

### **CONTACT NUMBERS**

#### **Tusla**

Social Work Team, South Tipperary Community Care Services, Western Road, Clonmel, Co. Tipperary. Tel : (052) 617 7302 (052) 617 7303

Outside Working Hours, all matters should be referred to An Garda Síochana. Under the protocols developed by An Garda Síochana and the HSE, all cases of suspected child abuse would then be referred to the HSE in the normal way.

**Cashel Garda Station 062 62866**



**Naomh Eoin Baiste  
Caiseal Mumhan**

## **Child Safeguarding Statement and Risk Assessment - October 2021**

### **Child Safeguarding Statement**

**St John the Baptist BNS 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 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of **St John the Baptist BNS** 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 **Mr Will Ryan**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Mrs Bríd Callanan**

- 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 cooperate 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.

- 5 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 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 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 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 school’s website, the DE 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.

- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parent 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.
- 7 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 **21 October 2021**.

This Child Safeguarding Statement was reviewed by the Board of Management on **n/a** [most recent review date].

Signed:   
Chairperson of Board of Management

Signed:   
Principal/Secretary to the Board of Management

Date: 21 October 2021

Date: 21 October 2021

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of St John the Baptist BNS

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 St John the Baptist BNS.

<b>List of school activities</b>	<b>Risk level</b>	<b>The school has identified the following risk of harm</b>	<b>The school has the following procedures in place to address risk identified in this assessment</b>
Administration of First Aid	Low	A child being harmed by a member of school personnel	<ul style="list-style-type: none"><li>• Administration of First Aid is done in public space, either on the yard or in class in front of other pupils.</li><li>• In cases where it is necessary to do it in private, two members of staff will be present <u>or</u> a staff member and another pupil.</li><li>• Wear masks &amp; gloves</li></ul>

Administration of Medicine	Med	Risk of adult administering medicine incorrectly or child self-administering	<ul style="list-style-type: none"> <li>● Follow Administration of Medicines Policy</li> </ul>
After-school use of premises by other organisations/people	Low	Personal information being obtained by personnel outside the school community.	<ul style="list-style-type: none"> <li>● Teachers must ensure that no personal information and/or reports are left on display/on desks and that they are signed out of Aladdin/Google Workspace For Education on laptops.</li> </ul>
Annual Sports Day	High	Non-school members on property Children have more freedom of movement Teachers have less 'control' over students.	<ul style="list-style-type: none"> <li>● Teachers must ensure that all personal information and/or reports are not left on display/on desks and that they are signed out of Aladdin/Google Workspace for Education</li> <li>● Sports Day Instructions distributed to all staff members in advance of the day.</li> <li>● Heightened vigilance by all staff members.</li> </ul>
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Med	Staff and pupils are potentially more vulnerable if a child is being sanctioned under the school's Code of Behaviour	<ul style="list-style-type: none"> <li>● Code of Behaviour</li> <li>● Supervision Procedures</li> <li>● Detention Procedures</li> <li>● If a child must be removed from class for behaviour, they must go to another supervised class and are never, under no circumstances, left on the corridor. Another child goes with the boy who is being removed to ensure that he goes to the other class. <b>This cannot happen during the 2021/22 school year.</b></li> <li>● Phones are not allowed in school. If a phone is found on a pupil's person or a boy is using his phone in school, the phone is given to the principal to be collected by the parent after three days.</li> </ul>

<p>Care of Children with special needs, including intimate care needs</p>	<p>High</p>	<p>Harm by school personnel</p>	<ul style="list-style-type: none"> <li>● In all situations where a pupil needs ongoing assistance with toileting/intimate care, <b>a meeting will be convened</b> (after enrolment and before the child starts school or when the toileting/intimate care needs arise) between parents/guardians, class teacher, special needs assistant, Principal and, if appropriate, the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs. The staff who will be involved in this care will be identified and provision will be made for occasions when the staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file.</li> <li>● Two members of staff will be present when dealing with intimate care/toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.</li> <li>● Wear masks &amp; gloves</li> </ul>
<p>Changing for Games (See also Swimming section)</p>	<p>Med</p>	<p>Risk of child being harmed in school by another pupil Bullying Harm by school personnel</p>	<ul style="list-style-type: none"> <li>● Personnel in charge of school teams or teachers in classes with boys changing for PE may remain in the classroom/dressing room if they deem it appropriate to do so in terms of supervision. They can remain at their desk preparing work as the boys get changed. They may, if they wish, remain outside the dressing room/classroom door within easy reach and with the door open should they be required.</li> </ul>

