

# Brannoxtown Community National School (BCNS)

## Child Protection: Child Safeguarding Statement and Risk Assessment

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### Child Safeguarding Statement

Brannoxtown Community National School (CNS) 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 (2017) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Brannoxtown CNS has agreed the Child Safeguarding Statement set out in this document.

- 1. The Board of Management has adopted and will implement fully and without modification, the Department's Child Protection Procedures for Primary and Post Primary Schools (2017) as part of this overall Child Safeguarding Statement.**
- 2. The Designated Liaison Person (DLP) is: Dr. Sarah FitzPatrick, Principal.**
- 3. The Deputy Designated Liaison Person (Deputy DLP) is: Ms. Deirdre Murphy, Deputy Principal.**
- 4. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:**

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act (2015) and relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

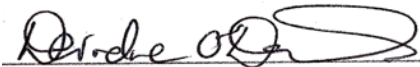
The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

## 5. The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools (2017) and to the relevant agreed **disciplinary procedures for school staff** which are published on the DE website.
  - In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the **statutory vetting requirements of the National Vetting Bureau** (Children and Vulnerable Persons) Acts (2012 to 2016) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
  - In relation to the provision of information and, where necessary, **instruction and training, to staff in respect of the identification of the occurrence of harm** (as defined in the 2015 Act) the school-
    - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
    - Ensures 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 (2017), including in the case of registered teachers, those in relation to mandated reporting under the Children First Act (2015).
  - In this school, the Board has appointed the abovenamed **DLP as the 'relevant person'** (as defined in the Children First Act, 2015) to be the first point of contact in respect of the school's child safeguarding statement.
  - **All registered teachers employed by the school are mandated persons** under the Children First Act (2015).
  - In accordance with the Children First Act (2015) and the Addendum to Children First (2019), the Board has carried out an **assessment of any potential for harm to a child** while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
  - The various procedures referred to in this Statement can be **accessed via the school's website**, the DE website or will be made available on request by the school.
6. This statement has been **published on the school's website** and has been provided to all members of school personnel and the patron. It is readily accessible to parents and guardians on the school website. A copy of this Statement will be made available to Tusla and the Department if requested.
7. This Child Safeguarding Statement will be **reviewed annually or as soon as practicable** after there has been a material

change in any matter to which this statement refers.

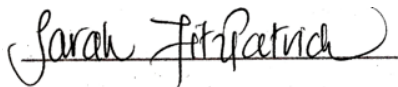
This updated Child Safeguarding Statement (using the combined template) was adopted by the Board of Management on Thursday, 20th October, 2022. It will be reviewed by the Board of Management annually and updated, as needed. The next scheduled review will be in October 2023.

Signed: 

Date: 20<sup>th</sup> October, 2022

Ms. Deirdre O'Donovan

Chairperson

Signed: 

Date: 20<sup>th</sup> October, 2022

Dr. Sarah FitzPatrick

Principal

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Brannoxtown Community National School (CNS)

#### Introduction

In accordance with section 11 of the Children First Act (2015) and with the requirement of Chapter 8 of the Child Protection Procedures for Primary and Post-Primary Schools (2017), the following is the written Risk Assessment for Brannoxtown CNS. 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.

	List of School Activities	The School has identified the following Risk of Harm	Risk Level	The School has the following Procedures in place to address risk identified in this assessment
<b>A. Staff Training &amp; Effectiveness</b>				
1.	Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	LOW	<p>The Brannoxtown CNS <i>Child Safeguarding Statement, this Child Safeguarding Risk Assessment</i> and the Department of Education and Skills <b>procedures are available and familiar to all staff.</b></p> <p>Staff members <b>acknowledge in writing, that they are aware of their responsibility</b> to be familiar with and implement the contents of the Brannoxtown CNS Child Safeguarding Statement and Child Safeguarding Risk Assessment.</p> <p>The DLP and DDLP will <b>attend PDST face to face training and will engage fully</b> with in-service related to Child Safeguarding.</p> <p>All staff members will <b>complete the Túsla training module and will engage fully</b> with in-service related to Child Safeguarding.</p> <p>The Board of Management will <b>record all staff and Board training related to Child Safeguarding.</b></p>

