

CORLEA N.S. CHILD SAFEGUARDING STATEMENT AND RISK ASSESSMENT

Child Safeguarding Risk Assessment:

Written Assessment of Risk of Corlea N.S.

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 2023*, the following is the Written Risk Assessment of Corlea National School.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities		3. The school has the following procedures in place to address the risks of harm identified in this assessment -
Training of school personnel in Child Protection matters	High	Harm not recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff DLP & DDLP to attend PDST face to face training All Staff to view Tusla training module & any other online training offered by PDST
One to one teaching	Med	Harm by school personnel	BOM records all records of staff and board training School has policy in place for one to one teaching Open doors Table between teacher and pupil Glass in window
Care of Children with special needs, including intimate care needs	High	Harm by school personnel	Policy on intimate care included in Child Protection policy
Toilet areas	High	Inappropriate behaviour	Usage and supervision policy
Curricular Provision in respect of SPHE, RSE, Stay safe.	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full

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Daily arrival and dismissal of pupils	Med	Harm from older pupils, unknown adults on the playground	Arrival and dismissal supervised by Teachers
Managing of challenging behaviour amongst pupils	High	Injury to pupils and staff	Health & Safety Policy Code Of Behaviour Anti-Bullying Policy Supervision policy and yard rules Critical Incident policy
Sports Coaches	Med	Harm to pupils	Garda Vetting in place Teacher observation Health & Safety Policy Code Of Behaviour
Students participating in work experience	Low	Harm by student	Child Safeguarding Statement. Garda Vetting and teacher observation U/16's are not permitted in the school as Student Teachers or Work Placement
Recreation breaks for pupils	High	Harm to pupils and staff	Health & Safety Policy Code of Behaviour Anti-Bullying Policy Supervision policy and yard rules Critical Incident policy
Classroom teaching	Low	Harm to pupils and staff	Health & Safety Policy Code Of Behaviour Anti Bullying Behaviour
Outdoor teaching activities	Low	Harm to pupils	Teacher observation Health and Safety Policy
External Sporting Activities	High	Harm to pupils	Supervision policy Child Safeguarding Statement & DES procedures made available to all staff Two adults present
Swimming Lessons	High	Harm to pupils by member of the public	Supervision policy Child Safeguarding Statement & DES procedures made available to all staff Two adults present Private changing room given to pupils which is not open to members of the public

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School outings	High	Harm to pupils	Supervision policy Child Safeguarding Statement & DES procedures made available to all staff Child/teacher ratio Tour/Excursion Policy
Use of toilet/changing/areas in schools	High	Inappropriate behaviour	Usage and supervision policy Child Safeguarding Statement & DES procedures made available to all staff
Annual Sports Day	Med	Harm by student	Health & Safety Policy Code Of Behaviour Anti Bullying Policy
Fundraising events involving pupils	High	Harm to pupils	Supervision policy Child/teacher ratio Health & Safety Policy Code Of Behaviour Anti Bullying Policy Child Safeguarding Statement & DES procedures made available to all staff
Use of off-site facilities for school activities	High	Harm to pupils	Supervision policy Child/teacher ratio Health & Safety Policy Code Of Behaviour Anti Bullying Policy Child Safeguarding Statement & DES procedures made available to all staff
School transport arrangements including use of bus escorts	High	Harm to pupils	Teacher supervision Health & Safety Policy Code Of Behaviour Anti Bullying Policy Child Safeguarding Statement & DES procedures made available to all staff
Administration of Medicine Administration of First Aid	High	Harm by school personnel	Child Safeguarding Statement & DES procedures made available to all staff Accident report book Two adults present where appropriate Parents contacted where appropriate Administration of medicine policy

