



BORD OIDEACHAIS AGUS OILIÚNA  
CHILL DARA AND CHILL MHANTÁIN  
KILDARE AND WICKLOW  
EDUCATION AND TRAINING BOARD

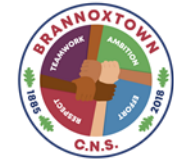
## **Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template (Landscape Version)**

### **Child Safeguarding Statement**

Brannoxtown 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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of [insert school name] 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 Deirdre Murphy (Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Eoin Stakelum(Deputy Principal)
- 4 The Relevant Person is Deirdre Murphy (Principal)  
(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:



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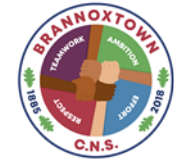
The school will:

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

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

6 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the [gov.ie](http://gov.ie) website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the [gov.ie](http://gov.ie) website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-

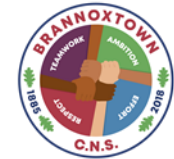


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- Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages 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](https://www.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.



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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 22/10/2024.

This Child Safeguarding Statement was reviewed by the Board of Management on 22/10/2024.

Signed:

Chairperson of Board of Management

*Susan Fitzgerald*

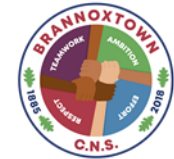
Signed:

Principal/Secretary to the Board of Management

*Deirdre Murphy*

Date: 22/10/2024

Date: 22/10/2024



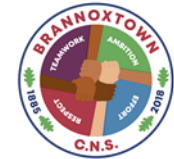
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## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Brannoxtown CNS

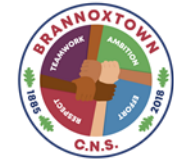
In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Brannoxtown CNS

	List of School Activities	The School has identified the following Risk of Harm	The Schools has the following procedures in place to address risk identified in this assessment.
1.	Training of school personnel in Child Protection matters	<ul style="list-style-type: none"> <li>Harm not recognised or reported promptly</li> </ul>	<ul style="list-style-type: none"> <li>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></li> <li>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.</li> <li>The DLP and DDLP <b>attend PDST face to face training and will engage fully</b> with in-service related to Child Safeguarding.</li> <li>All staff members will <b>complete the Túsla training module and will engage fully</b> with in-service related to Child Safeguarding.</li> <li>The Board of Management will <b>record all staff and Board training related to Child Safeguarding.</b></li> </ul>



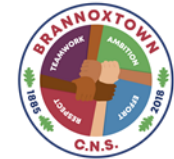
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2.	Inadequate supervision of children indoors/outdoors.	<ul style="list-style-type: none"> <li>• Risk of injury to pupil.</li> <li>• Risk of child being harmed in the school by another child</li> <li>• Risk of harm by PE Equipment during break times.</li> <li>• Risk of child being harmed in the school by another adult</li> <li>• Risk of harm not being recognized by school staff</li> </ul>	<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Health &amp; Safety Policy</li> <li>• Supervision Policy</li> <li>• The <b>PE Hut Charter</b></li> </ul>
3.	Daily arrival and dismissal of pupils	<ul style="list-style-type: none"> <li>• Risk of injury to child.</li> <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 not being recognized by school staff</li> </ul>	<ul style="list-style-type: none"> <li>• As outlined in the Brannoxtown CNS <u>Supervision Policy</u>:             <ul style="list-style-type: none"> <li>- The Brannoxtown CNS yard/playground supervision/rainy day rota—beginning with drop-off at 8.40am and finishing with dismissal at 2.30pm.</li> </ul> </li> <li>• 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 4</b>, prior to entering the school building.</li> <li>• 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.</li> </ul>
4.	Recreation breaks for pupils	<ul style="list-style-type: none"> <li>• Risk of injury to self.</li> <li>• Risk of child being harmed in the school by another child</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS School <u>Health &amp; Safety Policy</u>:</li> <li>• Yard/playground/rainy day supervision rota: Split yard in place at lunch time.</li> </ul>



