



# St Farnan's Post Primary School 2023-2024

## Child Safeguarding Statement

St Farnan's PPS, Prosperous 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 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 Farnan's PPS 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 Andrew Purcell, Principal.
- 3 The Deputy Designated Liaison Person (DDLDP) is Sarah Kennedy, Deputy Principal.
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and 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 or pupil with a special vulnerability.

- 5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 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) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the 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 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.
  - ☐ 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.
  - ☐ 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 these procedures.
  - ☐ 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.
- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and KWETB. 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.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on Thursday 14<sup>th</sup> September 2023.

Signed: Brendan Walsby

Chairperson of Board of Management

Date: 14/9/23.

Signed: A. Farrell

Principal/Secretary to the Board of Management

Date: 14/9/23





# St Farnan's Post Primary School Checklist for Review of the Child Safeguarding Statement 2023 - 2024



## **The Child Protection Procedures for Primary and Post-Primary Schools Revised 2023**

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

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

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis 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 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 'Child Protection Procedures for Primary and Post Primary Schools Revised 2023	y
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools -revised 2023'?	y
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	y
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	y
5. Has the DLP attended available child protection training?	y
6. Has the Deputy DLP attended available child protection training?	y
7. Have any members of the Board attended child protection training?	y
8. Are there both a DLP and a Deputy DLP currently appointed?	y
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	y
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	y
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools Revised 2023' and the Children First Act 2015?	y
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	y
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	y
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	No
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	No
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	y
17. 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?	y
18. 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?*	y
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	y

	Yes/No
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	y
21. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	N
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools Revised 2023' were subsequently issued by the DLP?	-
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	y
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	y
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	y
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	-
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	y
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	y
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	y
30. 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?*	y
31. 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)?*	y
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	y
33. 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 'Child Protection Procedures for Primary and Post Primary Schools Revised 2023'.	y
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	N
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2023' are being fully and adequately implemented by the school?	y
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
37. 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 ?	N/A
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	N/A

As the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question has been completed following consultation with the ETB.

Signed

*Brendan Weld*

Date

*14/9/23*

Chairperson, Board of Management

Signed

*A. Farrell*

Date

*14/9/23*

Principal/Secretary to the Board of Management



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





## St Farnan's Child Safeguarding Risk Assessment 2023 - 2024

### Written Assessment of Risk

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools Revised 2023*, the following is the Written Risk Assessment St Farnan's Post Primary School.

#### 1. List of school activities:

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*.

School Activities in St Farnan's Post Primary School.

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils
3. Classroom teaching
4. One-to-one teaching
5. One-to-one counselling
6. Outdoor teaching activities
7. Sporting Activities
8. Homework club/evening study
9. School outings
10. School trips involving overnight stay
11. School trips involving foreign travel
12. Use of toilet/changing areas in schools
13. Use of off-site facilities for school activities
14. School transport arrangements
15. Prevention and dealing with bullying amongst pupils
16. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
17. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc
18. Care of children with special educational needs, including intimate care where needed
19. Care of pupils with specific vulnerabilities/ needs such as
  - a. Pupils from ethnic minorities/migrants
  - b. Members of the Traveller community
  - c. Lesbian, gay, bisexual or transgender (LGBT) children
  - d. Pupils perceived to be LGBT
  - e. Children in care
20. Administration of Medicine
21. Administration of First Aid
22. Curricular provision in respect of SPHE, RSE
23. Participation by students in religious ceremonies/religious instruction external to the school

24. Use of Information and Communication Technology by students in school
25. Students participating in work experience in the school
26. Students from the school participating in work experience elsewhere
27. Recruitment of school personnel including -
  - a. Teachers/SNAs/ Caretaker/Secretary/Cleaners
  - b. External Tutors/Guest Speakers
  - c. Volunteers/Parents in school activities
28. Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities
  - a. Sports coaches
  - b. External Tutors/Guest Speakers
  - c. Volunteers/Parents in school activities
29. Fundraising events involving students
30. Use of video/photography/other media to record/at school events
31. Use of student images for PR purposes
32. Student teachers undertaking training placement in school
33. After school use of school premises by other organisations
34. Use of school premises by other organisations during school day
35. Non-curricular related visitors / contractors present in school during school hours
36. Non-curricular related visitors / contractors present in school after school hours
37. Care of any vulnerable adult students
38. Training of school personnel in child protection matters
39. Breakfast club
40. Guidance: - Group and one on one psychometric testing.
41. Transport of pupils home by a member of staff
42. Accompanying a child in an ambulance