2.	Inadequate supervision of children indoors/outdoors	<p>Risk of child being harmed in the school by another child</p> <p>Risk of harm by PE Equipment during break times.</p> <p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognized by school staff</p>	<p>MEDIUM</p> <p>MEDIUM</p> <p>LOW</p>	<p>The Brannoxtown CNS Code of Behaviour specifies five <b>expectations for children’s behaviour</b> and all staff are responsible for supporting children to meet these expectations:</p> <ul style="list-style-type: none"> <li>○ Come to school prepared, on time and ready to learn.</li> <li>○ Be respectful, helpful and kind.</li> <li>○ Be responsible and safe.</li> <li>○ Try your best when working on your own or with a team.</li> <li>○ Support others and stay positive.</li> </ul> <p>The <b>PE Hut Charter</b>, created by Senior Room children in September 2022 sets out behaviours for children borrowing and managing equipment at break times.</p> <p>The school <u>Supervision Policy</u> outlines the responsibility of teaching staff to safeguard children in their care by providing adequate supervision at all times.</p>
<b>B. Student Arrival, Dismissal &amp; Break Times</b>				
3.	Daily arrival and dismissal of pupils	<p>Risk of child being harmed in the school by another child</p> <p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognized by school staff</p>	<p>MEDIUM</p> <p>MEDIUM</p> <p>LOW</p>	<p>As outlined in the Brannoxtown CNS <u>Supervision Policy</u>:</p> <p>The Brannoxtown CNS yard/playground supervision rota—beginning with drop-off at 8.40am and finishing with dismissal at 2.30pm, <b>ensures appropriate supervision of children throughout the school day</b>, including recreation breaks.</p> <p>Visits to the school are by appointment. Unscheduled visits, e.g., to drop off a lunch should <b>report to the School Office</b> during the Secretary’s Hours on Tuesdays (10am to 3pm) or on other days/times, should <b>report to the Principal in Room 1</b>, prior to entering the school building.</p> <p>The front door to the school (2013 building) is <b>closed and inaccessible from outside</b> throughout the day; a ‘buzzer’ is required for entry.</p>

				Parents of all pupils attending Brannoxtown CNS <b>ensure they have satisfactory arrangements in place for the collection of pupils</b> via the school set-down area once they leave the school grounds at the end of the school day. The school bus provider ensures the school bus arrives and departs, safely.
4.	Recreation breaks for pupils	<p>Risk of child being harmed in the school by another child</p> <p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognized by school staff</p>	<p>LOW</p> <p>LOW</p> <p>LOW</p>	<p>In line with the Brannoxtown CNS School <u>Health &amp; Safety Policy</u>:</p> <p>The school has a yard/playground supervision rota for staff to <b>ensure appropriate supervision</b> of children during recreation breaks.</p> <p>Parents who wish <b>to collect a pupil during recreation time must first report to the Principal or Class Teacher</b> and are not permitted to collect a child without first doing so.</p>
5.	Hand-over of children to an appointed adult at Infant collection time (1.30pm)	<p>Risk of child being harmed in the school by another adult</p> <p>Risk of harm not being recognized by school staff</p>	<p>LOW</p> <p>LOW</p>	<p>The <b>names and contact numbers of adults who have permission to collect a child</b> from Brannoxtown CNS are provided by parents, upon enrolment and stored in the school's online database (Aladdin). Parents notify the school of their prior approval for any adults, other than those specified in their Registration Form, to collect their children from BCNS.</p> <p>Parents should notify the school of their approval for any additional adults who are to collect their child from BCNS</p> <p>Teachers support children to <b>line-up and walk to the set-down area with their teacher</b>, for collection by their appointed adult.</p> <p>If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher <b>calls the parents to confirm the child has permission to go with that adult</b>. In the event of being unable to contact</p>

