



## Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

Primrose Hill National School is a Church of Ireland 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 Primrose Hill National School has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Caroline Flood (Principal)**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Niamh Manning (Deputy Principal)**
- 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.

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 that all new staff are provided with a copy of the school’s Child Safeguarding Statement
  - Ensures staff complete relevant training on an annual basis
  - 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 school’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 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 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.
- 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 in March 2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 30<sup>th</sup> November 2021.

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

Chairperson of Board of Management

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

Principal/Secretary to the Board of Management

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

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



## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Primrose Hill National School, Celbridge, Co. Kildare

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 Primrose Hill National School.

List of school activities	The school has identified the following risk of harm in respect of its activities:	The school has the following procedures in place to address the risks of harm identified in this assessment:
<b>Training of School Personnel in Child Protection Matters</b>	<ul style="list-style-type: none"> <li>• Risk Level: High</li> <li>• Harm not recognised or reported promptly.</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement and DES procedures provided to all staff.</li> <li>• DLP and DDLP to attend DES/ PDST training provided.</li> <li>• All staff members to view Túsla training module and any other training modules made available on an annual basis</li> <li>• School personnel to adhere to Child Protection Procedures for Primary Schools.</li> <li>• All registered teaching staff are to adhere to the Children First Act 2015.</li> <li>• Board of Management records all instances of staff and board member training.</li> </ul>

<b>COVID-19/ Infectious Diseases</b>	<ul style="list-style-type: none"> <li>• Risk level: High</li> <li>• Potential spread of virus within the school building and to school community</li> <li>• Risk of harm to pupils if waiting in the isolation room</li> </ul>	<ul style="list-style-type: none"> <li>• All staff to fill in Return to the Workplace (RTW) form prior to returning.</li> <li>• All staff to complete COVID-19 Induction Training.</li> <li>• School COVID-19 Response Plan</li> <li>• Physical distancing measures in place as appropriate to class level.</li> <li>• Procedures in place to deal with a suspected case of COVID-19 that presents during the school day.</li> <li>• Follow relevant Public Health guidelines relating to any infectious diseases.</li> </ul>
<b>Opening/ Closing Times Arrival and Dismissal of Pupils</b>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Access to pupils by strangers and/ or other adults.</li> <li>• Risk of harm from other pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision by a member of teaching staff to greet children upon arrival to school at 8.30am.</li> <li>• Supervision by members of teaching staff to dismiss children from school at 1.15pm and 2.15pm.</li> <li>• Supervision in classroom by teacher from 8.30am.</li> </ul>
<b>Online and Remote Learning</b>	<ul style="list-style-type: none"> <li>• Risk Level: Low</li> <li>• Use of school email or online learning platform by pupils in inappropriate ways to target other pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• School administration maintains ownership over all school email accounts and may check email activity.</li> <li>• During remote teaching lessons, all pupils should have their cameras switched on and mics muted unless advised by the class teacher.</li> <li>• See Acceptable Use Policy.</li> <li>• See Code of Behaviour for Online Etiquette.</li> </ul>
<b>List of school activities</b>	<b>The school has identified the following risk of harm in respect of its activities:</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment:-</b>

<p><b>Recreation breaks for pupils.</b></p>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Risk of harm from other pupils.</li> <li>• Access to pupils by teaching and non-teaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Adequate supervision of pupils by members of teaching staff during break times.</li> <li>• Continued use of staggered breaks to reduce access of older pupils to younger pupils and increase supervision.</li> <li>• Supervision by SNA for pupils with SEN during break times.</li> <li>• Code of Behaviour and Anti-Bullying Policy followed</li> </ul>
<p><b>Classroom Teaching</b></p>	<ul style="list-style-type: none"> <li>• Risk Level: Low</li> <li>• Risk of harm to pupils.</li> <li>• Risk of harm to members of staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Garda vetting of all staff members.</li> <li>• Adherence to Teaching Council's Code of Professional Conduct.</li> <li>• Code of Behaviour followed.</li> <li>• Continuous Professional Development for all staff.</li> </ul>
<p><b>One-to-One Teaching</b></p>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Risk of harm to pupil by member of teaching staff/ SNA.</li> <li>• Risk of harm to member of teaching staff/ SNA by pupil.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching to take place in room with windowed door but preferably, one-to-one support teaching should take place in the child's mainstream classroom.</li> <li>• One-to-one teaching minimalised, small groups preferred.</li> <li>• Where possible, table placed between teacher and pupil.</li> </ul>
<p><b>Curricular Provision in Respect of SPHE, RSE and Stay Safe</b></p>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Non-teaching of programmes</li> <li>• Lack of awareness of substitute teachers of programmes in place.</li> </ul>	<ul style="list-style-type: none"> <li>• School implements SPHE, RSE, Stay Safe and Weaving Well-being in full.</li> <li>• All teachers record teaching of same in monthly progress reports.</li> <li>• Where possible teachers co-ordinate the teaching of each programme at the same time throughout the school, e.g. Stay Safe in Term 2.</li> <li>• Curricular Policy on SPHE.</li> </ul>

