



**Scoil Chóca Naofa**

Kilcock, Co. Kildare

## Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

Scoil Chóca Naofa 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 [Túsla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Scoil Chóca Naofa 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 Linda Daly.
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Máire Diggin.
- 4 The Relevant Person is Linda Daly.  
(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;



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- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

6 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the [gov.ie](http://gov.ie) website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the [gov.ie](http://gov.ie) website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training



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- In relation to reporting of child protection concerns to Túsla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
  - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
  - In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
  - The various procedures referred to in this Statement can be accessed via the school's website, the [gov.ie](http://gov.ie) website or will be made available on request by the school.
- 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 Túsla 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 26/9/2024.

This Child Safeguarding Statement was reviewed by the Board of Management on 26/9/2024.

Signed: \_\_\_\_\_  
Chairperson of Board of Management

Signed: \_\_\_\_\_  
Principal/Secretary to the Board of Management

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

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



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## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Scoil Chóca Naofa

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Scoil Chóca Naofa.

SCHOOL ACTIVITIES	RISK OF HARM	PROCEDURES TO ADDRESS RISK
Training of school personnel in Child Protection matters		<ul style="list-style-type: none"><li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li><li>• DLP&amp; DDLP <b>attended Oide</b> face to face training</li><li>• All Staff <b>viewed Oide</b> training module</li><li>• Child Protection Guidelines are highlighted at the first formal staff meeting of each academic year</li><li>• Staff trained in delivery of Revised Stay Safe</li></ul>
Daily arrival and dismissal of pupils	<p>Harm from older children, unknown adults on the playground.</p> <p>Supervision on the stairs whilst children are moving to and from classes</p> <p>Pupils cycling through school grounds both on footpaths and through car park.</p> <p><b>Use of electric scooters on school grounds.</b></p>	<ul style="list-style-type: none"><li>• Arrival supervised by teacher and SNAs.</li><li>• Dismissal supervised by class teachers.</li><li>• Supervision by teachers in the stairwell. Advice is that teachers go first, acknowledging the risk.</li><li>• Reinforcing that pupils should dismount bicycles when on school property.</li><li>• <b>Correspondence relating to age limits of electric scooters communicated to parents and children.</b></li><li>• Supervision of bike shed in the evening.</li></ul>



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	<p>Pupils and parents using vehicle entrance/exit on foot and walking through car park.</p> <p>Children walking on path in carpark as teachers reverse into parking spaces.</p> <p>Swinging doors as children queue to exit (especially Infants). Fingers catching in door frame.</p> <p>Wet mornings -supervision and access to school.</p>	<ul style="list-style-type: none"> <li>• Staff in car park morning and evening to remind pupils and parents to use the footpaths.</li> <li>• Staff fill the spaces at the back of car park first or drive into space rather than reverse for better visibility.</li> <li>• Door stopper on yellow doors for yard and Síolta as well as internal. Wooden wedge/ tie back</li> <li>• Adequate supervision on yards and in corridors on wet days. Only allowed on premises early on wet days when suitable supervision is in place on corridors</li> </ul>
Recreation breaks for pupils	<p>Bullying or harm to pupils or staff</p> <p>Wet days when children remain inside</p> <p>Climbing in bike shelter</p>	<ul style="list-style-type: none"> <li>• Code of Behaviour Policy</li> <li>• Anti-bullying Policy.</li> <li>• Health &amp; Safety Policy.</li> <li>• Ongoing termly inspection of bicycle shelters to ensure panels secure.</li> <li>•</li> </ul>
Use of the field	<p>Harm to pupils and other users from:</p> <p>Over grown areas and brambles encroaching through fence.</p> <p>Raised areas of broken tarmac on pathway.</p>	<ul style="list-style-type: none"> <li>• Repair of the fence, cutting back brambles and overgrown areas.</li> <li>• Professional assessment of repairs needed for tarmac path</li> <li>• Termly assessment of these areas by Caretaker or Health and Safety officer.</li> </ul>
Classroom teaching	<p>Harm to student/teacher</p> <p>Specific pupils with extra needs</p>	<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Behaviour Management Training for Staff</li> <li>• Health &amp; Safety Policy</li> </ul>



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		<ul style="list-style-type: none"> <li>• Glass Panels in doors</li> <li>• Garda Vetting of personnel</li> </ul>
Risk of harm in one-to-one teaching, counselling, coaching situation	Harm to student/teacher	<ul style="list-style-type: none"> <li>• Critical incident policy</li> <li>• Code of Behaviour</li> <li>• Glass Panels on doors and/or open doors as appropriate.</li> <li>• School has policy in place for one-to-one teaching</li> <li>• Table between teacher and pupil</li> <li>• Some pupils not to be taken on their own</li> </ul>
Outdoor teaching activities	Harm to student/teacher	<ul style="list-style-type: none"> <li>• Adequate Adult supervision</li> <li>• Hi-vis vests worn by smaller children and those with specific needs (flight risk, serious medical issues)</li> </ul>
Online teaching and learning remotely	Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link	<ul style="list-style-type: none"> <li>• Acceptable Usage Policy.</li> <li>• Two teachers present during Zoom sessions with pupils.</li> <li>• Pupils taking Zoom calls in common area in home.</li> </ul>
Sporting activities	1 Teacher; Injury Harm to pupils/teacher Sports day, matches, athletics, swimming SEN pupils may need additional supervision	<ul style="list-style-type: none"> <li>• Code of Behaviour includes reference to out of school activity</li> <li>• Best practice – 2 adults</li> <li>• Parental permission</li> </ul>
School outings/tours	Flight risk for specific pupils Changing clothes Harm to pupils	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• No phones for children</li> <li>• Adult supervision</li> <li>• Garda vetting for parents</li> </ul>



