



## Mandatory Template 1:

### Child Safeguarding Statement and Risk Assessment

#### Child Safeguarding Statement

Carmona School is a special school providing primary and post-primary education to pupils from Junior Infants to equivalent of Leaving Certificate Year.

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 Carmona 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 Marie Burke
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Jenn Ewing
- 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 abovenamed 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 29<sup>th</sup> January 2024

This Child Safeguarding Statement was reviewed by the Board of Management on 29<sup>th</sup> January 2024

Signed:  Eoin O'Donnagain

Chairperson of Board of Management

Date: 29<sup>th</sup> January 2024

Signed:  Marie Burke

Principal/Secretary to the Board of Management

Date: 29<sup>th</sup> January 2024

## Child Safeguarding Risk Assessment

## Written Assessment of Risk of Carmona 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 2017*, the following is the Written Risk Assessment of Carmona School.

### 1. List of school activities

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils
3. Classroom teaching
4. One-to-one teaching
5. One-to-one support
6. One-to-one therapy input
7. Outdoor teaching activities
8. Online teaching and learning remotely
9. Sporting Activities
10. School outings
11. Use of toilet/changing/shower areas in schools
12. School transport arrangements including use of bus escorts
13. Care of children with special educational needs, including intimate care where needed,
14. Care of any vulnerable adult students, including intimate care where needed
15. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
16. Management of provision of food and drink
17. Administration of Medicine
18. Administration of First Aid
19. Curricular provision in respect of SPHE, RSE, Stay Safe
20. Prevention and dealing with bullying amongst pupils
21. Training of school personnel in child protection matters
22. Use of external personnel to supplement curriculum
23. Use of external personnel to support sports and other extra-curricular activities
24. Care of pupils with specific vulnerabilities/ needs such as;
  - a. Pupils from ethnic minorities/migrants
  - b. Members of the Traveller community
  - c. Lesbian, gay, bisexual or transgender (LGBT) children
  - d. Pupils perceived to be LGBT
  - e. Pupils of minority religious faiths
  - f. Children in care
  - g. Children on CPNS
  - h. Children with medical needs
25. Recruitment of school personnel including -
  - a. Teachers/SNA's
  - b. Caretaker/Secretary/Cleaners
  - c. Sports coaches
  - d. External Tutors/Guest Speakers
  - e. Volunteers/Parents in school activities
  - f. Visitors/contractors present in school during school hours
  - g. Visitors/contractors present during after school activities
26. Participation by pupils in religious ceremonies/religious instruction external to the school
27. Use of Information and Communication Technology by pupils in school, including social media
28. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.

29. Students participating in work experience in the school
30. Student teachers undertaking training placement in school
31. Use of video/photography/other media to record school events
32. After school use of school premises by other organisations
33. Use of school premises by other organisation during school day

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

1. Risk of harm not being recognised by school personnel
2. Risk of harm not being reported properly and promptly by school personnel
3. Risk of child being harmed in the school by a member of school personnel
4. Risk of child being harmed in the school by another child
5. Risk of child being harmed in the school by volunteer or visitor to the school
6. 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
7. Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
8. Risk of harm due to bullying of child
9. Risk of harm due to racism
10. Risk of harm due to inadequate supervision of children in school
11. Risk of harm due to inadequate supervision of children while attending out of school activities
12. Risk of harm due to inappropriate relationship/communications between child and another child or adult
13. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
14. Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
15. Risk of harm to child while a child is receiving intimate care
16. Risk of harm due to inadequate code of behaviour
17. Risk of harm in one-to-one teaching, counselling, coaching situation
18. 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
19. Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

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

1. There is a **Green Child Safeguarding Folder** in each classroom. This folder contains all School Policies, Procedures and Guidelines relevant to Child Safeguarding.
2. All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
3. The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
4. 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* and its Addendum (2019)

5. The school implements the Stay Safe Programme adapted for pupils with Severe or Profound General Learning Difficulties.
6. The school implements in the SPHE curriculum adapted for pupils with Severe or Profound General Learning Difficulties.
7. The school implements the Wellbeing Programme at Junior Cycle adapted for pupils with Severe or Profound General Learning Difficulties.
8. 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*
9. The school undertakes anti-racism awareness initiatives
10. 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.
11. The school has in place a policy and clear procedures in respect of school outings
12. The school has a Health and Safety policy
13. The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
14. The school has a codes of conduct for school personnel (teaching and non-teaching staff)
15. The school complies with the agreed disciplinary procedures for teaching staff
16. The school has an intimate care policy/plan in respect of students who require such care
17. The school has in place a policy and procedures for the administration of medication to pupils
18. The school –
  - a. Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
  - b. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - c. Encourages staff to avail of relevant training
  - d. Encourages board of management members to avail of relevant training
  - e. Maintains records of all staff and board member training
19. The school has in place a policy and procedures for the administration of First Aid
20. The school has in place a Code of Behaviour for pupils
21. The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
22. The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
23. The school has in place a Critical Incident Management Plan
24. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
25. The school has in place a policy and procedures for the use of external sports coaches
26. The school has in place a policy and clear procedures for one-to-one teaching/supervision activities
27. The school has in place a policy and procedures in respect of student teacher placements
28. 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 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.

### **Examples of activities, risks and procedures**

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.