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Curricular provision in respect of SPHE, RSE, Stay Safe	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full
Prevention and dealing with bullying amongst pupils	Med	Harm from pupils to pupils	Health & Safety Policy Code Of Behaviour Supervision policy Anti Bullying Policy Child Safeguarding Statement & DES procedures made available to all staff Stay Safe & Walk Tall
Use of external personnel to supplement curriculum	Low	Harm to pupils	Teacher observation Health and Safety Policy Garda Vetting Supervision Policy
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none"> • Pupils from ethnic minorities/migrants • Members of the Traveller community • Lesbian, gay, bisexual or transgender (LGBT) children • Pupils perceived to be LGBT • Pupils of minority religious faiths • Children in care • Children on CPNS 	Med-High	Harm to pupils	Anti Bullying Child Safeguarding Statement & DES procedures made available to all staff Enrolment policy & school ethos – inclusion Code of Behaviour SPHE, Stay Safe, Walk Tall
Recruitment of school personnel including - <ul style="list-style-type: none"> • Teachers • SNA's • Caretaker/Secretary/Cleaners • Sports coaches • External Tutors/Guest Speakers • Volunteers/Parents in school activities 	High	Harm not recognised or properly or promptly reported	Child Safeguarding Statement & DES procedures made available to all staff Staff to view Tusla training module & any other online training offered by PDST Vetting Procedures Policy of Parents / Volunteers Policy on Visiting Contractors

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<ul style="list-style-type: none"> • Visitors/contractors present in school during school hours • Visitors/contractors present during after school activities 	Med	Bullying and pupils accessing inappropriate material via ICT	<p>ICT policy - AUP agreement in place Anti-Bullying Policy Code of Behaviour Internet filtering system Appropriate list of websites Supervision policy Pupils supervised by school personnel when using ICT.</p>
<p>Use of Information and Communication Technology by pupils in school</p>	High	Harm not recognised or reported promptly	<p>Child Safeguarding Statement & DES procedures made available to all staff Staff to view Tusla training module & any other online training offered by PDST Vetting Procedures</p>
<p>Use of video/photography/other media to record school events</p>	High	Harm to pupils	<p>Use of video/photography/other media consent forms on enrolment and as/when needed for other organisations. Names excluded from photos</p>
<p>Use of Instagram and facebook to record school events</p>	High	Harm to pupils and staff	<p>Permission from parents(include in enrolment form) Names excluded from photos unless consent given ICT policy - AUP agreement in place Anti-Bullying Policy Code of Behaviour</p>
<p>Online teaching and learning remotely</p>	Med	Harm to pupils/teachers	<p>ICT policy - AUP agreement in place Anti-Bullying Policy Code of Behaviour Appropriate list of websites Best practice guidelines for Zoom calls See saw best practice guidelines and work/comments viewed by teacher only</p>
<p>Fundraising events involving pupil</p>	Med	Harm to pupils	<p>Health & Safety Policy Code of Behaviour Supervision policy Anti Bullying Policy</p>


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Participation by pupils in religious ceremonies/religious instruction external to the school	Med	Harm to pupils	Child Safeguarding Statement & DES procedures made available to all staff Stay Safe & Walk Tall Supervision policy Child Safeguarding Statement & DES procedures Two adults present Stay Safe & Walk Tall Permission forms – child protection for servers at mass
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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 2023*

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 22/10/24. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed  Date 22/10/24

Chairperson, Board of Management

Signed  Date 22/10/24

Principal/Secretary to the Board of Management

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Designated Liaison Person (DLP)

In Corlea National School the Principal, Laura Marron appointed by the BoM, is the DLP. Breege Conaty the Deputy Principal acts as Deputy DLP.

The DLP has specific responsibility for Child Protection Procedures and will represent the school in all correspondence with Health Boards, An Garda Síochána and other parties in connection with allegations of abuse. All matters pertaining to child abuse concerns should be processed through the DLP (DES Procedures 3:2)

The DLP acts appropriately where there are reasonable grounds for suspicion or where an allegation has been made.