<p>Children Travelling in Staff Cars (Like any individual, teachers are free to arrange their motor insurance with whatever insurer they wish. Bearing in mind, however, that teachers may carry pupils to sports matches or to hospital in an emergency, some guidance is necessary.</p> <p>To include carrying of pupils, school equipment etc. in their own car, teachers are advised to have the extended Class 1 usage of the vehicle which is Social, Domestic and Pleasure Purposes and use by the insured in person for his/her business. This will give the additional cover required only when the teacher insured is driving. The teacher should therefore check the position with his/her insurer before using their vehicle on school related business. The teacher's personal motor insurance will cover any liability arising out of the use of their car on school business subject to the extension of Class 1 usage.</p>	High		<ul style="list-style-type: none"> <li>● An individual member of the school staff will not carry a single child on his/her own in their car at any time.</li> <li>● Children should only travel in staff cars in exceptional circumstances and if the teachers/staff member has completed an Indemnity Declaration Form as per circular 0017/2016</li> </ul>
Classroom & SET teaching	Med	Risk of harm, in particular 1:1 teaching	<ul style="list-style-type: none"> <li>● Vision panels in rooms where possible. If not, door left open.</li> <li>● Classroom procedures</li> <li>● School policies</li> </ul>
Curricular Provision in respect of SPHE, RSE, Stay Safe	Med	Non-teaching of same	<ul style="list-style-type: none"> <li>● School implements school SPHE policy in full</li> </ul>

Daily arrival and dismissal of pupils	High	Harm from older pupils, unknown adults on the playground, risk of fighting, collection by unauthorised adult, injury due to traffic congestion	<ul style="list-style-type: none"> <li>● Arrival and dismissal supervised by Principal, teachers and support staff</li> <li>● Supervision Procedures adhered to</li> </ul>
External Tutors/Guest Speakers	Low	Loss of control of class discipline	<ul style="list-style-type: none"> <li>● Teacher is <u>always</u> present</li> <li>● Vetting where required</li> </ul>
Fundraising events involving pupils	High	Risk of abduction Risk of accident	<ul style="list-style-type: none"> <li>● Stewards, teachers supervising</li> <li>● Safety plan should be put in place before any such event</li> </ul>
LGBT Children/Pupils perceived to be LGBT	Low	Bullying	<ul style="list-style-type: none"> <li>● Anti-Bullying Policy</li> <li>● Code of Behaviour</li> </ul>
Members of the Traveller Community	High	Behaviour Trips outside of school Neglect Toileting Issues	<ul style="list-style-type: none"> <li>● Anti-Bullying Policy</li> <li>● Code of Behaviour</li> <li>● Supervision Procedures</li> <li>● Enhanced dialogue with parents</li> <li>● All staff to have access to (On Shared Drive) and be familiar with the DES's Child Protection Procedures 2017 and the Children First National Guidance document, paying particular attention to the neglect sections.</li> </ul>
Mass Servers	High	Harm to pupils	<ul style="list-style-type: none"> <li>● Serving mass during school time is generally not practised in the parish. On the rare occasion where children are asked to serve mass during the school day, they will walk to and return from the church in pairs. Only children whose parents have given written permission may serve at Mass during school hours.</li> </ul>

<p>Media Products</p>	<p>Med</p>	<p>Viewing of inappropriate materials</p>	<ul style="list-style-type: none"> <li>● All media products (CDs, DVDs, Internet videos etc.) should be checked for their appropriateness with regard to age and suitability. Films with a 'G' classification may be shown during 'wet' play time. Films with a 'PG' classification can only be shown when a staff member is present in the room. Senior classes (5<sup>th</sup> &amp; 6<sup>th</sup>) may watch a PG classification under certain conditions, but a teacher must have seen the movie and is satisfied that it doesn't contain bad language, violence and scenes of a sexual nature.</li> <li>● Turn SafeSearch on in Google</li> <li>● Be very careful when using YouTube. Check content beforehand. If looking for something during the class, freeze the screen before searching on YouTube. Consider alternatives to YouTube when searching for content to enhance your teaching. YouTube has a safety mode. It's an "opt-in" setting which means it won't take effect until you switch on.</li> </ul>
<p>One to one teaching  (*It is the policy in this school that one-to-one teaching can often be in the best interest of the child.  Every effort will be made to ensure that this teaching takes place in an open environment. Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought.  Work being carried out by Special Needs Assistants will be carried out under the</p>	<p>Med</p>	<p>Harm by school personnel</p>	<ul style="list-style-type: none"> <li>● Open doors</li> <li>● Table between teacher and pupil</li> <li>● Vision window in door</li>   <li>● Face-coverings worn</li> </ul>

