

## **Mandatory Template 1: Child Safeguarding Statement and Risk Assessment**

### **Child Safeguarding Statement**

**Ballinabranna Mixed National School** a primary/special/post-primary school providing primary/post-primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of **Ballinabranna 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 **Hazel Mc Wey**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Eddie O' Connor**
- 4 The Relevant Person is **Hazel Mc Wey**  
*(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)*
- 5 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

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

- 6 The following procedures/measures are in place:
  - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures*

for Primary and Post Primary Schools (revised 2023) and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie 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 (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 8 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 20/3/2024

This Child Safeguarding Statement was reviewed by the Board of Management on 20/3/2024.

Signed: Gráinne Costello

Chairperson of Board of Management

Date: 20/3/2024

Signed: Hayel McWey

Principal/Secretary to the Board of Management

Date: 20.3.24



## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Ballinabranna 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 [name of school].

#### 1. List of school activities

Opening/Closing Times and Break Times  
Access/Egress  
Use of toilet in school  
Classroom Teaching  
One-to-one teaching SEN  
Visitors/Visiting Tutors/ Use of external personnel to supplement curriculum  
Use of external personnel/ Coaches to support sports and other extra-curricular activities  
School Tours/Outings/ Transport to events  
Use of GAA facilities  
Swimming Lessons/Sports Events  
After school training  
After School Classes/Art/Dance  
Annual Sports Day  
Social Media  
Psychologists  
Care of children with special educational needs, including intimate care where needed,  
Care of pupils with specific vulnerabilities/ needs  
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.  
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
- Use of internet for online and remote learning, meetings or video calls
- Application of sanctions under the school's Code of Behaviour including detention of pupils, etc.
- Students participating in work experience in the school.
- 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

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

- Access to pupils by strangers or other adults, unvetted adults
- Inappropriate activity by pupils.
- Dangers posed by unfamiliar environments
- Risk of harm due to flight risk of some pupils
- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel. Tutors lacking awareness of child safety issues.
- 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
- Potential for unsupervised times in changing areas (swimming)
- 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 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

Risk of harm due to increased barriers to children reporting concerns during periods of remote teaching and learning.

Risk of increased exposure to cyberbullying due to greater amount of time spent online during remote teaching and learning.

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

Supervision by designated teacher from 9;10a.m.

Supervision by SNA from 9;10 a.m.

Adequate Supervision at break times

Adequate supervision during the school day.

Sign in/Sign out for children through Aladdin.

Glass panels in SET doors.

School Tour policy followed

Magnetic locks on entrance doors at all times.

School front door code changed regularly.

Access to visitors by front of school, back door locked during school time.

Access to parents/guardians strictly restricted to the front hall only.

Sign-in book for visitors at entrance.

Outside doors locked during class times.

Only toilets in gym to be used by children during after school activities

All staff completed PDST e-learning in 2022/23 – Signatures collected.

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 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 code of conduct for school (Teachers -Teaching Council Code of Professional Conduct and non-teaching staff- contract)

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 pupils

The school –

- o Has provided each member of school staff with a copy of the school’s Child Safeguarding

- Statement

- o Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement

- o Encourages staff to avail of relevant training

- o Encourages board of management members to avail of relevant training

- o 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 AUP 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 – addressed in Code of Behaviour

The school has a Remote Learning Plan (which includes guidelines for remote learning procedures) in place.

The school continues to promote good online behaviour and strives to ensure that children have access to communication with staff during periods of remote learning.

The school has in place a Critical Incident Management Plan

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 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.

**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.

### Addressing Specific Risks

<b>Risk identified</b>	<b>Potential risk of harm</b>	<b>Procedure in place to manage risk identified</b>
Opening/Closing Times and Break Times	Access to pupils by strangers or other adults.  Risk of harm from other pupils	Supervision by designated teacher from 9;10a.m.  Supervision by SNA from 9;10 a.m.  Adequate Supervision at break times  Pupils not permitted outside school grounds or to the front of the school at break times.
Visitors/Visiting Tutors	Tutors behaving inappropriately.  Tutors lacking awareness of child safety issues.	Visiting tutors from reputable organisations with appropriate vetting.  Sign-in book for visitors  Glass panels in SET/class doors.  Teachers present at all times
School Tours/Outings	Access to pupils by strangers.  Inappropriate activity by pupils.  Dangers posed by unfamiliar environment	Adequate supervision  Adequate planning and preparation by staff.  School Tour policy followed  Guidance provided to pupils.  Stay Safe strategies.
Access/Egress	Access to pupils by strangers or other adults.  Flight risk for some pupils	Magnetic lock on front door at all times.  Access to visitors by front of school, back doors locked during school time.  All gates closed.
Swimming Lessons/Sports Events	Potential for unsupervised times in changing areas.  Access to pupils by strangers or other adults.	Adequate supervision provided.  Trained lifeguards in pool  Supervision of changing areas.  Access to teachers only.

Social Media	<p>Potential for bullying.</p> <p>Potential for grooming of pupils</p>	<p>No children's mobile or photo-capable devices or phones permitted in school. Anti-Bullying awareness raising regarding Cyber bullying.</p> <p>Cyber bullying talks to pupils and parents bi-annually.</p> <p>Information sessions for pupils, parents and staff.</p>
<p>After School Classes/Art/Dance</p> <p>Tutors/ Coaches</p>	<p>Access to children by strangers</p>	<p>Access to parents/guardians strictly restricted to the front hall only. Outside doors locked during class times.</p> <p>Signs displayed on all interior doors.</p> <p>Children brought to the front hall by tutor at end of lesson.</p> <p>Only toilets in gym to be used by children.</p> <p>All tutors vetted and required to have a child safeguarding statement.</p>
<p>After school training</p>	<p>One on one situation</p> <p>Access by strangers</p>	<p>Always more than one adult in attendance.</p> <p>All outside coaches garda vetted.</p> <p>Pupils go to toilet (gym) in 2's or 3's</p>
Basketball Games	<p>Access to children by adults from other schools</p>	<p>Gym open to visitors for toilet use.</p> <p>Adequate levels of supervision.</p> <p>No classes in the Gym at this time.</p>
Use of GAA facilities	<p>Access by unvetted adults</p>	<p>Children under supervision at all times.</p> <p>More than one adult in attendance.</p> <p>Supervise on corridor if children need to use toilets.</p> <p>Door to hall left open.</p>
<p>Tutors coaches after school</p>	<p>Tutors awareness of child safety issues or signs of abuse.</p>	<p>All personnel vetted.</p> <p>All familiar with Child Safeguarding.</p> <p>Sign in/sign out.</p>



		Glass panel in doors.
Psychologists Therapists	One on one situation	Check Identification, vetting and credentials. Glass panel in door.
Special Ed. Situations	One on one situation	Glass panel in door. See policy on one to one teaching.
Transport to events	Access by strangers	Buses used for transport. Supervision at all times. More than one staff member to accompany pupils.
All school activities.  Remote Learning	Lack of awareness of signs of abuse or harm or how to act in the event of a disclosure.  Risk of harm due to increased barriers to children reporting concerns during periods of remote teaching and learning.  Risk of increased exposure to cyberbullying due to greater amount of time spent online during remote teaching and learning	All staff to complete PDST elearning. Certs collected. All staff members to have a copy of the child protection policy. Training for DLP and DDLP regularly Remote Learning Plan in Place AUP Code of Behaviour Anti-Bullying policy Covid Response Plan