

# Scoil Phobail Chaimín Naofa

## St. Caimin's Community School

Shannon, Co. Clare

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### Child Safeguarding Statement

St. Caimin's Community School is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St. Caimin's Community School 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 Ms Maria Sheehan
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Ms Derval Glendon-Garry
- 4 The Relevant Person is Ms Maria Sheehan  
*(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)*
- 5 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

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

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

6 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

8 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on \_\_\_\_\_.

This Child Safeguarding Statement was reviewed by the Board of Management on \_\_\_\_\_statement20

Signed: Emma Ni Chaoimhea

Chairperson of Board of Management

Date: 6/9/2023

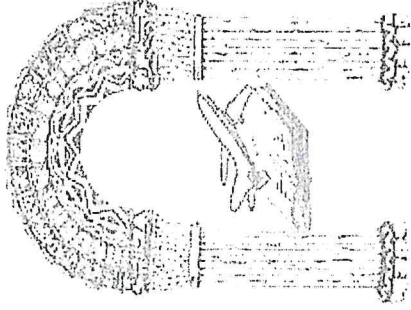
Signed: Máirín Stroh

Principal/Secretary to the Board of Management

Date: 6/9/2023

# Child Safeguarding

## Written Assessment of Risk of St. Caimin's Community School.



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 St. Caimin's Community School. Risks have been categorised under the following headings:

- General Daily Activities
- Teaching and Learning Activities
- Student support
- Recruitment and
- Co-Curricular and Extra-Curricular Activities



General Daily Activities	The school has identified the following risk of harm in respect of its activities	The School has the following procedures in place to address the risks identified in this assessment
<p>Daily arrival and dismissal of students</p> <p>Recreation breaks for students (mid-morning and lunchtime)</p> <p>Lunchtime for students who remain on the premises</p> <p>Lunchtime for students who leave the premises</p> <p>School transport arrangements</p> <p>Use of ICT by students in school</p> <p>Application of sanctions under the school's Code of Behaviour incl. detention of students, confiscation of phones etc.</p> <p>Use of Toilet facilities</p> <p>Congregation in locker areas</p>	<ul style="list-style-type: none"> <li>➤ Risk of harm not being recognised by school personnel</li> <li>➤ Risk of harm not being reported properly and promptly by school personnel</li> <li>➤ Risk of student being harmed by a member of school personnel</li> <li>➤ Risk of student being harmed in the school by another child</li> <li>➤ Risk of harm due to bullying of student</li> <li>➤ Risk of harm due to inadequate supervision of student in school</li> <li>➤ Risk of harm where student finds him/herself last/first in the school building</li> <li>➤ Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</li> </ul>	<ul style="list-style-type: none"> <li>➤ The school has a corridor/grounds supervision protocol to ensure appropriate supervision of students during arrival, dismissal, break times and in respect of specific areas such as toilets, changing rooms etc.</li> <li>➤ The school has a Health and Safety policy</li> <li>➤ The school has in place an AUP and a mobile phone policy</li> <li>➤ The School has in place a Critical Incident Management Plan.</li> <li>➤ The school has in place a Code of Behaviour for students.</li> <li>➤ The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>➤ All staff have been provided with the Child Safeguarding Statement and have had appropriate training.</li> <li>➤ The Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) are made available to all school personnel</li> <li>➤ School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and all registered teaching staff are required to adhere to the Children First Act 2015</li> <li>➤ The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools</li> <li>➤ The school complies with the agreed disciplinary procedures for teaching staff</li> <li>➤ The school: <ul style="list-style-type: none"> <li>- Has provided each member of school staff with a copy of the school's Child Safeguarding Statement</li> <li>- Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement</li> <li>- Encourages staff to avail of relevant training</li> <li>- Encourages board of management members to avail of relevant training</li> <li>- Maintains records of all staff and board member training</li> </ul> </li> </ul>

