

# Ballybay Central National School

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## Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

Ballybay Central 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 Ballybay Central 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 **Helen O'Toole**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Martina Mulvey**
- 4 The Relevant Person is **Helen O'Toole**  
(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 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 (*revised 2023*), 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 DE website or will be made available on request by the school.

7 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association 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 17.10.23.

This Child Safeguarding Statement was reviewed by the Board of Management on \_\_\_\_\_.

Signed: *Fr. M. John Mc Anelis*

Chairperson of Board of Management

Signed: *Helena O’Toole*

Principal/Secretary to the Board of Management

Date: 17/10/23

Date: 17.10.23

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Ballybay Central 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 (revised 2023)*, the following is the Written Risk Assessment of Ballybay Central National School.

<p><b>1. List of School Activities</b></p> <p>Training of school personnel and all BoM members in updated Child Protection procedures and matters.</p>	<p><b>2. The School has identified the following Risk of Harm in respect of its activities –</b></p> <p>Harm not being recognised or reported as required in accordance with procedures.</p>	<p><b>3. The School has the following Procedures in place to address the risks of harm identified in this assessment -</b></p>
<p>Child Safeguarding Statement &amp; DE procedures made available to all staff.                  Copy of DE 'Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)' given to each BoM member.                  Staff members to be familiar with contents of Circular 0036/2023.                  Some BoM members have undertaken online training module and certification.                  Child Safeguarding Statement and Child Safeguarding Risk Audit and Assessment to be undertaken and ratified by BoM.                  Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) are made available to all school personnel.                  School personnel are required to adhere to the Child Protection Procedures for Primary and Post Primary Schools (revised 2023) and all registered teachers are required to adhere to the Child First Act 2015. All staff to be familiar with Child Safeguarding Statement and School Safeguarding Risk Audit and procedures.                  DLP &amp; DDLP completed training.                  All staff to avail of any updated Tusla and PDST</p>		

		<p>training modules &amp; any other online training offered by PDST or DE.</p> <p>BoM records all records of staff and Board training.</p> <p>Child Protection Oversight Report completed at all Board meetings and correct template used for same.</p>
<p>Daily arrival and dismissal of pupils</p>	<p>Harm by other pupils or other adults collecting or dropping off</p> <p>Harm to a child by another child in the yard</p>	<p>Children collected promptly from yard area by teachers when school begins</p> <p>Dismissal of pupils supervised by all teachers and support staff. Each class must walk to the main gate, following the most direct route. Children may not use other routes or gates.</p> <p>Parents reminded in newsletters that teacher supervision does not begin until 9.20 a.m. Highlight to parents/guardians that the school accepts no responsibility for pupils outside of the official school times/school business.</p> <p>Junior pupils going home at 2.00 p.m. always line up at the front gates, or in sheltered area on rainy days, until they are collected by a parent/guardian.</p> <p>Parent must inform class teachers in advance of a change in person collecting their child.</p> <p>Parents to be phoned if pupils not collected after 10 minutes. Any children who have not been collected will wait in school grounds with appropriate staff member.</p>
<p>Adults collecting pupils during school hours</p>	<p>Harm to a child by an unknown/unauthorised adult</p>	<p>Class teacher is notified in advance via e-mail or call to the school mobile regarding details of the person/adult collecting.</p> <p>Parents/guardians must sign pupils in/out at the main entrance to the school.</p>
<p>Recreation breaks for pupils</p>	<p>Harm due to bullying of a child by another child</p> <p>Harm not being recognised/reported properly or promptly by school personnel</p>	<p>Code of Behaviour &amp; Discipline Policy</p> <p>Anti-Bullying Policy</p> <p>CCTV system to be updated</p> <p>Yard Supervision rota in place</p>

