



Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

Naas Community National School 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 (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Naas Community 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 **Paul Ennis (Principal)**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Michelle Nolan (Deputy Principal)**
4. The Relevant Person is **Paul Ennis (Principal)**
(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 28/9/23
[date].

This Child Safeguarding Statement was reviewed by the Board of Management on 28/9/23 [~~most recent~~
review date].

Signed: [Signature]

Chairperson of Board of Management
Management

Date: 28/9/23

Signed: [Signature]

Principal/Secretary to the Board of

Date: 28/9/23



Child Safeguarding Risk Assessment

Written Assessment of Risk of Naas Community National School

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 2017*, the following is the **Written Risk Assessment of Naas Community National School**.

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground	Arrival and dismissal supervised by Teachers
Managing of challenging behaviour amongst pupil	Injury to other pupils	Health & Safety Policy Code of Behaviour
Sports Coaches	Harm to pupils	All Sports coaches are Garda Vetted prior to working in the school.
Recreation breaks for pupils	Injury to pupils. Children Leaving premises Unknown adult entering the school yard.	Yard gates closed. Car park closed. Personnel x1 teacher, SNAs (per yard). Class teacher walks children to/from yard. Child Safeguarding Statement.
Classroom teaching	Potential harm to pupil(s) and/or teacher.	Code of Behaviour Policy (partner teacher) In-Class Behaviour systems. Garda Vetting through teaching Council Registration and statutory registration required.
One-to-one teaching	As above. Possible accident/incident due to work in high-traffic areas (e.g., corridor). Possible harm to pupils by older students on movement breaks	As above. PLUS: SET Policy (glass panel in door, open doors, etc.) Supervision by teacher / SNA of children on movement breaks or facilitated in class
Outdoor teaching activities	See 'Recreation Breaks'.	Code of Behaviour Policy In-Class Behaviour systems.

		Challenge of adequate supervision when children have access to grounds beyond the school yard.	
Sporting Activities (During and After School)		As above. Also: Risk of incident re access to PE hall (doors in and out). Risk of encounter with stranger(s), e.g., at sporting fixtures or during on-site activities hosted by non-staff. Risk of negative interaction with external coaches.	As above. Child Safeguarding Statement Sport activities only carried out by appropriately vetted coaches and members of staff
After School Clubs		Harm from other pupils and/or operator	After School Clubs carried out by appropriately vetted operators. Door open and glass panel in door.
School outings		See Sporting Activities.	School Tour Policy Ensuring of adequate Pupil Teacher Ratios for all tours taking place 10:1 Infants 15:1 all others
Use of toilet in schools		Risk of harm from unknown people Risk of injury to self.	Supervision policy (class door open). Appropriate toileting behaviour decided on as part of class rules in September (1 child at a time) Intimate care policy
Annual Sports Day		Risk of harm from unknown people Risk of injury to self.	All volunteers are Garda Vetted Supervision policy to ensure adequate Teacher Ratios.
Fundraising events involving pupils		Risk of harm from unknown people	Supervision Policy Ratio of adults to students for school outings as per school tours policy Child Safeguarding statement
Use of off-site facilities for school activities		See 'Sporting Activities' and 'School Outings'.	Ensuring of adequate Pupil Teacher Ratios for all tours taking place 10:1 Infants 15:1 all others Supervision Policy

School transport	Harm to pupils via strangers. Risk of injury boarding/alighting from bus.	Supervision Policy (re Transport and yard duty/personnel before, during and after school) SNA supervision of children with needs entering and exiting buses.
Care of any vulnerable students, including intimate care where needed	Injury or harm during school day.	Supervision Policy (e.g., Garda Vetting) Anti-Bullying Policy (re. Emotional support) Intimate care policy
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Injury/harm to pupil(s) and/or teacher. No training on restraint	Code of Behaviour Policy Supervision Policy Individual Behaviour Plans. SNA Policy. Child Safeguarding statement Support (materials) from NEPS and INTO available
Administration of Medicine Administration of First Aid	Risk of lack of knowledge of a child's condition/illness by adult attending child. Risk of injury harm as an outcome of insufficient/inadequate care.	Admin of Medicine Policy Staff training in First Aid. Illness and Injury (and Parent Notification) Policy. Ongoing review of Student Care Plans.
Curricular provision in respect of SPHE, RSE, Stay Safe	Risk of teachers not fully implementing programme as intended (e.g., omission, lack of sensitivity, etc.)	SPHE School Plan (RSE, etc.) RSE Policy Staff register of completion. Regular staff-training and monitoring of implementation and resourcing organised/managed by Special Duties Teacher.
Prevention and dealing with bullying amongst pupils	Risk of children being bullied (physical and emotional).	Anti-bullying Policy. In-class systems for behaviour. SPHE policies and plans (see above). Restorative Practice – Training and Implementation/. School Charter – Anti-bullying. Report made to Board of Management if bullying is ongoing.

