

## Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template (Landscape Version)

### Child Safeguarding Statement

**Monasterevan Convent N.S. (Scoil Eimhín Naofa)** 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 **Monasterevan Convent N.S. (Scoil Eimhín Naofa)** 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 **Declan Costello (Principal)**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Ciara Byrne (Deputy Principal)**
- 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.

**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.

- 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 8/3/2018 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 20/10/2022 [most recent review date].

Signed: [Signature]

Chairperson of Board of Management

Signed: [Signature]

Principal/Secretary to the Board of Management

Date: 20/10/22

Date: 20/10/2022

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Monasterevan Convent N.S. (Scoil Eimhin Naofa)

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 Monasterevan Convent N.S. (Scoil Eimhin Naofa).

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
Training of school personnel in Child Protection matters.	Harm not recognised or reported promptly.	Child Safeguarding Statement & DES procedures made available to all staff. DLP and DDLP attended PDST face to face training. All Staff viewed the TUSLA training module and will do so regularly as an element of Croke Park Hours. Staff will complete any relevant online training offered. BOM retains all records of staff and board training.
One to one teaching.	Harm by school personnel.	School guidance for one to one teaching. Open doors. Timetable teachers working together in one room. No staff member to be alone with a child in any enclosed area. Glass panel in door. Table between teacher and pupil.
Care of children with special needs, including intimate care needs.	Harm by school personnel.	2 SNAs/ISAs assist each other when appropriate. MCTs will always ensure a third party is present.

<p>Toilet areas.</p> <p>Curricular Provision in respect of SPHE, RSE, Stay Safe.</p> <p>LGBT children/pupils perceived to be LGBT.</p> <p><b>List of school activities</b></p> <p>Daily arrival and departure of pupils.  <i>School starts for all pupils at 09:05</i>  <i>School ends at 13:45 for Infant classes.</i>  <i>School ends at 14:45 for all other classes.</i>  <i>Gates open at 08:55 to admit all pupils and supervision is provided by teaching and ancillary staff once pupils enter the grounds and as they depart each afternoon.</i></p>	<p>Child being harmed in the school by another child.  Inappropriate behaviour.</p> <p>Non-teaching of same.</p> <p>Harm due to bullying of a child.</p> <p><b>The school has identified the following risk of harm in respect of its activities –</b></p> <p>Harm from older pupils, unknown adults on the playground.</p> <p>Traffic management on Drogheda Street, at school entrance / exit points and the subsequent risk of harm to our pupils</p>	<p>Code of Behaviour and Discipline.  Friendship and Inclusion (Anti-Bullying) Policy.  Pupil supervision during breaks.  Provision of portaloos in the playground.  Toilet areas assigned to Senior and Junior sections of the playground.</p> <p>School implements SPHE, specifically RSE and Stay Safe Programmes, in full.  Supplementary Programme – Lust For Life</p> <p>Friendship &amp; Inclusion (Anti-Bullying) Policy.  Code of Behaviour and Discipline.  All Together Now Programme – PDST</p> <p><b>The school has the following procedures in place to address the risks of harm identified in this assessment –</b></p> <p>Morning arrivals and afternoon dismissals are supervised by staff members, teaching and ancillary. From mid-September onwards, only pupils and staff are permitted on the school grounds in the morning.  Code of Behaviour and Discipline.  All school gates, front and sides, are closed after 09:05. Gate codes are regularly changed and not shared with pupils. New fencing erected parallel to the evergreen hedge line.  New school building site is fully cordoned off from our live school site – daily monitoring.  Ongoing monitoring, liaison and engagement with relevant statutory agencies. Parking areas are provided for disabled vehicles and school buses. Emergency service vehicles can access our grounds. Inclusion in the The Safe Routes to School (SRTS) Programme which was developed in partnership with the NTA and Green-Schools in 2020. A stated aim of the SRTS Programme is to improve safety at</p>
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		the school gate by providing 'front of school' treatments to alleviate congestion and improve access.
Management of challenging behaviour amongst pupils.	Injury to pupils and staff.	Health & Safety Policy. Code Of Behaviour and Discipline. NCSE Behaviour Management Training for Staff, as required / requested.
Sports Coaches.	Child being harmed in the school by a volunteer or visitor to the school.	Child Safeguarding Statement. Vetting procedures. Supervision of pupils by MCTs and supported by SNA/ISAs.
Students participating in Placement or Work Experience.	Child being harmed in the school by a volunteer or visitor to the school. Harm by student.	Work Experience Policy. Child Safeguarding Statement. Vetting Procedures.
Recreation breaks for pupils.	Risk of a child being harmed in the school by another child. Bullying.	Friendship & Inclusion (Anti-Bullying) Policy. Yard Supervision Policy. No pupil access permitted to the shed or area behind Eimhín Beag. Playground divided into 2 sections – Senior and Junior. Provision of portaloos in the Junior playground. Toilet areas assigned to Senior and Junior sections of the playground. Code of Behaviour and Discipline. Pupils line up at designated points. Rostered MCTs and SNAs/ISAs remain on yard supervision until all MCTs have brought their classes from the playground.
Classroom teaching.	Harm by school personnel.	Code of Professional Conduct for Teachers. Recruitment / Vetting.
Outdoor teaching activities.	Risk of a child being harmed in the school by another child. Unknown adults on school grounds.	Code of Professional Conduct for Teachers. Code of Behaviour and Discipline. Closure of all access gates. Fob entry system. Sign In Book at Reception.