				<p>the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the adult.</p> <p>An email request to the Principal is required from parents if they wish their child(ren) to <b>walk to/from the school</b>.</p> <p>If an adult <b>appears to be under the influence of drugs or alcohol when he/she comes to collect a child from school, the child is not released by the class teacher</b>. The situation is immediately reported to the DLP or DDLP.</p>
6.	Afterschool Club (The Learning Tree)	<p>Risk of child being harmed in the school by another child</p> <p>Risk of child being harmed in the school by another adult</p>	<p>LOW</p> <p>LOW</p>	<p>In line with the Brannoxtown CNS <u>Use of the School Premises Policy</u>:</p> <p>Individuals/groups using the facilities of Brannoxtown CNS are required to put <b>procedures in place to ensure that all children in their care are properly supervised at all times</b> while on the school premises.</p> <p><b>Responsibility lies solely with the individual/group using the premises for communicating with Parents about starting and finishing times, cancellations and/or re-scheduling.</b> A contact number should be provided to parents.</p> <p>Children are <b>collected and supervised by personnel from the relevant provider(s)</b> who are required to have suitable vetting.</p> <p>Childcare providers are required to <b>provide the names of individuals who will be collecting pupils</b>.</p>
7.	Late drop-offs, early collection, late pick up, attendance	Risk of child being harmed due to inadequate supervision.	LOW	<p>Parents of children who are late, <b>use the buzzer to gain entry to the school</b>.</p> <p>Parents are <b>contacted by the school at 2:40</b>, if their child is still not collected. While awaiting parents' arrival, children remain with the teacher providing Afterschool Cover Monday to Thursday.</p>

				<p>In line with the Brannoxtown CNS <u>School Attendance Policy</u>:</p> <p>Late arrivals are <b>recorded using the Aladdin school management system</b>.</p> <p>Significant <b>concerns in relation to timekeeping are reported to the Education Welfare Officer</b>.</p> <p>Children's <b>attendance at school is monitored and an explanation is required for any missed days</b>.</p> <p>Significant <b>attendance concerns are reported to the Education Welfare Officer</b> by means of individual referral.</p>
<b>C. Teaching &amp; Support</b>				
<b>8.</b>	Classroom teaching	Harm by school personnel harm from other pupils	LOW	<p>All staff receive <b>a hard copy of this document</b>.</p> <p>Glass <b>viewing panels are installed in all classroom doors</b>.</p> <p>Glass <b>viewing panels are clear and not obstructed</b>.</p>
<b>9.</b>	One to one teaching and support	Risk of harm in one-to-one situation	LOW	<p>Parents are informed if children are withdrawn from class on a regular basis and they <b>record their knowledge and consent by signing the Student Support Plan</b>.</p> <p><b>Glass panels are installed in the doors</b> of all classrooms in the school.</p> <p>Glass <b>panels are not be obscured</b> in any way.</p> <p>Window blinds, where fitted, remain open during pupil contact time.</p>
<b>D. Student Behaviour</b>				
<b>10.</b>	Application of sanctions under the school's Code	Harm by school personnel	LOW	<p>In line with the Brannoxtown CNS <u>Code of Behaviour</u>:</p> <p>Children involved in any behaviour incident during break time, complete a <b>Reflection Sheet</b>, with restorative Practise questions about the incident.</p>



	of Behaviour including confiscation of phones etc.			<p>This supports children to reflect on the impact of their behaviour on others and any changes needed.</p> <p>In line with the Brannoxtown CNS <u>Acceptable Use Policy (AUP)</u>:</p> <p><b>Written permission from parents is required for pupils in senior classes to bring a phone to school.</b></p>
11.	School-based bullying, verbal, physical or psychological	Risk of harm due to bullying of child	MEDIUM	<p>In line with the Brannoxtown CNS <u>Code of Behaviour</u> and <u>Anti-Bullying Policy (including cyber-bullying)</u>:</p> <p>Anti-bullying and related policies are available on the school website to inform parents. Parents are required to <b>sign a contract for/with their child to engage in appropriate behaviour</b> at Brannoxtown CNS.</p> <p>A <b>culture of openness and respect</b> in which pupils can approach staff to discuss concerns and worries, is promoted at all times.</p> <p><b>Adequate supervision</b> is provided to ensure the procedures and practices inherent in the school's Code of Behaviour are being followed.</p> <p>Any <b>report of a(n alleged) bullying incident</b> (by children or parents) is responded to by the Class Teacher without delay, and resolved for all parties.</p>
12.	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Harm by school personnel	LOW	<p>As outlined in Department of Education and Skills Primary Circular 02/05 some pupils with serious difficulties may require urgent action:</p> <p>The <b>SNA and SET are deployed to provide additional support</b> in managing challenging behaviour incidents.</p> <p>Should these cases present, they will, with parent/guardian permission, be discussed with the school's <b>Special Needs Education Officer (SENO) and/or NEPS psychologist.</b></p>

