

## Child Safeguarding Statement and Risk Assessment Knockanean National School

### Child Safeguarding Statement

Knockanean National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Knockanean 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 **Jim Curran**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Mary Hanrahan**
- 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.

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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 DE website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the above named DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the 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.

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- The various procedures referred to in this Statement can be accessed via the school’s website, the DE website or will be made available on request by the school.

**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.

- 6 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.
- 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 6<sup>th</sup> March 2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 2<sup>nd</sup> February 2021.

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

Chairperson of Board of Management

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

Principal/Secretary to the Board of Management

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

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

**Child Safeguarding Risk Assessment**

**Written Assessment of Risk of Knockanean 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 Knockanean National School.

In undertaking this risk assessment, the Board of Management of Knockanean National School, following consultation with all members of the school community, has endeavored to identify as far as possible, the risks of harm that are relevant to our 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.

**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*

**Risk Assessment:**

List of School Activities	The school has identified the following risk of harm in respect of its activities	The school has the following procedures in place to address the risks of harm identified in this assessment -
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• Staff members will acknowledge receipt of Knockanean National School’s Child Safeguarding Statement, Knockanean National School Child Safeguarding Risk Assessment in</li> </ul>

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		<p>writing.</p> <ul style="list-style-type: none"> <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 2017 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 2017 and all registered teaching staff are required to adhere to the Children First Act 2015</li> <li>• The Addendum to Children First (2019) is made available to all staff</li> <li>• DLP&amp; DDLP to attend IPPN face to face training on Feb 22<sup>nd</sup> 2018</li> <li>• DLP&amp; DDLP to attend PDST face to face training Staff to view Túsla training module &amp; any other online training offered by PDST</li> <li>• BOM records all records of staff and board training</li> </ul>
One to one teaching	Harm by school personnel	<ul style="list-style-type: none"> <li>• School has policy in place for one to one teaching.. See Child Protection policy</li> <li>• Parents are informed and provide written consent if children are withdrawn from class on a regular basis.</li> <li>• Glass panels will not be obscured in any way.</li> <li>• Window blinds, where fitted, will remain open during pupil contact time.</li> </ul>
Care of Children with special needs, including intimate care needs	Harm by school personnel	Policy on intimate care

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<p>Toilet areas</p>	<p>Inappropriate behaviour</p>	<p>Supervision policy Only one pupil at a time permitted in the class toilets.</p> <p><b>During recreation breaks:</b></p> <ul style="list-style-type: none"> <li>• Pupils must get permission from the teacher on yard duty to enter the school to use designated toilets.</li> <li>• Only one pupil at a time permitted in toilets.</li> </ul> <p>Teacher on supervision duty to monitor pupils entering the building.</p>
<p>Curricular Provision in respect of SPHE, RSE, Stay safe.</p>	<p>Non-teaching of same</p>	<ul style="list-style-type: none"> <li>• School implements SPHE, RSE, Stay Safe in full.</li> <li>• Stay Safe taught throughout the school at the same time in second term.</li> <li>• Parents informed beforehand.</li> </ul>
<p>Participation by pupils in religious ceremonies/religious instruction external to the school</p>	<ul style="list-style-type: none"> <li>• Harm from other pupils</li> <li>• Harm from other adults</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Field Trip Procedures</li> <li>• Garda Vetting Policy</li> <li>• Teachers to remain with pupils at all times</li> <li>• Pupils will not be permitted to make their way to the church unaccompanied.</li> <li>• Teachers will ensure there is effective supervision at all times both en route to and in the church.</li> <li>• Where ceremonies are conducted outside of school time it is parents responsibility to ensure that there are suitable arrangements in place for getting pupils to and from the event location.</li> </ul>

