



## Mandatory Template 1: Monastery NS Child Safeguarding Statement and Risk Assessment 2023

### Monastery NS Child Safeguarding Statement 2023

Monastery NS is a primary/special/post-primary school providing primary/post-primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Monastery NS 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 **Mr Jim McGee**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Mr Philip McAdam**
- 4 The Relevant Person is *Mr Jim McGee*.  
(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;
- 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
- 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 (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.

**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.

- 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 Tusla 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 *October 2<sup>nd</sup> 2023.***

**This Child Safeguarding Statement was reviewed by the Board of Management on *October 2<sup>nd</sup> 2023.***

Signed: 

Chairperson of Board of Management

Signed: 

Principal/Secretary to the Board of Management

Date: 2/10/23

Date: 2/10/23

## Monastery NS Child Safeguarding Risk Assessment 2023

### Written Assessment of Risk of Monastery NS

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 Monastery NS.

<b>1. List of school activities</b>	<b>2. The school has identified the following risk of harm in respect of its activities –</b>	<b>3. 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	Harm not recognised or reported properly and promptly by school personnel.	<p>A copy of <i>The Child Safeguarding Statement and Risk Assessment 2023</i> has been given to all school personnel.</p> <p><i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> are made available to all school personnel.</p> <p>School personnel are required to adhere to <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to <i>The Children First Act 2015</i>.</p> <p>All staff / Board of Management (BOM) members are encouraged / facilitated to avail of relevant Child Protection Training.</p> <p>The school maintains records of all Staff / BOM member training.</p>
One to one teaching	Harm by school personnel	All school staff are Garda vetted. School has in place clear procedures for one to one teaching. Table between teacher and pupil. Where the class door has a glass window the door can be closed. Where there is no glass window in the class door the door must remain partially open.
Care of Children with special needs, including intimate care needs	Risk of harm by a member of school personnel / risk of harm while a child is receiving intimate care.	<p>The school has a Special Educational Needs Policy.</p> <p>The school has an Intimate Care Policy and clear procedures in respect of pupils who require such care.</p>

Toilet areas	Inappropriate behaviour	The school has supervision and usage procedures for use of the toilet areas.
Curricular Provision in respect of SPHE, RSE, Walk Tall, Stay safe.	Non-teaching of same	The School implements in full the SPHE, RSE, Walk Tall, Stay Safe Programme.
Children in Care. Members of the Traveller Community. LGBT Children/Pupils perceived to be LGBT	Bullying	The School has an <i>Anti-Bullying Policy</i> which fully adheres to the requirements of the DES Anti-Bullying Procedures for Primary and Post-Primary Schools.  The school implements a <i>Code of Behaviour</i> based on the TÚSLA (NEWB) Guidelines for schools.
Daily arrival of pupils	Harm from another pupil(s), a visitor to the school, unknown adults on the playground.	All parents / guardians advised that the school does not provide supervision for pupils before 9.10am and after 1.55pm (infants) 2.55pm (Seniors) unless school related activities are involved.
Daily dismissal of pupils	Harm from another pupil(s), a visitor to the school, unknown adults on the playground.	Arrival and dismissal supervised by Teachers in accordance with the school's supervision procedures.
Managing of challenging behaviour amongst pupils, including appropriate use of restraint.	Injury to pupils and staff	Code of Behaviour; Anti-Bullying Policy; Anti-Cyberbullying Policy; Health & Safety Policy.
Sports Coaches / Visiting Tutors	Harm to pupils in the school	The school adheres to the statutory requirements of Circular 0031/16 in relation to Garda Vetting. All sports coaches / visiting tutors must produce a vetting disclosure. A teacher must be present at all coaching / tutoring activities.
Student teachers undertaking a training placement in the school / Students participating in work experience.	A child being harmed in the school	The school adheres to the requirements of Garda Vetting legislation and relevant DES circulars in relation to student placements.  The school has a Child Safeguarding Statement.
Recreation breaks for pupils	Risk of harm due to inadequate supervision of children	The school has yard/playground supervision procedures /policy to ensure the appropriate supervision of children during dismissal, break periods and assembly and for use of the toilets.
Classroom teaching	Risk of being harmed by a member of school staff	All school personnel are Garda Vetted. The school adheres to the requirement of the Garda Vetting legislation and the relevant DES Circulars in relation to recruitment and Garda Vetting.  Teachers comply with <i>The Code of Professional Conduct for Teachers</i>