				<p>This may lead to a more detailed <b>behavioural management programme</b> being implemented at home and or in class or to a referral for further specialist assessment.</p> <p>All Staff (in time, SNAs and support teachers) will <b>follow educational plans</b> for these particular students.</p> <p>Intervention plans will be agreed with the parents / guardians.</p> <p>The school will <b>engage the services of the Special Education Support Services (SESS)</b> to support teaching and non-teaching staff when required.</p>
13.	Toilet Areas	Inappropriate behaviour	LOW	<p>During pupil contact time:</p> <p>Class teachers will <b>supervise pupil's use of toilet facilities</b>.</p> <p>Outer doors (classroom/toilet) remain open at all times, using door stoppers, providing visibility to children's use of wash basins.</p> <p>Only <b>one pupil at a time is permitted in the class toilets</b>. During recreation breaks:</p> <ul style="list-style-type: none"> <li>• Pupils must have <b>permission from the teacher on yard duty</b> to enter the school to use their class toilet.</li> <li>• Only <b>one pupil at a time</b> is permitted in class toilets.</li> </ul> <p>Pupils can only <b>access the building through the main doors to the new building</b> (between Rooms 1 and 2).</p>
<b>Medicine &amp; First Aid</b>				
14.	Administration of First Aid	Risk of child being harmed by another adult	LOW	<p>In line with the Brannoxtown CNS <u>Accident and Injury Policy</u>:</p> <p>All staff will <b>exercise their duty of care to pupils</b> for the duration of the school day.</p>

				<p>In the event of Accident or Injury to a pupil:</p> <ul style="list-style-type: none"> <li>Minor accidents/injuries will be treated by the relevant staff member <b>in the presence/view of other pupil/s.</b></li> <li>Accidents/injuries that involve treatment of minor cuts, bumps etc that are not exposed will be <b>treated in the presence of another staff member.</b></li> </ul>
15.	Administration of Medicine	Risk of child being harmed in the school by another adult	LOW	<p>In line with the Brannoxtown CNS <u>Administration of Medicines Policy</u>:</p> <p>Members of staff <b>may administer medication to pupils only in cases where an indemnity form has been signed</b> by the parents and agreed by the Principal/Chairperson of the Board of Management.</p>
<b>E. Children with Specific Care/Education Needs</b>				
16.	<p>Care of pupils with specific vulnerabilities/needs such as:</p> <p>Pupils from ethnic minorities or migrants</p> <p>Members of the Traveller Community</p> <p>Lesbian, gay, bisexual or transgender (LGBT) children</p>	<p>Harm by school personnel</p> <p>Harm from other pupils</p> <p>Harm from adults on/off school grounds during school time</p>	<p>LOW</p> <p>MEDIUM</p> <p>LOW</p>	<p>In line with the <u>patron's vision for Community National Schools</u> and the <u>Ethos of Brannoxtown CNS</u>:</p> <p>Brannoxtown CNS will be <b>welcoming and caring towards the needs of pupils with specific vulnerabilities.</b></p> <p>In as far as is possible, the <b>pupil and parents will be involved in identification of his/her personal requirements</b>, etc.</p> <p>A written copy of <b>any parental agreement that exists on matters will be stored on the pupil's enrolment file.</b></p> <p>Parents will be <b>notified of any changes from agreed procedures.</b></p> <p>At all times the <b>dignity and privacy of the pupil will be paramount.</b></p> <p>Practices and procedures in this regard are detailed in various school policies for Brannoxtown CNS such as:</p> <ul style="list-style-type: none"> <li>Code of Behaviour</li> <li>Anti-Bullying Policy</li> </ul>