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		<ul style="list-style-type: none"> <li>Where ceremonies take place as part of a scheduled mass outside of school time it is parents responsibility to ensure that their child/children are adequately supervised and that suitable arrangements are in place for getting pupils to and from the ceremony.</li> </ul>
<b>List of School Activities</b>	<b>The school has identified the following risk of harm in respect of its activities</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b>
Daily arrival and dismissal of pupils	<ul style="list-style-type: none"> <li>Harm from other pupil</li> <li>Harm from other adults</li> </ul>	<ul style="list-style-type: none"> <li>Arrival and dismissal supervised by Teachers.</li> <li>As detailed in our school Supervision Policy the BOM has a suitable yard/playground supervision rota (commencing at 8.40 am for assembly and finishing at 2.50pm for dismissal) to ensure appropriate supervision of children during, assembly and dismissal and recreation breaks.</li> <li>All adults are required to report to reception prior to entering the school building.</li> <li>Parents of pupils in classes from Rang 1 to Rang 6 must ensure they have satisfactory arrangements in place for the collection of pupils once they leave the school grounds at the end of the school day. Parents are reminded of this in the September and January newsletters.</li> <li>If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher calls the parents to confirm the child has permission</li> </ul>

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		<p>to go with that adult.</p> <ul style="list-style-type: none"> <li>• If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately</li> <li>• In the event of being unable to contact the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the adult.</li> </ul>
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	<ul style="list-style-type: none"> <li>• Policy on physical intervention with pupils</li> <li>• Health &amp; Safety Policy</li> <li>• Code Of Behaviour</li> </ul>
Sports Coaches	Harm to pupils	<ul style="list-style-type: none"> <li>• Policy &amp; Procedures in place.</li> <li>• Garda Vetting policy</li> <li>• Supervision Policy</li> <li>• In line with our school's Health and Safety Statement:</li> <li>• Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school.</li> <li>• <b>Teachers to remain with outside coaches at all times.</b></li> </ul>
Students participating in work experience	Harm by student teacher	<ul style="list-style-type: none"> <li>• Work experience Policy</li> <li>• Garda Vetting policy</li> <li>• Child Safeguarding Statement and Risk assessment.</li> <li>• <b>Teachers to remain with student teachers at all times</b></li> </ul>

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Recreation breaks for pupils	<ul style="list-style-type: none"> <li>• Harm from other pupils,</li> <li>• Harm by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policy and Health and Safety policy.</li> <li>• In line with our School Health &amp; Safety Policy: The school has a suitable yard/playground supervision roster for both teaching staff and SNA's to ensure appropriate supervision of children during recreation breaks.</li> <li>• Appointed adults wishing to collect a pupil during recreation time must report to reception.</li> </ul>
Classroom teaching	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> <li>• Harm from other pupils,</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement, Child Safeguarding Risk assessment &amp; DES procedures made available to all staff</li> <li>• Glass viewing panels will not be obstructed in any way</li> </ul>
School outings	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> <li>• Harm from other pupils,</li> <li>• Harm from adults at the venue</li> </ul>	<ul style="list-style-type: none"> <li>• School Tours Policy</li> <li>• Field Trip Procedures</li> <li>• Garda Vetting Policy</li> </ul>
Outdoor teaching activities	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> <li>• Harm from other pupils,</li> </ul>	Child Safeguarding Statement and Risk Assessment & DES procedures made available to all staff
Sporting Activities	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> <li>• Harm from other pupils,</li> <li>• Harm from adults at the venue</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Field Trip Procedures</li> <li>• Garda Vetting Policy</li> </ul>
Homework club	Harm by school personnel	<ul style="list-style-type: none"> <li>• Hire and use of school facilities policy</li> <li>• Outside users have own insurance, signed contract stating the relevant Child protection procedures are in place.</li> <li>• In line with our school's Use of the School Premises Policy:</li> <li>• Individuals/groups using the facilities of Knockanean NS are required to put procedures in place to ensure that all children in their care</li> </ul>