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Use of toilet/changing areas in schools	After School Activities Inappropriate Behaviour Change in school time/after school Out in field – toilet - personnel	<ul style="list-style-type: none"> <li>• Procedure– designated teacher only in small yard and big yard to give permission to access toilets</li> </ul>
Annual Sports Day	Harm to pupils Flight Risk Risk to pupils – toilets; extra adults around Adults we don't know on the premises Keeping track of children Toilet/injury/flight risk/misuse of equipment	<ul style="list-style-type: none"> <li>• Policy on Intimate Care</li> <li>• No phones for children</li> <li>• Certain children exempt due to behaviour/safety concerns</li> <li>• Adult supervision and additional supervision for high-risk children.</li> <li>• Only the gate between the field and the yard should be open. No others.</li> <li>• Access to school by front door only</li> </ul>
Fundraising events involving pupils	Spooky walk; Colour Run; Sale of work, concerts – harm to pupils	<ul style="list-style-type: none"> <li>• Adult supervision</li> <li>• Garda vetting</li> </ul>
Use of off-site facilities for school activities	Church/Canal/Library/Town Trips Altar Serving	<ul style="list-style-type: none"> <li>• Must be Aladdin permission</li> <li>• Appropriate adult supervision as per needs of the pupils.</li> </ul>
School transport arrangements including use of bus escorts	Swimming/School Tours One-to-one Children going to bus by themselves	<ul style="list-style-type: none"> <li>• Seatbelts must be worn</li> <li>• Garda vetting</li> </ul>
Store room in P.E. Hall	Leaving class on own in dark areas with children Unsupervised climbing of equipment Additional furniture stored in PE storage area causing obstruction.	<ul style="list-style-type: none"> <li>• All sports equipment required for class should be collected from the store on the way out to the yard, with the teacher supervising.</li> <li>• Additional furniture to be stored elsewhere or re-distributed to classrooms.</li> </ul>
Fire Drill Procedures	Children who are out of their class when bell sounds (toilets outside room, on a message, with SEN team)	<ul style="list-style-type: none"> <li>• Teachers routinely check their toilets before exiting building.</li> </ul>



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	Changes to fire procedures in relation to new modular buildings.	<ul style="list-style-type: none"> <li>• SEN teachers escort pupils out of the building and walk them to their class group.</li> <li>• Children on a message leave building via nearest door, report to an adult outside who walks them to their class.</li> <li>• Designated assembly areas assigned at first Staff Meeting in Aug/Sept and displayed in Office and distributed to each staff member.</li> </ul>
Care of children with special educational needs, including intimate care where needed	Harm to student Toilet Child's dignity	<ul style="list-style-type: none"> <li>• Policy on Intimate Care</li> <li>• Door Stopper – half open door</li> <li>• 'Toilet Supervision Rota' organised amongst staff (SNAs) on yard.</li> </ul>
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Flight Risks Injury to pupils and staff One-to-one Certain students – up the stairs	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Look at BrainCalm Training for SNAs.</li> </ul>
Administration of Medicine	Harm to pupils Health	<ul style="list-style-type: none"> <li>• Policy in place with indemnification notice</li> <li>• Meds/equipment taken on tour by teacher.</li> <li>• Folder of children with known medical issues</li> <li>• Photo summaries on staffroom wall</li> <li>• Teachers only administer.</li> <li>• Ensure there are two Epipens/Anapens per child – one in classroom and one in staffroom cabinet.</li> <li>• Designated staff members appointed to update and co-ordinate medical information.</li> </ul>