teaching and Learning Activities	The school has identified the following risk of harm in respect of its activities	The School has the following procedures in place to address the risks identified in this assessment
<p>One-to-one teaching</p> <p>Guidance/counselling one-to-one sessions</p> <p>Outdoor teaching activities</p> <p>Use of toilet/changing/shower areas in schools</p> <p>Classroom teaching and interactions</p> <p>Curricular Content and/or presentation in SPHE/RSE/Wellbeing</p> <p>Use of substitute teachers in the case of absenteeism</p> <p>Facilitation of all Faiths in Curricular RE</p> <p>Meetings with SLT on one-to-one basis</p> <p>Use of Education Technology within the classroom</p> <p>Online teaching and learning remotely</p> <p>Students with Special Educational Needs</p>	<ul style="list-style-type: none"> <li>➤ Risk of student being harmed in the classroom by another student</li> <li>➤ Risk of harm due to inadequate supervision of students in classroom</li> <li>➤ Risk of harm not being recognised by school personnel</li> <li>➤ Risk of harm not being reported properly and promptly by school personnel</li> <li>➤ Risk of harm due to bullying of student in classroom</li> <li>➤ Risk of student being harmed in the classroom by teacher or substitute teacher</li> <li>➤ Risk of harm in one-to-one teaching or counselling.</li> <li>➤ Risk of harm caused by member of school personnel communicating with students in an inappropriate manner via social media, texting, digital device or other</li> <li>➤ Risk of harm caused by personnel not differentiating for the needs of students with Additional Educational Needs</li> <li>➤ Risk of harm due to inadequate implementation of the Code of Behaviour</li> <li>➤ Risk of harm due to student inappropriately accessing/using computed, social media, phones and other devices while in class or learning remotely.</li> <li>➤ Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>➤ Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school has in place clear procedures for one-to-one teaching activities and counselling</li> <li>✓ The school implements in full the SPHE curriculum</li> <li>✓ The school implements in full the Wellbeing Programme at Junior Cycle</li> <li>✓ All school personnel are provided with a copy of the school's Child Safeguarding Statement</li> <li>✓ The Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) are made available to all school personnel</li> <li>✓ School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and all registered teaching staff are required to adhere to the Children First Act 2015</li> <li>✓ The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>✓ The school has adopted the code of professional conduct as published by the Teaching Council in 2016.</li> <li>✓ The school complies with the agreed disciplinary procedures for registered teaching staff</li> <li>✓ The school has in place a code of behaviour for students</li> <li>✓ The school has an RE plan to cater for the needs of all students</li> <li>✓ The school has protocols in place for work experience in an external organisation</li> <li>✓ The school has in place a policy and procedures in respect of student teacher placements</li> <li>✓ The school has in place a mobile phone policy in respect of usage of mobile phones by students.</li> <li>✓ The school has in place an AUP and a mobile phone policy</li> <li>✓ The school has an Additional Educational Needs policy</li> </ul>



Student Support	The school has identified the following risk of harm in respect of its activities	The School has the following procedures in place to address the risks identified in this assessment
<p>Care of children with special educational needs, including intimate care where needed</p> <p>Administration of Medicine</p> <p>Administration of First Aid</p> <p>Curricular provision in respect of SPHE, RSE</p> <p>Prevention and dealing with bullying amongst students</p> <p>Training of school personnel in child protection matters</p> <p>Care of students with specific vulnerabilities/ needs such as:</p> <ul style="list-style-type: none"> <li>- Students from ethnic minorities/migrants</li> <li>- Members of the Traveller community</li> <li>- Lesbian, gay, bisexual or transgender (LGBTQ) children</li> <li>- Students perceived to be LGBTQ</li> <li>- Students of minority religious faiths</li> <li>- Students in care</li> <li>- Students on Child Protection Notification System (CPNS)</li> </ul> <p>Students with physical, emotional and/or behavioural difficulties</p> <p>Students in care</p> <p>Management of challenging behaviour amongst students</p> <p>Supporting and sanctioning students involved in misuse of Social Media</p>	<ul style="list-style-type: none"> <li>➤ Risk of harm in one-to-one counselling situation</li> <li>➤ Risk of harm not being recognised by school personnel</li> <li>➤ Risk of child being harmed in the school by a member of school personnel</li> <li>➤ Risk of harm not being reported properly and promptly by school personnel</li> <li>➤ Risk of harm due to inappropriate relationship/communications between child and adult</li> <li>➤ Risk of mishandling of students with challenging behaviour or students with Additional Educational Needs who have particular vulnerabilities</li> <li>➤ Risk of harm due to bullying of student</li> <li>➤ Risk of harm due to inadequate supervision of student</li> <li>➤ Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background</li> <li>➤ Risk of harm caused by one student to another via inappropriate social media contact, texting, digital device or other</li> <li>➤ Risk of harm to students due to inadequate implementation of the Code of Behaviour</li> <li>➤ Risk of harm to student while receiving intimate care</li> </ul>	<ul style="list-style-type: none"> <li>➤ The school has in place clear procedures for one-to-one teaching activities and counselling</li> <li>➤ The school has a Health and Safety policy</li> <li>➤ The school has in place a Code of Behaviour for students</li> <li>➤ All staff have been provided with the Child Safeguarding Statement and have had appropriate training.</li> <li>➤ The school has an Anti-bullying policy and procedures in place.</li> <li>➤ The School has in place a Critical Incident Management Plan.</li> <li>➤ School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) all registered teaching staff are required to adhere to the Children First Act 2015</li> <li>➤ The school has in place a mobile phone policy in respect of usage of mobile phones by students.</li> <li>➤ The school has in place an Acceptable Use policy in respect of usage of all Computers, Internet and Social Media</li> <li>➤ The school has adopted the Code of Professional Conduct as published by the Teaching Council 2016.</li> <li>➤ The school has appointed qualified Guidance teacher and chaplain.</li> <li>➤ The school has an Additional Educational Needs policy and has recruited teachers with Special Education Needs training and qualifications</li> <li>➤ The school appoints qualified SNA's where deemed necessary and funded by the DES</li> <li>➤ The school has an active student support team with particular understanding of the needs of the students in its care, including their background</li> <li>➤ The school has a set of procedures in relation to the administration of medicines</li> <li>➤ The school implements in full the SPHE curriculum and Wellbeing Programme at Junior Cycle</li> </ul>