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		<p>are properly supervised at all times.</p> <ul style="list-style-type: none"> <li>• This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards.</li> <li>• Responsibility lies solely with the individual/group using the premises for communicating with Parents about starting/finishing times, cancellations or re-scheduling. A contact number should be provided to parents.</li> <li>• Access to the school will not be granted to any outside group for use during the school day, from 8.45am to 2.50 pm.</li> <li>• In line with our school's Use of the School Premises Policy:</li> </ul>
Annual Sports Day	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> <li>• Harm from other pupils,</li> <li>• Harm from other adults at the venue</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policy</li> <li>• Health and Safety Policy</li> <li>• All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site.</li> <li>• Teacher responsibilities in this regard are detailed in the aforementioned policies.</li> </ul>
<b>List of School Activities</b>	<b>The school has identified the following risk of harm in respect of its activities</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b>
Fundraising events involving pupils	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> <li>• Harm from other pupils,</li> <li>• Harm from other adults at the</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy if in school.</li> <li>• Pupils are the responsibility of their parents if outside of school hours.</li> </ul>

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	venue	
School trips involving overnight stay	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> <li>• Harm from other pupils,</li> <li>• Harm from adults at the venue</li> </ul>	<ul style="list-style-type: none"> <li>• School Tours Policy</li> <li>• Field Trip Procedures</li> <li>• Garda Vetting Policy</li> <li>• <b>All accompanying adults must be Garda vetted by the school</b></li> </ul>
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Harm by school personnel	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Policy for Physical Intervention with Pupils</li> <li>• As outlined in Circular 02/05 some pupils with serious difficulties may require more urgent action. Should these cases present, they will, with parent / guardian permission, be discussed with the relevant Special Needs Education Officer (SENO) and/or NEPS psychologist. This may lead to a more detailed behavioural management programme being implemented at home and or in class or to a referral for further specialist assessment. SNAs and support teachers will follow educational plans for these particular students. This plan will be agreed with the parents / guardians. All teachers, SNAs and support teachers received training in best practice when restraining a child.</li> <li>• The school will engage the services of the National Council for Special Education (NCSE) to support teaching and non teaching staff when required.</li> </ul>
Administration of Medicine Administration of First Aid	Harm by school personnel	<ul style="list-style-type: none"> <li>• Administration of Medicine Policy</li> <li>• Supervision policy</li> <li>• Members of staff may administer medication to pupils only in cases where an indemnity form</li> </ul>

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		<p>has been signed by the parents and agreed by the Principal/Chairperson of the Board of Management.</p> <ul style="list-style-type: none"> <li>• In the event of Accident or Injury to a pupil: All staff will exercise their duty of care to pupils for the duration of the school day.</li> <li>• Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil/s.</li> <li>• Accidents/injuries that involve treatment of minor cuts, bumps etc that are not exposed will be treated in the presence of another staff member.</li> </ul>
<p>Prevention and dealing with bullying amongst pupils</p>	<p>Harm from other pupils</p>	<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Anti Bullying Policy</li> <li>• Anti Cyber Bullying Policy</li> <li>• S.P.H.E Policy</li> <li>• Supervision policy</li> <li>• Mobile Phones Policy</li> <li>• Acceptable Usage Policy</li> <li>• Remote Learning Policy</li> <li>• School Tours Policy</li> <li>• Field Trip Policy</li> <li>• Anti-bullying policies on our school website to inform parents.</li> <li>• Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries.</li> <li>• Adequate supervision is provided to ensure</li> </ul>

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		codes of behaviour is being followed.
Use of external personnel to supplement curriculum	Harm from other adults	<ul style="list-style-type: none"> <li>• Supervision policy</li> <li>• Regular visitors to the school, e.g. external teachers, guest speakers, are vetted and a copy of their vetting (either hard copy or digital) is provided to the school.</li> <li>• <b>Teachers to remain with external personnel at all times</b></li> <li>• Where parents visit the school to take part or assist in school activities on a one off or irregular basis the responsibility for supervision and care of pupils rests with the relevant teacher.</li> <li>• Where parents visit the school to take part or assist in school activities on regular basis they will be required to undergo vetting through Killaloe Diocesan Office.</li> </ul>
Photographer	Harm from other adults	<ul style="list-style-type: none"> <li>• Garda Vetting Policy</li> <li>• Supervision Policy</li> <li>• Photographer and <b>any assistants</b> they may have with them must be Garda vetted by the school and a statutory declaration provided to the school.</li> </ul>
<p>Care of pupils with specific vulnerabilities/needs such as</p> <ul style="list-style-type: none"> <li>• Pupil from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> </ul>	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> <li>• Harm from other pupils,</li> <li>• Harm from adults at the venue</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Anti Bullying Policy</li> <li>• Anti Cyber Bullying Policy</li> <li>• S.P.H.E Policy</li> <li>• Supervision policy</li> <li>• Mobile Phones Policy</li> <li>• Acceptable Usage Policy</li> </ul>