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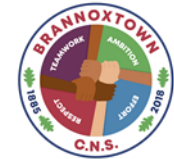
		<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another adult</li> <li>• Risk of harm not being recognized by school staff</li> <li>• Risk of child leaving the school premises.</li> </ul>	<ul style="list-style-type: none"> <li>• Small Break: 10:40 – 10:55 (1x teacher &amp; 1x SNA - approved yard equipment permitted).</li> <li>• <u>Big Break:</u> <ul style="list-style-type: none"> <li>- 12:15 – 12:35: 3<sup>rd</sup> – 6<sup>th</sup> Class (1x teacher – designated yard equipment permitted).</li> <li>- 12:35 – 12:55 Junior Infants – 2<sup>nd</sup> Class (1x teacher &amp; 1x SNA – approved yard equipment permitted)</li> </ul> </li> <li>• Yard gates closed.</li> <li>• Parents who wish <b>to collect a pupil during recreation time must first report to the Principal or Class Teacher.</b></li> </ul>
5.	Outdoor Teaching Activities	<ul style="list-style-type: none"> <li>• Risk of injury to self.</li> <li>• Risk of child being harmed in the school by another child</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Code of Behaviour</u></li> <li>• Brannoxtown CNS School <u>Health &amp; Safety Policy:</u></li> <li>• Yard gates closed.</li> <li>• In-Class behaviour systems pertain to outdoor learning activities.</li> </ul>
6.	Hand-over of children to an appointed adult at Infant collection time (1.30pm)	<ul style="list-style-type: none"> <li>• Risk of injury</li> <li>• Risk of child being harmed in the school by another adult</li> <li>• Risk of harm not being recognized by school staff</li> </ul>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Parents notify the school of their approval for any additional adults who are to collect their child from BCNS</li> <li>• 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</b></li> </ul>



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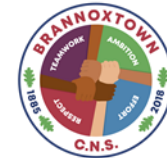
			<p><b>the child has permission to go with that adult.</b> In the event of being unable to contact the parent or nominated emergency contact the child will not be permitted to leave the school in the company of the adult.</p> <ul style="list-style-type: none"> <li>• An email request to the Principal is required from parents if they wish their child(ren) to <b>walk to/from the school.</b></li> <li>• 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.</li> </ul>
7.	Afterschool Club (The Learning Tree)	<ul style="list-style-type: none"> <li>• Risk of injury</li> <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> </ul>	<ul style="list-style-type: none"> <li>• In line with the Brannoxtown CNS <u>Use of the School Premises Policy</u>:</li> <li>• 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.</li> <li>• <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.</li> <li>• Children are <b>collected and supervised by personnel from the relevant provider(s)</b> who are required to have suitable vetting.</li> <li>• Childcare providers are required to <b>provide the names of individuals who will be collecting pupils</b></li> </ul>





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8.	Late drop-offs, early collection, late pick up, attendance	<ul style="list-style-type: none"> <li>• Risk of child being harmed due to inadequate supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents of children who are late, <b>use the buzzer to gain entry to the school.</b></li> <li>• Parents are <b>contacted by the school at 2:40</b>, if their child is still not collected.</li> <li>• In line with the Brannoxtown CNS <u>School Attendance Policy</u>:</li> <li>• Late arrivals are <b>recorded using the Aladdin school management system.</b></li> <li>• Significant <b>concerns in relation to timekeeping are reported to the Education Welfare Officer.</b></li> <li>• Children’s <b>attendance at school is monitored and an explanation is required for any missed days.</b></li> <li>• Significant <b>attendance concerns are reported to the Education Welfare Officer</b> by means of individual referral.</li> </ul>
9.	Classroom teaching	<ul style="list-style-type: none"> <li>• Harm by school personnel harm from other pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS Child Safeguarding Statement: all teachers receive a hard copy of this at the beginning of the school year.</li> <li>• Brannoxtown CNS Code of Behaviour.</li> <li>• Brannoxtown CNS <u>SNA Policy</u></li> <li>• In-class behaviour systems.</li> <li>• Garda vetting through Teaching Council.</li> <li>• Registration and statutory registration required.</li> <li>• Glass <b>viewing panels are installed in all classroom doors.</b></li> <li>• Glass <b>viewing panels are clear and not obstructed.</b></li> </ul>
10.	One-to-one teaching and support	<ul style="list-style-type: none"> <li>• Risk of harm in one-to-one situation</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS SET policy.</li> </ul>



