

Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

Ballyea NS 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 Ballyea NS 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 Martin McMahon
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Muireann Mescal
- 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.

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.
 - 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.
- 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 04/12/2024 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 04/12/2024 [most recent review date].

Signed: Thomas O’Shea

Chairperson of Board of Management

Signed: Mesth McFolan

Principal/Secretary to the Board of Management

Date: 4-12-2024

Date: 04/12/2024

Ballyea N.S. Child Safeguarding Risk Assessment

Written Assessment of Risk of Ballyea N.S.

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 (revised 2023)* the following is the Written Risk Assessment of Ballyea N.S.

1. List of school activities

- Daily arrival and dismissal of pupils- Pupils arrive between 9.00am and 9.20am. Pupils arrive at this time on the school bus, by car and some walk to school. Upon arrival they are supervised in the yard by the teacher on yard supervision duty.
- Infant pupils that do not attend the after-school club 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. After school children are collected inside the school gate by the after schools tutors. All other children who do not attend the Homework Club are released to their parents at 3pm at the school gate. Teachers supervise children being collected on a rota system while leaving the premises.
- Recreation breaks for pupils- Pupils go to their designated part of the playground where they are supervised by teachers and SNAs. Children remain in the classroom on days when the weather is unsuitable to go outside and are supervised by teachers and SNA's.
- 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. Pupils are only permitted to go to the toilet individually.
- One-to-one teaching – SEN teachers teach pupils in a smaller SEN classroom with a glass panel on the door.
- 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. One adult per every ten pupils.
- Sporting Activities- External coaches/teachers must be Garda vetted and class teacher is always present for the duration of their coaching/teaching.
- School outings- Children are accompanied with class teacher and SNA.

Additional teachers and SNAs may be required depending on numbers. Pupils are supervised at all times for the duration of the school outing until return to school.

- Use of toilet/changing areas in schools- Pupils are to use the toilet and change independently unless instruction is received to do otherwise from parents/guardians.
- 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. The local GAA pitch is used for our sports day.
- Use of off-site facilities for school activities – Children will be fully supervised and usual school rules will apply. Parents and school hired bus will be responsible for drop off and collection of pupils at off-site facilities for events lasting the full school day e.g. sports day, musical rehearsals etc.
- Administration of First Aid – See Accident and Injury policy.
- Curricular provision in respect of SPHE, RSE, Stay Safe- See RSE Policy and SPHE plan.
- 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 –Must be Garda vetted and have relevant qualifications/experience. 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 - Must be Garda vetted and have relevant qualifications/experience. Teacher must be present for the duration of the lesson.
- **Recruitment of school personnel including -**
 - Teachers/SNA's - Jobs are advertised and interviews take place after applications have been shortlisted. Qualifications, Garda vetting and references will be checked before the successful applicant is appointed after B.O.M. and Patron's ratification. Principal will ensure that relevant child protection training is completed.
 - Caretaker/Secretary/CleanersJobs are advertised and interviews take place after applications have been shortlisted. Qualifications (if necessary), Garda vetting and references will be checked before the successful applicant is appointed. Principal will ensure that relevant child protection training is completed.
 - 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.
- 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.

- 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.
- 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.
- Homework Club: - Permission granted by the BOM for Mary O'Donohue, Maria Rynne and Sinead Hehir to carry out their duties as the head of Homework/After School club from 3pm to 4.10pm. All are Garda Vetted and have provided details of their child protection training.

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

of school activities

- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in 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 codes 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 2017*

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

This risk assessment has been completed by the Board of Management in June 2021. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed Shoness Clehessy Date 21-12-2024

Chairperson, Board of Management

Signed Mark McMola Date 04/12/2024

Principal/Secretary to the Board of Management

Ballyea N.S. Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

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

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	Yes
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	N/A
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	No
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Yes

	Yes/No
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?	Yes
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	No
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	N/A
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)?	Yes
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Yes
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?	Yes
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	N/A
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed Thomas Cloherty Date 04-12-2024

Chairperson, Board of Management

Signed Marta Mado Date 4/12/2024

Principal/Secretary to the Board of Management