

## **Child Safeguarding Statement and Risk Assessment**

### **Child Safeguarding Statement**

St. Ronan's N.S. is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), the [Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St. Ronan's N.S. 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 Maria Goretti Surtis
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Michelle Jordan
- 4 The Relevant Person is Maria Goretti Surtis  
(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 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 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 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 (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.
- 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 25<sup>th</sup> October 23 and reviewed in December 2024 and November 2025..  
 This Child Safeguarding Statement will be reviewed by the Board of Management on or before 24th November 2026.

Signed: 	Signed: 
Chairperson of Board of Management	Principal/Secretary to the Board of Management

Date: 	Date: 

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of St. Ronan's National School.

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 St. Ronan's 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	<ul style="list-style-type: none"> <li>● Risk of harm not being recognised by school personnel.</li> <li>● Risk of harm not being reported properly or promptly by school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>● All school personnel are provided with a copy of St. Ronan's National School's Child Safeguarding Statement and Risk Assessment.</li> <li>● The <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> are made available to all staff.</li> <li>● School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the Children First Act 2015.</li> <li>● DLP &amp; DDLP to attend Oide face to face training.</li> <li>● All Staff to view Tusla training module &amp; any other online training offered by PDST.</li> <li>● BOM records all records of staff and board training.</li> </ul>
Substitute Staff	<ul style="list-style-type: none"> <li>● Risk of child being harmed in the school by a member of school personnel.</li> <li>● Risk of child being harmed in the school by another child.</li> </ul>	<ul style="list-style-type: none"> <li>● All substitute staff will be supplied with a hard copy of the school Child Safeguarding Statement and Risk Assessment.</li> <li>● All substitute staff are Garda Vetted.</li> </ul>

		<ul style="list-style-type: none"> <li>• St. Ronan's N.S. has the following procedures in place with regards to Supervision as per Supervision Policy: <ul style="list-style-type: none"> <li>o Teacher will supervise classroom at all times.</li> <li>o SNA will not be left in charge of the classroom at any time.</li> </ul> </li> <li>• Code Of Behaviour</li> <li>• Supervision Policy</li> </ul>
<p>Daily arrival and dismissal of pupils</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another child.</li> <li>• Risk of child being harmed in the school by another adult.</li> <li>• Risk of harm from unknown adults on the playground/roads.</li> </ul>	<ul style="list-style-type: none"> <li>• St. Ronan's N.S. has the following procedures in place with regards to the arrival and dismissal of pupils as per the Supervision Policy: <ul style="list-style-type: none"> <li>o Children are not supervised on the school grounds before 9.10a.m. or after 3p.m. (2p.m. for Infant Classes) and are not covered by school insurance.</li> </ul> </li> <li>Children who are on the school grounds before 9.10a.m. and/or after 3p.m. are the responsibility of their parents/guardians.</li> <li>o Teacher/SNA accompanies children to the gate at home time (2pm/3pm) and parents/guardians must collect their children at the gate.</li> <li>o Children must remain in the front yard or on the porch while waiting for collection.</li> <li>o No balls/ball games will be allowed in the yard during arrival/dismissal periods.</li> <li>o The BOM has a suitable yard/playground supervision rota to ensure appropriate supervision of children during assembly and dismissal and recreation breaks.</li> <li>o Entrances to the school have magnetic locks so visitors must be provided with access by a staff member.</li> <li>o Parents are not permitted to enter the school grounds/building unless by prior</li> </ul>

