



## Child Safeguarding Risk Assessment Template

### Child Safeguarding Statement

Dunshaughlin Community College is a post primary school providing post primary education to pupils from First Year to Leaving Certificate Year 2.

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 Dunshaughlin Community College 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	Cathy Byrne
3. The Deputy Designated Liaison Person (DDLp) is	Bridget Bennett
4. The Relevant Person is  (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.)	Cathy Byrne
5. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:	

The school will:

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

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

6. The following procedures/measures are in place:

- In relation to any staff member 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 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

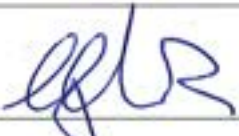

Note: the above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

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 the statement refers.



**This Child Safeguarding Statement was adopted by the Board of Management on**

**18th November 2024**

Signed: 	Chairperson Board of Management	Date: 18-11-2024
Signed: 	Principal/Secretary to the Board of Management	Date: 18-11-2024

**This Child Safeguarding Statement was reviewed by the Board of Management on**

**18th November 2024**

Signed: 	Chairperson Board of Management	Date: 18-11-2024
Signed: 	Principal/Secretary to the Board of Management	Date: 18-11-2024



## Child Safeguarding Risk Assessment Template

### Written Risk Assessment of Dunshaughlin Community College

*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:*

School Name	Dunshaughlin Community College
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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)

#### 1. List of School Activities

• Access to school building – Daily Arrival and Departure
• Recreation Breaks for Students
• Changing rooms/Toilets/Shower, etc.
• Classroom Teaching
• One-to-one Teaching/ Learning Support
• Supervision outside of classroom
• School Outings – Trips/ Extra-Curricular Transport
• Matches/events/use of offsite facilities/sporting activities/fundraising/sports activities/Sports Day
• Overnight/overseas trips/day trips
• Guest speaker/Instructor/Examiner/ Use of external personnel to supplement curriculum/Use of external personnel to support sports and other extra-curricular activities /Maintenance/Contractors, etc.
• Email/Online Sharing platforms/Digital technologies/Assistive technology/ Pop ups, etc.
• Evening Study/Wednesday Detention/ Detention
• After-school/additional tuition for class groups eg. projects, preparation for practical examinations, etc.

• Sports Hall as Community Centre/Use of school premises by other organisation during school day
• Use of off-site facilities for school activities eg. Extra-curricular training in GAA pitches
• Work Experience - In school and off site
• Personal Counselling/One to One Support
• Intimate Care/SNA's
• Administration of Medicine (in accordance with LMETB Administration of Medicines Policy) /First Aid
• Use of video/photography/other media to record and publicise school events
• Access to School Campus
• Care of students with specific vulnerabilities
• Lesbian, gay, bisexual or transgender (LGBT) children and/or Students perceived to be LGBT
• Students of minority religious faiths
• External Tutors/Guest Speakers
• Volunteers/Parents in school activities
• Visitors/contractors present in school during school hours
• Visitors/contractors present during after school activities
• Curricular provision in respect of SPHE, RSE, Wellbeing
• Prevention and dealing with bullying amongst students
• Training of school personnel in child protection matters
• Use of external personnel to support sports and other extra-curricular activities
• Collection of students by buses (shared with other schools) after school
• Implementation of DoES, LMETB and Public Health advice/protocols regarding infectious diseases such as Covid-19, within a local context

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

• Risk of harm due to inadequate supervision of children while attending out of school activities
• 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, match, etc.
• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices
• Risk of harm in one-to-one teaching, counselling, coaching situation
• Risk of child being harmed in the school by volunteer or visitor to the school
• Risk of harm to children with SEN who have particular vulnerabilities
• Risk of harm due to inappropriate relationship/communications between child and another child or adult using the public facility
• 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 work experience
• Risk of harm due to inadequate supervision of children while attending work experience
• Risk of harm to child while a child is receiving intimate care
• Members of the public accessing campus ground to use Community Centre



