



## 1. Child Safeguarding Risk Assessment

### Written Assessment of Risk of Wexford Educate Together 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 2017*, the following is the Written Risk Assessment of Wexford Educate Together National School.

#### 1. List of school activities

Service	Location & Personnel
<b>Planned Activities</b>	
Extra Curricular Activities	School - various personnel (parent with Garda vetting & insurance)
Coaches	School
Parent & Other Volunteers	School
Planned Visitors	School/Community Centre
Cleaner	School - after school hours
HSE visitors e.g. vision & hearing testing; vaccinations	School
NEPS/SESS	School
<b>Trips/Visits</b>	
School tours/trips	Off-site - various; ratio 1:10
Swimming	Off-site
Visit in local area e.g. library/fire station/post office	Off-site

<b>Unplanned Activities</b>	
Past pupils visit	School - classrooms/playground
SNA Visitors	School
Open mornings	School
SET/SNA	School - classrooms
Work experience TP Students	School
DES and other inspectors	School
Board of Management meetings & visits	School
Substitute teachers	School
Induction of new staff	School
<b>Planned Activities Unknown Attendees</b>	
Wet mornings	School - classrooms/playground - do open
Bake sale/Celebrations/Concerts/Sports Day	School/Off-site
Open evening	School/Off-site
Curriculum meetings	School/Off-site
Maintenance staff	School
Gardener	School
Parents' Association	School
Student Council/Green Schools committees attending meetings/events out of school hours	School
Prospective parents	School - accompanied by member of staff
<b>Pupils</b>	
Students with medical needs	School
Injured students - administering First Aid	School/off-site on trips

Children with SEN needs - use of force; toileting; changing; intimate care	School/off-site on trips
Allergies and administration of medicine	School/off-site on trips
Acceptable contact with students	School/off-site on trips
Students coming back into the school after school hours	School
<b>School Environment</b>	
Viewing panels on doorways	School
Keypads on front door and to office and staff-room	School
Designated keyholders	School
School transport	Off-site
Students travelling and from school alone - walking/cycling	Off-site
Registers	School

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

<b>Risk Identified</b>
<b>Work Experience</b>
Yard - Toileting/line-up/gates/PE
Rolla and Fire Safety
One-to-one learning
Home-time - familiarity with parents/handover procedure/custody
Toilet accidents
<b>Planned Visitors to the School</b>
ECAs - teacher on own with children - procedures and policies- CP DLP for ECA?
Are ECAs following same procedures as school e.g. confidentiality
Contact information for parents in ECA
<b>Unplanned Visitors to the School</b>
Psychical harm
Bringing in inappropriate materials/content
Security issues
Privacy - children in hall & confidentiality
Leaving doors open - vulnerable students flight risk
Gap between Junior and Senior pick-up - children returning to school to use the toilet/children staying in yard (insurance risk)
<b>Trips</b>
Toilet needs in public areas
Illness/Accident
Parent volunteers
Behaviour
Children with special needs - flight risks

Changing rooms
Mingling with other groups/public
Bus Driver
No uniform - identifying students in public spaces
Swimming instructors/tour guides

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

<b>Risk</b>	<b>Procedure</b>
<b>Work Experience</b>	
Yard - Toileting/line-up/gates/PE	<ul style="list-style-type: none"> <li>● Toileting- designated toilet, one at a time, toilet pass.</li> <li>● Line-up -two whistle line-up, third whistle for calm lines.</li> <li>● Gates- SNA checks front gate during yard. All three gates need to be checked prior to yard times. Field gate must be locked at all times.</li> <li>● P.E.- It is the responsibility of class teacher to close gate during and after P.E. lessons.</li> <li>● Clear yard rules and procedures on/ in yard books.</li> </ul>
Rolla and Fire Safety	<ul style="list-style-type: none"> <li>● All subs to report to Susan’s office at 8:30 to allow ample time to review sub folder. Sub folder needs to be in the same designated area in each classroom or altogether in the secretary's office. Secretary to brief subs.</li> <li>● Clear note on front of subfolder stating that the safety of children in sub’s care is paramount.</li> <li>● Sub takes roll at 9am and sends to Susan by 9.45am to input onto Aladdin. Latecomers recorded.</li> </ul>
One to one Learning	Door left ajar or learning conducted in public view.
Hometime	Have member of staff familiar with the class assist with the departure of children.
<b>Planned Visitors to School</b>	

