

## **Kilmurry McMahon N.S.**

### **Child Safeguarding Statement and Risk Assessment Template**

#### **Child Safeguarding Statement**

**Kilmurry McMahon N.S.** 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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Kilmurry McMahon N.S. 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) **Niamh Kelly**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Mary Lynch**
- 4 The Relevant Person is **Niamh Kelly**
- 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.

- 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 07/09/2023

This Child Safeguarding Statement was reviewed by the Board of Management on 26/09/2024

Signed: *Gerard Cotter*

Chairperson of Board of Management

Date: 26/09/2024

Signed: *Niamh Kelly*

Principal/Secretary to the Board of Management

Date: 26/09/2024

## Child Safeguarding Risk Assessment

### **Written Assessment of Risk of Kilmurphy McMahon N.S., Kilmurphy McMahon Kilrush, Co.Clare**

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 Kilmurphy McMahon N.S.

#### **1. List of school activities**

- **Daily arrival and dismissal of pupils-** awareness of time of drop off (consistently early/late without due reason) Pupils arrive between 9.10am and 9.20am. Pupils arrive at this time on the school bus and by car. Upon arrival they are supervised by class teacher. Infant pupils are collected at the school front gate at 2.00pm. These children are walked to the front gate by their teacher. They are only released to the person specified by their parent/Guardian. Pupils from 1<sup>st</sup> to 6<sup>th</sup> class released to their parents/ school bus at 3pm at the school gate. Class teachers supervise children being collected while leaving the premises.
- **Recreation breaks for pupils-** (on yard 11:00 am & 12:30 pm) Pupils go to their designated part of the playground where they are supervised by Teachers/ SNA. Children remain in the classroom on days when the weather is unsuitable to go outside and are supervised by teachers/ SNA. Children are supervised in classroom by Teachers/SNA while eating their lunches.
- **Classroom teaching-** teacher and SNA (if class is allocated one) along with pupils remain in class when tuition is scheduled. All classroom doors have glass panels.
- **One to one teaching-** SEN teachers teach pupils in a smaller SEN classroom with a glass panel on room to allow viewing in.
- **Outdoor teaching activities-** Takes place under the supervision of teacher and SNA (if class is allocated one) within school grounds. Should the class be venturing out of the school grounds the class teacher must ensure that they have adequate adult supervision ( 2 adults minimum). Adults aware of bullying behaviours. Adults to be visible by other adults/ pupils when interacting with individual pupils. Class teacher to be with visiting teachers/ coaches during lessons.
- **Sporting activities-**
  - External coaches/teachers must be Garda vetted and class teacher is always present for the duration of their coaching/teaching.
  - 2 Adult minimum policy at sporting activities outside school grounds.
  - Matches- in dressing rooms children go in pairs to toilet. No adult present during dressing time, when entering dressing room make yourself known and enter backwards and leave door open while inside. No phone policy while in dressing room.
  - Swimming- There is a duty of care by pool services used. Where possible have a male member of staff/ vetted helper such as a parent to supervise with dressing times. Ask to ensure that there is a private changing area for our school and that all other pool patrons are made aware and mindful of same. Make patrons aware of a no phone and no photography policy.
- **School outings-**
  - 2 adult minimum policy ( bus – including driver etc.)
  - Children go in pairs to the toilet.