		<p>arrangement/in the case of an emergency.</p> <ul style="list-style-type: none"> <li>• Supervision policy</li> <li>• Safety Statement</li> </ul>
<p>Late drop-offs, early collection, late pick up</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another child.</li> <li>• Risk of harm from persistent late arrivals/early departures.</li> </ul>	<ul style="list-style-type: none"> <li>• St. Ronan's N.S. has the following procedures in place with regards to late arrivals/early departures as per the Supervision Policy <ul style="list-style-type: none"> <li>o Parents/guardians dropping off children after 9.20a.m. or collecting children before 3p.m. (2p.m. for infants) will be asked to ring the bell at the entrance and wait outside the door.</li> <li>o From 9.20a.m. onwards, latecomer's must be supervised by the adult until the child has gained access to the school. Adults are not permitted to accompany latecomers to class.</li> <li>o In the case of early collections, the appointed adult must wait outside the school door for their child/children.</li> <li>o Late arrivals and early departures will be recorded by the class teacher on Aladdin.</li> <li>o Significant concerns in relation to timekeeping are reported to the Education Welfare Officer and/or Tusla.</li> </ul> </li> </ul>
<p>Recreation breaks for pupils</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another child.</li> <li>• Risk of child being harmed in the school by another adult.</li> <li>• Risk of harm due to inadequate supervision of children in school</li> </ul>	<ul style="list-style-type: none"> <li>• St. Ronan's N.S. has the following procedures in place with regards to Supervision as per the Supervision Policy <ul style="list-style-type: none"> <li>o The school has a suitable yard/playground supervision rota for teaching staff to ensure appropriate supervision of children during recreation breaks.</li> <li>o 1 teacher and an SNA are present on the school grounds during break times.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>o Incident notebooks in operation.</li> <li>o Parents/guardians wishing to collect/drop off a pupil during recreation time must report to the teacher on yard and are not permitted to enter the school yard.</li> <li>• Code of Behaviour</li> <li>• Supervision Policy</li> <li>• Safety Statement</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• Risk of harm from persistent failure to attend school.</li> </ul>	<ul style="list-style-type: none"> <li>• St. Ronan's N.S. has the following procedures in place with regards to the School Attendance Policy and Statement of Strategy for School Attendance: <ul style="list-style-type: none"> <li>o Children's attendance is recorded using Aladdin.</li> <li>o Children's attendance at school will be monitored with an explanation required for any missed days.</li> <li>o Significant attendance concerns are reported to the Tuisa and/or Education Welfare Officer by means of individual referral.</li> <li>o After the child has missed 15 days of school, parents/guardians are notified.</li> <li>o Children who miss 20 or more days of school must be reported to the Education Welfare Officer.</li> </ul> </li> <li>• Statement of Strategy for School Attendance</li> </ul>
Classroom teaching	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel.</li> <li>• Risk of child being harmed in the school by another child.</li> </ul>	<ul style="list-style-type: none"> <li>• All school staff will be supplied with a hard copy of the school Child Safeguarding Statement and Risk Assessment.</li> <li>• All school staff are Garda Vetted.</li> <li>• St. Ronan's N.S. has the following procedures in place with regards to Supervision as per Supervision Policy: <ul style="list-style-type: none"> <li>o Teacher will supervise classroom at all times.</li> <li>o SNA will not be left in charge of the classroom at any time.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>Code Of Behaviour</li> <li>Supervision Policy</li> </ul>
Outdoor teaching activities	<ul style="list-style-type: none"> <li>Risk of child being harmed in the school by a member of school personnel.</li> <li>Risk of child being harmed in the school by another child.</li> <li>Risk of harm by school personnel in one-to-one teaching.</li> </ul>	<ul style="list-style-type: none"> <li>Supervision Policy</li> <li>Code Of Behaviour</li> <li>All school staff are vetted</li> </ul>
One to one teaching/ meetings		<ul style="list-style-type: none"> <li>All school staff are Garda Vetted.</li> <li>St. Ronan's N.S. has the following procedures in place with regards to one to one teaching: <ul style="list-style-type: none"> <li>SET rooms have all have windows in the doors which will not be covered so occupants are visible at all times.</li> <li>Parents are informed and provide written consent if children are withdrawn from class on a regular one to one basis.</li> </ul> </li> </ul>
Toilet areas	<ul style="list-style-type: none"> <li>Inappropriate behaviour</li> </ul>	<ul style="list-style-type: none"> <li>St. Ronan's N.S. has the following procedures in place: <ul style="list-style-type: none"> <li>Only one child allowed to the toilet from each classroom at a time (flexible with younger children)</li> <li>During recreation breaks, pupils must get permission from the teacher on yard duty to enter the school to use the toilet. Only one pupil from each room (one junior, one senior) at a time will be permitted to use the toilet.</li> <li>Teachers check on children if they are gone longer than expected.</li> </ul> </li> <li>Supervision Policy</li> <li>Anti-Bullying Policy</li> <li>Code of Behaviour</li> </ul>
Care of Children with special needs, including intimate care needs	<ul style="list-style-type: none"> <li>Risk of harm by school personnel due to children with SEN who have particular vulnerabilities</li> <li>Risk of harm to child while a child is receiving intimate care.</li> </ul>	<ul style="list-style-type: none"> <li>St. Ronan's N.S. has Toileting and Intimate Care Plans in place for all students who require intimate care.</li> <li>Special Educational Needs Policy.</li> <li>Intimate Care &amp; Toileting Policy</li> <li>Supervision Policy</li> </ul>