	Pupils perceived to be LGBT Pupils of minority religious faiths Children in care Children in CPNS			<ul style="list-style-type: none"> <li>• Supervision policy</li> <li>• Acceptable Usage Policy (AUP)</li> <li>• School Tours and Field Trips Policy</li> <li>• S.P.H.E. Plan</li> </ul>
17.	Participation by pupils in religious ceremonies/religious instruction / sacramental preparation external to the school	Harm from other pupils Harm from other adults	LOW LOW	<p>In line with the Brannoxtown CNS <u>Supervision Policy</u>:</p> <p>Pupils will <b>not be permitted to make their way to a place of worship unaccompanied.</b></p> <p>Teachers will <b>ensure there is effective supervision at all times</b> both in route to and in places of worship.</p> <p>Where ceremonies are conducted outside of school time it is <b>parents' responsibility to ensure that there are suitable arrangements in place for getting pupils to and from the event location.</b></p> <p>Where ceremonies take place as part of a scheduled service outside of school time it is parents responsibility to ensure that their child/children are adequately supervised and that suitable arrangements are in place for getting pupils to and from the ceremony.</p>
18.	Lack of, or insufficient lunch	Child at risk of neglect	LOW	<p>In line with the Brannoxtown CNS <u>Healthy Eating Policy</u>:</p> <p>Teachers will <b>monitor children's lunches and do their best to ensure that all children are provided with a sufficient quantity of healthy food</b> each day.</p> <p>If a child is not provided with any lunch in school, the <b>school will phone the parent(s) and ask them to bring the lunch to school.</b></p>

				<p>If a lunch is not provided the DLP or DDLP will be informed immediately and <b>best efforts will be made to ensure the child is adequately fed during the day.</b></p> <p>If a child is regularly provided with insufficient lunch the <b>class teacher discusses it with the parents in the first instance.</b> If the situation does not improve the class teacher will take appropriate action to ensure resolution.</p>
<b>F. Technology &amp; Data Protection</b>				
<b>19.</b>	Access to Information Communication Technology (ICT) and other digital devices	Risk of harm due to children inappropriately accessing/using computers, phones or other smart devices while at school	MEDIUM	<p>In line with the Brannoxtown CNS <u>Acceptable Use Policy</u>:</p> <p><b>Use of the internet will always be supervised by a teacher.</b> If there is no teacher in the room, access to the Internet is prohibited.</p> <p>The Middle Classes have developed an <b>iPad Charter</b> to ensure appropriate and safe use of iPads/websites across classes.</p> <p>Pupils are <b>not permitted to use personal devices in school unless they are requested to bring same to school by a member of the teaching staff and have written permission</b> from their parent/guardian for use of the personal device during school for educational purposes.</p>
<b>20.</b>	Storage or publication of photos of children	Risk of pupil images being accessed and used inappropriately	MEDIUM	<p>In line with the Brannoxtown CNS <u>Data Protection Policy</u>:</p> <p><b>Parental consent to take photos of children</b> is obtained by the school on Registration.</p> <p>All staff are made <b>aware of any child who does not have permission</b> to be in school photos</p> <p>No child's name is published with photos uploaded to the school website or social media accounts unless the child's work is being showcased (e.g., as author/artist) in which case <b>only the first name</b> is used.</p>