#### Identified Risks of Harm.

- ☐ Risk of harm not being recognised by school personnel
- ☐ Risk of harm not being reported properly and promptly by school personnel
- ☐ Risk of child being harmed in the school by a member of school personnel
- ☐ Risk of child being harmed in the school by another child
- ☐ Risk of child being harmed in the school by volunteer or visitor to the school
- ☐ Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- ☐ Risk of harm due to bullying of child
- ☐ Risk of harm due to inadequate supervision of children in school
- ☐ Risk of harm due to inadequate supervision of children while attending out of school activities
- ☐ Risk of harm due to inappropriate relationship/communications between child and another child or adult

- ▢ Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- ▢ Risk of harm to children with SEN who have particular vulnerabilities
- ▢ Risk of harm to child while a child is receiving intimate care
- ▢ Risk of harm due to inadequate code of behavior
- ▢ Risk of harm in one-to-one teaching, counselling, coaching situation
- ▢ Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- ▢ Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

Procedures to address risks of harm.

- ▢ All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- ▢ The *Child Protection Procedures for Primary and Post-Primary Schools Revised 2023* are made available to all school personnel
- ▢ School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools Revised 2023* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- ▢ The school implements the SPHE curriculum
- ▢ The school implements in full the Wellbeing Programme at Junior Cycle
- ▢ 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*
- ▢ The school has a yard/playground supervision Rota (S&S) to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, etc.
- ▢ The school has in place a clear procedure in respect of school outings
- ▢ The school has a Health and safety policy
- ▢ The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- ▢ The staff adheres to the Teaching Council code of conduct.
- ▢ The school complies with the agreed disciplinary procedures for teaching staff.
- ▢ The school has a Special Educational Needs policy
- ▢ The school –
  - Has provided each member of school 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
  - Maintains records of all staff and board member training
  - The school has in place a policy and procedures for the administration of First Aid
- ▣ The school has in place a code of behaviour for pupils
  - ▣ The school has in place an Acceptable Usage Policy in respect of usage of ICT by pupils
  - ▣ The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
  - ▣ The school has in place a Critical Incident Management Plan
  - ▣ The school has in place a Home School Liaison policy and related procedures
  - ▣ The school will put in place a policy and clear procedures for one-to-one teaching activities (Action 2)
  - ▣ The school will put in place a policy and clear procedures for one-to-one counselling (Action 2)
  - ▣ The school has in place procedures in respect of pupils of the school undertaking work experience. (Action 4).
  - ▣ St Farnan's PPS implements all directives of DES and KWETB in relation to Health & Safety and Child Protection with a view to safeguarding all students

In undertaking this risk assessment, the board of management has endeavored 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 14/9/23. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed Brendan Weld Date 14/9/23

