

# Scoil Naomh Eoin

Killenard, Portarlington, Co. Laois, R32 F782.

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**Principal: Stephen Donovan**

**Deputy Principal: Anne T. Hillery**

## Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

Scoil Naomh Eoin 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 Scoil Naomh Eoin 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 **Mr. Stephen Donovan**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Ms. Anne T. Hillery**
- 4 The Relevant Person is **Mr. Stephen Donovan**  
(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. This person can also be the DLP)

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](http://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](http://gov.ie) 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](http://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](http://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 11/4/18 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 11/10/2023 [most recent review date].

Signed: Deirdre Doyle *Deirdre Doyle* Signed: Stephen Donovan *Stephen Donovan*  
 Chairperson of Board of Management Principal/Secretary to the Board of Management

Date: 11/10/23 Date: 11/10/23

## **Child Safeguarding Risk Assessment**

### **Written Assessment of Risk of Scoil Naomh Eoin**

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 Scoil Naomh Eoin.

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 -
Opening/Closing Times and Break Times.	Access to pupils by strangers or other adults. Risk of harm from other pupils.	Supervision by Principal & SNA's from 9am. Supervision by Post Holders from 9.10am. Adequate Supervision at break times.
Visitors/Visiting Tutors/Coaches.	Visitors/Tutors/Coaches behaving inappropriately. Visitors/Tutors/Coaches lacking awareness of child safety issues.	Statutory vetting requirements in place. No unsupervised access to pupils.
One-to-one tuition.	Teachers behaving inappropriately.	Glass panels in doors. Statutory vetting requirements in place. Glass panels in doors. Parents/guardians of children attending SET team are informed and permission is sought. Child Safeguarding Statement. Whole staff Child Protection training.
SNA's & intimate Care Needs	SNA behaving inappropriately.	Two SNA's at all times caring for child. Child Safeguarding Statement. Whole staff Child Protection training.
School Tours/Outings	Access to pupils by strangers. Inappropriate activity by pupils.	Adequate supervision Adequate planning and preparation by staff. School Tour policy followed

		Dangers posed by unfamiliar environment. Access to pupils by strangers or other adults.	Magnetic locks on front and back exits.
Access/Egress		Flight risk for some pupils. Potential for unsupervised times in changing areas. Access to pupils by strangers or other adults	Code for entry. Adequate supervision provided. Trained lifeguards in pool. Statutory vetting requirements in place. Safe Guarding statement. Adherence to policies & procedures in place at said venue.
Swimming Lessons/Sports Events		Potential for bullying. Potential for grooming of pupils	No mobile phones or electronic devices permitted. Anti-Bullying Policy and Code of Behaviour. Staff supervision of pupils throughout school day. Promotion of culture of care and kindness in school and a culture of reporting unkind behaviour. Teaching of SPHE including Stay Safe Programme
Bullying		Inappropriate behaviour/harm by school personnel /peers/unknown persons	First Aid administered only by staff. Staff training in Basic First Aid. Parental consent sought on enrolment. Statutory vetting requirements in place.
Social Media		Risk of harm due to inappropriate contact, provision of inappropriate material	Sanction of principal for all school communication No staff contact with pupils through social media other than that approved by school and parents. All communications outside of school through parents/guardians All communications via school email addresses or school information management systems. Staff awareness of personal online identity which may be accessed by pupils.
Administration of First Aid		Risk of harm due to inappropriate contact, provision of inappropriate material. Risk of harm or bullying by other pupils	Only school approved online learning platforms are acceptable. Currently Seesaw & Zoom. Parents to have access to all communication and approve same. Parents & children to be informed and comply with online norms eg. Name showing, Mute on entry, no
Staff communication with pupils via social media, texting, digital device or other manner			
Online learning			

	<p>recording, dressed appropriately, follow teacher instructions as per normal classroom.  Links only to be shared with parents/guardians.  Teaching content viewed in advance of sharing with classes.  Parental consent sought through Aladdin.</p>
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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 (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 11/10/23 and most recently reviewed & updated on 11/10/23. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: Deirdre Doyle      Date: 11/10/23

Chairperson, Board of Management

*Deirdre Doyle*

Signed: Stephen Donovan      Date: 11/10/23

Principal/Secretary to the Board of Management

*Stephen Donovan*

## 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> ?	Y
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Y
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> ?	Y
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)	Y
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Y
7. Has the DLP attended available child protection training?	Y
8. Has the Deputy DLP attended available child protection training?	Y
9. Have any members of the Board attended child protection training?	Y
10. Has the school appointed a DLP and a Deputy DLP?	Y
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y
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?	Y
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Y
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?	Y
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Y
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?	Y
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?	Y
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Y
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?	Y
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?*	N/A
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Y
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
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> ?	N
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?	Y
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Y
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Y
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)	N/A
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Y
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?*	Y
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)?*	Y
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Y
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> ?	Y
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Y
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?	Y
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N
40. Has the Board put in place an action plan containing appropriate timelines to address	N/A



those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	
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?	Y

Signed Deirdre Doyle Date 11/10/23

Chairperson, Board of Management

Signed Stephen Brown Date 11/10/23

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.

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**Deputy Principal:** Anne T. Hillery

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

To: Whom it may concern

The Board of Management of Scoil Naomh Eoin 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 11/10/23 [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the [gov.ie](http://gov.ie) website

Signed Deirdre Doyle Date 11/10/23

Chairperson, Board of Management

Signed Stephen Donovan Date 11/10/23

Principal/Secretary to the Board of Management