Training of school personnel in child protection matters	Risk of staff not attending or participating fully or complying with training and its implications.	Child Protection training completed.
Use of external personnel to supplement curriculum	Risk of harm from unknown people	Supervision Policy Garda vetting for all volunteers and coaches.
Use of external personnel to supplement curriculum	Risk of harm from external people.	Vetting required for ongoing attendance of more than one visit. Supervision policy
Care of pupils with specific vulnerabilities/needs such as <ul style="list-style-type: none"> • Pupils from ethnic minorities/migrants • Members of the Traveller community • Lesbian, gay, bisexual or transgender (LGBTQIA+) children • Pupils perceived to be LGBTQIA+ • Pupils of minority religious faiths and none • Children in care • Children on CPNS 	Risk of emotional/physical harm.	Child Safeguarding Statement Anti-bullying Policy School Ethos and Charter (Patron's Programme) SPHE, RSE Plans and Belong Together Programme and Policies Respect and Dignity in the Workplace Policy Participation in Global Schools (9 Grounds, etc.) Recruitment processes and procedures.
Recruitment of school personnel including – <ul style="list-style-type: none"> • Teachers • SNA's • Caretaker/Secretary/Cleaners • Sports coaches • External Tutors/Guest Speakers • Volunteers/Parents in school activities 	Harm not recognised or properly or promptly reported	Child Safeguarding Statement & DES procedures made available to all staff Staff to view Tusla training module & any other online training offered by PDST Vetting Procedures Garda Vetting of Parents / Volunteers

<ul style="list-style-type: none"> • Visitors/contractors present in school during school hours • Visitors/contractors present during after school activities 			
Use of Information and Communication Technology by pupils in school	Bullying Access to inappropriate content.	AUP policy Anti-Bullying Policy Code of Behaviour	
Unauthorised Access to building.	Unauthorised people entering the building.	Visitors must come through reception. A member of staff accompanies visitors to class. Keypad access to the front door.	
Use of video/photography/other media to record school events	See 'Use of ICT'. Also: Sharing images without consent Children being identified on social media Risk that students without photo consent have photos published by NCNS. Risk of third-party publishing of school photos (e.g., sharing on social media). Use of personal phones to capture media	Acceptable use Policies Consent Forms Professional Code of Conduct	
Online Safety	Children being exposed to harm through engagement with online classes during remote learning. Seesaw accounts being accessed by other people. Students encountering harm while they are online.	Procedures in place for remote online learning. Two staff members on all zoom calls. Children logging in under the correct name. Waiting rooms used in all zoom calls. Entry to a lesson is not permitted unless your name ID is correct. All Seesaw accounts use individual access codes sent to parents for remote learning from home. Students use of technology in school is always under the supervision of a teacher.	

After school use of school premises by other organisations	See 'Sporting Activities' and 'School Outings'	Garda Vetting of organisers / Coach
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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.

Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* require that 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, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	✓
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	✓
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	✓
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	✓
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	✓
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	✓
7. Has the DLP attended available child protection training?	✓
8. Has the Deputy DLP attended available child protection training?	✓
9. Have any members of the Board attended child protection training?	✓
10. Has the school appointed a DLP and a Deputy DLP?	✓
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	✓
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	✓
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	✓
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	✓

15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	✓
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	✓
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	✓
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	✓
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	✓
20. 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?	✓
21. 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?*	✓
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	✓
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	✓
24. 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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	NA
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	NA
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	✓
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	✓
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	✓
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	✓
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	NA
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	✓
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	✓
33. 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?*	✓
34. 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)?*	✓
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	NA
36. 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	✓

<i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)?</i>	✓
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	N/A*
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	✓
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes. xx
40. 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?	yes.
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	N/A.

*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 Paul O'Neil Date 28/9/23

Chairperson, Board of Management

Signed Paul O'Neil Date 28/9/23

Principal/Secretary to the Board of Management

Note: Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

* RP - feedback.

** Restraint Training. - This school year.

Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: _____

The Board of Management of _____ wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 28/9/23 [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the gov.ie website

Signed  Date 28/9/23

Chairperson, Board of Management

Signed  Date 28/9/23

Principal/Secretary to the Board of Management