				<p>Children are <b>not permitted to use electronic devices</b> (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes.</p> <p>Children are <b>not permitted to use camera phones/digital devices</b> during the school day or at school events unless under the supervision of an adult and for educational purposes.</p>
21.	Data protection	Risk of personnel information regarding pupils being accessed and used inappropriately	LOW	<p>In line with the Brannoxtown CNS <u>Data Protection Policy</u>:</p> <p>Confidential documents relating to children in the school are <b>stored securely in the school's main office</b>.</p> <p>Hard copies of data are <b>stored in locked filing cabinets</b>.</p> <p>Soft copies are <b>stored in a secure online database (Aladdin)</b>. A password is required to access Aladdin.</p> <p><b>Sensitive information in school documents are shared with staff on a need to know basis.</b></p>
22.	Use of video/photography/other media to record school events	<p>Bullying Harm from adults</p> <p>Harm from other pupils</p>	<p>MEDIUM</p> <p>MEDIUM</p>	<p>It is school policy that:</p> <p>Parents are informed that any photographs or videos of school events or school related events <b>taken by parents or other individuals are for private, personal use only</b>.</p> <p>Photographs or videos of school events or school related events taken by parents or other individuals <b>should not be uploaded to any website or social media account</b> (e.g. Facebook) <b>to be viewed by others</b>.</p>
<b>G. School Visitors &amp; Visits</b>				
23.	Interaction with visitors to the	Risk of child being harmed in the school by another adult	LOW	<p>Visitors and external coaches come to the school by appointment only. They <b>check in with the Principal (Room 1) and/or the School Secretary, Liz Kavanagh</b>, before accessing school classrooms.</p>

	school/external coaches	Risk of harm not being recognized by school staff	LOW	<p>Regular visitors to the school, e.g. external teachers, guest speakers are vetted and <b>a copy of their vetting (either hard copy or digital) will be provided to the school.</b></p> <p>Persons <b>administering external programmes (e.g. GAA coaches etc) through another body will provide the school with confirmation of vetting</b> from their relevant organization and a copy of any appropriate insurance.</p> <p>In line with the Brannoxtown CNS <u>Health and Safety Statement</u>:</p> <p>Children are <b>closely supervised by staff members during all school events</b> in which visitors are invited to or are present in the school.</p>
24.	Student teachers undertaking training placement in school	Risk of child being harmed in the school by another adult	LOW	<p>In line with the Brannoxtown CNS Policy on <u>Students on Teaching Placement</u>:</p> <p>The <b>Class Teacher remains in his/her class at all times during the student placement.</b></p> <p>Prior to accepting a student on teaching placement it is the <b>responsibility of the student to provide the school with:</b></p> <ul style="list-style-type: none"> <li>• Written verification that the placement is supported by and indemnified by the college in which the student is attending.</li> <li>• Confirmation that vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement.</li> </ul>
25.	Students participating in work experience	Risk of child being harmed in the school by another adult	LOW	<p>The <b>Class Teacher remains in his/her class at all times during the student placement.</b></p> <p>In line with the Brannoxtown CNS Policy on <u>Students on Work Experience</u>:</p>

				<p>The school requires confirmation from the school college, in writing, that <b>vetting obligations (as per DES circular 31/2016) will be complied with</b> in advance of commencing work placement.</p> <p>Students must be able to <b>provide current NVB vetting documentation</b> which should be processed in advance of placement start date through the student's post- primary school or the relevant colleges.</p> <p>Due to current legislation the <b>school will not offer work experience/TY placement to students who cannot meet vetting obligations.</b></p>
26.	Use of the school premises by outside groups or individuals	Risk from other adults	MEDIUM	<p>Access to Brannoxtown CNS will not be granted to any outside group for use up to 1:00pm. Access will be granted to The Learning Tree Afterschool Club from 1:00 to 5pm, Monday to Thursday.</p> <p>In line with the Brannoxtown CNS <u>Use of the School Premises Policy</u>:</p> <p>In the event of individuals/groups using the school premises outside of school hours, involving unrestricted access to children, it is essential that these <b>individuals/groups provide evidence of current vetting clearance to the Board of Management (BOM).</b></p>
27.	Children not collected from after school activities	Risk from other pupils Risk from other adults	MEDIUM MEDIUM	<p>In line with the Brannoxtown CNS <u>Use of the School Premises Policy and Supervision Policy</u>:</p> <p>In the case of school related activities, all <b>parents are made aware of the finishing time of activities and that pupils must be collected on time.</b> If a pupil is not collected on time the teacher(s) in charge must make contact with the parents.</p> <p>In the event of a teacher being unable to make contact with either a parent or a nominated emergency contact for a significant period of time, the <b>teacher shall ring the TUSLA Duty Social Worker for advice, record details and take the appropriate action as advised.</b></p>