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<ul style="list-style-type: none"> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS</li> </ul>		<ul style="list-style-type: none"> <li>• Remote Learning Policy</li> <li>• School Tours Policy</li> <li>• Field Trip Procedures</li> <li>• The school will be welcoming and caring towards the needs of pupils with specific vulnerabilities. As far as possible the pupil and parents will be involved in identification of his/her personal requirements, wishes, etc. A written copy of the parental agreement on matters will be kept on the pupils enrolment file. Parents will be notified of any changes from agreed procedures. At all times the dignity and privacy of the pupil will be paramount.</li> </ul>
<p>Visitors/contractors present during after school activities</p>	<p>Harm from adults</p>	<ul style="list-style-type: none"> <li>• School Visitors Policy</li> <li>• Supervision Policy</li> <li>• Hire and use of school facilities policy</li> <li>• Visitors / Contractors report to the school office on arrival and if practicable work outside of school hours.</li> <li>• In instances where they must be onsite during school time, children will be kept clear of their work area so that no interaction occurs.</li> </ul>
<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 video/photography/other media to record school events</p>	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Harm from adults</li> <li>• Harm from other pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile Phones Policy</li> <li>• Acceptable Usage Policy</li> <li>• Remote Learning Policy</li> </ul>

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		<ul style="list-style-type: none"> <li>• Parents informed twice yearly that, photographs or videos of school events are for private, personal use only, and that they must not be uploaded to any website to be viewed by others (e.g. Facebook).</li> </ul>
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> </ul>	<ul style="list-style-type: none"> <li>• Harm not recognised or properly or promptly reported</li> <li>• Harm by school personnel</li> <li>• Harm from adults at the venue</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• Staff to view Tusla training module &amp; any other online training offered by PDST</li> <li>• Vetting Policy</li> <li>• School Visitors Policy</li> <li>• Work experience Policy</li> <li>• Garda Vetting policy</li> <li>• Child Safeguarding Statement.</li> </ul>
<p>Use of Information and Communication Technology by pupils in school</p>	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Harm from adults</li> <li>• Harm from other pupils</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 Cyber Bullying Policy</li> <li>• S.P.H.E Policy</li> <li>• Supervision policy</li> <li>• Mobile Phones Policy</li> <li>• ICT Policy</li> <li>• Acceptable Usage Policy</li> <li>• Remote Learning Policy</li> <li>• Access to internet is filtered by the PDST Technology in Education. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school has a level 3</li> </ul>

		<p>filtering setting which blocks websites that are categorized as Personal such as blogs and Social Networking such as Flickr and Facebook.</p> <ul style="list-style-type: none"> <li>• In line with our school’s Acceptable Usage Policy:</li> <li>• Internet sessions will always be supervised by a teacher. If there is no teacher in the room, access to the Internet is prohibited.</li> <li>• In line with school Policy on Use of Mobile Phones: Any pupil found in possession of a phone during the school day will have the phone confiscated and it will remain so until it is collected, in person, by a parent/guardian.</li> <li>• See Acceptable Usage Policy for more details.</li> <li>• See Remote Learning Policy</li> <li>• Every two years the school organises for Dr Maureen Griffen to speak with 5<sup>th</sup> &amp; 6<sup>th</sup> classes on Internet Safety</li> </ul>
<p>After school use of school premises by other organisations</p>	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Harm from adults</li> <li>• Harm from other pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Outside users have own insurance, signed contract stating the relevant Child protection procedures are in place.</li> <li>• In line with our school’s Use of the School Premises Policy:</li> <li>• Individuals/groups using the facilities of Knockanean NS are required to put procedures in place to ensure that all children in their care are properly supervised at all times.</li> <li>• This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards.</li> <li>• Responsibility lies solely with the individual/Group using the premises for</li> </ul>