<p>ECAs - teacher on own with children - procedures and policies- CP DLP for ECA?</p>	<ul style="list-style-type: none"> <li>● Currently policies and procedures have not been exchanged e.g. CP, fire safety, toileting.</li> <li>● Meeting to be held with Principal/ECA Co-ordinator prior to ECA starting to go through various procedures.</li> <li>● Provide teacher with a copy of the schools CP policy.</li> <li>● Ensure teacher has their own child protection procedures in place.</li> <li>● ECA Teacher has completed online training and certification of same provided to the school.</li> </ul>
<p>Are ECAs following same procedures as school e.g. confidentiality</p>	<ul style="list-style-type: none"> <li>● Office door may be open.</li> <li>● Information relating to children may be on view in the classroom e.g. SEN timetables, behavioural charts.</li> <li>● Office door must be kept closed , with keypad or buzzer system required for entry.</li> <li>● A confidentiality agreement for ECAs needs to be put in place.</li> </ul>
<p>Contact information for parents in ECA</p>	<ul style="list-style-type: none"> <li>● Currently ECAs have a list of parents who are collecting children from ECA.</li> <li>● ECAs need to have emergency contact info - this is not the school's responsibility.</li> <li>● ECA Co-Ordinator may be appointed as part of In-School Management Team.</li> </ul>
<p><b>Unplanned Visitors to School</b></p>	
<p>Security issues</p>	<ul style="list-style-type: none"> <li>● We have 2 locks on the exterior gate.</li> <li>● We have codes on front door, office and staff room but codes are all the same.</li> <li>● Front door being left open by visitors to the school.</li> <li>● Gate needs to be checked by staff on yard</li> <li>● Codes on doors need to be changed more regularly, once per term if possible.</li> <li>● Lanyards to be worn by visitors to the school.</li> <li>● Visitors must report to the office and sign in.</li> </ul>
<p>Physical harm</p>	<ul style="list-style-type: none"> <li>● Currently we have codes on our door which means visitors must ring the bell to be allowed to access.</li> <li>● A notice will be placed inside the main door to prompt parents/visitors to stop and report to the school office.</li> </ul>

Gap between Junior and Senior pick-up - children returning to school to use the toilet/children staying in yard (insurance risk)	<ul style="list-style-type: none"> <li>● Currently parents and other children are returning to the school building to use the toilets.</li> <li>● Parents have been notified that they should not be in school yard/field at this time.</li> <li>● Parents/children should not re-enter the school after the school day.</li> </ul>
Bringing in inappropriate materials/content	<ul style="list-style-type: none"> <li>● Code on front door prevents people entering the school without permission.</li> <li>● Changing codes more frequently.</li> <li>● Safety gate/counter outside of Susan's office alongside a 'Please Wait Here' sign.</li> <li>● Waiting area in porch.</li> </ul>
Privacy - children in hall & confidentiality	<ul style="list-style-type: none"> <li>● Code on front door prevents people entering the school without permission.</li> <li>● Changing codes more frequently - termly.</li> <li>● 'Please Wait Here' sign to be displayed on office door.</li> <li>● Waiting area in porch.</li> </ul>
Leaving doors open - vulnerable students flight risk	<ul style="list-style-type: none"> <li>● Doors and gates are frequently left open by children/visitors.</li> <li>● Nominate specified person to check gates after break and yard times.</li> <li>● Staff member in charge of checking the gate is double locked before every break/lunch/outdoor activity.</li> </ul>
<b>Trips</b>	
Toilet needs in public areas	<ul style="list-style-type: none"> <li>● Take children in small groups.</li> <li>● Teachers/SNA ensures they have a mobile phone with them when taking children to the toilet in case of emergency/incident.</li> <li>● Teachers/SNA's to have appropriate contact numbers for accompanying staff.</li> <li>● No staff member should be alone with child/children in toileting area.</li> </ul>
Child feeling unwell/accident	<ul style="list-style-type: none"> <li>● Parents/office contacted, all teachers take first aid kits and any medicines etc for their class with them as well as a class list with contact numbers.</li> </ul>
Bus driver	<ul style="list-style-type: none"> <li>● No child left unattended with bus driver.</li> </ul>
Parent volunteers	<ul style="list-style-type: none"> <li>● Check parents are garda vetted.</li> <li>● Confidentiality agreement needs to be signed by all volunteers.</li> </ul>