Chairperson, Board of Management

Signed A. Purcell Date 14/9/23

Principal/Secretary to the Board of Management





	<b>Activity</b>	<b>Risk Identified</b>	<b>Procedure in Place to manage the risk</b>
1	Daily arrival and dismissal of students	Risk of harm due to inadequate supervision of students entering and leaving school.	<ul style="list-style-type: none"> <li>• The care taker opens the school and is on site before students.</li> <li>• The canteen is open for breakfast club and is supervised by Staff.</li> <li>• The Principal and Deputy Principal supervise in the morning</li> <li>• At bus time in the evening Principal / Deputy supervise</li> </ul>
2	Recreation breaks for students	Risk of harm due to inadequate supervision of students in school	<ul style="list-style-type: none"> <li>• The school ensures appropriate supervision of Students during breaks which is part of the supervision Rota, checks of toilets and outdoor areas included.</li> <li>• Alternative activities at break time for more vulnerable students, R19</li> <li>• CCTV system on communal and locker areas.</li> <li>• Separate Supervision Personnel for both ASD &amp; MLU Rooms.</li> </ul>
3	Classroom teaching	Risk of student being harmed in the school by a member of school personnel	<ul style="list-style-type: none"> <li>• School personnel are expected to adhere to the Teaching Council and KWETB Code of Conduct.</li> <li>• Rooms are visible from corridor with the exception of 4a and 7 (Action 1)</li> </ul>
4	One-to-one teaching	Risk of harm in one-to-one teaching situation	<ul style="list-style-type: none"> <li>• The school will put in place procedures for one-to-one meetings with students (Action 2)</li> </ul>
5	One-to-one counselling	Risk of harm in one-to-one counselling situation	<ul style="list-style-type: none"> <li>• The school will put in place procedures for one-to-one meetings with students (Action 2)</li> <li>• Counsellor to move location to inside main building (Action 3)</li> </ul>
6	Outdoor teaching activities	Risk of student being harmed by a member of school personnel Risk of harm due to inadequate supervision of students in school	<ul style="list-style-type: none"> <li>• ASD Community Visits and Garden are always supervised by more than one member of staff</li> <li>• Team Teaching with two groups is used a lot for PE</li> <li>• MLU walks always have Teacher &amp; SNA</li> </ul>

7	Sporting & Other Extra Curricular Activities including school outings	<p>Risk of student being harmed by member of school personnel</p> <p>Risk of harm due to inadequate supervision of students.</p> <p>Risk of harm due to members of public encountered on school trips</p>	<ul style="list-style-type: none"> <li>• School personnel are expected to adhere to the Teaching Council's Code of Conduct and St Farnans Policy of School Trips / Tours.</li> <li>• More than one member of staff always on Trips / Tours</li> </ul>
8	Homework club/evening study	Risk of student being harmed in the school by a member of school personnel	<ul style="list-style-type: none"> <li>• School personnel are expected to adhere to the Teaching Council's Code of Conduct.</li> <li>• Homework club occurs while staff personnel are still on the premises.</li> </ul>
9	School Outings	See 7	<ul style="list-style-type: none"> <li>• See 7</li> </ul>
10	School trips involving overnight stay	<p>Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities.</p> <p>Risk of harm due to inadequate supervision of students while attending out of school activities</p>	<ul style="list-style-type: none"> <li>• The school has in place a policy and clear Procedures in respect of school outings.</li> </ul>
11	School trips involving foreign travel	<p>Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities.</p> <p>Risk of harm due to inadequate supervision of students while attending out of school activities.</p>	<ul style="list-style-type: none"> <li>• The school has in place a policy and clear procedures in respect of school outings.</li> </ul>
12	Use of Toilet / changing areas in schools	Risk of student being harmed in the school by another student	<ul style="list-style-type: none"> <li>• Staff from PE department are vigilant and monitor activity from outside changing rooms during changing time.</li> </ul>