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		<ul style="list-style-type: none"> <li>Laminated copy of pupils who use Epipen/Anapen (with photographs) in each teacher's First Aid kit.</li> </ul>
Administration of First Aid		<ul style="list-style-type: none"> <li>All staff trained in 2017 in First Aid.</li> <li>AED Training completed in 2023/2024.</li> <li>AED Machine purchased in 2024.</li> <li>Hanging in lobby. Mobile kit available for trips/tours.</li> </ul>
Curricular provision in respect of SPHE, RSE (optional), Stay Safe	Non-teaching of same Minority Religious Faiths	<ul style="list-style-type: none"> <li>School implements SPHE, RSE, Stay Safe in full - usually March/April time frame. All classes complete it within the same time frame each year.</li> </ul>
Prevention and dealing with bullying amongst pupils	Physical/Emotional harm to pupils Harm to staff	<ul style="list-style-type: none"> <li>Anti-Bullying policy</li> <li>Stay Safe</li> <li>Code of Discipline</li> <li>Feedback on initiatives from Student Council</li> </ul>
Training of school personnel in child protection matters	Harm not recognised or reported promptly	<ul style="list-style-type: none"> <li>Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>DLP &amp; DDLP regular updated training</li> <li>All Staff and BOM Members complete training module &amp; any other online training offered by Oide.</li> <li>BOM records all records of staff and board training</li> </ul>
Use of external personnel to supplement curriculum	PE/Irish Dancing/Recorder	<ul style="list-style-type: none"> <li>Policy in place</li> <li>Teacher in room/ halla also at all times</li> <li>Garda vetting of staff</li> </ul>
Care of pupils with specific vulnerabilities/ needs such as: - Pupils from ethnic minorities/migrants	Awareness of home situation Ramadan	<ul style="list-style-type: none"> <li>General observation</li> <li>Anti-Bullying Policy - include</li> </ul>



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<ul style="list-style-type: none"> <li>- Members of the Traveller community</li> <li>- Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>- Pupils of minority religious faiths</li> <li>- Children in care</li> <li>- Children on CPNS - Túsla (Child Protection Notification System) <ul style="list-style-type: none"> <li>- Children with medical needs</li> </ul> </li> </ul>	Bullying	<ul style="list-style-type: none"> <li>• Code of Behaviour to be reviewed by BOM annually</li> <li>• Stay Safe/RSE/SPHE delivered to all children each year</li> </ul>
Recruitment of school personnel including <ul style="list-style-type: none"> <li>- Teachers/SNAs</li> <li>- Caretaker/Secretary/Cleaners</li> <li>- Sports coaches</li> <li>- External Tutors/Guest Speakers</li> <li>- Volunteers/Parents in school activities</li> <li>- Visitors/contractors present in school during school hours</li> <li>- Visitors/contractors present during after school activities</li> </ul>	Harm to pupils  Discretion & Confidentiality  Data Protection Issues	<ul style="list-style-type: none"> <li>• Due diligence on candidates by reference checks</li> <li>• Teacher present during lesson</li> <li>• Garda vetting</li> <li>• All visitors to school must call to reception.</li> </ul>
Use of Information and Communication Technology by pupils in school	Bullying Access to inappropriate material	<ul style="list-style-type: none"> <li>• Careful Supervision</li> <li>• ICT Policy</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Filters/Blocks on PCs</li> <li>• Internet Enabled Device Policy</li> <li>• Acceptable Usage Policy</li> </ul>
Application of sanctions under the schools Code of Behaviour including detention of pupils, confiscation of phones, etc.	Emotional	<ul style="list-style-type: none"> <li>• Code of Behaviour Policy</li> <li>• Internet enabled device policy</li> <li>• Acceptable Usage Policy</li> </ul>
Students participating in work experience in the school	Harm to that WP student/by that WP student	<ul style="list-style-type: none"> <li>• Work experience Policy</li> </ul>



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		<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Garda Vetted Students 16+</li> <li>• Assigning specific duties by timetable.</li> </ul>
Student teachers / SNAs undertaking training placement in school	Harm to or by student	<ul style="list-style-type: none"> <li>• Garda Vetting</li> <li>• Assigning specific duties by timetable.</li> </ul>
Use of video/photography/personal phones/other media to record school events	Staff/parents use own mobiles to record photos Data Protection Privacy	<ul style="list-style-type: none"> <li>• Staff phones and equipment can be used in accordance with Acceptable Usage Policy.</li> <li>• Permission slip from parents</li> <li>• Only school personnel to take photos. Photos to be deleted from personal phones/ cameras/laptops.</li> </ul>
After school use of school premises by other organisations	Harm to pupils	<ul style="list-style-type: none"> <li>• Garda Vetting for those working with children</li> <li>• Leasing agreement</li> <li>• Own Insurance</li> <li>• Own Child Safeguarding Statement</li> </ul>
Use of school premises by other organisations during school day	After School Harm to pupils	<ul style="list-style-type: none"> <li>• Garda Vetting for those working with children</li> <li>• Leasing agreement</li> <li>• Own Insurance</li> <li>• Own Child Safeguarding Statement</li> </ul>
After school activities	Ratio of pupil: teacher Harm to pupils/teacher	<ul style="list-style-type: none"> <li>• Teacher supervision</li> </ul>
Risk of harm due to inappropriate relationship/communications between child and another child or adult		<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Acceptable Usage Policy</li> <li>• Supervised access to internet only</li> <li>• Internet Enabled Device Policy</li> </ul>
Risk of harm caused by member of school personnel communicating with pupils in inappropriate manner via		<ul style="list-style-type: none"> <li>• Acceptable Usage Policy</li> </ul>



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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		<ul style="list-style-type: none"><li>• Data Protection Policy updated in line with new GDPR</li></ul>

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.

Reviewed by the Board of Management at Scoil Chóca Naofa on 26/9/2024/ (Revised edition reviewed Nov 2024)

Signed: \_

Ms Elaine Mahon, Chairperson.