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		<p>communicating with Parents about Starting/Finishing times, Cancellations or re-scheduling. A contact number should be provided to parents.</p> <ul style="list-style-type: none"> <li>• Access to the school will not be granted to any outside group for use during the school day, from 9.00am to 2.40pm. In line with our school's <b>Use of the School Premises Policy:</b></li> </ul>
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Harm by school personnel	<ul style="list-style-type: none"> <li>• Supervision Policy.</li> <li>• All detentions will take place in a designated classroom at lunchtime, which is supervised by a teacher.</li> </ul>
Late drop-offs, early collection, late pick up.	Risk of child being harmed in the school by another adult.	<ul style="list-style-type: none"> <li>• In line with our School Attendance Policy:</li> <li>• Latecomers must be logged on Aladdin</li> <li>• Early Leavers must be signed out by an appointed adult. The appointed adult must wait in the reception area while Madge gets their child.</li> <li>• Significant concerns in relation to timekeeping are reported to the Education Welfare Officer.</li> <li>• Children's attendance at school will be monitored with an explanation required for any missed days.</li> <li>• Significant attendance concerns are reported to the Education Welfare Officer by means of individual referral.</li> </ul>
<b>List of School Activities</b>	<b>The school has identified the following risk of harm in respect of its activities</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b>

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Hand-over of children to an appointed adult at Infant collection time (1.40pm).	Risk of child being harmed in the school by another adult	<ul style="list-style-type: none"> <li>Names and contact numbers of adults who have permission to collect each child are provided by parents on enrolment and stored on our school online data-base. It is the responsibility of parents to inform the school of any change to same.</li> <li>Children are lined up in the school corridor/classroom and released to their appointed adult.</li> <li>If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher calls the parents to confirm the child has permission to go with that adult.</li> <li>If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately</li> </ul>
<b>List of School Activities</b>	<b>The school has identified the following risk of harm in respect of its activities</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b>

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<p>Interaction with visitors to the school/external coaches.</p>	<p>Risk of child being harmed in the school by another adult</p>	<ul style="list-style-type: none"> <li>• Visitors and external coaches must check in at the office before accessing the building.</li> <li>• Regular visitors to the school, e.g. external teachers, guest speakers, are vetted and a copy of their vetting (either hard copy or digital) is provided to the school.</li> <li>• Persons administering external programmes (e.g. GAA coaches etc) through another body will provide the school with confirmation of vetting from their relevant organization and a copy of any appropriate insurance.</li> <li>• In line with our school’s Health and Safety Statement: Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school.</li> </ul>
<p>School transport arrangements</p>	<p>Risk from other adults.</p>	<ul style="list-style-type: none"> <li>• School Tours Policy</li> <li>• Field Trip Procedures</li> <li>• Garda Vetting Policy</li> <li>• Pupils will not be permitted to board or remain on a bus without teacher supervision.</li> <li>• The school shall receive confirmation from any service provider that their employees are suitably vetted.</li> </ul>
<p>Swimming</p>	<ul style="list-style-type: none"> <li>• Risk from other kids</li> <li>• Risk from other adults</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Swimming Policy</li> <li>• Mobile Phones Policy</li> <li>• Acceptable Usage Policy</li> <li>• Field Trip Procedures</li> <li>• Code of Behaviour</li> <li>• Anti- Bullying Policy</li> </ul>

