



Parteen National School

Kilquane, Parteen, County Clare, V94 EY64.

□ office@parteenschool.ie

□ (061) 340457



Mandatory Template 1:

Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

Parteen National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class (including a Special Class for Pupils with Autism).

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 Parteen 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 (revised 2023)* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Miriam Smyth - Principal**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is - **Olivia Parkinson (Acting AP1)**
- 4 The Relevant Person is **Miriam Smyth - Principal**
- 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 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 gov.ie website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

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

- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association 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 **7th March 2018**.

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

Signed: Deirdre Goode

Chairperson of Board of Management

Date: 16/10/23

Signed: [Signature]

Principal

Date: 16/10/23

Child Safeguarding Risk Assessment

Written Assessment of Risk of Parteen National School

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Parteen National School.

1. List of school activities

1. Training of school personnel in Child Protection matters.
2. One to one teaching, small group teaching, classroom teaching, outdoor teaching, children contact with non-teaching staff.
3. Care of children with special needs, including intimate care needs.
4. Toilet areas.
5. Toileting accidents.
6. Curricular Provision in respect of SPHE, RSE, Stay Safe.
7. LGBT Children/Children perceived to be LGBT.
8. Daily arrival and dismissal of pupils.
9. Sports Coaches.
10. Students participating in work experience.
11. Recreation breaks for pupils.
12. Homework club, Speech and Drama, Choir, Sporting Activities including swimming for senior classes, Art classes, computer classes, Singing classes etc
13. Morning Club, Infant Club, etc
14. Display of photographs in school corridors/ hall/church.
15. School outings.
16. School trips involving overnight stay/ foreign travel.
17. Annual Sports Day.
18. Use of off-site facilities for school activities.
19. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required.
20. Administration of Medicine.
21. Administration of First Aid.
22. Use of external personnel to supplement the curriculum.
23. 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
24. Recruitment of school personnel including -
 - Teachers

- SNAs
 - Caretaker/Secretary/Cleaners
 - Volunteers/Parents in school activities
 - Visitors/contractors present in school during school hours
 - Visitors/contractors present during after school activities
25. Use of Information and Communication Technology by pupils in school.
 26. Use of video/photography/other media to record school events.
 27. Ball Zone.
 28. Bus Late
 29. Online Teaching

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

1. Harm not recognised or reported promptly if training is not completed.
Staff who have not completed training joining staff.
BEST PRACTICE: Staff all completed training in 2018. All staff to complete training again this year (2023) and on a three-year cycle.
Any personnel who join staff can complete individually and submit certificate to DLP.
2. Harm by school personnel.
False allegation made against a staff member.
3. Harm by school personnel.
False allegation made against a staff member.
4. Inappropriate behaviour.
5. Harm by school personnel.
False allegation made against a staff member.
6. Non-teaching of same.
7. Bullying.
8. Unknown adults on the playground.
Harm to pupils.
9. Harm to pupils.
10. Harm to pupils.
11. Harm to pupils.
12. Harm to pupils.
13. Harm to pupils.
14. Children identified by adults.
15. Harm to pupils.
16. Harm to pupils.
17. Harm to pupils.
18. Harm to pupils.
19. Harm to pupils.
20. Harm to pupils.
21. Harm to pupils.

- 22. Harm to pupils.
- 23. Harm to pupils.
- 24. Harm not recognised or properly or promptly reported.
- 25. Harm to pupils.
- 26. Harm to pupils.
- 27. Harm to pupils.
- 28. Harm to pupils.
- 29. Harm to pupils due to unsafe online environment

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

1. Child Safeguarding Statement & DES procedures available to all staff.
DLP and DDLP attended PDST training.
All staff have viewed the Tusla training module availed of the PDST Training. **All staff will re-fresh with training module on a three-year cycle. (2023, 2026...)**
Principal maintains a CPD Record. This is presented to the BOM annually.
2. All resources- books, DVD's, CD's, newspapers, websites etc must be checked for their appropriateness with regard to age and suitability.
As a general rule, physical contact between adults and children should not be necessary. However physical contact may be used to comfort, reassure or assist a child. In these cases, it must be in the open in front of others, be acceptable to the child and be age appropriate. It should be in response to the needs of the child and not the adult.
2 prong procedure:
DDL responsible for the child
DLP responsible for the staff member
New internal doors were installed in 2019 in the main building and all doors have glass panels
All staff are Garda vetted.
All staff should never do anything of a personal nature that the child can do for themselves.
All substitute staff are required to produce Garda Vetting, a Statutory Declaration, Form of Undertaking and photo ID.
3. Meeting will take place to organise this and Support Plus plan will be created with input from parents and all staff working with the pupil. A specific toileting plan to be drawn up. Two staff members to be present where possible.
4. Toilets are located within classrooms. Children who ask to go to the toilet while outside ask the teacher on the yard and must return to that teacher when they return to the yard.
5. Clean underwear and suitable clothing is kept in the school. If the child has an accident

they will be given clean clothes to change into. If they are stuck verbal instructions will be given by the teacher/SNA. If for some reason they cannot change themselves parents/

Emergency contacts will be called. If no contacts can be reached the child will be assisted by two staff members.

