



Presentation Primary School

Clonmel, Co. Tipperary.

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Roll No. 12180 U

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

Presentation Primary 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 Presentation Primary 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 **Tanya O'Brien (Principal)**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Michelle Prendergast (Deputy Principal)**
- 4 The Relevant Person is **Tanya O'Brien**
(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 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 **27th September 2023**.

This Child Safeguarding Statement was reviewed by the Board of Management on 27th September 2023.

Signed: [Signature]

Chairperson of Board of Management

Date: 27/09/23

Signed: Tanya O'Brien

Principal/Secretary to the Board of Management

Date: 27/09/23

Child Safeguarding Risk Assessment

Written Assessment of Risk of Presentation Primary 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 (revised 2023)*, the following is the Written Risk Assessment of Presentation Primary School.

1. List of school activities

(insert list of school activities in this section)

- Playground – Arrival, Dismissal and Recreation breaks.
- Classroom teaching
- One-to-one teaching
- One-to-one learning support
- Outdoor Teaching Activities
- Annual Sports Day
- Fundraising events involving pupils
- Use of lunchroom
- Trips in general e.g. athletics /school tours etc.
- Exit doors of building
- Lift
- Visitors to the school e.g. book sellers, photographers
- Use of external personnel e.g. Roots of Empathy
- Swimming
- Delivering children to taxis or buses
- Daily arrival and dismissal of pupils
- School performances
- Children leaving school premises early during school day
- Children leaving the classroom unaccompanied by a teacher e.g. going on a message
- Pupils leaving the room to use the Bathroom

- Recruitment of school personnel
- Parents volunteering
- After school activities
- Work experience students in the school
- Use of equipment to record school activities-photographs, iPads
- Use of premises by other organisations e.g. Nano's Nest, Busy Bees
- Managing of challenging behaviour (may be in Code of Behaviour)
- Administration of Medicine and First Aid
- Care of children with Special Education needs, including intimate care where needed
- Curricular provision in the area of SPHE, RSE and Stay Safe
- Prevention and dealing with bullying amongst pupils
- Use of Information and Communication Technology by pupils
- Training of school personnel in child protection matters
- Care of pupils with specific vulnerabilities/ needs such as
 - Pupils from ethnic minorities/migrants
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT) children
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Children in care
 - Children on Tusla's Child Protection Notification System (CPNS)
 - Children with medical needs

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

(insert risks of harm identified in this section)

- Risk of harm by visitors to the playground.
- Risk of harm by visitors to school.
- Risk of harm due to inadequate supervision.
- Risk of harm by school personnel.
- Risk of harm in one to one teaching situation.
- Risk of harm not being recognised by school personnel.
- Risk of harm not being reported properly and promptly by school personnel.

- Risk of harm by visiting coaches, extra-curricular tutors, before and after school group organisers.
- Risk of harm by taxi drivers.
- Risk of harm by school personnel or adults accompanying pupils to and from school or other uninvited person.
- Risk of harm by another pupil.
- Risk of harm by parent volunteers.
- Risk of harm by work experience personnel.
- Risk of harm to a child receiving medical treatment/first aid.
- Risk of harm to a child receiving intimate care.
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm due to inadequate code of behaviour.
- Risk of harm due to bullying of a child.
- Risk of harm due to racism.
- Risk of harm due to children inappropriately using computers, phones, social media and other devices while at school.
- Risk of harm caused by a 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.

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

(insert the procedures in place to address risks of harm in this section)

- 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 (revised 2023)* are made available to all school personnel .
- Safeguarding is regularly discussed at staff meetings.
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)

- 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 undertakes anti-racism awareness initiatives
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks.
 - There are always a number of adults on supervision duties.
 - Staff always present. Children accompanied by parents/guardians.
- The school has in place a policy and clear procedures in respect of school outings.
 - Teacher always informs office when leaving the building and must be contactable.
- The school has a health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting .
- All school personnel including ancillary staff are garda vetted.
- All external personnel are Garda Vetted.
- All work experience and teaching practice students are garda vetted.
- All volunteer parents are garda vetted.
- External volunteers and coaches are never left alone with children. Class teacher is always supervising.
- Class teacher always with class when external personnel are working in the school.
- All new school personnel vetted.
- All new personnel must provide certificate of Child Protection Training.
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy and often receives advice from NEPS
- The school has an intimate care 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 code of behaviour for pupils
- 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.
- The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils.
- The school has in place a Critical Incident Management Plan

- The school has in place procedures for the use of external sports coaches
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place procedures in respect of students undertaking work experience in the school

Other Safeguarding Procedures:

- Staff only go to lunchroom with a group of pupils, not individuals.
Coaches always accompanied by class teacher (See Policy re Coaches and Outside Facilitators)
After school group facilitators are garda vetted and advised re the above policy.
- Door Policy. Doors always locked.
Entrance only through main door with camera or through staff entrance with keypad.
- Pupils do not use lift unaccompanied
Staff always take more than 1 child in lift.
See Lift Policy.
- All visitors must enter through main entrance and asked to check in at school office.
Staff reminded not to let visitors in unaccompanied.
Pupils trained not to open doors to strangers.
Notice placed at main entrance.
(See Policy re Visitors to the School and Procedures etc.)
- Always more than one adult accompanying pupils to swimming.
See swimming policy.
- Taxi drivers always garda vetted. Pupils accompanied to and from taxi by SNA/teacher.
- Supervision of pupils in morning from 8:50-9:10
Regular reminders to parents/guardians re the supervision times.
Infant pupils accompanied by adult to classroom and collected from classroom.
Younger bus users accompanied by Bus Driver/Teacher to and from bus.
- Pupils trained to return to the school office if parents/guardians have not arrived to collect them by 3pm. At least one adult will be present at the main gate at dismissal time, 2.50pm and will bring children who have not been collected back to the office.
(See Arrival and Dismissal Procedures)
- Pupils supervised by teaching staff at all times.
- Parents/Guardians report to office to sign out pupil and sign in on return.

Pupils never go to gate unaccompanied.
(See arrival/Dismissal Procedures)

- Classroom door remains open when pupils go to bathroom. Pupils from infants to Rang a do go in pairs.
- Use of Premises agreements by external agencies using the school building stating areas to be accessed by these organisations.
- The school has in place a policy and procedures for the administration of medication to pupils.

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.