<p>Care of pupils with specific vulnerabilities/needs such as</p> <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants/refugees</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 of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel.</li> <li>• Risk of child being harmed in the school by another child.</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy</li> <li>• In line with St. Ronan's N.S. Mission Statement and our Equality of Access and Participation Policy: <ul style="list-style-type: none"> <li>◦ St. Ronan's N.S. will be welcoming and caring towards the needs of pupils with specific vulnerabilities.</li> <li>◦ In as far as is possible the pupil and parents will be involved in identification of his/her personal requirements, wishes etc</li> <li>◦ A written copy of any parental agreement that exists on matters will be kept on the pupils file.</li> <li>◦ Parents will be notified of any changes from agreed procedures.</li> <li>◦ At all times the dignity and privacy of the pupil will be paramount.</li> </ul> </li> <li>• Practices and procedures in this regard are detailed in various school policies such as: <ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• SPHE Policy</li> <li>• Supervision Policy</li> <li>• Mobile Phone Policy</li> <li>• Acceptable Usage Policy</li> <li>• Special Education Needs Policy</li> <li>• Equality of Access and Participation Policy</li> </ul> </li> </ul>
<p>LGBT Children/Pupils perceived to be LGBT</p>	<ul style="list-style-type: none"> <li>• Bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Equality of Access &amp; Participation Policy</li> <li>• SPHE/RSE/Stay Safe Programmes</li> <li>• In line with St. Ronan's N.S. Code of Behaviour: <ul style="list-style-type: none"> <li>◦ Detention of pupils during recreation breaks may be used as a sanction for negative behaviour.</li> </ul> </li> <li>• In line with St. Ronan's N.S. Policy on Use of Mobile Phones:</li> </ul>
<p>Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</p>	<ul style="list-style-type: none"> <li>• Risk of harm due to inadequate supervision of children in school.</li> <li>• Risk of child being harmed in the school by a member of school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• In line with St. Ronan's N.S. Code of Behaviour: <ul style="list-style-type: none"> <li>◦ Detention of pupils during recreation breaks may be used as a sanction for negative behaviour.</li> </ul> </li> <li>• In line with St. Ronan's N.S. Policy on Use of Mobile Phones:</li> </ul>

<p>Interaction with external coaches/ teachers/ visitors to the school</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by volunteer or visitor to the school.</li> </ul>	<ul style="list-style-type: none"> <li>○ Any pupil found in possession of a phone during the school day will have the phone confiscated and it will remain so until it is collected, in person, by a parent/guardian.</li> </ul> <ul style="list-style-type: none"> <li>• St. Ronan's N.S. has the following procedures in place: <ul style="list-style-type: none"> <li>○ On arrival to the school, visitors, external coaches and teachers must check in at the office or with the principal.</li> <li>○ Only school staff may open the external door. Children do not have permission to open the external door.</li> <li>○ Regular visitors to the school e.g. external teachers, guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school.</li> <li>○ Persons administering external programmes (e.g. GAA coaches etc) through another body will provide the school with confirmation of vetting from their relevant organisation and a copy of any appropriate insurance.</li> <li>○ Class teacher will be present at all time to supervise.</li> </ul> </li> </ul>
<p>Sporting Activities and Annual Sports Day</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel.</li> <li>• Risk of child being harmed in the school by another child.</li> <li>• Risk of harm from other adults at an outside venue.</li> </ul>	<ul style="list-style-type: none"> <li>• All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site.</li> <li>• Code Of Behaviour</li> <li>• Accident, Injury &amp; First Aid Policy</li> <li>• Anti-Bullying Policy</li> </ul>
<p>Partaking in/ Attending after school/evening school events – shows, musicals, fundraising events etc</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child</li> </ul>	<ul style="list-style-type: none"> <li>• St. Ronan's N.S. Supervision Policy states: <ul style="list-style-type: none"> <li>○ St. Ronan's N.S. Supervision Policy applies during school hours, at all extra-curricular classes or events</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>participating in out of school activities e.g. school trips, sports.</li> <li>Risk of harm due to inadequate supervision of children while attending out of school activities.</li> </ul>	<ul style="list-style-type: none"> <li>organised by the school whether during school hours or outside of school hours (where parents/guardians are not present. Where parents/guardians are present, responsibility for children's supervision is deemed to be the parents/guardians).</li> <li>Code of Behaviour</li> <li>Anti-Bullying Policy</li> <li>School Tours and Outings Policy</li> </ul>
School Outings	<ul style="list-style-type: none"> <li>Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities.</li> <li>Risk of harm due to inadequate supervision of children while attending out of school activities.</li> </ul>	<ul style="list-style-type: none"> <li>Anti-Bullying Policy</li> <li>Mobile Phone Usage Policy</li> <li>Code of Behaviour</li> <li>Supervision Policy</li> </ul>
School transport arrangements	<ul style="list-style-type: none"> <li>Risk of child being harmed by a member of school personnel or other person while child participating in out of school activities.</li> </ul>	<ul style="list-style-type: none"> <li>St. Ronan's National School adheres to the following procedures: <ul style="list-style-type: none"> <li>Pupils will not be permitted to board or remain on a bus without teacher supervision.</li> <li>School will ensure there are an adequate number of seats available for the number of pupils and staff.</li> <li>All children/staff must use a functioning seat belt.</li> <li>School staff will never drive alone with a child.</li> </ul> </li> </ul>
Use of the school premises by outside groups/ individuals.	<ul style="list-style-type: none"> <li>Risk from other adults.</li> </ul>	<ul style="list-style-type: none"> <li>Access to the school will not be granted to any outside group for use during the school day from 9.20a.m. to 3.00p.m.</li> </ul>
After school use of school premises by other organisations	<ul style="list-style-type: none"> <li>Risk of breach of confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Currently the school is not being used by other organisations after school.</li> </ul>

