statement is available on Coláiste na Sceilge website, in our School Office and at the entrance to our school. All staff are trained annually, a copy has been given to the Parent Council.
- In Child Protection Matters, All Mandated persons (Teachers) are given a copy of the Child Safeguarding Statement, The Child Protection Procedures for Primary and Post Primary Schools [https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/child\\_protection\\_guidelines.pdf](https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/child_protection_guidelines.pdf)

and Children First National Guidelines for the protection and welfare of children.

[http://www.tusla.ie/uploads/content/Children\\_First\\_National\\_Guidance\\_2017.pdf](http://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf) and asked to complete the TUSLA Children First E-Learning video which includes the identification of the occurrence of harm. <http://www.tusla.ie/children-first/children-first-e-learning-programme>

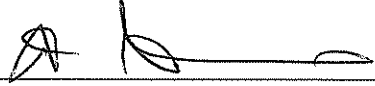
- Any person who has a Child protection concern is asked to contact the Designated Liaison Person, **Mr John O'Connor**, immediately that the concern arises.
- Procedure for maintaining a list of Mandated Persons. A Mandated Person's list is maintained on VSWare Mandated Person's Group. This is updated **annually and as needed**.
- The Relevant person is the Designated Liaison Person **Mr John O'Connor**


**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 completed by the Board of Management on **6 March 2018**. It shall be reviewed as part of the school’s **annual review** of its Child Safeguarding Statement.

Signed  Date 06/03/2018  
Chairperson, Board of Management

Signed  Date 6/3/18  
Principal/Secretary to the Board of Management

## Coláiste na Sceilge Child Safeguarding Statement

Coláiste na Sceilge is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, 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 Coláiste na Sceilge 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 **Mr John O'Connor**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Ms Ann Marie Killen**
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
- fully respect confidentiality requirements in dealing with child protection matters.

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

The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the 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 –The Tusla E-learning Child Protection Training programme
  - Encourages Board of Management members to avail of relevant training eg The Tusla E-learning Child Protection Training programme
  - 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 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, 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 attached as an appendix to this 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.



**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron The Kerry ETB and the Presentation Order. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.



This Child Safeguarding Statement will be reviewed **annually** or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on **6 March 2018**

Signed:  Signed:   
Chairperson of Board of Management Principal/Secretary to the Board of Management

Date: 06/03/2018 Date: 6/3/2018

## Template 3: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require 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.

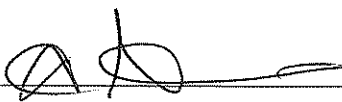
As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
<b>Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?</b>	Yes
<b>As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?</b>	Yes
<b>Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?</b>	Yes
<b>Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?</b>	Yes
<b>Has the DLP attended available child protection training?</b>	Yes
<b>Has the Deputy DLP attended available child protection training?</b>	Yes
<b>Have any members of the Board attended child protection training?</b>	Yes


<b>Are there both a DLP and a Deputy DLP currently appointed?</b>	Yes
<b>Are the relevant contact details (Tusla and An Garda Síochána) to hand?</b>	Yes
<b>Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?</b>	Yes
<b>Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?</b>	Yes
<b>Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?</b>	Yes
<b>Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?</b>	No
<b>Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?</b>	Yes
<b>Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?</b>	No
<b>Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?</b>	Yes
<b>Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?</b>	N/A
<b>Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*</b>	N/A
<b>Were child protection matters reported to the Board appropriately recorded in the Board minutes?</b>	Yes
<b>Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?</b>	Yes
<b>Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?</b>	No
<b>In relation to any cases identified at question 21 above, has the Board ensured that any notifications required, section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?</b>	NA
<b>Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?</b>	Yes
<b>Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?</b>	Yes
<b>Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?</b>	Yes
<b>Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)</b>	N/A

<b>Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)</b>	Yes
<b>Has the Board ensured that the SPHE curriculum is implemented in full in the school?</b>	Yes
<b>Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *</b>	Yes
<b>Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*</b>	Yes
<b>Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*</b>	Yes
<b>Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?</b>	Yes
<b>Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'</b>	Not as yet- Parents will be consulted at the Parent Council meeting on 12 March 2018
<b>Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?</b>	Yes
<b>Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?</b>	Yes
<b>Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?</b>	Yes
<b>Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?</b>	Yes BOM minutes 6.3.18
<b>Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?</b>	Yes

\*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  Date 06/03/2018

Chairperson, Board of Management

Signed  Date 6/3/18

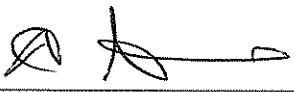
Principal/Secretary to the Board of Management