Recruitment	The school has identified the following risk of harm in respect of its activities.	The School has the following procedures in place to address the risks identified in this assessment.
<ul style="list-style-type: none"> <li>• Use of external personnel to supplement curriculum</li> <li>• Use of external personnel to support sports and other extra-curricular activities</li> <li>• Recruitment of school personnel including - Principal, Deputy Principal, Teachers and SNA's</li> <li>• Administration Staff</li> <li>• Sports Coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Facility Management and Staff (Apleona)</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk of harm not being recognised by school personnel</li> <li>➤ Risk of harm not being reported properly and promptly by school personnel</li> <li>➤ Risk of child being harmed in the school by a member of school personnel</li> <li>➤ Risk of child being harmed in the school by volunteer or visitor to the school</li> <li>➤ Risk of harm to students by personnel who are not qualified</li> <li>➤ Risk of harm due to inadequate supervision of children in school</li> <li>➤ Risk of harm due to inadequate implementation of code of behaviour</li> <li>➤ Risk of harm to students from personnel who have a history of unacceptable practices in previous employment</li> <li>➤ Risk of harm to students from a member of personnel with a history of abuse</li> <li>➤ Risk of harm to a student by a member of personnel unwilling to commit to the expected standards of the school</li> </ul>	<p>✓ All school personnel are provided with a copy of the school's Child Safeguarding Statement</p> <p>✓ The Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) are made available to all school personnel</p> <p>✓ School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and all registered teaching staff are required to adhere to the Children First Act 2015</p> <p>✓ The school implements in full the Stay Safe Programme</p> <p>✓ The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</p> <p>✓ The school has adopted the code of professional conduct as published by the Teaching Council in 2016.</p> <p>✓ The school has an Employee Handbook and Induction programme for school personnel (NQTs, PME's and newly appointed staff)</p> <p>✓ The school has a rigorous interview process. When appointing, detailed references are sought</p> <p>✓ The school:</p> <p>✓ Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement</p> <p>✓ Encourages staff to avail of relevant training</p> <p>✓ Encourages board of management members to avail of relevant training</p> <p>✓ Maintains records of all staff and board member training</p>



Co-Curricular and Extra-Curricular Activities	The school has identified the following risk of harm in respect of its activities.	The School has the following procedures in place to address the risks identified in this assessment.
<ul style="list-style-type: none"> <li>• Sporting Activities</li> <li>• School outings</li> <li>• School trips involving overnight stay</li> <li>• School trips involving foreign travel</li> <li>• Fundraising events involving students</li> <li>• Use of off-site facilities for school activities and travelling to matches</li> <li>• Participation by students in religious ceremonies/religious instruction external to the school</li> <li>• Students participating in work experience in the school</li> <li>• Students from the school participating in work experience elsewhere</li> <li>• Student teachers undertaking training placement in school</li> <li>• Use of video/photography/other media to record school events</li> <li>• Use of school premises by other organisation during school day</li> <li>• Breakfast club (social club)</li> <li>• Homework club/evening study</li> <li>• Lunchtime, games club, Library access</li> <li>• Changing in the school's changing rooms and those of other schools</li> <li>• Administration of First Aid following a sports injury</li> <li>• Use of external personnel to support sports and other extra-curricular activities</li> <li>• After school use of school premises by other organisations</li> </ul>	<ul style="list-style-type: none"> <li>➤ Risk of a student being harmed by a member of school personnel, a member of staff of another organisation or other person while participating in sporting activities</li> <li>➤ Risk of harm to student while student is receiving First Aid treatment</li> <li>➤ Risk of harm due to inadequate implementation of the code of behaviour</li> <li>➤ Risk of harm in one-to-one coaching situation</li> <li>➤ Risk of harm to student due to lack of experience of Student PE teachers</li> <li>➤ Risk of harm caused by member of school personnel communicating with students in appropriate manner via social media, texting, digital device or other manner</li> <li>➤ Risk of harm caused by member of school personnel or a student circulating inappropriate material in relation to sporting activities via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>✓ All staff and volunteers are Garda Vetted</li> <li>✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training.</li> <li>✓ The School has in place a Critical Incident Management Plan</li> <li>✓ School personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and also are required to adhere to the Children First Act 2015</li> <li>✓ The school has a Health and Safety policy.</li> <li>✓ The school implements in full the Wellbeing Programme at Junior Cycle, incorporating PE</li> <li>✓ The school has an Acceptable Use Policy in relation to the use of digital media</li> <li>✓ The School has a Code of Behaviour,</li> <li>✓ The school has a supervision protocol for transport to and from sporting activities</li> <li>✓ Some Coaching Staff are trained in First Aid</li> <li>✓ The school has in place clear procedures in respect of school outings</li> <li>✓ The school has in place clear procedures which covers protocols for overnight stays.</li> <li>✓ The school has in place a policy and procedures in respect of student teacher placements</li> <li>✓ The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> <li>✓ The school has in place a Code of Behaviour for students</li> </ul>



**Important Note:** *It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment was ratified by the Board of Management on 6<sup>th</sup> of September 2023. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.