<p>Participation by pupils in religious ceremonies/religious instruction external to the school.</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities.</li> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy</li> <li>• Mobile Phone Usage Policy</li> <li>• Supervision Policy</li> </ul>
<p>Use of off-site facilities for school activities</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities.</li> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities.</li> </ul>	<ul style="list-style-type: none"> <li>• All teachers will exercise their Duty of Care to pupils during school activities whether undertaken on site or off site.</li> <li>• Prior to the use of off-site facilities teachers will satisfy themselves as to the suitability of the venue.</li> <li>• Supervision Policy</li> <li>• Code of Behaviour</li> </ul>
<p>Administration of First Aid</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• St. Ronan's N.S. have the following procedures in place: <ul style="list-style-type: none"> <li>o All staff will exercise their duty of care to pupils for the duration of the school day.</li> <li>o Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil(s)/staff members(s).</li> </ul> </li> <li>• Administration of Medicine Policy</li> </ul>
<p>Administration of Medicine</p>	<ul style="list-style-type: none"> <li>• Risk of child being harmed by a member of school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• In line with St. Ronan's N.S. Administration of Medicine Policy <ul style="list-style-type: none"> <li>o Members of staff may administer medication to pupils only in cases agreed by the BOM.</li> </ul> </li> </ul>
<p>Recruitment of school personnel including –</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</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> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel.</li> <li>• Risk of harm not being reported properly or promptly by school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• St. Ronan's N.S. adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda Vetting.</li> <li>• St. Ronan's N.S ensures all new staff are provided with a copy of the school's Child Safeguarding Statement &amp; DES procedures.</li> <li>• Staff viewed Tusla training module &amp; will view any other online training offered by PDST</li> </ul>

<ul style="list-style-type: none"> <li>• Visitors/contractors present during after school activities</li> </ul>		
Parental Involvement in school activities	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another adult.</li> </ul>	<ul style="list-style-type: none"> <li>• St. Ronan's N.S. has the following procedures in place:             <ul style="list-style-type: none"> <li>◦ Where parents visit the school to take part or assist in school activities on a one off or irregular basis, the responsibility for the supervision and care of pupils rests with the relevant teacher.</li> <li>◦ Where parents visit the school to take part or assist in school activities on a regular basis they will be required to undergo vetting.</li> </ul> </li> </ul>
Student teachers undertaking training placement in school	<ul style="list-style-type: none"> <li>• Risk of child being harmed by student teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• St. Ronan's N.S. has the following procedures in place:             <ul style="list-style-type: none"> <li>◦ Teachers will remain with the class at all times.</li> <li>◦ St. Ronan's N.S. ensures student teachers are provided with a copy of the school's Child Safeguarding Statement and DES procedures.</li> </ul> </li> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda Vetting.</li> <li>• School ensures student teachers are provided with a copy of the school's Child Safeguarding Statement &amp; DES procedures.</li> <li>• Work Experience Policy</li> <li>• Code of Conduct for Teaching &amp; Non-Teaching Staff</li> </ul>
Students participating in work experience	<ul style="list-style-type: none"> <li>• Risk of child being harmed by student.</li> </ul>	<ul style="list-style-type: none"> <li>• St. Ronan's National School has the following procedures in place:             <ul style="list-style-type: none"> <li>◦ Students will be in the presence of teachers at all times.</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• Work Experience Policy</li> <li>• Child Safeguarding Statement.</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• Code of Conduct for Teaching &amp; Non-Teaching Staff</li> </ul>		<ul style="list-style-type: none"> <li>• Access to internet is filtered by the Oide Technology in Education. All filtering levels are designed to block content of an illegal or pornographic content. Our school has a level 4 filtering setting which allows access to YouTube but blocks websites that are categorised as Personal such as blogs and Social Networking such as Facebook.</li> <li>• In line with St. Ronan's National Schools Acceptable Usage Policy: <ul style="list-style-type: none"> <li>o Internet sessions will always be supervised by a teacher. If there is no teacher in the room, access to the internet is prohibited.</li> <li>o Pupils are not permitted to use personal devices in school unless they are requested to bring same to school by a member of the teaching staff for use during school for educational purposes.</li> </ul> </li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> <li>• Mobile Phone Policy</li> <li>• Supervision Policy</li> </ul>
<ul style="list-style-type: none"> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.</li> <li>• Bullying</li> </ul>		<ul style="list-style-type: none"> <li>• St. Ronan's N.S. have the following procedures in place: <ul style="list-style-type: none"> <li>o Parental consent to take photos of children is obtained by the school on enrolment</li> <li>o Class teachers are made aware of any children in his or her class who do not have permission to be in school photos</li> </ul> </li> </ul>
<p>Use of Information and Communication Technology by pupils in school</p>		
<p>Storage or Publication of photos of children</p>	<ul style="list-style-type: none"> <li>• Risk of pupil images being accessed and used inappropriately.</li> </ul>	