				<p>Individuals/groups using the facilities of Brannoxtown CNS are required to <b>put procedures in place to ensure that all children in their care are properly supervised at all times</b>. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards.</p> <p>Responsibility lies solely with the individual/group using the premises for <b>communicating with parents about start/finish times, cancellations or re- scheduling</b>. A contact number should be provided to parents.</p>
28.	Parental Involvement in school activities	Risk of child being harmed in the school by another adult	LOW	<p>Where parents visit the school to take part or assist in school activities on a one off basis, the <b>responsibility for supervision and care of pupils rests with the relevant teacher</b>.</p> <p>Where parents visit the school to take part/assist in school activities more than once, <b>they will be required to undergo vetting</b>.</p>
29.	Sporting Activities and Annual Sports Day	<p>Harm by school personnel</p> <p>Harm from other pupils</p> <p>Harm from other adults at the venue</p>	<p>LOW</p> <p>LOW</p> <p>MEDIUM</p>	<p>In line with the Brannoxtown CNS <u>Supervision Policy and Health and Safety Policy</u>:</p> <p>All teachers will <b>exercise their Duty of Care to pupils during sporting activities</b> whether undertaken on site or off site.</p> <p><b>Teacher responsibilities in this regard are detailed in the aforementioned policies.</b></p>
30.	Use of off-site facilities for school activities	<p>Harm from other adults at the venue</p> <p>Harm from other pupils</p>	<p>MEDIUM</p> <p>LOW</p>	<p>In line with the Brannoxtown CNS <u>Supervision Policy and Health and Safety Policy</u>:</p> <p>All teachers will <b>exercise their Duty of Care to pupils</b> during school activities whether undertaken on site or off site.</p> <p>Prior to the use of off-site facilities <b>teachers will satisfy themselves as to the suitability of the venue</b>.</p>

				<p><b>Teacher responsibilities</b> in this regard are detailed in the aforementioned policies.</p>
31.	Use of external coaches/instructors during off-site activities	Harm from unknown adults at the venue	MEDIUM	<p>In line with the Brannoxtown CNS <u>Supervision Policy and Health and Safety Policy</u>:</p> <p>All teachers will <b>exercise their Duty of Care</b> to pupils during school activities undertaken off site.</p> <p>Organisers of off-site activities involving the use of external coaches/instructors must receive <b>confirmation in writing form the host organisation that their coaches/instructors have suitable vetting.</b></p> <p><b>Teacher responsibilities</b> in this regard are detailed in the aforementioned policies.</p>
32.	School transport arrangements	Risk of child being harmed in the school by another adult	LOW	<p>In line with the Brannoxtown CNS <u>Transport Policy</u>:</p> <p>The school will only consider using and will only <b>use transport operators that have a "Road Passenger Transport Operators Licence"</b>, as all approved KWETB suppliers should have.</p> <p>Pupils will not be permitted to board or remain on a bus without <b>teacher supervision.</b></p> <p>The SET provides additional support/supervision during off-site trips requiring school transport.</p> <p>The school shall receive confirmation from any service provider that their <b>employees are suitably vetted.</b></p>

## 2. Definitions

In the context of this Risk Assessment, the Children First Act (2015) refers to risk as "any potential for harm" and not general health and safety risk. The definition of harm is set out in Chapter 4 of the Child Protection Procedures for Primary and Post- Primary Schools (2017).

As part of its risk assessment process, the management of Brannoxtown CNS has listed and reviewed all of the school's activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm) in order 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.

### 3. Additional Procedures

The following additional procedures safeguard children while they are enrolled at and attend Brannoxtown CNS:

#### **a. Procedure for the management of allegations of abuse or misconduct against workers / volunteers of a child availing of our service:**

- Minor complaints about staff are managed in line with the complaint's procedure, as outlined in our Parental Complaints Procedure.
- Allegations against staff of abuse or misconduct are managed in line with the provisions of section 5.6 of the DES Child Protection Procedures for Primary and Post Primary Schools (2017).