Outdoor teaching activities on or adjacent to the school site	Harm to a child.	All school personnel are Garda Vetted. Code of Behaviour.
One-to-one pupil tuition, counselling, interviews, investigations, meetings.	Risk of being harmed by a member of school staff	All school personnel are Garda Vetted. The School has clear procedures for one-to-one tuition / counselling / interviews / meetings: held in a public place / doors open / table between teacher and pupil / a second teacher present / CCTV Policy
School Tours /Outings / Swimming / Library / Sporting Activities /Off site facilities	Harm by a member of school personnel /by another child /by a volunteer/ by a member of staff of another organisation or other person.	The school has in place a <i>Tours / Excursions Policy</i> and <i>A School Code of Behaviour</i> with clear procedures in respect of all school outings and in respect of specific areas such as changing rooms and toilets.  Teachers must supervise at all times; all volunteers must be school vetted. Adequate supervision in accordance with our school <i>Tours / Excursions Policy</i> must be provided for all outings.  The school will request that the Tours / Outings organisations / facilitators have a <i>Child Safety Statement</i> in place.
Homework club	Risk of being harmed by a member of school staff / by another pupil.	Hosted by a member of the teaching staff. The School Code of Behaviour is operative for the homework club.  The school has clear procedures in relation to the enrolment, the arrival / dismissal of pupils participating in the homework club.  The supervising teacher must be present at all times.
Use of toilet /changing areas in school	Inappropriate behaviour Risk of harm by a member of school staff	The school has clear supervision and usage procedures for use of toilet and changing areas.  The school has a Code of Behaviour; An Anti-Bullying Policy and all school personnel are Garda Vetted.
Annual Sports Day	Harm by a member of school personnel /by another child /by a volunteer / or other person.	All school personnel are Garda Vetted.  Parents/Guardians must accompany and supervise their children.
Fundraising events involving pupils	Harm by a member of the public	Parents are advised of the activity and must grant pupil permission; The school has procedures in place in respect of fundraising events involving pupils.
Administration of Medicine	Risk of being harmed by a member of school personnel while a pupil is receiving medical care.	The school has <i>An Administration of Medication Policy</i> in place and procedures for the administration of medication to pupils. The school also adheres to national guidelines in relation to managing chronic health conditions at school.

Administration of First Aid		The school has specific procedures in place for the administration of first aid to pupils including the requirement to have 2 staff members present when administering aid to non-public parts of the body.
Care of any vulnerable students, including intimate care where needed	Risk of harm by a member of school personnel / risk of harm while a child is receiving intimate care.	The school has a <i>Special Educational Needs Policy</i> .  The school has an <i>Intimate Care / Toileting Needs Policy</i> and clear procedures in respect of pupils who require such care.
Prevention and dealing with bullying amongst pupils	Risk of harm due to bullying of a child.	The School has an <i>Anti-Bullying Policy</i> which fully adheres to the requirements of the DES Anti-Bullying Procedures for Primary and Post-Primary Schools.  The school has an <i>Anti-Cyber Bullying Policy</i> .  The school implements a <i>Code of Behaviour</i> .
Recruitment of school personnel including - <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> </ul>	Risk of harm to a child by a member of school personnel	The school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
Visitors/contractors present in school during school hours	Harm to a child from a visitor to the school or other person.	All visitors /contractors must report to the office on entering the school. Visitors / contractors may not move around the school without being supervised by school staff. Visitors / contractors will not have access to children without the presence of teaching staff. Where appropriate school staff will seek the accreditation of individual visitors / contractors.
Pupils leaving the school to serve mass or other religious ceremony in the church. And also, pupils returning after mass or other religious ceremony in the church to the school.	Harm to a child by another child / by a member of staff of another organisation or other member of the public.	Parents / Guardians informed and give permission for their child to serve mass or other religious ceremony in the church. Pupils escorted to the church sacristy by a member of the school staff. Following mass or other religious ceremony in the church pupils/servers are escorted from the church sacristy to the school by a Garda vetted member of the church staff. The church has a Child Safety Statement.
Participation by pupils in religious ceremonies external to the school.	Harm to a child by a member of school personnel /by another child / by a member of staff of another organisation or other person.	Parents / Guardians informed and give permission for their child to attend the religious ceremony. Teachers must be present at all times and provide adequate supervision. <i>The School has a Code of Behaviour and A Child Safeguarding Statement &amp; Risk Assessment.</i>

Use of Information and Communication Technology by staff / pupils in school / parents / visitors on school grounds / attending school functions / events.	Risk of harm due to bullying of a child. Risk of harm due to children / visitors / staff inappropriately accessing /using computers, phones, social media or other emerging technologies while on school grounds.	The school has adopted and implements the following policies: <i>An Anti-Cyber Bullying Policy; An Anti-Bullying Policy; A Code of Behaviour; An Acceptable Use Policy</i> for: <ul style="list-style-type: none"> <li>• the internet and school computer network</li> <li>• personal devices,(Inc. Mobile phones)new/emerging technologies</li> <li>• recording and broadcast of video footage</li> <li>• parents' / visitors' use of personal devices / use of school communications</li> </ul>
Use of video/photography/other media to record school events	Risk of harm to children by posting images on social media / inappropriately posting images without consent of Parents /Guardians / visitors	The school has <i>An Acceptable Use Policy</i> for: <ul style="list-style-type: none"> <li>• the internet and school computer network</li> <li>• personal devices,(Inc. Mobile phones)new/emerging technologies</li> <li>• recording and broadcast of video footage</li> </ul> parents' / visitors' use of personal devices / use of school communications
Application of sanctions under the school's Code of Behaviour including time out of pupils, confiscation of phones etc.	Risk of harm by a member of school personnel / by another child.	All sanctions are undertaken in the public view. The school has clear guidance on the application of sanctions in its <i>Code of Behaviour</i> . The school has a policy / clear supervision procedures for the children in its care.
The use of school premises / grounds by groups / clubs / organisations	Risk of harm to children by members of groups / clubs / organisations or other persons	All groups / clubs / organisations as part of the application process are required to confirm in writing that the club / organisation is in full compliance with the Children First Act 2015, has carried out an annual review of their Child Safeguarding Risk Assessment, Child Safeguarding Statement and that all Club Officers/Coaches are fully vetted by their national / regional body or organisation.

**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 (revised 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.