



## Limerick Educate Together National School

### Written Assessment of Risk

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 Limerick Educate Together National School.

#### 1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- Outdoor teaching activities
- Sporting Activities
- School outings
- Use of toilet/hygiene rooms in school
- Annual Sports Day/ Active School Week
- 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,
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- 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
  - Children in Care
  - Children in CPNS
  
- Recruitment of school personnel including
  - Teachers/SNA's
  - 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
- Use of Information and Communication Technology by pupils in school
- 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
- Use of the local Mungret Park and Playground
- Project Afterschool
- Pre-school located in mainstream

## 2. The school has identified the following risk of harm in respect of its activities –

- 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 bullying of child
- 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
- 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 appropriate 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

## 3. The school has the following procedures in place to address the risks of harm identified in this assessment

- 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*
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum

- 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*. This policy is reviewed on an annual basis and in consultation with parents.
- 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 DES 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. The Child Safeguarding Statement is on display in all classrooms as well as a poster with the details of the DLP and deputy DLP
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
    - TUSLA webinar
    - Input at first staff meeting each year
    - Other training as it arises
  - Encourages board of management members to avail of relevant training
    - TUSLA Webinar
    - CPSMA training
    - Other training as it arises
  - 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 in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan and the school Avails of training provided by NEPS.
- 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 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

**Programmes with relevance to Pupil Protection**

The following programmes are taught in Limerick Educate Together National School in order to increase awareness around pupil protection issues and for the prevention of abuse in any form:

- Relationship & Sexuality Programme (RSE) – *Mandatory – Completed by Easter each year*
- Stay Safe Programme New edition January (Revised 2023) – *Mandatory*
- Walk Tall Programme
- SPHE Curriculum & Making the Links (A useful manual which links the first 3 programmes to the content objectives of the SPHE curriculum).

**Identifying the Risks**

Risk identified	Potential risk of harm	Procedure in place to manage risk identified
Opening/Closing Times and Break Times	Access to pupils by strangers or other adults. Risk of harm from other pupils	Supervision by Post holders from 8:30 a.m. Supervision by SNAs from 8:30 a.m. Adequate Supervision at break times.
Collection times for Jacqui's afterschool	Access to pupils by strangers or other adults.	Children to be collected by Jacqui at classroom door and escorted to the ASD preschool free play area.
Collection for afterschool activities	Access to pupils by strangers or other adults.	Afterschool provider to inform children that they are to enter the hall through the doors facing towards the drop-off area. Afterschool provider to oversee collection of all children by parents/guardians. Afterschool Provider to remain in school until all children collected.

Visitors/Visiting Tutors	Tutors behaving inappropriately. Tutors lacking awareness of child safety issues.	Visiting tutors from reputable organisations with appropriate vetting. For example Mary I Students. Coaches from GAA/ IRFU/ Cricket Ireland etc. Sign in/Sign out book Glass panels in doors. Teacher to remain in the classroom at all times. Visitors to be clearly identified with lanyard issues to them on arrival.
Parental Involvement	Access to pupils by strangers or other adults.	At the start of the year parents who have indicated a willingness to help with activities involving children will undergo Garda vetting. Parents who are visiting the classroom to give a talk/help out as a once off need not be vetted.
School Tours/Outings	Access to pupils by strangers. Inappropriate activity by pupils. Dangers posed by unfamiliar environment	Adequate supervision Adequate planning and preparation by staff. School Tour policy followed
Access/Egress	Access to pupils by strangers or other adults. Flight risk for some pupils	Parental access to school building is limited to scheduled meetings. Parents should not walk their children to the internal classroom door.
Swimming Lessons/Sports Events	Access to pupils in changing areas by members of staff and /or members of the public/pool staff	
		Pupils will be expected to dress and undress themselves for games/PE/ swimming. Where assistance is needed this will be done in the communal areas (if possible) and with the written consent of parents. Under no circumstances will members of staff/ volunteers be expected to or allowed to dress/undress a child in a cubicle/private area. In such situations where privacy is required the parent/guardian of the child will be asked to assist the

	<p>child. At all times there must be adequate supervision of pupils.  Here are some guidelines for best practice put forward by the resources at 1) and 2) below</p> <p><b>1) "The Code of ethics and Good Practice for Children's Sport" From the Irish Sports Council:</b></p> <ul style="list-style-type: none"> <li>• We will never share a room with a single child</li> <li>• We will knock on changing room doors and remain in the doorway rather than entering if possible</li> <li>• We may enter dressing room if it is judged that children are engaging in unsafe play.</li> </ul>	
<p>Social Media/ Safety online</p>	<p>Potential for bullying.  Potential for grooming of pupils</p>	<p>Pupils are not generally permitted to have mobile phones in school. Exceptions are made in accordance with specific events such as "Bring Your Own Device (BYOD) Day", and other specific circumstances detailed in the Mobile Phone and Device Policy.  Information sessions for pupils, parents and staff</p> <p>Policy for social media to be taught to classes.</p> <p>Parents to be reminded at school events not to share images of children online</p> <p>Fourth and sixth classes to have a presentation on online safety through a reputable provider</p> <p>Children will not have unsupervised access to devices in school.</p> <p>Internet/online safety sessions to be organised for the parents on an annual basis.</p>

