

Mandatory Template Child Safeguarding Statement and Risk

Assessment Child Safeguarding Statement 2025

Craughwell N.S is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Craughwell N.S 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 Claire Urquhart
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Lucy Marrinan
- 4 The Relevant Person is Claire Urquhart
(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 cooperate 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.

- 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 September 27th, 2023

This Child Safeguarding Statement was reviewed by the Board of Management on September 10th 2025

Signed: Clavie Unguikant Principal

Signed: Patrick F. Kelly Chairperson of Board of Management

Date: 10/9/25

Child Safeguarding Risk Assessment

Written Assessment of Risk of Craughwell N.S

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 Craughwell N.S.

1. List of school activities

Daily arrival and dismissal of pupils
Recreation breaks for pupils
Training of school personnel in Child Protection matters
One to one teaching
Group teaching
Care of Children with special needs, including intimate care needs
Administration of Medicine
Administration of First Aid
Curricular Provision in respect of SPHE, RSE, Stay safe.
Use of off-site facilities for school activities
School transport arrangements for events
Bus Escorts and Taxis
Daily drop off and collection at buses
Students participating in work experience/placement
Managing of challenging behaviour amongst pupils
Classroom teaching
Sensory room use
Outdoor teaching activities
Visiting Teachers/invited guests
External coaches training children
Sporting Activities
Swimming
School outings
Annual Sports Day
Fundraising events involving pupils
Prevention and dealing with bullying amongst pupils
Care of pupils with specific vulnerabilities/ needs such as

- Pupils from ethnic minorities/migrants
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT) children
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Children in care
 - Children with special needs
- Employment of Teachers and SNAs

2.The school has identified the following risk of harm in respect of its activities -

Harm by school personnel

Harm from other adults within in the school community

Harm by other pupils

Non-teaching of SPHE/RSE/Stay Safe may lead to a pupil's lack of awareness and may lead to a disclosure that might have been forthcoming not being disclosed

Harm from other pupils outside the school community

Harm by student

Harm from older pupils, members of the school community or unknown adults Harm from visiting Parents/adults

Harm by guest coaches/speakers

Harm by volunteers/contractors

Harm not recognised or reported promptly by staff

Inappropriate behaviour

Risk of bullying behaviour

The Children first guidelines indicate that excessive bullying may present a child protection issue. Harm through inadequate bullying prevention measures.

Harm caused by inappropriate use of photos or videos

Images used inappropriately

Harm caused by accessing inappropriate material.

Harm through cyberbullying

Risk of harm caused by member of school personnel communicating with pupils in 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

Risk of students accessing online meetings unsupervised (zoom or other such platform)

Danger of crossing in the morning at pedestrian crossing

Danger of exiting onto a main road

Flight risk of children in ASD class & Junior infant class

Flight risk of children from general school area

Risk of children throwing stones

Risk of ASD children eating stones

Need to ensure adequate toilet changing facilities for ASD children

Children wandering to out of view areas front/back of school at breaktime

Risk of children not being collected at 2pm or 3pm

Sensory room door has no window
 Risk of children on staircases
 Risk of children in lift
 Risk of children with heavy external doors
 Risk of injury to children in the ASD unit from sliding storage
 Risk of any member of the public gaining entry to the building through various accessible doors left open
 Risk of vandalism after school hours
 Risk of injury to children in the ASD class & junior classes from sliding presses
 Catching their fingers and climbing on the shelves (ASD Class)
 Children walking in on a wet morning, when supervision is indoors
 Children wandering off to retrieve balls from outside supervised zone

3 The school has the following procedures in place to address the risks of harm identified in this assessment -

- Child Safeguarding Statement & DES procedures made available to all staff. • Child safeguarding statement will be visible in the school and the name of the DLP will be displayed prominently.
- Risk assessment will be carried out at least once every two years by the Board of management and as the need arises within the two year cycle.
- DLP & DDLP attend PDST face to face training and e-learning course when provided. •
- Staff have completed the TÚSLA training module (14/2/18)
- BOM records all records of staff and board training
- Staff engaged in one to one teaching will be vetted and adequately trained in Child Protection issues.
- Where possible there should be a table between teacher and pupil or the teacher and pupil will sit at adjacent sides of a table corner. This may not always be possible and the educational needs of individual children may take precedent.
- One to One teaching spaces have glass in the door at an appropriate height to allow for added visibility when the door is closed or the door remains open.
- The School's Safeguarding statement will serve to ensure the schools commitment to these practices.
 - The school will have Intimate Care Plans in place where needed for children with specific and frequent intimate care needs. These will be signed by parents and will outline the needs of the child involved and the role that the staff members will be fulfilling in caregiving.
- Specific IEP's and PPP's will be in place for individual children with special educational/care needs outlining, using SMART targets, the school's proposed course of action to further the education and holistic development of Children with Special Educational Needs.
- The school will liaise regularly with outside agencies/stakeholders such as NEPS and the SENO to ensure that NCSE requirements are fulfilled.
- Adequate Supervision during class time and break times.
- For incidents (spontaneous and infrequent) where intimate care is needed for children without an Intimate Care Need Plan the staff member will act in the best needs of the child in question. The staff member, in loco parentis, must address the need of the child taking due consideration to reduce the stress, anxiety, embarrassment and discomfort of the child. The staff member must inform another member of staff that they are tending to the intimate care needs of the child, outlining where (which room/toilet) this care will be

taking place. The staff member may ask another staff member to stand at the door (while not directly observing) or within earshot while the care is being undertaken. On advice the school has received from the SENO -relating to intimate care needs- the staff member is not obliged to have another staff member present. Indeed another staff member should not be brought in to observe the care needs as this could add to the embarrassment, discomfort and anxiety of the child. An exception to this would be in the case where a second staff member is needed to actively assist with the care needs of the child.

- Staff engaging with toileting care needs must be fully and adequately trained in Child Protection matters and must be Garda vetted.
- Visiting adults and placement students will use the staff toilets and not the toilets used by the pupils.

- Children are not allowed use the Staff toilets.
- Administration of Medicine Policy in place
- For intimate first aid/administration of medicine needs the protocols are the same as the toileting needs aforementioned.
- Staff on supervision in the morning at front courtyard, main gate and pedestrian crossing School main gates closed from 9.30am to 11.30am when ASD class are in front playground to prevent flight risk
- All doors locked externally between breaks , only access through main entrance.
- ISM team on duty for collection of children at 3pm
- A staff member is at the pedestrian exit at 3pm to prevent children walking straight out onto the road
- Pupils have been reminded to stay within supervision zones
- ISM team are on extra supervision in front courtyard to ensure safe collection of children at 3pm
- Children are reminded to walk on left of staircase and use handrail going down
- No children are allowed in the lift alone
- Our caretaker has put latches on all heavy external doors
- Extra locks on all doors used by ASd children eg library/OT space
- School gates are closed and locked on Friday evening for the weekend
- The DP checks all doors and windows are closed each evening, the alarm system is in use.
 - Sliderobes are locked times in junior classes/Asd class.
- Basketball courts are swept and cleared regularly to ensure minimum amount of stones/leaves.
- Principal or DP (whoever is not on duty) will supervise pedestrian crossing on wet mornings
- Children must seek permission before leaving supervised zone

- School implements SPHE, RSE, and Stay Safe.
- Class Teacher has mandatory obligation to teach and record SPHE, RSE and Stay safe. ○ Principal/DeputyPrincipal to oversee the fulfillment of class teacher's obligations via the cuntas míosúil.
- Suitable hiring of Teaching Staff trained appropriately.
- SPHE School Plan suitably reviewed and accessible to staff
- Child Safeguarding Statement
- Vigilance in spaces used by the public: This is particularly pertinent for Craughwell NS due to the school's use of the public playground for daily yard breaks. Staff must be aware of suspicious activity in the use of this facility by members of the public. School management must liaise appropriately with the Gardaí as issues arise.
- All risk from the use of the public playground will be reduced through the normal yard supervision rota/system.
- Adequate Supervision in place for use of hired transportation
- No 'one-to-one' transportation of pupils unless upholding this rule places a child in a more immediate risk of harm- Medical emergencies, etc.
- Every effort will be made to have two adults in a car when transporting children to and from events. However, on occasion, staff or other adults known to the school community (e.g. parents) may be used for the transportation of small groups of children with a minimum of 3 children per car even when there is just one adult in the car. These measures will reduce the risk of harm to pupils considerably. Written Parental permission for children being transported by other parents to school related events will be obtained. Please note: staff are not obliged to transport pupils in cars but may offer to do so in a voluntary capacity.
- Transition year students must be Garda Vetted if over the age of 16.
- Transition year students should not be left alone with pupils during teaching times and will be supervised at lunch times with the pupils as per yard supervision.
- On occasion students on teaching placement will be in the position of primary educator in the class or as a support teacher during the course of their training. However, one to one teaching by a placement student will not be permissible without a staff member present.
- Healthy active lines of communication are maintained between parent body, school community and school management to raise awareness of potential risks on the different routes to school. ○ School management will liaise with the Gardaí if the need arises.
- Health & Safety Policy in place.
- Code of Behaviour promoting good behaviour and outlining measures to deal with inappropriate behaviour.
- New ASD staff to undertake 4 day training course.
- There will always be at least two adults accompanying each class level swimming
- Staff are allowed to enter the changing rooms as they will be in 'loco parentis'. In changing facilities the need for supervision of discipline and for the health and safety of the children necessitates intermittent adult presence.
- Bí Cineálta Policy reviewed by the Board of Management annually and communicated appropriately to the school community.
- Vulnerable pupils are identified at relevant staff meetings one staff member checks in weekly on yard duty.
- Programmes such as 'Friends for Life' introduced as appropriate for certain classes/groups to foster inclusivity.

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- Liaising with outside agencies where appropriate to foster inclusivity (NEPS, TÚSLA, Gardaí, religious groups, traveller groups, etc.)
 - Name of DLP visibly displayed for guests.
 - Child Safeguarding Statement displayed
 - School staff to view TÚSLA training module & any other online training offered by Oide
 - Vetting procedures in place for staff and coaches.
 - Adequate supervision of pupils engaging with coaches/visitors/speakers
 - Contract work to be carried out outside of school time whenever possible. ○ When it is impractical/impossible to conduct contract work outside of school time adequate supervision of pupils will reduce any risk of harm.
 - Certain outside agencies/agents will be allowed independent access to children based on permission granted by parents/guardians and subject to the agency's own Child Safeguarding policies. Such agencies/agents include HSE (for example immunisations/check-ups), NEPS, Gardaí, SENO, Parish Priest (Confessions). ○ In the case of Pupil Confessions every effort will be made to safeguard the children while at the same time preserving the privacy of the Sacrament. This may include maintaining visible contact at a distance or keeping doors open/glass in doors.
 - The school has an IT policy and Acceptable Use Policy in place.
 - Active filtration system in place level 3.
 - Cyberbullying expert speakers invited to talk to pupils and parents every two years.
 - Only staff members upload images to our website.
 - These are in an educational setting/context and children's names are not posted with individual images.
 - Where pupils' images will be shared publicly online care will be taken not to directly identify individual children. Exceptions may be made in publications such as magazines and newspapers but only with parental consent. Acceptable use policy updated to express the need for responsible use of the internet during periods of remote learning.
 - Staff seek parental permission to interact one to one or in small support groups with pupils.
 - Staff should not text pupils, respond to pupils on social media or contact pupils directly.
 - Teachers will only communicate with parents via school email or office phone.
 - It is the responsibility of parents of pupils engaging in interaction with a teacher on line (in small support groups or in a one-to-one situation) to ensure they are not left alone in a room with the door closed. Parents are asked to check in with a pupil on occasion during online interactions. Staff may seek written confirmation from a parent/guardian that pupils are occasionally monitored and doors are not closed during online interactions. 'Large group' online interactions with staff (greater than five pupils) are deemed to have significantly less risk and do not require such assurances from parents/guardians. Permission to take part is still required.
 - Staff must make use of password protected links, for any face to face interactions with pupils, to minimise the risk of uninvited access.

*'Adequate supervision' during class teaching is one teacher per class as per Department of Education recruitment procedures. A minimum of four teachers supervise at lunch times. For other events, occasions, tours or excursions the need for additional supervision will be looked at.

Morning supervision beginning at 9.05am until 9.20am and is supervised by four Teachers and all SNAs.

Children are supervised walking to the bus and minibuses at 3pm. Children are also supervised walking to the main exit gate at 3pm. Teacher supervises at the gate until all children are collected.

Children using bus escort service and taxi are accompanied by SNAs until safely secured.

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

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

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

To: Whom it concerns,

The Board of Management of Craughwell NS 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 _____ [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the gov.ie website

Patrick F. Kelly

Signed

11/9/25

Date

Chairperson, Board of Management

Signed

Clavie Unquhart

Date

11/9/25

Principal/Secretary to the Board of Management