Behaviour	<ul style="list-style-type: none"> <li>• Children with SEN will follow support plans/behaviour plans in place.</li> <li>• Planning needs to be put in place for children with SEN in relation to trips.</li> </ul>
Children with SEN who are a flight risk	<ul style="list-style-type: none"> <li>• SNA to stay with the child at all times.</li> <li>• Parent invited to accompany child where necessary.</li> <li>• Teacher/SNA brings sensory box with items for the identified child.</li> </ul>
Changing room	<ul style="list-style-type: none"> <li>• Two adults to attend swimming lessons.</li> <li>• No use of cubicles.</li> <li>• Use of Ferrybank pool - shared cubicles for ease of supervision.</li> </ul>
Mingling with other groups/public	<ul style="list-style-type: none"> <li>• Ratio of 10:1</li> <li>• Adults to be visible/identifiable to children at all times wearing a high visibility jacket.</li> </ul>
Swimming instructors/tour guides	<ul style="list-style-type: none"> <li>• Check if organisations have safeguarding policies in place.</li> </ul>

**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.

This risk assessment has been completed by the Board of Management on ..... [date]. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.



Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## 2. Child Safeguarding Statement

Wexford Educate Together is a primary/post-primary school providing primary/post-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 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 [insert school name] 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 **Maria Caesar**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Selina Carmody**
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.

**1. 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 DES 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 DES and available on the DES 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 abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the s 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, 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 attached as an appendix to this statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DES 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.

1. 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.

2. 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 \_\_\_\_\_.

Signed: \_\_\_\_\_

Chairperson of Board of Management

Signed: \_\_\_\_\_

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### **3. Checklist for Review of the Child Safeguarding Statement**

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require 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 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	<b>Yes/No</b>
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	<b>Yes</b>
1. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	<b>Yes</b>
1. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	<b>Yes</b>
1. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	<b>Yes</b>
1. Has the DLP attended available child protection training?	<b>Yes</b>
1. Has the Deputy DLP attended available child protection training?	<b>Yes</b>
1. Have any members of the Board attended child protection training?	<b>Yes</b>
1. Are there both a DLP and a Deputy DLP currently appointed?	<b>Yes</b>
1. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	<b>Yes</b>
1. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	<b>Yes</b>
1. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	<b>Yes</b>

1. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
1. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	Yes
1. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	Yes
1. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	Yes
1. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
1. 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?	Yes
1. 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?*	Yes
1. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
1. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
1. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
1. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	Yes
1. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
1. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
1. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes

1. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
1. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	Yes
1. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
1. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
1. 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?*	Yes
1. 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)?*	Yes
1. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
1. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'	Yes
1. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
1. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
1. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
1. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	Yes
1. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

\*In schools where the ETB is the employer the responsibility for meeting the employer’s requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## **4. Notification regarding the Board of Management’s review of the Child Safeguarding Statement**

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ 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 \_\_\_\_\_ [date].
- This review was conducted in accordance with the “Checklist for Review of the Child Safeguarding Statement” published on the Department’s ‘website [www.education.ie](http://www.education.ie)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management