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Changing in classrooms for plays/sports	<ul style="list-style-type: none"> <li>• Risk from other adults</li> <li>• Risk from other pupils</li> </ul>	Supervision Policy
Child not collected from after school activities	<ul style="list-style-type: none"> <li>• Risk from other pupils</li> <li>• Risk from other adults</li> </ul>	<ul style="list-style-type: none"> <li>• Use of the school premises policy</li> <li>• Supervision policy</li> <li>• In the case of school related activities, all parents are made aware of the finishing time of activities and that pupils must be collected on time. If a pupil is not collected on time the teacher(s) in charge must make contact with the parents/emergency contact number.</li> <li>• Individuals/groups using the facilities of Knockanean NS are required to put procedures in place to ensure that all children in their care are properly supervised at all times.</li> <li>• This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards.</li> <li>• Responsibility lies solely with the individual/Group using the premises for communicating with Parents about Starting/Finishing times, Cancellations or re-scheduling. A contact number should be provided to parents.</li> </ul>
Storage or publication of photos of children	Risk of pupil images being accessed and used inappropriately	<p>In line with the school Data Protection Policy:</p> <ul style="list-style-type: none"> <li>•Parental consent to take photos of children is obtained by the school on enrolment and is stored in the child's file</li> <li>•Is the responsibility of the class teacher to make themselves aware of any children in his or her class who do not have permission to be in school photos</li> </ul>

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		<ul style="list-style-type: none"> <li>•Photos taken by staff are removed from personal devices after being sent to school.</li> <li>•Photos are stored securely on the school storage space.</li> <li>•Children’s names are not published with photos uploaded to the school website or class blogs.</li> <li>•Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes.</li> <li>•Children are not permitted to use camera phones/digital devices during the school day or at school events unless permitted by the school.</li> </ul>
<b>List of School Activities</b>	<b>The school has identified the following risk of harm in respect of its activities</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b>
Data Protection	Risk of personal information regarding pupils being accessed and used inappropriately	<p>In line with the school’s Data Protection Policy:</p> <ul style="list-style-type: none"> <li>• Confidential documents relating to children in the school are stored securely in the school.</li> <li>• Hard copies are stored in locked filing cabinets in the office/classrooms.</li> <li>• Soft copies are stored in a secure online database. A password is required to access the documents.</li> <li>• Documents are shared with staff on a need to know basis.</li> </ul>
Student teachers undertaking training placement in school.	Risk of harm by another adult.	<ul style="list-style-type: none"> <li>• Policy on Students on Teaching Placement:</li> <li>• Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with:</li> <li>• Written verification that the placement is</li> </ul>

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		<p>supported by and indemnified by the college in which the student is attending.</p> <ul style="list-style-type: none"> <li>• Confirmation that Knockanean National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement.</li> <li>• <b>Teachers to remain with the class at all times.</b></li> </ul>
Children going on messages throughout the school	<ul style="list-style-type: none"> <li>• Harm from other pupils</li> <li>• Harm from other adults</li> </ul>	Supervision Policy
Pupils in classrooms before school	<ul style="list-style-type: none"> <li>• Harm from other pupils</li> <li>• Harm from other adults</li> </ul>	Supervision Policy
Covid 19 Remote Teaching and Learning	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Neglect</li> <li>• Harm from adults</li> <li>• Harm from other pupils</li> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at home.</li> </ul>	<ul style="list-style-type: none"> <li>• Anti Cyber Bullying Policy</li> <li>• S.P.H.E Policy</li> <li>• Mobile Phones Policy</li> <li>• ICT Policy</li> <li>• Acceptable Usage Policy</li> <li>• Distance Learning Policy</li> <li>• Class teachers to monitor those pupils who have not engaged and to follow up with a phone call to the parents. Teacher to log efforts made to get parents/pupils to engage.</li> <li>• Report any concerns to DLP or DDLP</li> <li>• Every two years the school organises for Dr Maureen Griffen to speak with 5<sup>th</sup> &amp; 6<sup>th</sup> classes on Internet Safety</li> </ul>

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.

Knockanean National School's Child Safeguarding Statement and Risk Assessment has been developed in line with requirements under the Children First Act 2015, the Addendum to Children First (2019), the Children First: National Guidance for the Protection and Welfare of Children 2017 and Tusla's Child Safeguarding: 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 service:

**Procedure for the management of allegations of abuse or misconduct against workers / volunteers of a child availing of our service**

- Minor complaints about staff are managed in line with the complaint's procedure, as outlined in our Parental Complaints Procedure which is available on our school website.
- Allegations against staff of abuse or misconduct are managed in line with the provisions of section 5.6 of the DES Child Protection Procedures for Primary and Post Primary Schools 2017.