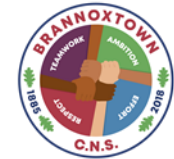
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			<ul style="list-style-type: none"> <li>• Brannoxtown CNS Code of Behaviour</li> <li>• Brannoxtown CNS Supervision Policy</li> <li>• Brannoxtown CNS Child Safeguarding Statement.</li> <li>• Parents are informed if children are withdrawn from class on a regular basis and they <b>record their knowledge and consent by signing the Student Support Plan.</b></li> <li>• Any doors without glass panels are to remain open.</li> <li>• Window blinds, where fitted, remain open during pupil contact time.</li> </ul>
11.	Curricular provision of SPHE, RSE, Stay Safe	<ul style="list-style-type: none"> <li>• Risk of harm to child due to teachers not full implementing programme as intended, e.g. omission, lack of sensitivity, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>SPHE School Plan</u> (includes RSE &amp; Stay Safe).</li> <li>• Brannoxtown CNS <u>RSE Policy</u>.</li> <li>• Staff register of completion</li> <li>• Staff-training and monitoring of implementation.</li> </ul>
12.	Application of sanctions under the school's Code of Behaviour including confiscation of phones etc.	<ul style="list-style-type: none"> <li>• Risk of harm to child by school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Code of Behaviour</u>:</li> <li>• Brannoxtown CNS <u>Acceptable Use Policy (AUP)</u></li> </ul>
13.	School-based bullying, verbal, physical or psychological	<ul style="list-style-type: none"> <li>• Risk of harm to child by another child including verbal, physical or psychological</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Code of Behaviour</u></li> <li>• Brannoxtown CNS <u>Anti-Bullying Policy (including cyber-bullying)</u></li> <li>• Brannoxtown CNS <u>Acceptable Use Policy</u>.</li> <li>• Brannoxtown CNS <u>Supervision Policy</u>.</li> </ul>



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			<ul style="list-style-type: none"> <li>• Any <b>report of an alleged bullying incident</b> (by children or parents) is responded to by the Class Teacher without delay.</li> <li>• Escalation/continuation of an alleged bullying incident is referred to the Principal and responded to by both Class Teacher &amp; Principal without delay.</li> </ul>
14.	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	<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 a member of school personnel</li> </ul>	<ul style="list-style-type: none"> <li>• As outlined in <u>Department of Education and Skills Primary Circular 02/05</u> some pupils with serious difficulties may require urgent action:</li> <li>• The <b>SNA and SET are deployed to provide additional support</b></li> <li>• 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></li> <li>• 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.</li> <li>• All Staff (in time, SNAs and support teachers) will <b>follow educational plans</b> for these particular students.</li> <li>• Intervention plans will be agreed with the parents / guardians.</li> <li>• The school will <b>engage the services of the Special Education Support Services (SESS)</b> to support teaching and non-teaching staff when required.</li> </ul>
15.	Toilet Areas	<ul style="list-style-type: none"> <li>• Risk of harm/injury to child</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Supervision Policy.</u></li> <li>• Brannoxtown CNS <u>Code of Behaviour.</u></li> </ul>



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			<ul style="list-style-type: none"> <li>• Outer doors (classroom/toilet) remain open at all times, using door stoppers.</li> <li>• Only <b>one pupil at a time is permitted in the class toilets.</b></li> </ul> <p>During recreation breaks:</p> <ul style="list-style-type: none"> <li>• Use of downstairs toilets only .</li> <li>• Pupils must have <b>permission from the teacher on yard duty</b></li> <li>• Only <b>one pupil at a time</b> is permitted in class toilets.</li> <li>• Pupils can only <b>access the building through the main doors to the new building</b> (between Rooms 1 and 2).</li> </ul>
16.	Administration of First Aid	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Accident and Injury Policy</u>:</li> <li>- All staff will <b>exercise their duty of care to pupils</b> for the duration of the school day.</li> <li>• In the event of Accident or Injury to a pupil:</li> <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</b></li> </ul>
17.	Administration of Medicine	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by a member of school personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Administration of Medicines Policy</u>:</li> <li>• 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.</li> <li>• Members of staff attend relevant training where required, e.g. supporting children with Type 1 Diabetes.</li> </ul>



