



Child Safeguarding Statement and Risk Assessment

St. Marnock's NS 2023 - 2024



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Telephone: (01) 8462060

Website: www.stmarnocksns.ie

St. Marnock's N.S. 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 St. Marnock's N.S. 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 **Sinéad Trimble**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Shaun Scallan**
- 4 The Relevant Person is **Sinéad Trimble**
(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](https://www.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 **19th October 2023**.
This Child Safeguarding Statement was reviewed by the Board of Management on **19th October 2023**.

Signed: _____

Ciarán McCormack
Chairperson of Board of Management

Signed: _____

Sinéad Trimble
Principal/Secretary to the Board of Management

Date: 19th October 2023

Date: 19th October 2023



Child Safeguarding Risk Assessment 2023 - 2024

Written Assessment of Risk of St. Marnock's NS



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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 **St. Marnock's NS**.

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 -
Child protection Training of School Personnel	Indicators of harm /abuse not being recognised by school personnel Harm / Abuse not being reported properly and promptly by school personnel Risk of child being harmed in the school by a member of school personnel	The Provision of information and training for all school personnel The school – <ul style="list-style-type: none">• Has provided all school personnel with a copy of the school's Child Safeguarding Statement• Ensures The DES child protection procedures are made available to all school personnel• Ensures staff avail of relevant training• Encourages Board of Management members to avail of relevant training

<p>Record Keeping</p>	<p>Risk of child being harmed by a volunteer / parent person while child participating school activities</p> <p>Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities</p> <p>Risk of child being harmed in the school by another child</p> <p>Risk of child being harmed in the school by volunteer or visitor to the school</p> <p>Risk of harm due to bullying of child</p> <p>Risk of harm not being recognised or promptly reported</p>	<ul style="list-style-type: none"> • Maintains records of all staff and board member training • The DLP attended training by PDST and CPSMA Board of Management training in October 2019 and the DDLP availed of such training in September 2019 – Certificates of attendance have been provided to the BOM • All staff including Teachers, SNAs and secretary attended Child Protection training given by Patricia Shanahan for on 8th April 2019 during Croke Park Hours • All school personnel completed online Tusla training and provided a copy of the certificate of completion to the DLP • All school personnel are required to sign the <i>Acceptance of St. Marnock's NS Child Protection Safeguarding Statement form</i> and return a signed copy to the DLP <p>All school personnel, mandated and non-mandated, are required to adhere to the <i>DES Child Protection Procedures for Primary and Post-Primary Schools 2017</i></p> <p>Record Keeping</p> <ul style="list-style-type: none"> • All school personnel are required to ensure that any sensitive records e.g. child protection monitoring records they are required to keep are
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<p>Recruitment of school personnel and volunteers / parents in school activities</p>	<p>Risk of harm due to inappropriate relationship/communications between child and another child or adult</p>	<p>maintained in a secure location in the Principal's office and are treated with the strictest of confidence.</p> <ul style="list-style-type: none"> • All such records form part of the school record keeping system and must be filed with the central school records at the end of the school year or in the event that the staff member is going on 'leave' e.g. maternity leave, career break etc. or is leaving the school to take up employment elsewhere. • All staff will be reminded at the beginning of each school year and regularly during the school year, where policies/procedure documents are accessible on the staff common drive and in the Principal's office. <p>Garda Vetting and Recruitment of school personnel</p> <ul style="list-style-type: none"> • All school personnel are required to be Garda vetted and the relevant DES circulars in relation to recruitment and Garda vetting are adhered to. • Best practice procedures with regard to interviewing and checking references are followed • If any volunteers / parents are asked to become directly involved in school activities their Garda vetting record will be sought by the DLP • All volunteers / parents directly involved in school activities are provided with a copy of the school's Child Safeguarding Statement
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<p>Prevention and dealing with bullying amongst pupils</p>	<p>Risk of harm due to bullying of child</p> <p>Risk of child being harmed in school by another child</p>	<ul style="list-style-type: none"> • In addition to specific teaching on the prevention and dealing with bullying as part of the SPHE programme the school has an Anti-Bullying Policy (reviewed in June 2023) which adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>. A copy of this policy can be found on our school's website at www.stmarnocksns.ie • St. Marnock's NS is registered with Dublin City University's FUSE Anti-Bullying and Online Safety Programme (Anti-Bullying lessons) for 4th – 6th classes since September 2023. • St. Marnock's NS has been invited to participate in the piloting of the new <u>research-based 6th class primary school FUSE Anti-Bullying and Online Safety Resource on the theme of Diversity and Inclusion</u> during the 2023 – 2024 school year. The FUSE Programme is supported by the Department of Education and is referenced in Cineáltas – Action Plan on Bullying published by the Department in December 2022. The new Action Plan on Bullying acknowledges the importance of evidence-based, age-appropriate and culturally relevant anti-bullying programme such as FUSE.
<p>Recreation breaks for pupils</p>	<p>Risk of harm due to inadequate supervision of children in school</p> <p>Risk of child being harmed by another child</p>	<ul style="list-style-type: none"> • The school has a Supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. A copy of these procedures can be found in the Principal's office and on the staff google drive