13	Use of off-site facilities for school activities	Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities.  Risk of harm due to inadequate supervision of students while attending an off- site facility	<ul style="list-style-type: none"> <li>School personnel are expected to adhere to the Teaching Council's Code of Conduct.</li> <li>Teaching Staff member must always be present</li> <li>The school has in place a clear procedure in respect of school outings</li> <li>The school has in place a policy and procedures for School Trips.</li> </ul>
14	School transport arrangements	Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student is travelling to/from a school activity.	<ul style="list-style-type: none"> <li>School personnel are expected to adhere to the Teaching Council's Code of Conduct.</li> <li>School Personnel to follow our policy and procedures for school outings.</li> <li>Bus Chaperones are appointed for most vulnerable students travelling to and from school.</li> <li>SNA's travel on School Trips.</li> </ul>
15	Prevention and dealing with bullying amongst students	Risk of harm due to bullying of student	<ul style="list-style-type: none"> <li>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></li> <li>The school has in place a code of behaviour.</li> <li>Student Support Team support students who have experienced bullying.</li> <li>Prefect System monitors and supports Junior Students.</li> </ul>
16	Management of challenging behaviour amongst students, including appropriate use of restraint where required	Risk of student being harmed in the school by a member of school personnel Risk of student being harmed in the school by another student	<ul style="list-style-type: none"> <li>The School is engaged with the NCSE (NBSS) for advice on dealing with most challenging behaviour.</li> <li>The school has in place a code of Behaviour for Students.</li> </ul>
17	Application of sanctions under the school's Code of Behaviour including detention of students, confiscation phones etc.of	Risk of harm due to inadequate supervision of students on detention Risk of harm due to student unable to contact family member	<ul style="list-style-type: none"> <li>The school has in place a code of Behaviour for Students.</li> <li>The school has in place a mobile phone policy in respect of usage of mobile phones by students.</li> <li>Friday detention takes place while Principal / Deputy still in building and supervised by member of SMT.</li> </ul>



			<ul style="list-style-type: none"> <li>• Student Phone is available in office for students to make calls re transport etc and phones handed in before roll call are returned at the end of the school day.</li> <li>• If Teacher places Student on Break Time detention, room door should remain open.</li> </ul>
18	Care of students with special educational needs, including intimate care where needed.	Risk of harm to students with SEN who have particular vulnerabilities Risk of harm to student while a student is receiving intimate care	<ul style="list-style-type: none"> <li>• SNA's and Bus Chaperones supervise and look after most vulnerable students.</li> <li>• Two SNA's Perform any intimate care needed.</li> </ul>
19	Care of students with specific vulnerabilities/ needs including: <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 (LGBT)</li> </ul> students and students perceived to be LGBT	Risk of student being harmed in the school by a member of school personnel Risk of student being harmed in the school by another student	<ul style="list-style-type: none"> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></li> <li>• The school has in place a code of Behaviour for students</li> <li>• The Student Support Team, School Completion Team, Home School Community Liaison support pupils with specific vulnerabilities.</li> </ul>
20	Administration of Medicine <ul style="list-style-type: none"> <li>• Students of minority religious faiths</li> <li>• Children in</li> <li>• care</li> </ul>	Risk of child being harmed in the school by a member of school personnel Risk of harm not being recognised by school personnel	<ul style="list-style-type: none"> <li>• All student medication is stored in either the Principals office or fridge.</li> <li>• First Aid Team are familiar with procedures for administering same</li> </ul>
21	Administration of First Aid	Risk of child being harmed in the school by a member of school personnel	<ul style="list-style-type: none"> <li>• All members of the first aide team are trained and renew their training when needed.</li> </ul>
22	Curricular provision in respect of SPHE, RSE	Risk of student being harmed by a member of school personnel, a	<ul style="list-style-type: none"> <li>• Guest Speakers and workshops are always supervised by a Staff Member</li> </ul>

		member of staff of another organisation or other person.	
23	Participation by students in religious ceremonies/religious instruction external to the school	Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person	<ul style="list-style-type: none"> <li>• Guest Speakers and visitors conducting religious ceremonies are always supervised by a Staff Member</li> </ul>
24	Use of Information and Communication Technology by students in school	<p>Risk of harm due to student's inappropriately accessing/using computers, social media, phones and other devices while at school.</p> <p>Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner</p> <p>Risk of harm caused by member of school personnel accessing/circulating in appropriate material via social media, texting, digital device or other manner</p>	<ul style="list-style-type: none"> <li>• The school has in place a mobile phonepolicy in respect of usage of mobile phones by students</li> <li>• The school has in place an ICT/AUP policy in respect of usage of ICT by students</li> <li>• School has a code of behaviour in place.</li> <li>• School personnel are expected to adhere to the Teaching Council and KWETB Code of Conduct.</li> </ul>
25	Students participating in work experience in the school	Risk of child being harmed in the school by a member of school personnel	<ul style="list-style-type: none"> <li>• School personnel are expected to adhere to the Teaching Council and KWETB Code of Conduct.</li> </ul>