<b>Toilet Areas</b>	<ul style="list-style-type: none"> <li>• Risk Level: High</li> <li>• Potential for inappropriate behaviour.</li> <li>• Risk of harm to pupils by other pupils and/ or school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• All pupils are required to use the toilet on their own.</li> </ul>
<b>List of school activities</b>	<b>The school has identified the following risk of harm in respect of its activities:</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment:-</b>
<b>Managing of Challenging Behaviour Amongst Pupils.</b>	<ul style="list-style-type: none"> <li>• Risk Level: High</li> <li>• Risk of harm by pupil to other pupils and/ or school personnel.</li> <li>• Risk of harm to pupil by other pupil and / or school personnel.</li> <li>• Potential for bullying.</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Behaviour and Anti-Bullying Policy followed.</li> <li>• Health and Safety Policy implemented.</li> <li>• Continuous Professional Development for teaching staff and SNAs on dealing with challenging behaviour.</li> </ul>
<b>Outdoor Teaching Activities</b>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Risk of harm to pupils.</li> <li>• Flight risk for some pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision by Class teachers/ SNA</li> <li>• Instruction of clear boundaries</li> <li>• Teaching of Stay Safe Programme and Safe Cross Code.</li> <li>• Health and Safety Policy followed.</li> </ul>
<b>School Outings/ Tours</b>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Access to pupils by strangers.</li> <li>• Inappropriate activities undertaken by pupils.</li> <li>• Dangers posed by unfamiliar environment.</li> <li>• Pupils considered “Flight Risk”.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision by Class teachers/ SNA</li> <li>• Adequate planning and preparation prior to outing by staff.</li> <li>• School Tour Policy followed.</li> <li>• Parents of pupils deemed to “Flight Risk” to accompany class.</li> <li>• Male/ female separation for changing areas.</li> </ul>

<b>Swimming Lessons</b>	<ul style="list-style-type: none"> <li>• Risk Level: High</li> <li>• Potential for unsupervised times in changing areas.</li> <li>• Access to pupils by strangers and other adults.</li> <li>• Inappropriate behaviour by pupils.</li> <li>• Risk of harm to pupils by other pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision by Class teacher and/or SNA.</li> <li>• Buddy Walking system for journey to and from the swimming pool.</li> <li>• Parent volunteers for walking to and from the swimming pool. Garda vetting for parent volunteers.</li> <li>• Trained lifeguards/ instructors at the swimming pool.</li> <li>• Male/ female separation for changing areas.</li> </ul>
<b>List of school activities</b>	<b>The school has identified the following risk of harm in respect of its activities:</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment:-</b>
<b>Sporting Activities</b>	<ul style="list-style-type: none"> <li>• Risk Level: Low</li> <li>• Risk of harm to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Inclusion of all pupils ensured.</li> <li>• Appropriate supervision by class teachers.</li> <li>• Code of Behaviour and Anti-Bullying Policy followed.</li> </ul>
<b>Sports Coaches</b>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Risk of harm to pupils</li> <li>• Risk of harm to coaching staff</li> </ul>	<ul style="list-style-type: none"> <li>• Garda vetting for all coaching staff checked by Principal upon first visit to school and copy kept.</li> <li>• Coaching staff not to be left on their own with pupils.</li> <li>• Supervision by class teacher at all times.</li> </ul>
<b>Use of External Personnel to Supplement the Curriculum/ Visiting Tutors</b>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Risk of harm to pupils</li> <li>• Inappropriate behaviour by visiting personnel.</li> <li>• Lack of awareness by visiting personnel of child safety issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Garda vetting for all visiting personnel checked by Principal upon arrival and copy kept.</li> <li>• Visiting personnel not to be left on their own with pupils.</li> <li>• Supervision by class teachers at all times.</li> <li>• Visiting personnel to sign in and out with School Secretary.</li> </ul>