- Changing rooms- separate changing rooms should be requested prior to the outing where possible. Children go in pairs to the toilet. No adult present during dressing time, when entering dressing room make yourself known and enter backwards leaving the door open while inside. No phone policy while in changing room. No photography policy while in the vicinity.
- Photography of activities to be taken by school personnel only on school device.
- **Use of toilet/changing/ shower areas on schools-** as above.
- **Use of off-site facilities for school activities –** as above. Children will be fully supervised and usual school rules will apply.
- **Annual sports day-** Children are supervised at all times by teachers and SNA's and usual school rules apply. Pupils will arrive at school wearing the appropriate clothing
- **School transport arrangement including use of bus escorts-** as above.
- **Care of children with special educational needs, including intimate care where needed-** intimate care policy
- **Care of any vulnerable adult students, including intimate care where needed-** see intimate care policy
- **Administration of Medicine-** see health and safety policy
- **Administration of First Aid-** if first aid is to be administered it needs to be administered in the presence of another adult or another child. If the child needs to come inside due to an injury on the yard, they should remain in the senior room with view from outside room and the staff room. Plasters to only be put on visible areas of the body by teacher if deemed necessary. Note to be put in journal to inform parents of injury. Parents to be contacted via phone in the case of serious injury.
- **Curricular provision in respect of SPHE, RSE, Stay Safe-** as per department guidelines. See RSE policy and SPHE plan. Stay Safe/RSE consent form sent to parents.
- **Prevention and dealing with bullying amongst pupils-** See anti-bullying policy.
- **Training of school personnel in child protection matters-** All school personnel to have completed the relevant training.
- **Use of external personnel to supplement curriculum –** Due regard of Garda Vetting will be observed by the school in so far as it is practical, with provision that one or more teachers will be in the presence of the individual. Teacher must be present when any external person is teaching or talking to the pupils.
- **Use of external personnel to support sports and other extra-curricular activities -**as above
- **Sports coaches/External Tutors/Guest Speakers-** Must be fully Garda vetted and have relevant qualifications or experience. Teacher must be present at all times.
- **Volunteers/Parents/Guest Speakers-** Teacher must be present when parents/volunteers are in school assisting with activities involving pupils.
- **Visitors/contractors present in school during school hours -**All visitors/contractors must report to the school office upon arrival at the school. Teacher must be present when visitors/contractors are in the presence of pupils. All Teachers to be made aware of the presence of visitors of contractors to the school during school hours.
- **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
    - Will be addressed as needs arise- due consideration will be taken on an individual basis.
- **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
  - All staff are currently Garda Vetted and all substitute staff will disclose their Garda Vetting. Due regard of Garda Vetting will be observed by school staff insofar as is practical with the provision that one or more teachers will be in the presence of the individual visiting body.
- **Participation by pupils in religious ceremonies/ religious instruction external to the school-** Parents are responsible for drop off/collection of pupils to religious ceremonies outside of school hours. Teacher and parents (if necessary) are responsible for the safety and supervision of pupils during ceremonies. Teacher is responsible for the pupils during any preparations for ceremonies which take place during school hours in the church, all best practice will be observed as per school day i.e. children go to the toilet in pairs, open door policy for sacristy main door. Children part taking in serving of mass will be escorted by a member of the Local Child Safeguarding group.
- **Use of Information and Communication Technology by pupils in school–** Pupils are not permitted to bring phones to school or to use any IT equipment in school unsupervised. Internet safety measures are in place for when pupils are accessing the internet. (See AUP Policy). No phones/i-pods or other devices are permitted on school outings. Use of internet is strictly for educational research purposes and only under the supervision of teacher.
- **Students participating in work experience in the school–** Secondary school pupils must be Garda vetted if aged 16 and over or their parents must sign a vetting form if they are under 16 years old. Students on work experience must not be left unsupervised with pupils.
- **Student teachers undertaking training placement in school-** Must be a student attending a recognised 3rd level teacher training college. The student teacher must be Garda vetted and have the relevant child protection training. Student teachers are not to be left unsupervised with the pupils.
- **Use of video/photography/other media to record school events-** Permission is sought from parents regarding video/photography/ other media upon the child's enrolment in the school.
- **After school use of school premises by other organisations –** Permission must be granted by the B.O.M. and the individual/group using the premises must have their own insurance.
- **Application of sanctions under the school's Code of Behaviour** including detention of pupils confiscation of phones etc. if phones are brought to school they will be confiscated and to be placed in a locked drawer until parents come to collect it.

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

- 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 racism
- 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, phone 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 an inappropriate 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 caused by Covid 19

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

- 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 personnel (teaching and non-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 –
  - 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 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.
- The School has a Covid 19 Response Plan in place

**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.

This risk assessment has been completed by the Board of Management on 26/09/2024. It shall be reviewed as part of the schools annual review of it’s Child Safeguarding Statement.

Signed: *Gerard Cotter*

Date: 26/09/2024

Chairperson Board of Management

Signed: *Níamh Kelly*

Date: 26/09/2024

Principal