26	Students from the school participating in work experience elsewhere	Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience	<ul style="list-style-type: none"> <li>School will develop a policy for work experience. (Action 4)</li> </ul>
27	Recruitment of school personnel including - Teachers/SNAs/Caretaker/ Secretary/Cleaners /External Tutors/Guest Speakers/Volunteers/ Parents in school activities	Risk of student being harmed in the school by a member of school personnel who have not been Garda Vetted	<ul style="list-style-type: none"> <li>KWETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel.</li> <li>All new staff are provided with a copy of the school's Childs Safeguarding Statement</li> </ul>
28	<p>Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities</p> <ul style="list-style-type: none"> <li>Sports coaches</li> <li>External Tutors/Guest Speakers</li> <li>Volunteers/Parents in school activities</li> </ul>	<p>Risk of student being harmed in the school by volunteer or visitor to the school</p> <p>Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons.</p>	<ul style="list-style-type: none"> <li>Talks by Visiting Speakers are always supervised by staff.</li> <li>Visiting Speakers sign log book on entry and exit.</li> </ul>
29	Fundraising events involving students	<p>Risk of student being harmed in the school by a member of school personnel</p> <p>Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participating in out of school activity.</p> <p>Risk of child being harmed by another child.</p> <p>Risk of harm due to inadequate supervision of children while attending out of school activities</p>	<ul style="list-style-type: none"> <li>The school has in place a policy and clear procedures in respect of school outings.</li> <li>The organising teacher provides adequate supervision.</li> </ul>



30	Use of video/photography/ other media to record / at school events	Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner	<ul style="list-style-type: none"> <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 ICT/AUP policy in respect of usage of ICT by students</li> <li>Sanctions in line with code of behaviour</li> </ul>
31	Use of student images for PR purposes	Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner	<ul style="list-style-type: none"> <li>Opt-in / out questions on the school enrolment form for parents/guardians to indicate</li> <li>Preferences re student images.</li> </ul>
32	Student teachers undertaking training placement in school	Risk of harm not being recognised by school personnel Risk of harm not being reported properly and promptly by school personnel	<ul style="list-style-type: none"> <li>Student Teachers have to be Garda Vetted.</li> <li>Students Teachers must familiarise themselves in advance with the school's key policies. <ul style="list-style-type: none"> <li>Code of behaviour</li> <li>Anti-bullying policies</li> <li>Safety statements for practical rooms</li> <li>Staff handbook</li> <li>Child Safe Guarding Statement</li> <li>ICT Acceptable use policy</li> </ul> </li> <li>Mobile Phone Policy</li> </ul>
33	After school use of school premises by other Organisations.	Risk of pupil being harmed in the school by a visitor to the school	<ul style="list-style-type: none"> <li>Any after school use by other organisations is at a time when pupils are not present.</li> </ul>
34	Use of school premises by other organisations during school day	Risk of student being harmed in the school a visitor to the school	<ul style="list-style-type: none"> <li>Parents attending courses are under the supervision of HSCL</li> </ul>
35	Non-curricular related visitors / contractors present in school during school hours	Risk of student being harmed in the school by a visitor/contractor to the school	<ul style="list-style-type: none"> <li>Contractors / visitors are accompanied by caretaker.</li> <li>Visitors sign log book on entry and exit.</li> </ul>
36	Non-curricular related visitors / contractors present after school activities	Risk of student being harmed in the school by a visitor/contractor to the school	<ul style="list-style-type: none"> <li>Contractors / visitors are accompanied by caretaker.</li> <li>Visitors sign log book on entry and exit.</li> </ul>