	<p>Harm due to interactions with strangers</p>	<p>Children have assigned areas of the yard to play on that are visible to staff members at all times.  Each teacher on duty circulates within their assigned supervision area to ensure children in the corresponding classes are visible to them.  Children will not be allowed to spend time in classrooms/school building where they would not be under adult supervision.  Children needing a toilet visit must ask permission from a teacher on the playground in order to enter the school building during break-times. All pupils are to be allowed time to eat their snack/lunch and use the toilet <u>before</u> going out for playtime to minimise the need to re-enter the school building during break times.  Children must report to a teacher on yard if they are hurt/injured and teacher will direct/accompany them to the office for first aid if deemed necessary.  Children are not allowed to leave the school grounds or to play behind the shanette, storage container, oil tank etc. where they are out of view of staff members.  Front gate of school to remain closed during all breaks and for the duration of the school day.</p>
<p>Supervision of pupils during school hours</p>	<p>Harm due to bullying of a child  Harm not being recognised by school personnel  Harm due to inadequate supervision of children in school</p>	<p>Supervision of pupils by staff at all times  Supervision system in place to relieve teachers for breaks in advance of carrying out yard duty  Children collected promptly from yard area by class teachers following breaks.  Neighbouring teacher supervises with doors open in case that a teacher must leave their class in an emergency.</p>

<p>Teaching and learning/classroom teaching/One to One teaching (SEN)/outdoor teaching (PE/sports etc.)</p>	<p>Harm by a member of staff or visitor to the school</p> <p>Harm not being recognised or reported in accordance with procedures/inadequate supervision</p>	<p>Parents notified in advance of all situations where a person other than the class teacher is working with the child.</p> <p>Daily recording of all pupil attendance (via Aladdin before 10.10 a.m.)</p> <p>Parental permission obtained for one-to-one teaching.</p> <p>Classroom doors to remain open when one to one teaching is being carried out, except in the case where doors have full glass panels</p> <p>Supervision of pupils at all times when being coached by external coaches</p> <p>Child Safeguarding Statement and DE procedures</p>
<p>Principal/Pupil conversation in principal's office</p>	<p>Harmed by a member of school staff</p>	<p>Office door open</p> <p>Child accompanied by a friend /other staff member where possible</p>
<p>Toilet areas</p>	<p>Inappropriate behaviour</p>	<p>Code of Behaviour &amp; Discipline Policy</p> <p>During class, children allowed to go to the toilet one at a time</p> <p>At break times, teacher on duty monitor toilet areas regularly</p>
<p>Administration of Medicine/First Aid</p>	<p>Harm by school personnel</p>	<p>First aid box in press in main office</p> <p>Secretary or teacher administers first aid for minor injuries including minor cuts/abrasions</p> <p>Children attended to in office with door open</p> <p>All accidents to be documented and reported to relevant personnel and also to parent in case of serious injuries (e.g. head injuries)</p> <p>Inhalers and Anapens stored in children's school bags and additional Anapens (if supplied by parents) stored in first aid box on the wall in the staffroom</p> <p>Parents to send a note to the school if they wish for their child to self-medicate</p>
<p>Toileting Accidents</p>	<p>Harm by school personnel</p>	<p>Replacement clothing available in the main office.</p> <p>Parent(s) will be contacted and asked to come to the school to help the child to change clothes.</p>

		In circumstances when parent/guardian cannot be contacted or come to the school, two members of staff who are familiar to the pupil will assist the child and provide replacement clothing. Child will change clothes independently in private bathroom area where at all possible.
Prevention and dealing with bullying amongst pupils	Harm due to bullying of a child	Anti-Bullying Policy reviewed annually Code of Behaviour & Discipline Policy to be followed consistently Child Safeguarding Statement reviewed annually Stay Safe Programme implemented in its entirety Class lessons and staff monitoring Supervision of students across all environments. Pupils encouraged to inform staff of behaviour which they consider to be bullying behaviour. Staff members record incidents of bullying behaviour Communication with parents
Managing of challenging behaviour amongst pupils, including appropriate restraint	Harm to pupils due to inappropriate restraint	Code of Behaviour & Discipline Policy Health & Safety Policy
Care of pupils with specific vulnerabilities/needs such as: -Pupils with SEN, including medical vulnerabilities -Pupils from ethnic minorities/migrants -Members of the Traveller Community -LGBT Children/Pupils perceived to be LGBT Pupils of Minority religious faiths Children in care Children on CPNS	Harm due to bullying of a child (exclusion, isolation etc.)	Reasonable monitoring by staff Anti-Bullying Policy reviewed annually Code of Behaviour to be revised regularly If parents request, children may not participate in R.E.-they may work independently and parents will be notified of upcoming ceremonies. Children attend, but don't partake in ceremonies and events if not collected by a parent/guardian.
Application of sanctions under the school's Code of Behaviour-detention of pupils, confiscation of phones etc.	Harm to pupils Isolation Bullying	Anti-Bullying Policy Code of Behaviour & Discipline Policy Mobile Phone & Communication device Use Policy