<p><b>Recruitment of School Personnel including:</b></p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNAs</li> <li>• Caretaker/ Secretary/ Cleaner</li> <li>• Sports Coaches</li> <li>• External Personnel/ Tutors</li> <li>• Volunteers/Parents in School Activities.</li> <li>• Visitors/ contractors present during school hours.</li> <li>• Visitors/ contractors present during after school activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Level: Medium.</li> <li>• Harm not recognised or properly or promptly reported.</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement and DES procedures provided to and made available to all staff.</li> <li>• All staff to view Túsla training module.</li> <li>• Garda vetting procedures and checked for Garda vetting disclosure by Principal.</li> <li>• Visiting personnel supervised by class teachers at all times.</li> <li>• School is compliant with agreed disciplinary procedures for teaching staff and SNAs.</li> <li>• Induction Pack for all new school personnel and volunteers including Child Protection Procedures and Child Safeguarding Statement</li> </ul>
<p><b>List of school activities</b></p>	<p><b>The school has identified the following risk of harm in respect of its activities:</b></p>	<p><b>The school has the following procedures in place to address the risks of harm identified in this assessment:-</b></p>
<p><b>Student Teachers Undertaking Training Placement in School</b></p>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Risk of harm to pupils.</li> <li>• Risk of harm to student teacher.</li> <li>• Inappropriate behaviour by student teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Garda vetting checked prior to commencement of teaching practice placement.</li> <li>• Induction Pack for student teachers including Child Protection Procedures and Child Safeguarding Statement.</li> <li>• Supervised by class teacher.</li> </ul>
<p><b>Students Participating in Work Experience.</b></p>	<ul style="list-style-type: none"> <li>• Risk Level: Low</li> <li>• Risk of harm to pupils.</li> <li>• Risk of harm to student.</li> </ul>	<ul style="list-style-type: none"> <li>• Transition Year Policy followed.</li> <li>• Garda vetting of students from 16 years.</li> <li>• Child Safeguarding statement made available to students.</li> <li>• Students on work experience supervised at all times by member of staff.</li> </ul>

<p><b>Care of pupils with specific vulnerabilities/ needs such as:</b></p> <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/ migrants</li> <li>• Members of the Traveller Community.</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children.</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils from minority religious faiths.</li> <li>• Children on CPNS</li> </ul>	<ul style="list-style-type: none"> <li>• Risk Level: High</li> <li>• Risk of harm to pupils by other pupils and/ or members of school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Vigilance and Observation of pupils – staff awareness</li> <li>• Confidentiality – information on a need to know basis.</li> <li>• Inclusive ethos of the school.</li> <li>• Anti-bullying Policy followed.</li> <li>• Encouragement of respect for diversity.</li> <li>• See English as an Additional Language Policy for inclusion of migrant children.</li> <li>• Child Safeguarding reporting in each formal staff meeting/ Croke Park meeting.</li> <li>• Child Oversight Reports presented at each Board of Management meeting.</li> </ul>
<p><b>School Transport Arrangements</b></p>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Risk of harm to pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision of pupils by staff members.</li> <li>• Pupils not to left unattended with bus driver.</li> <li>• Buses – Garda vetting of drivers to be confirmed by bus companies upon agreement of transport provision.</li> </ul>
<p><b>List of school activities</b></p>	<p><b>The school has identified the following risk of harm in respect of its activities:</b></p>	<p><b>The school has the following procedures in place to address the risks of harm identified in this assessment:-</b></p>
<p><b>Use of Off-site Facilities for School Activities</b></p>	<ul style="list-style-type: none"> <li>• Risk Level: Medium</li> <li>• Risk of harm to pupils.</li> <li>• Inappropriate behaviour displayed by pupils and/or school personnel.</li> <li>• Inadequate supervision due to type of facility</li> </ul>	<ul style="list-style-type: none"> <li>• Prior visit by staff to facility to assess for potential dangers.</li> <li>• Parent of “flight risk” children to accompany child.</li> <li>• Additional school personnel to accompany class.</li> <li>• Code of Behaviour and Anti-Bullying Policy followed.</li> <li>• School Tour Policy followed.</li> </ul>
<p><b>Prevention of, and Dealing with Bullying Amongst Pupils.</b></p>	<ul style="list-style-type: none"> <li>• Risk Level: Medium.</li> <li>• Harm to pupils by other pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy followed.</li> <li>• Education programmes in all classes.</li> <li>• Code of Behaviour followed.</li> </ul>

		<ul style="list-style-type: none"> <li>Vigilance and observation of pupils suspected of engaging in bullying behaviours to ensure prevention of such behaviours.</li> </ul>
<b>Use of Information and Communication Technology/ Social Media by School Personnel</b>	<ul style="list-style-type: none"> <li>Risk Level: Low</li> <li>Inappropriate material/ communications accessed or circulated by a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>Acceptable Use Policy for all school Personnel</li> </ul>
<b>Use of Information and Communication Technology by Pupils During School.</b>	<ul style="list-style-type: none"> <li>Risk Level: High</li> <li>Risk of harm due to bullying of the child.</li> <li>Inappropriate materials/ communications accessed and/ or circulated by pupils.</li> <li>Potential for grooming of pupils.</li> </ul>	<ul style="list-style-type: none"> <li>Mobile Phone Policy and Anti-Bullying Policy followed.</li> <li>Pupils to leave mobile phones in the office during the school day.</li> <li>Information sessions on ICT usage, Internet Safety and Cyberbullying for pupils, parents and school personnel.</li> <li>An appropriate targeted Cyberbullying awareness talk will be provided by an approved organisation every three years.</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 in **November 2021**. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_  
Chairperson, Board of Management

Date \_\_\_\_\_

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

Date \_\_\_\_\_