direction of the class teacher in an open environment.)			
One-to-one counselling	Med	Staff Member's protection Harm by school personnel	<ul style="list-style-type: none"> <li>● In an open environment with others present</li> <li><b>Or</b></li> <li>● Open door in classroom with another adult or other pupil(s) present (consider confidentiality here)</li> </ul>
Online teaching & learning		Risk of harm due to inappropriate use of online remote teaching & learning communication platform	The school has a draft AUP in place, to include provision for online teaching & learning remotely
Outdoor teaching activities	Med	Behaviour Risk of Flight Environmental Dangers	<ul style="list-style-type: none"> <li>● Prepare adequately</li> <li>● Assess the situation on a case by case basis.</li> <li>● Be vigilant of strangers on school property and report as necessary</li> </ul>
Physical Contact & Managing of challenging behaviour amongst pupils, including appropriate use of restraint	High	Injury & harm to pupils and staff	<ul style="list-style-type: none"> <li>● Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult.</li> </ul> <p>While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness:</p> <ul style="list-style-type: none"> <li>· It is acceptable to the child</li> <li>· It is open and not secretive</li> <li>· The age and developmental stage of the child</li> </ul> <p>School personnel should avoid doing anything of a personal nature for children that they can do for themselves.</p>

			<p>School personnel should never engage in or allow:</p> <ul style="list-style-type: none"> <li>· The use of inappropriate language or behaviours</li> <li>· Physical punishment of any kind</li> <li>· Sexually provocative games or suggestive comments about or to a child</li> <li>· The use of sexually explicit or pornographic material</li> </ul> <ul style="list-style-type: none"> <li>● Safety Policy</li> <li>● Code of Behaviour</li> <li>● Supervision Policy</li> </ul>
Recreation breaks/movement breaks for pupils	High	<p>Boy being harmed in school by another boy. Harm due to bullying Harm to boy with SEN</p>	<ul style="list-style-type: none"> <li>● Safety Statement</li> <li>● Code of Behaviour</li> <li>● Child Protection Policy</li> <li>● A teacher will always take at least two pupils on a movement break.</li> </ul>
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>● Teachers</li> <li>● 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>	High	<p>Harm not recognised or properly or promptly reported</p>	<ul style="list-style-type: none"> <li>● Child Safeguarding Statement &amp; DES procedures made available to all staff and staff asked to periodically review same.</li> <li>● Staff to view Tusla training module &amp; any other online training offered by PDST</li> <li>● Vetting Procedures in place in full</li> <li>● Volunteers/parental volunteers never left alone with pupils</li> </ul>

			<ul style="list-style-type: none"> <li>• Visiting Contractors to wear Hi-Vis Vest where possible, to wear visitor ID badge and to make initial contact with the office staff who will sign them in</li> <li>• Visitors/guests to wear visitor ID badge and to make initial contact with the office staff who will sign them in</li> </ul>
School outing and tours	High	<p>Harm by a member of school personnel or outside group.  Harm due to bullying  Harm due to inadequate supervision  Risk of abduction or absconding</p>	<p>Pre-outing. Question always asked as to whether or not adequate supervision is provided for</p> <p>First Aid brought with group</p> <p>Need for medicines or intimate care needs checked</p> <p>Heightened vigilance with supervision</p>
School transport arrangements including use of bus escorts	High	<p>Harm by a member of school personnel or outside group.  Harm due to bullying  Harm due to inadequate supervision  Risk of abduction or absconding</p>	<p>Escort – Garda vetted</p>
School trips involving foreign travel	High	<p>Harm by a member of school personnel or outside group.  Harm due to bullying</p>	<p>Detailed safety statement to be agreed and implemented</p>