		Monitoring by staff on yard duty Clear and consistent approach adopted This will be avoided if at all possible. Staff will not carry pupils alone in their cars at any time. Parents and emergency contacts will be contacted when accidents arise in order to eliminate the above unless absolutely necessary. An ambulance will be called if urgent medical attention is required. At least two adults must travel with a child in a car. RSA safety requirements will be adhered to.
Transporting pupil in staff vehicle	Harm by a staff member	
Inter school matches and sporting events/ Swimming	Harm due to inadequate supervision of children Harm not being recognised/reported properly and promptly by school personnel Harm to a pupil by an adult Interaction with strangers Harm due to bullying of a child by another child	Where possible, pupils wear sports gear under clothes when going to event and returning home. Pupils wear light t-shirt under jerseys in case jersey needs to be removed. Two school staff always accompany teams to matches. If changing areas are required, staff members remain together at door of changing area. All pupils remain in this area until all are ready to be accompanied onto the bus. Supervision by teachers on buses at all times.
Curricular provision in respect of SPHE, RSE, Stay Safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe Programme in full.
Use of external personnel to supplement curriculum and to support sports and other extra-curricular activities	Harm by a visitor to the school Harm not being recognised/reported properly and promptly by school personnel Harm due to inadequate supervision of children Harm due to bullying behaviour among pupils	Garda vetting procedures in place for all school personnel. Vetting or Garda clearance for external facilitators who are visiting the school. Teacher must be present when external facilitators/coaches are supplementing the curriculum. Checking visiting facilitator's clearance.

<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>- Teachers</li> <li>- SNAs</li> <li>- Caretaker/secretary/cleaner</li> <li>- Parents association members</li> <li>- Sports coaches</li> <li>- External tutors/guest speakers – use of external personnel to support the delivery of the curriculum</li> <li>- Volunteers/parents for school activities</li> <li>- Visitors/contractors present in school during school hours.</li> <li>- Visitors/contractors present during after school activities</li> </ul>	<p>Harm not recognised/properly or promptly reported in accordance with procedures</p>	<p>Child Safeguarding Statement &amp; DE procedures made available to all.</p> <p>Staff to view Tusla training module &amp; any other online training offered by PDST</p> <p>Record of staff training and certification to be retained for BoM</p> <p>Vetting Requirements - vetting of school staff and vetting of external coaches/facilitators</p> <p>Supervision of pupils by staff at all times</p> <p>Class teacher present at all times.</p> <p>Guidance for Parents' Association</p> <p>volunteers/fundraising events – pupils always under supervision of teachers, never in care of volunteers</p> <p>Log book located inside front door to be signed by all visitors to the school</p> <p>Work/maintenance in building to be undertaken after school hours where possible.</p> <p>School to be opened and closed by staff member.</p> <p>Access confined to work specific areas.</p> <p>Confidential documents locked in filing cabinets.</p> <p>School office to be locked and all filing cabinets also to be locked in the office.</p>
<p>After school use of premises by other organisations</p>	<p>Harm by a member of staff of another organisation or other person while the child is participating in 'after school' activities</p>	<p>Groups wishing to use the school premises for 'after-school' activities involving children, will be advised of and given a copy of the school's Safeguarding Policy. They will be requested to acknowledge receipt of this [in writing].</p> <p>The Board of Management is not a competent body to validate the child protection procedures of third parties. <b>This is a matter for these groups to undertake this on their behalf.</b></p> <p>Should any complaint pertaining to child abuse, be made against any of these groups, the procedures outlined within this policy document will be adhered</p>