Sporting Activities	Risk of a child being harmed in the school by another child. Unknown adults on school grounds.	Code of Professional Conduct for Teachers. Code of Behaviour and Discipline. Supervision. All teams/squads change in the assigned classroom prior to matches/training sessions. Closure of all access gates. Fob entry system. Sign In Book at Front Hall / Reception.
After school activities e.g. homework/sewing/chess/draughts club.	Risk of a child being harmed in the school by another child. Unknown adults on school grounds.	Code of Professional Conduct for Teachers. Code of Behaviour and Discipline. Dismissal supervised by teachers. Closure of all access gates. Fob entry system. Sign In Book at Front Hall / Reception.
<b>List of school activities</b>	<b>The school has identified the following risk of harm in respect of its activities –</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b>
School outings.	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.	Code of Professional Conduct for Teachers. Supervision by MCTs, supported by SNAs/ISAs. Child Safeguarding Statements of venue/s.
Use of toilet/changing areas in schools 2 Portaloos are provided for pupils in Junior section of playground	Child being harmed in the school by another child. Child being harmed in the school by volunteer or visitor to the school. Inappropriate behaviour/bullying.	Friendship & Inclusion (Anti-Bullying) Policy. Code of Behaviour and Discipline. Supervision by MCTs, supported by SNAs/ISAs. Provision of portaloos in the playground. Toilet areas assigned to Senior and Junior sections of the playground.
Annual Activity Day.	Inappropriate behaviour/bullying. Child being harmed in the school by another child. Child being harmed in the school by a visitor to the school.	Friendship & Inclusion (Anti-Bullying) Policy. Code of Behaviour and Discipline. Code of Professional Conduct for Teachers. Supervision by MCTs, supported by SNAs/ISAs.
Fundraising events involving pupils e.g. Sponsored Walk.	Child being harmed by another child or visitor.	Adult supervision. Code of Behaviour and Discipline.

Use of off-site facilities for school activities	Child being harmed by a member of school personnel, a member of staff of another organisation or other person. Inappropriate behaviour/bullying.	Supervision Policy. Code of Behaviour and Discipline. Friendship & Inclusion (Anti-Bullying) Policy. Classes and/or adults 'pair up' for visits to town library, playground or local playing pitches.
School transport arrangements including use of bus escorts.	Harm from other/older pupils or unknown adults. Inappropriate behaviour/bullying.	Recruitment/Vetting Procedures. Friendship & Inclusion (Anti-Bullying) Policy. RSA Declaration of Compliance – Bus Operators.
<b>List of school activities</b>	<b>The school has identified the following risk of harm in respect of its activities –</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b>
Administration of Medicine. Administration of First Aid.	Harm by School Personnel.	Administration of Medicine Policy/Indemnification. Administration of First Aid Policy/Indemnification. Enrolment Application. Care Plan as appropriate.
Prevention and dealing with bullying amongst pupils.	Child being harmed/bullied by another child.	Friendship & Inclusion (Anti-Bullying) Policy. Appendix 3 Template for recording of bullying behaviour Annual review of Friendship and Inclusion Policy (Anti-Bullying) and its implementation. Summary reporting at BOM Meetings Code of Behaviour and Discipline.
Use of external personnel to supplement curriculum.	Child being harmed in the school by volunteer or visitor to the school	Vetting Procedures. Supervision Policy. Sign In Book at Front Hall / Reception.
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none"> <li>Pupils from ethnic minorities/migrants</li> <li>Members of the Traveller community</li> </ul>	Child being harmed in the school by a member of school personnel. Child being harmed in the school by another child.	Friendship & Inclusion (Anti-Bullying) Policy. Code of Behaviour and Discipline. Code of Professional Conduct for Teachers.