### Template 4: Notification regarding the Board of Management's review of the Child Safeguarding Statement

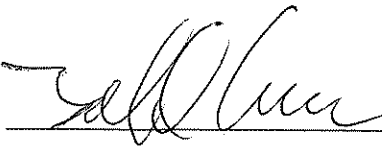
To: Parents/Guardians, students, staff and visitors

The Board of Management of Coláiste na Sceilge wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of **6 March 2018**
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website [www.education.ie](http://www.education.ie)

Signed  Date 06/03/2018

Chairperson, Board of Management

Signed  Date 6/3/18

Principal/Secretary to the Board of Management

## **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.

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act, 2015 and not general health and safety risk. The definition of harm is set out in chapter 4 of the Child Protection Procedures for Primary and Post-Primary Schools 2017.

### **Examples of School Activities**

Daily arrival and dismissal of pupils

Recreation breaks for pupils

Classroom teaching

One-to-one teaching

One-to-one counselling

Outdoor teaching activities

Sporting Activities

School outings

School trips involving overnight stay

School trips involving foreign travel

Use of toilet/changing/shower areas in schools

Provision of residential facilities for boarders

Annual Sports Day

Fundraising events involving pupils

Use of off-site facilities for school activities

School transport arrangements including use of bus escorts

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

Care of any vulnerable adult students, including intimate care where needed

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

Administration of Medicine

Administration of First Aid

Curricular provision in respect of SPHE, RSE, Stay Safe

Prevention and dealing with bullying amongst pupils

Training of school personnel in child protection matters

Use of external personnel to supplement curriculum

Use of external personnel to support sports and other extra-curricular activities

Care of pupils with specific vulnerabilities/ needs such as

Pupils from ethnic minorities/migrants

Members of the Traveller community

Lesbian, gay, bisexual or transgender (LGBT) children

Pupils perceived to be LGBT

Pupils of minority religious faiths

Children in care

Children on CPNS

Recruitment of school personnel including -

Teachers/SNA's

Caretaker/Secretary/Cleaners

Sports coaches

External Tutors/Guest Speakers

Volunteers/Parents in school activities

Visitors/contractors present in school during school hours

Visitors/contractors present during after school activities

Participation by pupils in religious ceremonies/religious instruction external to the school

Use of Information and Communication Technology by pupils in school

Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.

Students participating in work experience in the school

Students from the school participating in work experience elsewhere

Student teachers undertaking training placement in school



Use of video/photography/other media to record school events  
After school use of school premises by other organisations  
Use of school premises by other organisation during school day  
Breakfast club  
Homework club/evening study

### **Examples of Risks of Harm**

Risk of harm not being recognised by school personnel

Risk of harm not being reported properly and promptly by school personnel

Risk of child being harmed in the school by a member of school personnel

Risk of child being harmed in the school by another child

Risk of child being harmed in the school by volunteer or visitor to the school

Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities  
e.g. school trip, swimming lessons

Risk of harm due to bullying of child

Risk of harm due to inadequate supervision of children in school

Risk of harm due to inadequate supervision of children while attending out of school activities

Risk of harm due to inappropriate relationship/communications between child and another child or adult

Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school

Risk of harm to children with SEN who have particular vulnerabilities

Risk of harm to child while a child is receiving intimate care

Risk of harm due to inadequate code of behaviour

Risk of harm in one-to-one teaching, counselling, coaching situation

Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner

Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

#### Examples of Procedures to address risks of harm

All school personnel are provided with a copy of the school's *Child Safeguarding Statement*

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel

School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*

The school implements in full the Stay Safe Programme

The school implements in full the SPHE curriculum

The school implements in full the Wellbeing Programme at Junior Cycle

The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*

The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.

The school has in place a policy and clear procedures in respect of school outings

The school has a Health and safety policy

The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting

The school has a codes of conduct for school personnel (teaching and non-teaching staff)

The school complies with the agreed disciplinary procedures for teaching staff

The school has a Special Educational Needs policy

The school has an intimate care policy/plan in respect of students who require such care

The school has in place a policy and procedures for the administration of medication to pupil

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 policy and procedures for the administration of First Aid

The school has in place a code of behaviour for pupils

The school has in place an ICT policy in respect of usage of ICT by pupils

The school has in place a mobile phone policy in respect of usage of mobile phones by pupils

The school has in place a Critical Incident Management Plan

The school has in place a Home School Liaison policy and related procedures

The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum

The school has in place a policy and procedures for the use of external sports coaches

The school has in place a policy and clear procedures for one-to-one teaching activities

The school has in place a policy and procedures for one-to-one counselling

The school has in place a policy and procedures in respect of student teacher placements

The school has in place a policy and procedures in respect of students undertaking work experience in the school

The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations