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Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

CHILD SAFEGUARDING STATEMENT

Scoil Chroí Naofa is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), the [Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of **Scoil Chroí Naofa** has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Mr Fergal Naughton**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Mrs Cathriona Cronin**
- 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 pupil with a special vulnerability.

- 5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.
 - In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
 - In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
 - In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
 - In this school the Board has appointed the 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 schools child safeguarding statement.
 - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
 - In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
 - The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.
- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Council 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.
- 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 10/03/2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 27/11/2018. 02/05/2019, 29/06/2020, 31/05/2021, 24/06/2022 and 21/06/2023.

Signed: B. Ryan
Chairperson of Board of Management

Date: 21/6/23

Signed: Fergal Vanyla
Principal/Secretary to the Board of Management

Date: 21/6/23



Scoil Chroí Naofa
Presentation Primary School

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Child Safeguarding Risk Assessment

Written Assessment of Risk of Scoil Chroí Naofa 28/04/2021

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 2017*, the following is the Written Risk Assessment of Scoil Chroí Naofa.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment –
Recruitment of school personnel including: <ul style="list-style-type: none"> • Teachers • SNAs • Caretaker / Secretary / Cleaners • Sports Coaches • Guest speakers, Volunteers, Parents in school activities • Contractors working in school during or after school hours • Staff working for Hygiene, Rentokil & Fire Safety companies 	Harm not recognised or properly or promptly reported	<ul style="list-style-type: none"> • Child Safeguarding Statement & DE procedures made available to all staff • BOM and Staff viewed Tusla webinar • Teachers viewed the PDST webinar also • DLP & DDLP viewed a PDST webinar for their role • Vetting procedures implemented for all staff • All coaches provide a copy of their vetting • Staff are present with children during school hours • Staff member always present to assist & supervise with sports coach • Physical Education policy • Home School Partnership policy • Work Experience policy • Accident policy • Cleaners clean school after school hours

Training of school personnel in Child Protection matters	Harm not recognised or properly or promptly reported	<ul style="list-style-type: none"> • Child Safeguarding Statement & DE procedures made available to all staff • DLP & DDLP viewed a PDST webinar for their role • DLP & DDLP attended PDST face to face training • BOM and Staff viewed Tusla webinar • Teachers viewed the PDST webinar also • BOM have records of inservice attended by staff and board members
Recreation breaks for pupils	Injury to pupils	<ul style="list-style-type: none"> • Code of Behaviour • Critical Incident policy • Accident policy • Anti-bullying policy • Health & Safety policy • Administration of Medicine policy • Daily Routines policy
Daily arrival and dismissal of pupils	Harm to pupils	<ul style="list-style-type: none"> • Arrival & dismissal supervised by teachers at 8.40am, 1.30pm & 2.30pm • All staff are aware of children on the Child Protection list and who have been nominated to collect them • Parents requested to sign out his / her child during the school day • Child Safeguarding statement, Custody & separation policy, Critical incident policy, Daily routines policy, Health & Safety policy
Sports Coaches	Harm to pupils	<ul style="list-style-type: none"> • Vetting provided to Principal • Staff are always present with the children • Physical Education policy • Child Safeguarding statement • Accident policy • Health & Safety policy

Students participating in work experience	Harm by student	
Student teachers undertaking training placement in school	Harm to pupils	<ul style="list-style-type: none"> • Staff are always present with the students • Work experience policy • Child safeguarding statement • Confidentiality policy
Curricular Provision in respect of SPHE, RSE, Stay Safe	Non-teaching of same	<ul style="list-style-type: none"> • Induction policy • Class teacher present at all times with student • School implements SPHE, RSE, Stay Safe & Walk Tall • Professional Development policy
Care of pupils with specific vulnerabilities / needs such as: <ul style="list-style-type: none"> • Pupils from ethnic minorities • Members of the Traveller community • Lesbian, gay, bisexual or transgender (LGBT) children • Pupils perceived to be LGBT • Pupils of minority religious faiths • Children in care • Children with specific custody arrangements • Children on Child Protection Notification System (CPNS) 	Harm to vulnerable children	<ul style="list-style-type: none"> • Intercultural policy • Religious policy • Pastoral care • Custody policy • Child Safeguarding statement • Equality of opportunity policy • Special Education policy • Disadvantage policy
Care of children with special needs including intimate care needs	Harm by school personnel	<ul style="list-style-type: none"> • Special Education policy • Health & Safety policy • Accident policy • Stress Management policy • Confidentiality policy • Equality of opportunity policy • Daily Routines policy
Administration of Medicine	Harm to pupils	<ul style="list-style-type: none"> • Health & Safety policy • Administration of Medicine policy • Confidentiality policy • Daily Routines policy

Administration of First Aid	Harm to pupils	<ul style="list-style-type: none"> • Health & Safety policy • Administration of Medicine policy • Accident policy • Daily Routines policy
Toilet areas	Inappropriate behaviour	<ul style="list-style-type: none"> • Daily routines policy • Code of Behaviour • Health & Safety policy • SPHE policy • Child safeguarding statement
Dressing children for band events and concerts	Harm to pupil and staff	
Application of sanctions under the school's Code of Behaviour e.g. confiscation of phones etc.	Non-compliance of rules	<ul style="list-style-type: none"> • Code of Behaviour • E-Learning policy • Health & Safety policy • Mobile phone policy
Managing of challenging behaviour amongst pupils (including inappropriate use of restraint where required)	Injury to pupils and staff	<ul style="list-style-type: none"> • Health & Safety policy • Special Education policy • Code of Behaviour
Prevention and dealing with bullying amongst pupils	Harm to victim Risk of repeated bullying	<ul style="list-style-type: none"> • Health & Safety policy • Special Education policy • Code of Behaviour
One to one teaching	Harm by school personnel	<ul style="list-style-type: none"> • Special Education policy • A little window has been inserted in the doors of all support rooms & offices
Classroom teaching	Harm to pupils	<ul style="list-style-type: none"> • Health & Safety policy • Special Education policy • Code of Behaviour • Daily Routines policy
Outdoor Teaching activities	Harm to pupils	<ul style="list-style-type: none"> • Health & Safety policy • Special Education policy • Code of Behaviour • Daily Routines policy • Accident policy

Concert	Harm to pupils	<ul style="list-style-type: none"> • Health & Safety policy • Special Education policy • Code of Behaviour • Daily Routines policy • Accident policy
Use of Information and Communication Technology by pupils in school	Harm	<ul style="list-style-type: none"> • Acceptable Use of Internet policy • Mobile phone policy • E-Learning policy • Anti-Bullying policy • Code of Behaviour • Confidentiality
Use of Video / Photography / other media to record school events	Harm to staff and pupils	<ul style="list-style-type: none"> • Health & Safety policy • Special Education policy • Code of Behaviour • Daily Routines policy • E-learning policy • Acceptable use of Internet policy • Mobile phone policy
Sporting Activities	Harm to pupils	<ul style="list-style-type: none"> • Health & Safety policy • Special Education policy • Code of Behaviour • Daily Routines policy • Accident policy • School Tours policy
School Outings	Harm to pupils	<ul style="list-style-type: none"> • Health & Safety policy • Special Education policy • Code of Behaviour • Daily Routines policy • Accident policy • School Tours policy • Administration of Medicine policy



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Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* 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 2017*.

	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 2017'?	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 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	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. Are there both a DLP and a Deputy DLP currently appointed?	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 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	YES
14. Has the Board received a Principals 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



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16. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	YES
17. 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 report?	YES
18. Have the minutes of each Board meeting appropriately recorded the CPOR report?	YES
19. 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
20. 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
21. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	YES
22. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	YES
23. 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/A
24. In relation to any cases identified at question 23 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	N/A
25. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	YES
26. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	YES
27. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	YES
28. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	YES
29. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	YES
30. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	YES
31. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	YES
32. 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
33. 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
34. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	YES
35. 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 2017'?	YES
36. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	YES
37. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	YES



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38. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	YES
39. 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
40. 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 B. Ryan Date 21/6/23

Chairperson, Board of Management

Signed Fergal Naughton Date 21/6/23

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.



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Mandatory Template 3:

SCOIL CHROÍ NAOFA BOARD OF MANAGEMENT'S REVIEW OF THE CHILD SAFEGUARDING STATEMENT

To: Parents Council

The Board of Management of Scoil Chroí Naofa 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 of 21/06/2023 [date].
- 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

Signed B. D. O'Garra Date 21/6/23

Chairperson, Board of Management

Signed Fergal Naughton Date 21/6/23

Principal/Secretary to the Board of Management



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Mandatory Template 3:

SCOIL CHROÍ NAOFA BOARD OF MANAGEMENT'S REVIEW OF THE CHILD SAFEGUARDING STATEMENT

To: School Patron

The Board of Management of Scoil Chroí Naofa 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 of 21/06/2023 [date].
- 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

Signed

Date

21/6/23

Chairperson, Board of Management

Signed

Date

21/6/23

Principal/Secretary to the Board of Management

Appendix 4 Checklist for annual review of the anti-bullying policy and its implementation

The Board of Management (the Board) must undertake an annual review of the school's anti-bullying policy and its implementation. The following checklist must be used for this purpose. The checklist is an aid to conducting this review and is not intended as an exhaustive list. In order to complete the checklist, an examination and review involving both quantitative and qualitative analysis, as appropriate across the various elements of the implementation of the school's anti-bullying policy will be required.

	Yes/No
Has the Board formally adopted an anti-bullying policy that fully complies with the requirements of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ?	Yes
Has the Board published the policy on the school website and provided a copy to the parents' association?	Yes
Has the Board ensured that the policy has been made available to school staff (including new staff)?	Yes
Is the Board satisfied that school staff are sufficiently familiar with the policy and procedures to enable them to effectively and consistently apply the policy and procedures in their day to day work?	Yes
Has the Board ensured that the policy has been adequately communicated to all pupils?	Yes
Has the policy documented the prevention and education strategies that the school applies?	Yes
Have all of the prevention and education strategies been implemented?	Yes
Has the effectiveness of the prevention and education strategies that have been implemented been examined?	Yes
Is the Board satisfied that all teachers are recording and dealing with incidents in accordance with the policy?	Yes
Has the Board received and minuted the periodic summary reports of the Principal?	Yes
Has the Board discussed how well the school is handling all reports of bullying including those addressed at an early stage and not therefore included in the Principal's periodic report to the Board?	Yes
Has the Board received any complaints from parents regarding the school's handling of bullying incidents?	No
Have any parents withdrawn their child from the school citing dissatisfaction with the school's handling of a bullying situation?	No
Have any Ombudsman for Children investigations into the school's handling of a bullying case been initiated or completed?	No
Has the data available from cases reported to the Principal (by the bullying recording template) been analysed to identify any issues, trends or patterns in bullying behaviour?	N/a
Has the Board identified any aspects of the school's policy and/or its implementation that require further improvement?	N/a
Has the Board put in place an action plan to address any areas for improvement?	N/a

Signed B Ryan
Chairperson, Board of Management

Date 21/6/23

Signed Fergal Houghton
Principal

Date 21/6/23

Notification regarding the Board of Management's annual review of the anti-bullying policy

To: School Patron

The Board of Management of Scoil Chroí Naofa wishes to inform you that:

- The Board of Management's annual review of the school's anti-bullying policy and its implementation was completed at the Board meeting of 21/06/23 [date].
- This review was conducted in accordance with the checklist set out in **Appendix 4** of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

Signed B. Ryan
Chairperson, Board of Management

Date 21/6/23

Signed Fergal Naughton
Principal

Date 21/6/23

Notification regarding the Board of Management's annual review of the anti-bullying policy

To: Parents Council

The Board of Management of Scail Chroí Naofa wishes to inform you that:

- The Board of Management's annual review of the school's anti-bullying policy and its implementation was completed at the Board meeting of 21/06/23 [date].
- This review was conducted in accordance with the checklist set out in **Appendix 4** of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

Signed B. Ryan
Chairperson, Board of Management

Date 21/6/23

Signed Fergal Naughton
Principal

Date 21/6/23

Appendix 3: Template for recording unresolved bullying behaviour after 20 days

The relevant teacher must use this recording template in cases where he/she considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she had determined that bullying had taken place.

1. Name of pupil being bullied and class group

Name _____ Class _____

2. Name(s) and class(es) of pupil(s) engaged in bullying behaviour

Name _____ Class _____

Name _____ Class _____

Name _____ Class _____

Name _____ Class _____

Name _____ Class _____

3. Source of bullying concern / report (tick relevant box(es))*		4. Location of incidents (tick relevant box(es))*	
Pupil Concerned		Playground	
Other Pupil		Classroom	
Parent		Corridor	
Teacher		Toilets	
Other		School Bus	
		Other	

5. Name of person(s) who report the bullying concern

6. Type of Bullying Behaviour (tick relevant box(es))*

Physical Aggression		Cyber-bullying	
Damage to Property		Intimidation	
Isolation / Exclusion		Malicious Gossip	
Name Calling		Other (Specify)	

7. Where behaviour is regarded as identity-based bullying, indicate the relevant category:

Homophobic	Disability / SEN related	Racist	Membership of Traveller community	Other (specify)

8. Brief Description of bullying behaviour and its impact

9. Details of actions taken

Signed: _____ (Relevant Teacher) Date: _____

Date submitted to Principal / Deputy Principal _____

* Note: The categories listed in the tables 3, 4 & 6 are suggested and school may add to or amend these to suit their own circumstances