6. School implements SPHE, RSE, Stay Safe in full. This is monitored through Cuntas Míosúil and SPHE Co-Ordinator Siobhán Barry's discussions with teachers. This is frequently on the agenda for staff meetings also.
7. See Anti-Bullying Policy.
See Code of behaviour.
8. Supervision is in place from 8.50am. Parents/guardians must not drop children before this time and this is regularly communicated to parents. Teachers dismiss children each day.
Teachers call home to arrange for a parent/guardian to collect pupil. See Supervision Policy.
9. Teachers remain in charge of class and stay with pupils at all times. Joint Agreements made with any sporting organisations which involve presentation Vetting and Statutory Declaration/ Form of Undertaking.
10. Only children who are over 16 are accepted as Garda Vetting can only be processed for those over 16.
Joint Agreements made with secondary schools which involve presentation of Garda Vetting and Statutory Declaration/ Form of Undertaking. Sheila Ryan is responsible for this.
11. Teachers ensure they are visible on yard and that all children are visible. There are out-of-bounds areas that children must not go.
Supervision Rota in place
12. Garda Vetted Teachers run these activities and Child Protection Safeguarding Statement applies.
Supervision applies to all sporting activities.
School has received written assurance from swimming pool management that all staff are Garda Vetted and that they have a Child Protection Policy in place.
13. Joint Agreements made with these three organisations which involve presentation of Garda Vetting and Statutory Declaration/ Form of Undertaking.
14. Names of children currently enrolled in the school are never published in the church, hall or school corridors.
Parents/ guardians give permission (registration form and annual update of same) for same.
15. Teachers do not bring children anywhere in their cars, except in cases of absolute emergency.
Garda Vetted teachers, SNAs and/or classroom assistants travel on outings. Strict supervision applies.
See Supervision Policy.
Parents/ guardians that are Garda Vetted are only parents/ guardians that may assist

teachers.

Teachers stay with pupils at all times on school trips and do not hand supervision over to tour leaders.

16. Very rare occurrence. Very high supervision ratio would apply. Garda Vetted teachers and/or SNAs would travel. Female and male staff would travel where possible.

17. **Sports Day takes place at local pitch and/or school grounds.**

Garda vetted teachers and SNAs attend. Parents/ guardians that are Garda Vetted are only parents/ guardians that may assist teachers.

Strict supervision applies.

Teacher supervision of toilet areas.

Children are not allowed to be collected from pitch.

18. See Sports Day

19. Code of Behaviour.

Staff only take actions as per a prudent parent. Support Plans are developed for children with special education needs and or behavioural needs. Staff working with SEN pupils have received low arousal training from Studio 3.

20. Meeting takes place between the AP1 post holder, parents/ guardians and relevant teachers and SNA's. Parents/ guardians must fill out instructions for medication administration.

Parents/ guardians must make request to BOM and fill out Indemnity form.

See Policy. Administration always takes place in view of others.

21. All staff receive first aid training on a regular basis

22. In cases where external personnel are involved in coaching, mentoring, counselling, teaching or training of pupils, Joint Agreement must be made, Garda Vetting and Statutory Declaration/ Form of Undertaking produced. Teacher stays in charge at all times.

When external personnel are coming as a resource to the teacher e.g. one-off talk, the teacher stays in charge and in full supervision.

23. Support Plans are developed for all children with special educational needs.

See Anti-Bullying Policy.

School will work closely with Túsla re children in care.

Child Safeguarding Statement & DES procedures made available to all staff.

Strict recruitment procedures followed - all staff must be Garda Vetted, complete Statutory

Declaration Form of Undertaking before starting and present photo.

New staff to view Tusla training module & any other online training offered by PDST.

Secretary has received training. Self-employed caretaker and cleaners have received training.

School has Garda Vetted a number of parents and only they can assist teachers at events.

Visiting contractors to carry out work outside of school hours where possible.

Contractors, when working during the day, will not have contact with children. All

contractors sign-in and discuss activities with Principal. Principal/ secretary will alert staff to presence of contractors.

24. See ICT policy and appendix: **Use of school owned technology**

Anti-Bullying Policy.

Code of Behaviour.

Use of ICT always under direct teacher supervision.

25. Pupil names are never used.

Parents/ guardians give permission (registration form an annual update of same) for children to appear in print media with names.

Parents/ guardians give permission (registration form an annual update of same) for children to appear on website - no names used.

Parents are asked that if taking pictures at school event not to share them on social media. This reminder has now been added to the 'Reminders for Parents' letter published each September.

26. Ball zone has been moved in response to consultation with children on Child Protection Risk Assessment

27. If the bus was to be late e.g. road accident causing traffic delay, they must call the school and the secretary will inform teachers to supervise the children until the bus comes.

28. Adult must always be present when online learning is taking place. Two teachers when possible are online. C/f the schools Remote Learning Policy. Class teachers regularly teach online safety lessons as part of our SPHE policy.

Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition

of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