<p>Changing for Sports / Matches</p>	<p>Risk of child being harmed by a member school personnel</p> <p>Risk of harm due to inadequate supervision of children when attending out of school activities</p>	<p>school to attend to the child or if they would like staff to attend to the child.</p> <ul style="list-style-type: none"> • Where a parent/ carer cannot be contacted staff will attend to the child unless the school has been specifically notified by a parent/ carer that staff in the school do not have permission to assist the child. • Staff attending to the child will do so in as 'open' an environment as possible with due regard to the privacy of the child. • Teachers will keep a note of the toileting incident. If a substitute teacher is teaching the child, (s)he should seek the advice of the neighbouring teacher / SEN Co-ordinator • It is important for staff to be aware that a parent/carers may not be in a position to come to the school immediately should their child have a toileting accident and consideration has to be given to the implications of leaving a child unattended to in this situation. <p>Changing for Sports / Matches</p> <ul style="list-style-type: none"> • Children are encouraged to wear their sports clothing under their school tracksuit to enable them to change into their training/ match gear quickly. Children will make use of the boys/girls toilets allocated to their classroom in order to change into appropriate sports clothing where necessary. It is the responsibility of the class teacher to ensure that there is only one pupil in the toilet at any one time. If the toilets are
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<p>Arrival and dismissal/collection of Pupils</p>	<p>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 e.g school trip, school matches</p> <p>Risk of harm due to inadequate supervision of children in school at arrival and dismissal /collection times</p>	<p>outside of the classroom, the class teacher must ensure that the children take it in turns to go to the toilet to change for matches/ training/ events. It is important that this is clearly explained to the children and strictly monitored by the class teacher.</p> <ul style="list-style-type: none"> • The needs of pupils who require assistance will be addressed under the schools Intimate Care policy. <p>Arrival and dismissal/collection of Pupils</p> <ul style="list-style-type: none"> • Teachers are on supervision duty at all entry and exit points to the school at morning arrival times and at afternoon dismissal times • Prior to the enrolment of a child and on an annual basis thereafter parents/ carers will be asked to supply the school with the names and contact details of any adult that may be collecting a pupil during the course of the year. • Outside of normal dismissal times of the school teachers will only release pupils to those nominated by the parent/carer or where advance notice of another adult collecting the pupil is given by the parent / carer. In the event that another person arrives to collect a child the school will endeavour to contact the parent/carer to get their permission. Under no circumstance will staff allow a child to leave the school with another person that does not have permission to collect them. Parents / Guardians
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<p>Managing challenging behaviour amongst pupils, including appropriate use of restraint where required</p>	<p>Risk of harm due to inadequate Code of Behaviour</p> <p>Risk of harm to children with SEN who have particular vulnerabilities</p>	<p>are required to sign their child out in the 'Sign-in, Sign-out' book available from the Secretary's office</p> <ul style="list-style-type: none"> At the normal dismissal time of Infants one of the persons nominated by the parent/ carer must collect the pupil from the school dismissal area at relevant entrance. The school must be notified in advance if someone other than the 'nominated' adult will be collecting a pupil. This will be highlighted in particular at the start of the school year. <p>Managing challenging behaviour amongst pupils, including appropriate use of restraint where required:</p> <ul style="list-style-type: none"> In addition to the school's Code of Behaviour, Individual Behaviour Management Plans or Positive Behaviour Management Strategies are in place through a Continuum of Support (where appropriate) for relevant pupils. These plans are reviewed twice in the school year or sooner if necessary. Parents / Guardians of pupils involved are consulted with in drawing up such plans and strategies. Patterns of behaviour and triggers are identified where possible to try to minimise recurrence of such behaviour. When necessary the school will seek appropriate clinical and therapeutic supports for pupils.
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<p>Sporting Activities</p> <p>Use of external personnel to support sports and other extra curricula activities e. g GAA, Cycling, Rugby, Baseball, Accord personnel for RSE</p>	<p>Risk of child being harmed by a member of staff of another organisation or other person while child is participating in out of school activities or sporting activities with external personnel</p>	<ul style="list-style-type: none"> • Behaviour incident forms / behaviour check lists may be completed for all pupils who are presenting with challenging behaviour. Once a term, or more frequently if necessary, a report on the management of such challenging behaviour and serious /adverse incidents will be brought to the BOM by the principal. • SNAs and Special Education Teachers are receiving training in the management of restraint in situations where school may have children who need restraint management <p>External personnel / coaches working with pupils</p> <ul style="list-style-type: none"> • In accordance with Circular No. 0042/2018 '<i>Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice</i>' a member of the teaching staff will always be present when external personnel are working with students. • All external coaches will be garda vetted. • A copy of the school's Child Safeguarding Statement will be provided to all external coaches who shall be required to sign the 'Acceptance of St. Marnock's National School's Child Safeguarding Statement including the Risk Assessment' document and return the signed copy to the DLP.