#### **b. Procedure for the recruitment and selection of workers and volunteers to work with children:**

- Only teachers who can provide up to date vetting by the National Vetting Bureau are employed in Brannoxtown Community National School. All temporary and permanent teachers are registered with the Teaching Council.
- All Special Needs Assistants and ancillary staff employed by the Single School Manager/Board of Management must undergo and successfully complete vetting by the National Vetting Bureau in advance of commencing employment. This vetting will be processed through the Kildare Wicklow Education and Training Board.
- References from previous employers are obtained before employment commences in the school.
- A Form of Undertaking and Statutory Declaration must be completed before commencing in the school.
- Parents and volunteers who attend the school on a regular basis to assist in school related activities will be vetted by the BOM through the Kildare Wicklow Education and Training Board.

#### **c. Procedure for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm:**

- School staff members are given a hard copy of the Brannoxtown Community National School *Child Safeguarding Statement* along with a hard copy of this document, the *Child Safeguarding Risk Assessment*. These documents provide the basis for all school and class planning.
- Teachers will download and engage with the pdf version of the following documents, stored on the Brannoxtown CNS database (Aladdin):
  - DES Child Protection Procedures for Primary and Post Primary Schools (2017)
  - Primary Circular 0081/2017 (2017)
  - Children First: National Guidance for the Protection and Welfare of Children (2017)
- School staff members are informed of school child-protection and anti-bullying procedures during staff induction and at the beginning of each school year.
- Other relevant school policies are available to all school staff on the school's Aladdin account.
- School staff will avail of online training by TUSLA and the PDST.
- The DLP/DDLP will engage with Child Protection training with TUSLA, the PDST and other providers, as specified.
- School management will remain updated on current Child Protection guidelines and circulars.

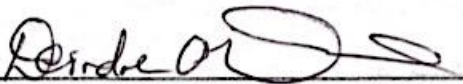
**d. Procedure for reporting child protection or welfare concerns to Tusla:**

- All mandated persons shall report a mandated concern to Tusla as soon as practicable in accordance with the Children First Act.
- The DLP, Dr. Sarah FitzPatrick and/or DDLP (Deputy Principal) shall act as a resource to the mandated person to ensure that reporting procedures are followed correctly and promptly.
- On completion by the mandated person, a report shall be forwarded to the relevant Duty Social Worker by the DLP (or DDLP) or Mandated Person.
- In the event the report is forwarded by the DLP (or DDLP), the Mandated Person shall be informed in writing that the report has been forwarded.
- In the event that the report is forwarded by a mandated person without the assistance of the DLP/DDLP, the DLP or DDLP shall be informed in writing and copies provided will be stored securely in a locked filing cabinet at Brannoxtown CNS.

**e. Procedure for maintaining a list of the persons in the relevant service who are mandated persons**

- All Members of the teaching staff of Brannoxtown CNS are mandated persons. Mandated persons, as defined in the Children First Act (2015), have a statutory obligation to report concerns which reach a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports.
- The Single School Manager of Brannoxtown CNS, at a meeting held on the 28<sup>th</sup> August 2018, appointed the Principal, Dr. Sarah FitzPatrick, as DLP, in accordance with the Children First Act (2015). From 2020, upon its establishment, the Board of Management re-appointed the DLP Dr. Sarah FitzPatrick and appointed the DDLP, at their first meeting of the new school year (typically in October). The DDLP will deputise for the DLP in her absence.
- The name and contact details of the current DLP and DDLP are included in the Child Safeguarding Statement at the beginning of this document and are displayed in the school reception area.

In undertaking this Risk Assessment, the School Principal and Board of Management have endeavoured to identify, as far as possible, the risks of harm that are relevant to children attending Brannoxtown CNS 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 implemented the procedures and practices listed in this Risk Assessment to manage and reduce risk to the greatest possible extent. This Risk Assessment was reviewed and approved by the Board of Management on 20<sup>th</sup> October, 2022. It will continue to be updated and reviewed as part of the school's annual review of its Child Safeguarding Statement, or sooner, if/as required.

Signed: 

Date: 20/10/2022

Ms. Deirdre O' Donovan  
Chairperson

Signed:  Date: 20/10/2022

Dr. Sarah FitzPatrick  
Principal