**Procedure for the recruitment and selection of workers and volunteers to work with children**

- Only teachers who can provide up to date vetting by the National Vetting Bureau are employed in Knockanean National School. All temporary and permanent teachers are registered with the Teaching Council.
- All Special Needs Assistants and ancillary staff employed by the Board of Management must undergo and successfully complete up to date vetting by the National Vetting Bureau in advance of commencing employment.
- References from previous employers are obtained before employment commences in the school.
- A Form of Undertaking and Statutory Declaration must be completed before commencing in the school.
- Parents and volunteers who attend the school on a regular basis to assist in school related activities will be vetted by the BOM through Killaloe Diocesan Office.

**Procedure for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm**

- School staff members are given a hard copy of Knockanean National School's Child Safeguarding Statement and Risk Assessment.
- School staff members are informed of school child-protection and anti-bullying procedures during staff induction at the beginning of each school year.
- School staff will avail of online training made available by TUSLA and the PDST.

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- The DLP/DDLP engaged with face to face Child Protection training with the PDST on April 24<sup>th</sup> 2018 in Clare Education Centre.
- School management will keep updated on current Child Protection guidelines and circulars.

### **The following documents are readily available to school staff in a shared Child Protection folder on Aladdin**

- Knockanean National School's Child Safeguarding Statement
- Knockanean National School's Child Safeguarding Risk Assessment
- All Child Protection related policies
- DES Child Protection Procedures for Primary and Post Primary Schools 2017
- Primary Circular 0081/2017
- Children First: National Guidance for the Protection and Welfare of Children 2017
- The Addendum to Children First (2019)

### **Procedure for the reporting of child protection or welfare concerns to Tusla**

- All mandated persons shall report a mandated concern to Tusla as soon as practicable in accordance with the Children First Act.
- The DLP, Jim Curran or in his absence/unavailability, DDLP, Mary Hanrahan, shall act as a resource to the mandated person to ensure that reporting procedures are followed correctly and promptly.
- On completion by the mandated person, a report shall be forwarded to the relevant Duty Social Worker by the DLP, DDLP or Mandated Person.

- In the event the report is forwarded by the DLP or DDLP, the Mandated Person shall be informed in writing that the report has been forwarded.
- In the event that the report is forwarded by a mandated person without the assistance of the DLP/DDLP, the DLP or DDLP shall be informed in writing and copies provided will be stored securely in a locked filing case in the strong room.

### **Procedure for maintaining a list of the persons in the relevant service who are mandated persons**

All Members of the teaching staff of Knockanean National School are mandated persons. Mandated persons, as defined in the Children First Act 2015, have a statutory obligation to report concerns which reach a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports.

### **Procedure for appointing a relevant person**

- The Board of Management of Knockanean National School, at a meeting held on the 6th March 2018, appointed the school principal, Mr. Jim Curran, as DLP, the relevant person in accordance with the Children First Act 2015.
- The Board of Management of Knockanean National School, at a meeting held on the 6th March 2018, appointed the school deputy principal, Ms. Mary Hanrahan, as DDLP. The DDLP will deputise for the DLP in his absence
- The name and contact details of the current DLP and DDLP will be displayed in the school reception area and are included on the Child Safeguarding Statement available on the school website.

### **Implementation:**

In Knockanean National School we are committed to the implementation of our Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

All staff members acknowledge their responsibilities to safeguard our pupils while in our care.

### **Communication**

This document will be published on our school website and will be circulated to all members of our school community including parents and staff. A hard copy of the policy will be made available on request.

### **Ratification and Review**

This risk assessment has been completed by the Board of Management of Knockanean National School on 6th March 2018.

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This Risk Assessment will 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

This Policy was reviewed by the Board of Management of Knockanean N.S. on

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Signed on behalf of the Board of Management by

\_\_\_\_\_ Chairperson BOM

This Policy was reviewed by the Board of Management of Knockanean N.S. on

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Signed on behalf of the Board of Management by

Knockanean National School

\_\_\_\_\_ Chairperson BOM

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