		<ul style="list-style-type: none"> <li>o Photos will not be taken by staff on personal devices.</li> <li>o Photos are stored securely on password protected laptops.</li> <li>o Children's names are not published with photos uploaded to the school website.</li> <li>o Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes.</li> <li>o Children are not permitted to use camera phones/digital devices during the school day or at school events.</li> </ul>
Data Protection	<ul style="list-style-type: none"> <li>• Risk of personal information regarding pupils being accessed and used inappropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile Phone Policy</li> <li>• Following best practice: <ul style="list-style-type: none"> <li>o Confidential documents relating to children in the school are stored securely in the school.</li> <li>o Hard copies are stored in locked filing cabinets.</li> <li>o Soft copies are stored on password protected laptops.</li> <li>o Documents are shared with staff on a need to know basis.</li> </ul> </li> </ul>
Use of mobile phones	<ul style="list-style-type: none"> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.</li> </ul>	<ul style="list-style-type: none"> <li>• In line with St. Ronan's National Schools Policy on the Use of Mobile Phones <ul style="list-style-type: none"> <li>o Any pupil found in possession of a phone during the school day will have the phone confiscated and it will remain so until it is collected, in person, by a parent/guardian.</li> </ul> </li> </ul>
Use of video/photography/other media to record school events	<ul style="list-style-type: none"> <li>• Risk of harm due to content being uploaded on internet/used on social media.</li> <li>• Risk of bullying</li> </ul>	<ul style="list-style-type: none"> <li>• Anti-Bullying Policy</li> <li>• Anti-Bullying Policy</li> <li>• Internet Acceptable Use Policy</li> <li>• Mobile Phone Policy</li> <li>• St. Ronan's N.S. have the following procedures in place:</li> </ul>

		<ul style="list-style-type: none"> <li>o School obtains written consent from parents/guardians to upload videos/photographs etc onto school website or to use in local media.</li> <li>o Parents are informed that any photographs or videos of school events or school related events taken by parents or other individuals are for private, personal use only.</li> <li>o Photographs or videos of school events or school related events taken by parents or other individuals must not be uploaded to any website to be viewed by others. (e.g. Facebook)</li> <li>o Children's names are not displayed alongside pictures unless consent is obtained.</li> </ul>
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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 (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.

**Examples of activities, risks and procedures**

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible,

that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to Children First: National Guidance for the Protection and Welfare of Children published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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)*.

### **Examples of School Activities**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to one learning support
- One-to-one counselling

- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
  - 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 Tusla's Child Protection Notification System (CPNS)
- Children with medical needs
- Recruitment of school personnel including -
  - Teachers/SNAs
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
  - Participation by pupils in religious ceremonies/religious instruction external to the school
  - Use of Information and Communication Technology by pupils in school, including social media
  - Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
  - Students participating in work experience in the school
  - Students from the school participating in work experience elsewhere
  - Student teachers undertaking training placement in school
  - Use of video/photography/other media to record school events
  - After school use of school premises by other organisations
  - Use of school premises by other organisation during school day
  - Breakfast club
  - Homework club/evening study

### **Examples of Risks of Harm**

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons

- Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

#### **Examples of Procedures to address risks of harm**

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school undertakes anti-racism awareness initiatives

- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school 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
  - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
- The school has in place a policy governing the use of smart phones and tables devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements

- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations