



## Child Safeguarding Statement of Scoil Naomh Cholmcille, 2024/ 2025

Scoil Naomh Cholmcille is a primary school providing primary education to pupils from Junior Infants to Sixth Class and four Early Intervention Classes for children with a diagnosis of Autism in the 2023 / 2024 school year.

This Child Safeguarding Statement, and associated Risk Assessment, was first developed in collaboration with all teaching and non-teaching staff of Scoil Naomh Cholmcille in following professional development in the form of Tusla and PDST guidance.

This Child Safeguarding Statement was reviewed and updated in October 2023, to update the mandatory template numbers, to reflect the risks associated with online teaching and learning remotely, and to include racism as a risk.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 (Revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Scoil Naomh Cholmcille 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 (Revised 2023) as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is **Anne-Marie Ford**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Niamh Mitchell**
4. The relevant Person is **Anne-Marie Ford**  
(The relevant person is the 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).
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 matter
- 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 2017 (Revised 2023) and to the relevant agreed disciplinary procedures for school staff which are published on the DES 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) Act 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
- 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 record 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, (Revised 2023) including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015. The school's template for recording any child protection concerns is attached as Appendix 1. The school's template for recording any communication with Tusla is attached as Appendix 2. The Child Protection and Welfare Reporting Form is available at:  
[https://www.tusla.ie/uploads/content/child\\_protection\\_and\\_welfare\\_report\\_form\\_FINAL.pdf](https://www.tusla.ie/uploads/content/child_protection_and_welfare_report_form_FINAL.pdf)
- In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.



- The DLP will present a Child Protection Oversight Report to the Board of Management at each meeting, in accordance with relevant legislation. The Child Protection Oversight Report to the BOM is attached as Appendix 3. For the duration of COVID-19 restrictions, this will be carried out in line with DES guidelines.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, 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 attached to this statement, in the form of a Written Assessment of Risk.
- Appendix 4 outlines the template to be completed for after-school use of premises for extra-curricular activities, not run by school personnel.
- The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.

7. This statement will be published on the school's website and has been provided to all members of school personnel, the Parent Teacher Association (PTA) and the patron. It is readily accessible to parents and carers 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. (Appendix 5: Mandatory Template 2 sets out the checklist for review of the Child Safeguarding Statement and Appendix 6: Mandatory Template 3 sets out the notification regarding the review).

This Child Safeguarding Statement was adopted by the Board of Management on 26/9/24

Signed:

*[Signature]*

Signed:

*[Signature]*

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date:

26/9/24

Date:

26/9/24



## Written Assessment of Risk of Scoil Naomh Cholmcille 2024

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 School 2017, the following is the Written Risk Assessment of Scoil Naomh Cholmcille.

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 2017 as;

- a) "assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
- b) Sexual abuse of the child

Whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise."

List of School Activities	The school has identified the following risks of harm in respect of its activities	The school has the following procedures in place to address the risks of harm identified in this assessment
Daily arrival and dismissal of pupils	Risk of child being harmed while on school grounds	In School Management team monitoring points of access during morning 'meet and greet' of pupils arrival
Recreation break for pupils	Risk of child being harmed while in the school yard	Access points to the school closed. Adequate supervision by members of school personnel (SNAs and teaching staff)
Classroom Teaching	Risk of child being harmed in the school by member of school personnel or by another child	Glass panel in all classroom doors. Supervision of pupil interactions by staff. Garda vetting of all staff
One-to-one teaching	Risk of child being harmed by member of staff	Glass panel in all classroom doors. Supervision of pupil interactions by staff. Garda vetting of all staff. Leave a desk between teacher and pupil.
School tours/outings	Risk of child being harmed by member of school personnel, by another child or by personnel	Garda vetting of all SNC staff. Supervision of pupil interactions by staff. Supervision of pupil



	associated with school tour location	activities involving external personnel
School transport arrangements – bus for school tours	Risk of child being harmed by school transport providers	Supervision of pupils by school personnel. Garda Vetting to be checked
Care of children with SEN including intimate care needs	Risk of harm to children with SEN who have particular vulnerabilities. Risk of harm to child while a child is receiving intimate care	Garda vetting of all staff. Implementation of school SEN policy and Intimate Care Policy outlining procedures to be followed
Care of children who require physical interventions, in order to ensure their safety of others	Risk of child being harmed by member of school personnel	Garda vetting of all SNC staff. Children taken by the hand, no other physical intervention
Administration of medication	Risk of child being harmed in school by a member of school personnel	Garda vetting of all staff. Implementation of administration of medication policy outlining procedures to be followed
Administration of first-aid	Risk of child being harmed in the or on school grounds by a member of school personnel	Garda vetting of all staff. Administration of first-aid to take place in designated, open classroom/hallway
Prevention and dealing with bullying among pupils	Risk of child being harmed in the school by another child either physically or mentally	Code of behaviour. Anti-bullying policy. Supervision. Stay Safe/SPHE programmes, therapy services. Seek advice from Tusla
Management of challenging behaviour among pupils	Risk of child being harmed in the school by a member of school personnel or by another child	Implementation of Code of Behaviour Policy. Supervision of pupil interactions. Garda vetting of all staff
Care of pupils with specific vulnerabilities/needs such as; pupils from ethnic minorities/migrants, member of the Traveller community, LGBT children, pupils perceived to be LGBT, pupils of minority religious faiths, children in care	Risk of child being harmed in the school by a member of school personnel or by another child. Risk of harm due to bullying of child. Risk of racism	Garda vetting of all staff. Supervision of pupil interactions. Implementation of anti-bullying policy and associated initiatives – friendship/anti-bullying week, whole school assemblies. Implementation of Ethical Education curriculum, including human right initiatives. Staff anti-racism training will be facilitated by the BOM. Anti-racism resources will be provided for staff
Recruitment of school personnel	Risk of child being harmed in the school by a member of school personnel	Garda vetting of all staff. Yearly review of Child Protection Safeguarding Statement and Risk Assessment. Child

		Protection documents to hand in all rooms in the school
Participation of pupils in religious ceremonies/religious instruction external to the school (organised by parent body)	Risk of child being harmed in the school by personnel associated with religious instruction	Instruction to take place in classroom with glass panel in door. Classes only to be held if there is more than 1 child present. Personnel to confirm in writing to the BOM of Scoil Naomh Cholmcille that they will comply with the Child Protection Policy of the school
Use of ICT by pupils in the school	Risk of harm caused by pupil accessing inappropriate material via ICT devices	Pupils supervised by members of school personnel when using ICT and teachers encouraged to use child safe browser. Mobile phone and devices policy
Application of sanctions under the school's Code of Behaviour.	Risk of child being harmed in the school by school personnel	Garda vetting of all staff. Implementation of Code of Behaviour Policy outlining appropriate procedures and sanctions – all staff made aware of the policy
Bus Escort Duties	Risk of child being harmed by Bus Escort, bus driver or another child	Two adults on bus. Tusla, "Children First" training. Garda clearance.
Transition year students participating in work experience in the school	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of students participating in work experience. Member of school personnel always present (i.e. TY student never left alone with child(ren))
Student teachers undertaking training placement in the school	Risk of child being harmed in the school by volunteer or visitor to the school	Students to present evidence of Garda Vetting to the school prior to undertaking training placement
Trainee Special Needs Assistants undertaking placement in the school	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of trainee Special Needs Assistants
Use of video/photography/other media to record school events	Risk of child being harmed by member of school personnel and others accessing/circulating inappropriate or potentially inappropriate material via social media, texting, digital device or other manner	School events to be recorded by members of school personnel/ designated recording personnel only. Families reminded not to use media to record school events. <b><i>If a member of school personnel uses a personal device for such, they must upload onto the school server (only) within a week and delete permanently from personal device. (Staff formally reminded</i></b>



		<i>of this termly, and incidentally throughout the year)</i>
After school use of premises	Risk of child being harmed by external personnel	Childcare provided in room with glass panel in door. External personnel to provide completed appendix 4 to BOM and to provide evidence of Garda Vetting of staff
Involvement of personnel to supplement the curriculum ( <b>regular basis</b> ) during the school day – e.g. sports coaches etc.	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of external personnel used to supplement the curriculum. Members of school personnel always present for the duration of activity
Involvement of personnel to supplement the curriculum ( <b>one-off visit</b> ) e.g. Gardaí, Librarian, Coastguard	Risk of child being harmed in the school by volunteer or visitor to the school.	School personnel always present for the duration of the activity to supervise the interactions of such personnel with the pupils
Visits from external agencies/community members – Tusla (Social Worker/EWO), PDST personnel, DES Inspection etc.	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
Visits from book company representatives, sales representatives	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
Delivery companies, bin collections, contractors and maintenance workers	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
HSE vaccinations	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Parents/carers to sign documentation for administration of vaccinations. Vaccinations to take place in room with glass panel in door and more than one pupil present at a time
HSE hearing and vision tests	Risk of child being harmed in the school by a member of school personnel	Sign-in book at reception to account for all visitors present in the school. Parents/carers to sign documentation permitting hearing and vision testing of

		their child. Testing to take place in room with glass panel in door
Changing of pupils clothes (because of toileting accident fall in yard etc.)	Risk of child being harmed in the school by a member of school personnel	Garda vetting of all staff. Pupil to change themselves alone. Procedure if pupil requires assistance: 2 adults should always be present if children's clothes are being changed (ref: Intimate Care Policy). Parents informed by class teacher at end of day. In mainstream Parent is contacted to come to school to change the child
School cleaners	Risk of child being harmed in the school by school personnel or visitor to the school	School cleaners only work in the school outside school hours. Garda Vetted
Parents/family volunteers in the school	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of family volunteers if on an on-going basis
BOM and PTA members attending meetings/visiting the school	Risk of child being harmed in the school by volunteer or visitor to the school	BOM and PTA meeting held outside school hours when children are not present. When visiting the school during school hours they are accompanied by a member of school personnel
Prospective parents visiting the school	Risk of child being harmed in the school by volunteer or visitor to the school	When visiting the school during school hours they are accompanied by a member of school personnel
School concerts (Christmas, end-of-year etc.)	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils supervised at all times by member of school personnel
Cake sales (fundraising)	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils supervised at all times by member of school personnel
Official school photographs	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils supervised at all times by member of school personnel
Online teaching/remote learning	Risk of child being harmed online by member of school personnel, by another child, by a household member of another child or by	Garda vetting of all school personnel. Procedures for online learning set out in the school's Remote Learning Policy. Ref:



	anyone who accesses the online learning platform	Online Safety Lessons in the school's AUP
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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 26/9/24

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed:

*Sandra F. J. J.*

Date:

26/9/24

Chairperson, Board of Management

Signed:

*Am Ford*

Date:

26/9/24

Principal/Secretary to the Board of Management



Appendix 4: Template to be completed for after-school use of premises for extra-curricular activities, not run by school personnel.

## Child Protection Documentation

Scoil Naomh Cholmcille

### Confirmation of Compliance with SNC Child Safeguarding Statement

Date: \_\_\_\_\_

Dear Chairperson of Scoil Naomh Cholmcille, Board of Management,

I \_\_\_\_\_, co-ordinator of the following after-school activity:

\_\_\_\_\_, agree to comply with the Child Safeguarding Statement and Risk Assessment of Scoil Naomh Cholmcille.

I will work at all times in accordance with the Children First Act 2015 and the Child Protection Procedures for Primary and Post-Primary School 2017.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

(on behalf of the Board of Management)



Notification regarding the Board of Management's review of the Child Safeguarding Statement (Mandatory Template 3)



To: School Community of Scoil Naomh Cholmcille

The Board of Management of Scoil Naomh Cholmcille 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 on
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website [www.education.ie](http://www.education.ie)

Signed:

Date:

26/9/24

Chairperson, Board of Management

Signed:

Date:

26/9/24

Principal/Secretary to the Board of Management

## Checklist for Review of the Child Safeguarding Statement



The Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) require that 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 a 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, the Addendum to Children First (2019) and the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Yes
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
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)	Yes
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Yes
7. Has the DLP attended available child protection training?	Yes
8. Has the Deputy DLP attended available child protection training?	Yes
9. Have any members of the Board attended child protection training?	Yes
10. Has the school appointed a DLP and a Deputy DLP?	Yes
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	Yes
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	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?*	Yes
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
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?	Yes
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
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 form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Yes
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)?*	Yes
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
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> ?	Yes
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	Yes
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No

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?	Yes
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?	Yes

\*In schools where the ETB is the employer, the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed Sam Jiny Date 26/9/24

Chairperson, Board of Management

Signed Ann Ford Date 26/9/24

Principal/Secretary to the Board of Management

**Note:** Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.