Confidentiality

All information regarding concerns of possible child abuse should only be shared on a 'need to know' basis in the interests of the child. The giving of information to those who need to have that information is not a breach of confidentiality. This procedure exists for the protection of a child who may have been or has been abused. The DLP who is submitting a report to the Health Board or An Garda Síochána should inform a parent/guardian, unless doing so is likely to endanger the child or place that child at further risk. A decision not to inform a parent/guardian should be briefly recorded together with the reasons for not doing so.

In emergency situations, where the Health Board cannot be contacted, and the child appears to be at immediate and serious risk, An Garda Síochána should be contacted. A child should not be left in a dangerous situation where Health Board intervention is not forthcoming.

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Protection for Persons Reporting Child Abuse

The protection for persons reporting Child Abuse Act 1998 provides immunity from civil liability to any person who reports a child protection concern 'reasonably and in good faith' to designated officers of Health Boards or any member of an Garda Síochána (DES Procedures 1:10)

Qualified Privilege

People making a report to the DLP in good faith have 'qualified privilege' under common law. Reports made to Health Boards may be subject to provisions of the Freedom of Information Act, 1997. This act enables members of the public to obtain access to personal information relating to them which is in the possession of public bodies. However, the act also provides that public bodies may refuse access to information obtained by them in confidence (DES Procedures 1:11)

Definition and Recognition of Child Abuse

Child abuse can be categorised into four different types:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse

Each of these categories is defined in full in 'Children First' (Dept. of Children & Youth Affairs Chapter 2).

Neglect can be defined in terms of an *omission*, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care.

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Guidelines for Recognition of Child Abuse

A list of child neglect indicators is contained in Chapter 2:2 of Children First. This policy draws particular attention to ‘persistent evidence’ of neglect, including indicators such as no lunch, lack of uniform, no homework, poor attendance, persistent health problems, lack of sleep indicating inappropriate television viewing late at night and other evidence that would indicate lack of supervision in the home. All signs and symptoms must be examined in the total context of the child’s situation and family circumstances.

There are commonly three stages in the identification of child abuse:

1. Considering the possibility
2. Looking out for signs of abuse
3. Recording of information

Each of these stages is developed in ‘Children First’ (2:2)

Handling Disclosures from Children

(DES Procedures 3:5) gives comprehensive details of how disclosures should be approached. Staffs are advised to deal with each situation sensitively, reassure the child but not to make promises that cannot be fulfilled.

The adult should not ask leading questions or make suggestions. They should explain that further help may have to be sought. The discussion should then be recorded accurately.

The record should include reference to what was observed with sketches of physical injury where necessary. It should also record when the alleged incident took place. Records should be kept in a secure place. The information should then be conveyed to the school DLP.

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If the reporting person and the DLP are satisfied that there are reasonable grounds for the suspicion/allegation, the procedures outlined in 'Children First' must be adhered to. Standardised reporting forms should be used (DES Procedures Appendix 4). The content of the report should follow the guidelines in 'Children First'.

Allegations or Suspicions in relation to School Employees (DES Procedures Chapter 5)

The Chairperson and the DLP are concerned with the protection of the children in their care in the first instance. However, employees must be protected against false and malicious claims. Due process must be observed in relation to allegations against employees. Legal Advice should be sought by the BoM in relation to an allegation in relation to an employee. If the allegation is against the DLP, the BoM Chairperson will assume the responsibility for reporting the matter to the Health Board.

Reporting

When an allegation of abuse is made against a school employee, the DLP should act in accordance with the procedures outlined in Children First. A written statement of the allegation should be sought from the person/agency making the report. A parent/guardian may make a statement on behalf of a child. The DLP should always inform the Chairperson of the BoM and is responsible for liaising with the HSE. The Chairperson assumes responsibility for dealing with the employee.

School employees, other than the DLP, who receive allegations against another school employee, should immediately report the matter to the DLP. School employees who form suspicions regarding conduct of another school employee should consult with the DLP.

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The employee should be informed by the Chairperson (Employer) that:

- a. An allegation has been made against him/her
- b. The nature of the allegation
- c. Whether or not the Health Board or Gardaí has been informed.