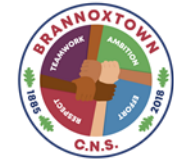
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18.	Care of pupils with special education needs, including intimate care needs where needed.	<ul style="list-style-type: none"> <li>• Risk of harm/injury to self during school day.</li> <li>• Risk of child being harmed by a member of school staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Supervision Policy</u>.</li> <li>• Brannoxtown CNS <u>SNA Policy</u>.</li> </ul>
19.	Care of pupils with specific vulnerabilities/ needs such as: - Pupils from ethnic minorities or 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 in CPNS	<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 by other pupils</li> <li>• Risk of child being harmed from adults on/off school grounds during school time</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Child Safeguarding Statement</u></li> <li>• School Ethos and Charter: <u>Patron’s Vision for Community National Schools</u> and the <u>Ethos of Brannoxtown CNS</u>:</li> <li>• Brannoxtown CNS <u>Code of Behaviour</u></li> <li>• Brannoxtown CNS <u>Anti-Bullying Policy</u>.</li> <li>• Brannoxtown CNS <u>Supervision Policy</u></li> <li>• Brannoxtown CNS <u>Acceptable Usage Policy (AUP)</u></li> <li>• Brannoxtown CNS <u>School Tours and Field Trips Policy</u></li> <li>• S.P.H.E. Plan</li> <li>• RSE Plan</li> <li>• Patron’s Programme: <u>Goodness Me Goodness You</u></li> </ul>
20.	Participation by pupils in religious ceremonies/religious instruction / sacramental	<ul style="list-style-type: none"> <li>• Risk of child being harmed by other pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Supervision Policy</u>:</li> <li>• Pupils will <b>not be permitted to make their way to a place of worship unaccompanied.</b></li> </ul>



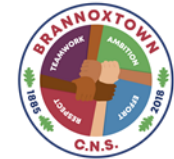
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	preparation external to the school	<ul style="list-style-type: none"> <li>• Risk of child being harmed from adults off school grounds during school time</li> </ul>	<ul style="list-style-type: none"> <li>• Where ceremonies are conducted outside of 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></li> <li>• 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.</li> </ul>
21.	Lack of, or insufficient lunch	<ul style="list-style-type: none"> <li>• Child at risk of harm due to neglect.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Healthy Eating Policy</u>:</li> <li>• 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.</li> <li>• 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></li> <li>• 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></li> <li>• 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.</li> </ul>
22.	Access to Information Communication Technology (ICT) and other digital devices	<ul style="list-style-type: none"> <li>• Risk of harm due to children inappropriately accessing/using computers, phones or other</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Acceptable Use Policy</u>:</li> <li>• <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.</li> </ul>



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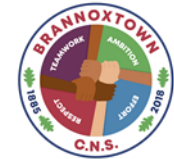
		smart devices while at school	<ul style="list-style-type: none"> <li>• <b>iPad Charter</b> developed by teachers &amp; pupils to ensure appropriate and safe use of iPads/websites across classes.</li> </ul>
23.	Storage or publication of photos of children	<ul style="list-style-type: none"> <li>• Risk of harm to pupil due to images being accessed and used inappropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Data Protection Policy</u>:</li> <li>• <b>Parental consent to take photos of children</b> is obtained by the school on Registration.</li> <li>• All staff are made <b>aware of any child who does not have permission</b> to be in school photos</li> <li>• 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.</li> </ul>
24.	Data Protection	<ul style="list-style-type: none"> <li>• Risk of harm to child caused by access to, and inappropriate use of personal information.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Data Protection Policy</u>:</li> <li>• Confidential documents relating to children in the school are <b>stored securely in the school's main office</b>.</li> <li>• Hard copies of data are <b>stored in locked filing cabinets</b>.</li> <li>• Soft copies are <b>stored in a secure online database (Aladdin)</b>. A password is required to access Aladdin.</li> <li>• <b>Sensitive information in school documents are shared with staff on a need to know basis</b>.</li> </ul>
25.	Use of video/photography/other media to record school events	<ul style="list-style-type: none"> <li>• Risk of harm to child caused by adults.</li> <li>• Risk of harm to child caused by other pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• It is school policy that:</li> <li>• 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>.</li> </ul>