37	Care of vulnerable adult students	N/A	<ul style="list-style-type: none"> <li>N/A</li> </ul>
38	Training of school personnel in child protection matters	Risk of harm not being recognised by school personnel.	<ul style="list-style-type: none"> <li>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement</li> <li>The school encourages staff to avail of relevant training</li> </ul>
39	Breakfast club	Risk of child being harmed due to inadequate supervision of children in school	<ul style="list-style-type: none"> <li>Breakfast club is supervised by SNA's and Teachers.</li> <li>Principal and Deputy also provide supervision in the morning.</li> </ul>
40	Guidance: -Group and one on one psychometric testing	Risk of harm in one-to-one teaching, counselling, coaching session	<ul style="list-style-type: none"> <li>The school will put in place procedures for one-to-one meetings with students (Action 2)</li> </ul>
41	Staff providing Transport for Students, when not available at home.	Risk of student being harmed in the school by a member of school personnel	<ul style="list-style-type: none"> <li>Two staff members always travel on these occasions.</li> </ul>
42	Accompanying students to hospital in an ambulance	Risk of student being harmed in the school by a member of school personnel or others	<ul style="list-style-type: none"> <li>If Male student, Male Teacher accompanies, likewise for a female student, Female teacher will accompany. Second staff member will follow to two members are present for time until Parent/ Guardian arrives.</li> </ul>
43	Racism	Risk of student being harmed through racist abuse.	<ul style="list-style-type: none"> <li>Pupils are informed through Guidance, SPHE and Religion classes on the benefits of an inclusive society, community and school. They are also educated on different backgrounds and ethnicity. Any racist comments or abuse is dealt with through a zero tolerance approach in line with the code of Behaviour. Where an incident occurs a restorative approach is taken between the parties involved.</li> </ul>

### Special Classes (ASD/MLU) – Additional Identified Risk Assessment (updated 27<sup>th</sup> Feb 2024 at BOM meeting)

Special Classes (ASD/MLU) – Additional Identified Risk Assessment (updated 27 <sup>th</sup> Feb 2024 at BOM meeting)		
Activity	Risk Identified	Procedure in Place to manage the risk
<p><b>*</b></p> <ul style="list-style-type: none"> <li>• The aforementioned points above include any risk assessed area pertinent to students in our Special Classes (ASD or/and MLU): 1,2,3,4,6,7,10,11,12,13,14,15,16,17,18,19,20,21,22,24,28,29,30,31,32,39,40,41,42,&amp; 43.</li> <li>• Point 44 &amp; 45 are specific to St. Farnan's PPS Special Classes on a weekly, monthly or annually basis or from time-to-time when activities take place.</li> </ul>		
<p><b>44 *</b></p> <p>Special Class Swimming lessons</p>	<p>Risk of student being harmed in the swimming pool/changing rooms by a member of school personnel or others</p> <p>Risk of child being harm due to inadequate supervision of children in swimming pool arena</p>	<ul style="list-style-type: none"> <li>• School personnel are expected to adhere to the Teaching Council's Code of Conduct.</li> <li>• Teaching Staff member must always be present with express permission of parents/guardians.</li> <li>• The school has in place a clear procedure in respect of school outings.</li> <li>• The school has in place a policy and procedures for School Trips.</li> <li>• Qualified water safety/lifeguard must be available</li> <li>• Two vetted staff members must be present in swimming pool changing rooms with Special Class Students at all times (Males – male changing rooms; female for female changing rooms as appropriate).</li> </ul>
<p><b>45 *</b></p> <p>Specific Activities outside the School grounds including weekly visits to Donadea Forest Park, Horse Riding, Tennis Club visits and Friday Morning Coffee Shop visits and any other appropriate</p>	<p>Risk of child being harm due to inadequate supervision of children on way from school to events and at outside venues</p>	<ul style="list-style-type: none"> <li>• School personnel are expected to adhere to the Teaching Council's Code of Conduct.</li> <li>• Teaching Staff members &amp; appropriate levels of SNA personnel must also be present.</li> <li>• The school has in place a clear procedure in respect of school outings.</li> <li>• The school has in place a policy and procedures for School Trips.</li> <li>• Appropriate qualified staff in venues must be available to train students</li> <li>• Two staff members always travel on these occasions.</li> <li>• Appropriate Business class car insurance available for school staff is needed for staff driving their own vehicles.</li> </ul>