		to. It will be a matter for the Board of Management to review the contract between the school and the group/subject of the allegation regarding continued use of premises. Agreement by all staff members as well as BoM will be sought before external parties can avail of /rent the school premises
Use school premises by other organisations during the school day/ visiting contractors and company representatives School outings	Harm by a visitor to the school  Harm due to inadequate supervision of children/interaction with strangers	Pupils will be supervised by teaching staff at all times Visitors will be accompanied by a member of school personnel Adequate supervision (pupil/teacher ratio) to be ensured Research into venues Garda Vetting Agreement School Uniform worn where appropriate School mobile phone in case of emergency
Annual Sports Day	Harm due to inadequate supervision of children  Harm by school personnel, visitor or another pupil	Adequate supervision ensured at all times  Vetting completed in line with requirements for any external coaches etc.
Fundraising events involving pupils	Harm to pupils by adults/ strangers/other pupils  Accidents causing injury	Code of Behaviour & Discipline Policy Anti-Bullying Policy Reasonable Teacher Supervision
Students participating in work experience/teaching practice	Harm by a visitor to the school	Student Placement & Work Experience Policy has been devised. Vetting completed in line with requirements Requirements of Colleges of Education Reasonable teacher supervision Students not permitted to work alone with a student

		<p>unless in the same room as class teacher. Prior consent/approval for this to be sought from the Board of Management.</p>
<p>Use of video/photography/other media to record school events by visitors.</p>	<p>Harm caused by adults attending school events and recording and circulating material</p> <p>Harm to a child due to cyber-bullying</p>	<p>Mobile Phone &amp; Communication Device Usage Policy Code of Behaviour &amp; Discipline Policy Anti-Bullying Policy</p> <p>Parents informed that footage/photos which include(s) another child is/are not to be uploaded on social media without the prior permission of the parents of the other children.</p> <p>Consent/permission procedures in place by school (GDPR policy to be drafted) prior to any form of media being recorded and circulated.</p> <p>Staff are not permitted to use their phones to record any school events or pupil activities.</p> <p>School camera/tablet may be used for this.</p>
<p>Pupils with phones/camera phones</p>	<p>Harm due to bullying of a child by sharing of images/content on social media</p>	<p>Mobile Phone Policy in place-children are not allowed to bring mobile phones, smart watches or other devices to school</p> <p>Anti-Bullying Policy updated annually</p> <p>Anti-Cyber Bullying awareness promoted-lessons delivered by class teachers and guest speakers</p> <p>With regard to any phones brought onto premises or on school outings, the child will be asked by the teacher to switch off the phone. The child will be asked to hand over the phone to the class teacher and the phone will be stored in the filing cabinet in school office for safe keeping until collected by a parent/guardian</p>
<p>Use of Information and Communication Technology by pupils and staff in school</p>	<p>Harm due to inappropriate use of school internet – pupils exposed to inappropriate online content or messaging/inappropriate recording of staff/pupil</p> <p>Harm due to cyber-bullying</p>	<p>Internet Acceptable Use Policy for pupils and school staff</p> <p>Mobile Phone &amp; Communication Device Use Policy</p> <p>Anti-Bullying Policy update annually</p> <p>Code of Behaviour &amp; Discipline Policy</p> <p>Education: Stay Safe, cyber bullying, Webwise programmes in place</p> <p>Supervision of pupils while using laptops, tablets at</p>

		Education: Stay Safe, cyber bullying, Webwise programmes in place Supervision of pupils while using laptops, tablets at all times while in school
Online teaching and learning remotely	Harm due to inappropriate use of online teaching and learning communication platforms, such as an uninvited person accessing a lesson link, students being left unsupervised for long periods of time in breakout rooms	Internet Acceptable Usage Policy in place  Remote Teaching & Learning Policy in place  Individual codes for pupil access to all online learning

**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 Child Safeguarding Risk Assessment was adopted by the Board of Management on 17/10/23.

This Child Safeguarding Risk Assessment was reviewed by the Board of Management on 17/10/23.

Signed: *Michael McArthur*

Signed: 17/10/23

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: *Helena O'Toole*

Date: 17/10/23