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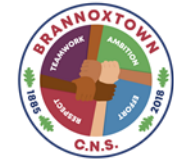
			<ul style="list-style-type: none"> <li>• Photographs or videos of school events or school related events taken by parents or other individuals <b>should not be uploaded to any website or social media account</b> (e.g. Facebook) <b>to be viewed by others.</b></li> </ul>
26.	Interaction with visitors to the school/external coaches	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another adult</li> <li>• Risk of harm not being recognized by school staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS Child Safeguarding Statement made available to all external coaches/instructors/visitors.</li> <li>• Visitors and external coaches come to the school by appointment only. They <b>check in with the Principal (Room 4) and/or the School Secretary, Liz Kavanagh</b>, before accessing school classrooms.</li> <li>• Garda Vetting for regular visitors to the school, e.g. external teachers, guest speakers are vetted.</li> <li>• In line with the Brannoxtown CNS <u>Health and Safety Statement &amp; Supervision Policy</u>: 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.</li> </ul>
27.	Student teachers undertaking training placement in school	<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>• Brannoxtown CNS Policy on <u>Students on Teaching Placement</u>:</li> <li>• The <b>Class Teacher remains in his/her class at all times during the student placement.</b></li> <li>• <b>Student to provide the school with:</b></li> <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>





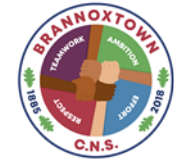
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28.	Students participating in work experience	<ul style="list-style-type: none"> <li>• Risk of child being harmed in the school by another adult.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Class Teacher remains in his/her class at all times during the student placement.</b></li> <li>• Brannoxtown CNS Policy on <u>Students on Work Experience</u>:</li> <li>• 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.</li> <li>• Students 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.</li> <li>• <b>The school will not offer work experience/TY placement to students who cannot meet vetting obligations.</b></li> </ul>
29.	Use of the school premises by outside groups or individuals	<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>• Brannoxtown CNS <u>Use of the School Premises Policy</u></li> <li>• Access to Brannoxtown CNS will not be granted to any outside group for use up to 1:00pm with the following exceptions in place:             <ol style="list-style-type: none"> <li>1. Access will be granted to The Learning Tree Breakfast Club from 07:30 – 08:50.</li> <li>2. Access will be granted to The Learning Tree Pre-School from 09:00 – 12:00, Monday – Friday.</li> <li>3. Access will be granted to The Learning Tree Afterschool Club from 13:00 to 17:00, Monday to Thursday and from 13:00 – 14:30 on Fridays.</li> </ol> </li> <li>• In the event of individuals/groups using the school premises outside of school hours, involving unrestricted access to children, it is essential that</li> </ul>