<ul style="list-style-type: none"> <li>● Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>● Pupils perceived to be LGBT</li> <li>● Pupils of minority religious faiths</li> <li>● Children in care</li> <li>● Children on Child Protection. Notification System (CPNS)</li> </ul>	<p>Child being harmed in the school by a volunteer or visitor to the school.</p> <p>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, etc.</p> <p>Risk of harm due to bullying of a child.</p>	<p>Yard Supervision Policy.</p> <p><b>Update Equality/Inclusion Policy – during 2022/2023</b></p> <p>All Together Now Programme – PDST</p>
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>● Teachers</li> <li>● SNAs/ISAs</li> <li>● Caretaker/Office Administrator/Cleaners</li> <li>● Sports coaches</li> <li>● External Tutors/Guest Speakers</li> <li>● Volunteers/Parents in school activities</li> <li>● Visitors/contractors present in school during school hours</li> <li>● Visitors/contractors present during after school activities</li> </ul>	<p>Risk of harm not being recognised by school personnel.</p> <p>Risk of harm not being reported properly and promptly by school personnel.</p>	<p>Child Safeguarding Statement &amp; DES procedures made available to all staff.</p> <p>All Staff viewed TUSLA training module and will do so regularly as an element of Croke Park Hours. Staff will complete any relevant online training offered.</p> <p>Vetting Procedures.</p>
<p><b>List of school activities</b></p>	<p><b>The school has identified the following risk of harm in respect of its activities –</b></p>	<p><b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b></p>
<p>All entering and leaving our school.</p> <p>Use of Information and Communication Technology by pupils in school or during remote learning.</p>	<p>Child being harmed in the school by a volunteer or visitor to the school.</p> <p>Children inappropriately accessing/using computers, social media, phones and other devices while at school or during remote learning.</p>	<p>All entering and leaving our school are required to sign a Visitor's Book.</p> <p>ICT and AUP policies.</p> <p>Friendship &amp; Inclusion (Anti-Bullying) Policy.</p> <p>Code of Behaviour and Discipline.</p> <p>Use of secure and reputable digital platforms, resources and apps.</p>

	Bullying.	Regular Digital Workshops for III – VI pupils, MCTs and Parents / Guardians.
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of mobile phones, etc.	Inadequate supervision of children in school. Following dismissal of pupils.	Code of Behaviour and Discipline. Mobile Phone Policy. Access to a staff member and use of the school landline.
Students participating in Work Experience in the school	Child being harmed in the school by a visitor to the school.	Work Experience Policy. Vetting Procedures.
Student teachers undertaking training placement in school.	Child being harmed in the school by a visitor to the school.	Code of Professional Conduct for Teachers. <b>Update Policy on School Placements – during 2022/2023</b> Vetting Procedures.
Use of video/photography/other media to record school events.	Member of school personnel/visitor communicating with pupils in inappropriate manner via social media, texting, digital device or other manner  Member of school personnel/visitor accessing/circulating inappropriate material via social media, texting, digital device or other manner	Parent/Guardian Letters of Consent. Photos or videos taken at school events are not to be shared on social media – private use only permitted. Requested in advance. ICT Policy. <b>Contact Data Protection Commissioner re. videography / photography of school events and GDPR compliance – during 2022/2023.</b> CPD in GDPR for all staff undertaken on 11/11/2021.

**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.