The employee should be given a copy of the written allegation and any other relevant documentation. The employee should be requested to respond to the allegation in writing to the BoM within a specified period and told that this may be passed to the Gardaí, Health Board and legal advisers.

The Chairperson must take the necessary steps to protect the child and may consult the BOM in this matter. The BOM may direct that the employee take administrative leave with pay and avoid suspension, thus removing any implication of guilt. The DES should be immediately informed.

School Measures Taken to Protect the Children in Our Care

There are a number of areas where common sense in our school should prevail in order to protect the children in the school and the staff who care for them. In relation to this, certain points should be noted:

1. Corlea National School shall fully implement the Stay Safe programme
2. A copy of the school's child protection policy, which includes the names of the Designated Liaison Person (DLP) and Deputy DLP, will be made available to all school personnel and the Parents' Association and is readily accessible to parents on request
3. The name of the DLP and other relevant support services are displayed in a prominent position near the main entrance to the school
4. In addition to informing the school authority of those cases where a report involving a child in the school has been submitted to the HSE, the DLP shall also inform the school authority of cases where the DLP sought advice from the HSE and as a result of this advice, no report was made. At each BoM meeting, the Principal's Report shall include the number of all such cases and this shall be recorded in the minutes of the BOM meeting.

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5. Corlea National School will undertake an annual review of its Child Protection Policy and its implementation by the school. A checklist, to be used in undertaking the review (included at **Appendix 1**). The school has put in place an action plan to address any areas for improvement which might be identified in the annual review. The Board of Management shall make arrangements to inform school personnel that the review has been undertaken. Written notification that the review has been undertaken shall be provided to the Parent Association. A record of the review and its outcome shall be made available, if requested, to the patron and the DES.

- Staff who take classes swimming should make sure that there are two adults in attendance at all times.
- Staff should make every effort not to be alone in a classroom with one child or detain a child on their own after school. In the case of special needs pupils where resource hours and assistance are sanctioned on an individual basis, it is school policy that staff in such a situation should work with the classroom door open, thus rendering the occupants visible at all times.
- When possible children should work in groups
- Children with physical disabilities who may require assistance in toileting will be aided by a Special Needs Assistant who has met the necessary screening requirements when being employed by the school.

It should be noted that children with disabilities may be more at risk of abuse due to a number of reasons (DES Procedures 2:3). Parents, teachers and all staff involved in services for children with disabilities need to be familiar with the indicators of abuse and to be alert for signs of abuse.

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Appendix A: Child Protection Practices

The staff and BoM of this school have identified the following as areas of specific concern in relation to Child Protection. Following discussion and consultation, the staff and BoM have agreed that the following practices be adopted:

- 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

While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness:

- It is acceptable to the child
- It is open and not secretive
- The age and developmental stage of the child

School personnel should avoid doing anything of a personal nature for children that they can do for themselves.

School personnel should never engage in or allow:

- The use of inappropriate language or behaviours
- Physical punishment of any kind
- Sexually provocative games or suggestive comments about or to a child
- The use of sexually explicit or pornographic material

All media products (CDs, DVDs etc.) should be checked for their appropriateness with regard to age and suitability.

Visitors/Guest Speakers

Appropriately appointed and screened visiting teachers of varying disciplines, engaged by the BoM of Corlea National School to perform specific duties, will be left work with a class alone at the Principal's discretion

Visitors/Guest speakers should never be left alone with pupils. The school (Principal/ teachers) has a responsibility to check out the credentials of the visitor/guest speaker and to ensure that the material in use is appropriate.

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Children with specific toileting/intimate care needs

- In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school, 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 to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file
- 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.

Toileting accidents

Clean underwear and suitable clothing will be given to the school by the child's parents if they feel it may be necessary. If a pupil has an 'accident' of this nature, they will in the first instance be offered their fresh clothing into which they can change.

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. A record of all such incidents will be kept and Principal and parents will be notified.