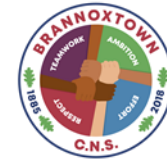
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			these <b>individuals/groups provide evidence of current vetting clearance to the Board of Management (BOM).</b>
30.	Children not collected from after school activities	<ul style="list-style-type: none"> <li>• Risk of harm to child caused by adults.</li> <li>• Risk of harm to child caused by other pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Use of the School Premises Policy and Supervision Policy</u>:</li> <li>• 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.</li> <li>• 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.</li> </ul>
31.	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>• 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></li> <li>• Where parents visit the school to take part/assist in school activities more than once, <b>they will be required to undergo vetting.</b></li> </ul>
32.	Sporting Activities and Annual Sports Day	<ul style="list-style-type: none"> <li>• Risk of child being harmed by school personnel</li> <li>• Risk of child being harmed by other pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Supervision Policy</u></li> <li>• Brannoxtown CNS <u>Health and Safety Policy</u>:</li> <li>• All teachers will <b>exercise their Duty of Care to pupils during sporting activities</b> whether undertaken on site or off site.</li> </ul>
33.	Use of off-site facilities for school activities	<ul style="list-style-type: none"> <li>• Risk of child being harmed by adults at off-site venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Supervision Policy</u></li> <li>• Brannoxtown CNS <u>Health and Safety Policy</u>:</li> </ul>



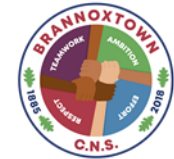
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		<ul style="list-style-type: none"> <li>• Risk of child being harmed by another child.</li> <li>• Risk of harm by child due to injury.</li> </ul>	<ul style="list-style-type: none"> <li>• All teachers will <b>exercise their Duty of Care to pupils</b> during school activities whether undertaken on site or off site.</li> <li>• Prior to the use of off-site facilities <b>teachers will satisfy themselves as to the suitability of the venue.</b></li> </ul>
34.	Use of external coaches/instructors during off-site activities	<ul style="list-style-type: none"> <li>• Risk of child being harmed by unknown adults at the venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Supervision Policy</u></li> <li>• Brannoxtown CNS <u>Health and Safety Policy</u>:</li> <li>• All teachers will <b>exercise their Duty of Care</b> to pupils during school activities undertaken off site.</li> <li>• 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></li> </ul>
35.	School transport arrangements for school outings.	<ul style="list-style-type: none"> <li>• Risk of child being harmed by another adult</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Supervision Policy</u></li> <li>• Brannoxtown CNS <u>Transport Policy</u>:</li> <li>• 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.</li> <li>• Pupils will not be permitted to board or remain on a bus without <b>teacher supervision.</b></li> <li>• The SET provides additional support/supervision during off-site trips requiring school transport.</li> <li>• The school shall receive confirmation from any service provider that their <b>employees are suitably vetted.</b></li> </ul>



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36.	Recruitment of school personnel: - Teachers - SNAs - Secretary - Caretaker - Cleaners - Sports Coaches - External Tutors - Guest speakers - Parent volunteers - Visitors present in school during school hours. - Visitors/ contractors present in school during after school activities.	<ul style="list-style-type: none"> <li>• Risk of harm to child caused by another adult</li> <li>• Harm not recognised or properly/promptly reported.</li> </ul>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement made available to all visiting adults.</li> <li>• Brannoxtown CNS <u>Supervision Policy</u>.</li> <li>• Vetting procedures in place and all references checked.</li> <li>• All staff members will <b>complete the Túsla training module and will engage fully</b> with in-service related to Child Safeguarding.</li> <li>• The Board of Management will <b>record all staff and Board training related to Child Safeguarding</b>.</li> </ul>
37.	Fundraising Events involving pupils	<ul style="list-style-type: none"> <li>• Risk of child being harmed by unknown people.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Supervision Policy</u>.</li> <li>• Brannoxtown CNS <u>Health and Safety Policy</u>.</li> <li>• Brannoxtown CNS <u>Child Safeguarding Statement</u>.</li> </ul>
38.	Changing for swimming lessons or water-based activities on school trips.	<ul style="list-style-type: none"> <li>• Risk of child being harmed by another pupil.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Child Safeguarding Statement</u></li> <li>• Brannoxtown CNS <u>Supervision Policy</u>.</li> <li>• Brannoxtown CNS <u>Health &amp; Safety Policy</u>.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Risk of child being harmed by another adult.</li> </ul>	<ul style="list-style-type: none"> <li>• Brannoxtown CNS <u>Code of Behaviour</u></li> <li>• 2<sup>nd</sup> adult to attend swimming lessons.</li> <li>• Group changing room for girls.</li> <li>• Group changing room for boys.</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.