		Harm due to inadequate supervision Risk of abduction or absconding	
School trips involving overnight stay	High	Harm by a member of school personnel or outside group. Harm due to bullying Harm due to inadequate supervision Risk of abduction or absconding	Detailed safety statement to be agreed and implemented.
Sports Coaches	Med	Harm to pupil Staff and coaches' protection	Vetted and dual supervision
Student teachers undertaking training placement in school	Med	Harm to pupil Student teacher's protection	Vetted and dual supervision Copy of Child Safeguarding Statement and Risk Assessment given to each student teacher
Students participating in work experience	Low	Harm by student	Appropriate vetting Appropriate communication with the secondary school Student works under the supervision of the class teacher Two pupils go with the student if travelling through the school
Swimming	High	Harm to pupils	Staff who take classes swimming will make sure that there are two adults travelling on the bus and in attendance at all times. The dressing rooms and pool area must be supervised. Ensure that at least two swimming pool staff are doing this Privacy of children whilst changing must be respected and with this in mind teachers will remain outside the changing area but within easy reach if needed, ie at doorway. The children are supervised inside the dressing room by swimming pool staff members who are Garda vetted.

Toileting accidents	High	Harm by school personnel	<p>Clean underwear and suitable clothing will be kept in the school so that if a pupil has an 'accident' of this nature, they will in the first instance be offered fresh clothing into which they can change.</p> <p>In exceptional circumstances if the pupil, for whatever reason, cannot clean or change themselves and the parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. In all such situations, two members of staff should be present. <b>A record of all such incidents will be kept and Principal and parents will be notified.</b></p> <p>Masks Worn</p>
Toileting during break times	High	Inappropriate behaviour	<p>Teachers will ensure that children are visible in the school playground. Children will only be allowed enter the classrooms at break times with the permission of a teacher on yard duty. A child from the Junior end is accompanied by a peer or a playground buddy. The older child will not enter the cubicle while the younger child is going to the toilet and will stay at the door entering the school. <b>This cannot happen during the 2021/22 school year.</b></p> <p>Children are not to leave the school playground or to engage with adults who are outside of the school playground.</p>
Toileting during class times	Low	Harm by peers Inappropriate behaviour	<p>Only one boy is allowed in a cubicle at any one time.</p> <p><b>Covid response - max two boys within the same pod</b></p>
Training of school personnel in Child Protection matters	High	Harm not recognised or reported promptly	<p>Child Safeguarding Statement, Risk Assessment &amp; DES procedures made available to all staff</p> <p>DLP&amp; DDLP to attend PDST face to face training</p>

			All Staff to view Tulsa training module & any other online training offered by PDST  BOM records all records of staff and board training
Use of Information Technology by pupils in school	Med	Bullying	See Acceptable Usage Policy
Use of tablet devices and smartphones in the classroom and in the course of the school day		Risk of harm associated with misuse, abuse of devices & the various associated technologies	The school has a whole school policy in place covering the use of tablet devices and smartphones in the classroom and during the school day, as outlined in Circular 0038/2018
Use of off-site facilities for school activities	High	Potential inadequate supervision Inappropriate behaviour	At least two adults in attendance with the pupils at ALL times
Use of video/photography/other media to record school events			
Visitors/Contractors present during and after school hours	Med	Risk of pupils still being around and being harmed	<ul style="list-style-type: none"> <li>• Visiting Contractors to wear Hi-Vis Vest where possible, to wear visitor ID badge and to make initial contact with the office staff who will sign them in.</li> <li>• Visitors/guests to wear visitor ID badge and to make initial contact with the office staff who will sign them in.</li> </ul>
Volunteers/Parents in school activities	Med	Harm by volunteers/parents Volunteer's protection	<ul style="list-style-type: none"> <li>• Volunteers/parental volunteers never left alone with pupils. It will not be practical for a teacher to be</li> </ul>

			present during supervision times for the school Christmas show. Two parents/volunteers present at ALL times.
YouTube/use of internet/search engines etc		SEE ABOVE @ MEDIA PRODUCTS	

**CONTACT NUMBERS**

**Tusla**

Social Work Team, South Tipperary Community Care Services, Western Road, Clonmel, Co. Tipperary. Tel : (052) 617 7302 (052) 617 7303

Outside Working Hours, all matters should be referred to An Garda Síochana. Under the protocols developed by An Garda Síochana and the HSE, all cases of suspected child abuse would then be referred to the HSE in the normal way.

**Cashel Garda Station 062 62866**

**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.