Accidents

While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our Incident book and will be addressed under our Accident Policy as part of Health and Safety.

On-to-one teaching

- It is the policy in this school that one-to-one teaching can sometimes 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 direction of the class teacher in an open environment.

Changing for games/PE/Swimming

Pupils will be expected to dress and undress themselves for Games/PE/Swimming.

The swimming pool we attend has private communal changing rooms for the school pupils, one for the girls and one for the boys. These changing rooms are not open to the public. Where assistance is needed, this will be done in the communal area and with the consent of parents. Under no

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circumstances will members of staff/volunteers be expected to or allowed to dress/undress a child unsupervised in a cubicle/private area. In such situations where privacy is required, the parents/guardians of the child will be asked to assist the child. While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the Principal and parents.

Attendance

Our school attendance will be monitored as per our attendance policy. With regards to child protection, we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse.

Behaviour

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which we consider to be of a sexualised nature, we will notify the DLP who will record it and respond to it appropriately.

Bullying

Bullying behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to the DLP.

Children travelling in staff cars

Members of the school staff will not carry children alone in their cars at any time.

Communication

Every effort will be made to enhance pupil-teacher communication. If pupils have concerns they will be listened to sympathetically. The SPHE/Oral Language/RE programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate with pupils on a one-to-one basis, they are requested to leave the classroom door open or request a colleague to attend. Further details on communications are found in the school's Communication Policy.

Induction of Staff

The DLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Procedures (DES, 2011) and Children First Guidelines (2011), but particularly the recently published Children First – National Guidance for the Protection and Welfare of Children (2011). All new teachers are expected to teach the appropriate SPHE objectives for their class. A member of staff, once trained, will be responsible for the mentoring of new teachers and will be responsible for supporting new teachers as they implement the SPHE objectives.

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Induction of Pupils

All parents and children will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). All parents will be informed of the programmes in place in the school that deal with personal development e.g. RSE, Walk Tall, Stay Safe and SPHE. All new parents will be given a copy of the school's enrolment policy, which outlines the procedures parents and children should use when contacting the school if there are absences or concerns of an educational/personal/family matter. Parents are encouraged to make an appointment with the class teacher/principal if they wish to discuss their child's progress. All parents will be given a copy of the school's Code of Behaviour and Anti-Bullying policies.

Internet Safety

It is the intention of the Principal and Staff at Corlea National School to ensure that child protection concerns will be addressed in the school's Acceptable Use Policy as part of its Information and Communication Technology policy. The Stay Safe lessons in each classroom may be supplemented with appropriate resources. As part of our Digital strategy pupils will be taught internet safety through Webwise resources and lessons. There will also be annual meetings during which parents will be invited to attend a session with an invited speaker to stay abreast of the ever-changing situation regarding internet access.

Record Keeping

Teachers will keep records on each child's reports locked in the drawer of each teacher's desk or in the office cabinets. Roll books will be updated daily. Sensitive information regarding children will be shared on a need-to-know basis. All educational files of pupils who no longer attend this school are kept in the filing cabinet in the office. Further details on record keeping will be found in the school's Record Keeping Policy.

Supervision

The school's supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. A rota will be displayed to cover 11 o'clock and lunchtime breaks. See Supervision Policy for agreed rules around break-times and procedures around teacher absences.

Visibility

Teachers will ensure that children are visible in the school playground. Children will not be allowed to spend time in classrooms, toilets or sheds where they would not be under adult supervision. They are not to leave the school playground or to engage with adults who are outside of the school playground.

CHILD PROTECTION CONTACTS

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Designated Liaison Person

Ms. Laura Marron Principal

Deputy DLP

Breege Conaty Deputy Principal

Garda Station

Telephone: (042) 9667292

Local Contact For

'The Children and Family Social Services of the HSE'

TELEPHONE: 049 4377305 049 4377306

Address: Child and Family Agency, Drumalee Cross, Co. Cavan