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<p>Student teachers undertaking teacher training placement</p> <p>Transition Year students on work placement</p> <p>General Health and Safety issues</p> <p>Use of ICT/ cameras/ Mobile Phones</p>	<p>Risk of child being harmed by a volunteer or visitor to the school</p> <p>Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner</p>	<p>Students on work placement or teaching practice</p> <ul style="list-style-type: none"> • Relevant Garda Vetting must be received prior to commencement of work experience. • All student teachers/ transition year students on work placements will be given a copy of the school's Child Safeguarding Statement and asked to sign an <i>Acceptance of the St. Marnock's NS Child Safeguarding Statement including the Risk Assessment</i> • In the event that students have a child protection concern or that a child makes a disclosure to them the student must report the matter to the DLP. <p>Other policies and procedures</p> <ul style="list-style-type: none"> • The school has a <u>Health and Safety</u> policy which was reviewed in May 2023. A copy of this policy can be found in the Principal's office and on our school's website. • The school complies with the agreed disciplinary procedures for teaching staff • The school has an <u>Attendance policy</u> which is currently under review. Parents must notify the school regarding the reason for their child's absence • The school has an <u>ICT Acceptable Use policy</u> which was reviewed in December 2020 in respect of usage of ICT by pupils. A copy of this policy can
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	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices when in school	be found in the Principal's office, on the staff common drive and on the school website.
Care of children with Special Educational Needs	Risk of harm to children with SEN who have particular vulnerabilities	<ul style="list-style-type: none"> • The school has in place a <u>Mobile Phone policy</u> in respect of usage of mobile phones by school personnel including pupils. This policy has been reviewed in May 2022 and a copy of it can be found in the Principal's office and on our website www.stmarnocksns.ie • The school has a <u>Special Educational Needs policy</u>. A copy of this policy can be found on the school's staff common drive and in the Principal's office. It is currently under review.
Administration of Medicine	Risk of harm to child while child is receiving intimate care	<ul style="list-style-type: none"> • The school has an <u>Intimate Care policy/plan</u> in respect of students who require such care. A copy of this policy can be found in the principal's office and on the staff common drive
Administration of First Aid	Risk of child being harmed by member of school personnel	<ul style="list-style-type: none"> • The school has in place a policy and procedures for the <u>Administration of Medication to pupils</u>. A copy of this policy is available in our school office and on our school's website.
Prevention and dealing with bullying amongst pupils	Risk of harm due to bullying of a child	<ul style="list-style-type: none"> • The school has in place a policy and procedures for the <u>administration of First Aid</u>. A copy of this policy can be found in the Principal's office and on the staff common drive. • The school has in place a <u>Code of Behaviour</u> for pupils. A copy of this policy can be found in the Principal's office and on our school's website.
Safety and care management plan in the case of a Critical Incident	Risk of harm to a child during one to one /group teaching, counselling situations	<ul style="list-style-type: none"> • The school has in place a <u>Critical Incident Management Plan</u> and Policy. This policy was

<p>Delivery of the RSE programme in the context of SPHE</p> <p>After school use of school premises by other organisations</p> <p>Homework / After school club</p>	<p>Risk of child being harmed by a member of another organisation</p> <p>Risk of child being harmed due to inappropriate relationship / communications between child and another child or adult</p>	<p>reviewed in May 2023 and a copy of it can be found in the Principal's office and on the staff common drive. The Principal, Acting Deputy Principal and all members of the Leadership and Management Team have completed National Educational Psychological Service (NEPS) Critical Incident Training modules in April 2023.</p> <ul style="list-style-type: none"> • The school has a policy in place for the use of external persons to supplement delivery of the curriculum • The school has procedures in place for the after school use of premises by other organisations (The school is not being used by other organisations outside of school hours at present) • The school has a policy in place for <u>Extra Curricular Activities / Homework / After school Club</u>
<p>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 <i>Child Protection Procedures for Primary and Post- Primary Schools (revised 2023)</i></p>		

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 of St. Marnock's NS on the **19th October 2023**. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: _____ **Date:** 19th October 2023

Ciarán McCormack,
Chairperson, Board of Management

Signed: _____ **Date:** 19th October 2023

Sinéad Trimble
Principal, Secretary to the Board of Management