Intimate Care/ Toileting	Potential for children and staff to be at risk	Two staff members to be present to attend to toileting needs <b>where possible</b> . Policy to reflect this and accommodate for “toileting accidents” Children who are in SET rooms will return to their base classroom to use the toilet when needed.
One to one teaching/ movement/regulation breaks	Potential for children and staff to be at risk	All SET rooms have glass panels. We will endeavour to have more than one child present during SET teaching if possible All staff interacting with pupils on a one to one basis will ensure maximum visibility
Physical contact	Potential for children and staff to be at risk	Physical contact between school personnel and the child is always in response to the <b>needs of the child</b> and not the needs of the adult. While physical contact may be used to comfort, reassure or assist a child the following criteria should be considered in determining its appropriateness: <ul style="list-style-type: none"> <li>• It is acceptable to the child</li> <li>• It is open and not secretive</li> <li>• The age and developmental stage of the child.</li> </ul> <p>School personnel will avoid doing anything of a personal nature for children that they can do for themselves. For example; buttoning coats.</p>
Children using lift	Potential for child to be on their own with an adult in an enclosed space	Staff member to be accompanied with at least one “Buddy Child”



Children going to Mungret Park and Playground	Potential of harm from general public	All classes going to park will be accompanied by an appropriate number of staff. Children in the special classes will have extra staff allocated for walks if required. Class teacher to inform Secretary/.Deputy Principal and Principal in advance.
Toilet Facilities near the Halla	Risk of harm	Doors to be labelled Pupils Toilet and teachers /staff to make children aware which toilets to use.
Parents collecting children early for appointments during school hours.	Risk of harm to pupils	Children will wait in classroom for collection. Child will be called over the intercom when parent arrives. Parent must sign early leavers book.

**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.

This risk assessment has been completed by the Board of Management on 03.10.23. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: \_\_\_\_\_ Date: 03.10.23

Chairperson, Board of Management

Signed: *Michael Quealy* Date: 03.10.23

Principal/Secretary to the Board of Management

## Limerick Educate Together National School

### Child Safeguarding Statement

Limerick Educate Together is a primary school providing primary education to pupils from Junior Infants to Sixth Class as well as an ASD early intervention setting and two school aged classes for children with ASD.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children (Revised 2023), 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 Limerick Educate Together 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 **Michael Quealy** (Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Siobhan Murphy** (Deputy Principal)
- 4 The Relevant Person is **Michael Quealy**  
*(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.

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 DES 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

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 03.10.23

Signed:  
Chairperson of Board of Management

Signed: *Michael Dwealy*  
Principal/Secretary to the Board of Management

Date: 03.10.23

Date: 03.10.23

=

## Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023)* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023)*.

	<b>Yes/No</b>
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools (Revised 2023)'?	<b>Yes</b>
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	<b>Yes</b>
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools (Revised 2023)'?	<b>Yes</b>
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	<b>Yes</b>
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	<b>Yes</b>
6. Has the DLP attended available child protection training?	<b>Yes</b>
7. Has the Deputy DLP attended available child protection training? <b>Webinars from the "Oide" website</b>	<b>Yes</b>
8. Have any members of the Board attended child protection training?	<b>Yes</b>
9. Are there both a DLP and a Deputy DLP currently appointed?	<b>Yes</b>
10. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	<b>Yes</b>
11. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	<b>Yes</b>
12. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools (Revised 2023) and the Children First Act 2015'?	<b>Yes</b>
13. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	<b>Yes</b>

	Yes/No
14. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	Yes
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Yes
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Yes
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	Yes
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	Yes
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Yes
20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Yes
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	N/A
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	N/A
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
24. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	No
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	N/A
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes: it is sent to all parents
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	N/A
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
33. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated	Yes

	Yes/No
form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	
34. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	<b>Yes</b>
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	<b>N/A</b>
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	<b>YES</b>
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	<b>Fourth - fifth</b>
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	<b>Yes</b>
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	<b>Yes see action plan</b>
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	<b>Yes</b>
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	<b>Yes</b>

Signed:

Date: 03.10.23

Chairperson, Board of Management

Signed:

*Michael Quenly*

Date: 03.10.23

Principal/Secretary to the Board of Management

## Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Educate Together

The Board of Management of Limerick Educate Together wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 03.10.23
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website [www.gov.ie](http://www.gov.ie)

Signed:

Date 03.10.23

Chairperson, Board of Management

Signed:

*Michael Quenly*

Date 03.10.23

Principal/Secretary to the Board of Management