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

<ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></li> </ul>
<ul style="list-style-type: none"> <li>• Child Safeguarding statement reviewed annually</li> </ul>
<ul style="list-style-type: none"> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> are made available to all school personnel</li> </ul>
<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 (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> </ul>
<ul style="list-style-type: none"> <li>• The school implements in full the SPHE curriculum</li> </ul>
<ul style="list-style-type: none"> <li>• The school implements in full the Wellbeing Programme at Junior Cycle</li> </ul>
<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> </ul>
<ul style="list-style-type: none"> <li>• The school has a schedule of supervision and guidelines for staff to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. Active supervision must take place.</li> </ul>
<ul style="list-style-type: none"> <li>• Teachers are expected to be on time for class and all scheduled supervision and substitution.</li> </ul>
<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> </ul>
<ul style="list-style-type: none"> <li>• The school adheres to the nationally agreed disciplinary procedures for teaching staff</li> </ul>
<ul style="list-style-type: none"> <li>• Teachers adhere to the Teaching Council Code of Professional Conduct for teachers. This is in the Staff Handbook.</li> </ul>
<ul style="list-style-type: none"> <li>• The school adheres to the LMETB Intimate Care Policy</li> </ul>
<ul style="list-style-type: none"> <li>• The school has a Special Educational Needs policy</li> </ul>
<ul style="list-style-type: none"> <li>• The school has procedures for the administration of medication to pupils</li> </ul>
<ul style="list-style-type: none"> <li>• The school adheres to the LMETB First Aid Policy and are compliant with HSA guidelines</li> </ul>
<ul style="list-style-type: none"> <li>• The school has a code of behaviour for pupils</li> </ul>
<ul style="list-style-type: none"> <li>• The school has an AUP policy in respect of usage of ICT by pupils</li> </ul>
<ul style="list-style-type: none"> <li>• The school has a mobile phone &amp; mobile device policy in respect of usage of mobile phones &amp; devices by pupils</li> </ul>
<ul style="list-style-type: none"> <li>• The school has a Critical Incident Management Plan</li> </ul>
<ul style="list-style-type: none"> <li>• The school has a policy and clear procedures in respect of school outings</li> </ul>
<ul style="list-style-type: none"> <li>• Only personnel authorised in advance by the Principal and compliant with Garda vetting procedures may attend a match or school event</li> </ul>
<ul style="list-style-type: none"> <li>• The school has procedures for the use of external sports coaches</li> </ul>
<ul style="list-style-type: none"> <li>• The school adheres to the LMETB educational trips and tours policy</li> </ul>
<ul style="list-style-type: none"> <li>• The school has a schedule of supervision and guidelines for staff to ensure appropriate supervision of children during, assembly, dismissal and breaks, free time, and in respect of specific areas such as toilets, changing rooms, buses, bedrooms, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• The school has procedures for the use of external persons to supplement delivery of the curriculum/examiners, etc</li> </ul>
<ul style="list-style-type: none"> <li>• Maintenance/Contractors/Deliveries take place outside school hours where possible. Where this is not possible, the caretaker or other member of staff remains with the visitor for duration of visit.</li> </ul>
<ul style="list-style-type: none"> <li>• School sign in procedures, visitor badges, etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Guest speaker/external personnel remain in company of organising teacher for duration of visit/activity, even if Garda vetted</li> </ul>
<ul style="list-style-type: none"> <li>• All visitors report to reception, sign in, get a visitor badge and are met in reception by relevant school personnel</li> </ul>

<ul style="list-style-type: none"> <li>• The school network has a high filter setting</li> </ul>
<ul style="list-style-type: none"> <li>• Teachers instructed to only use school email for all communication with students</li> </ul>
<ul style="list-style-type: none"> <li>• Routines and procedures in place to reduce student on corridors, e.g. locker times specified, notes in student journal for absence, etc</li> </ul>
<ul style="list-style-type: none"> <li>• The school has in place a policy and procedures in respect of student teacher placements</li> </ul>
<ul style="list-style-type: none"> <li>• PE teachers and extra-curricular teachers remain in Community Centre until all students have left the community centre</li> </ul>
<ul style="list-style-type: none"> <li>• The school has procedures in respect of students undertaking work experience in the school</li> </ul>
<ul style="list-style-type: none"> <li>• The school has procedures in respect of pupils of the school undertaking work experience in external organisations</li> </ul>
<ul style="list-style-type: none"> <li>• The school has a Guidance Plan that outlines procedures for personal counselling</li> </ul>
<ul style="list-style-type: none"> <li>• Parent/Guardian consent given on enrolment for student images to be used for school purposes.</li> </ul>
<ul style="list-style-type: none"> <li>• Use of CCTV</li> </ul>
<ul style="list-style-type: none"> <li>• School attendance is monitored carefully. An Assistant Principal has been given duties regarding school attendance. Attendance reports are made regularly to Tusla. Students who miss twenty days or more are reported to Tusla and receive a letter from the school (in accordance with the Educational Welfare Act, 2000)</li> </ul>
<ul style="list-style-type: none"> <li>• Parents are informed about any school trips/outings. Consent forms are sent home to be signed by parents. These forms contain information about the event/trip/outing. A risk assessment is carried out by the relevant teacher in preparation for the trip. All teachers are aware that they must fully comply with the LMETB Educational Tours and Field Trips Policy and the LMETB Policy and Procedures for the Administration of Medicines in Schools and Centres. All students are aware that they must comply fully with the school Code of Conduct and Mobile Phone Policy on trips/outings. The organising teacher must bring contact details for all participants and their parents in case of an emergency. All parents must make arrangements (if necessary) for students to be collected or to get home when a group return to the school outside of normal school hours. Parents must inform the school of relevant medical information e.g. conditions, medication...etc. for a student going on a trip. Adequate staff to student's ratios will be observed commensurate with the level of supervision required and the nature of the trip/venue</li> </ul>
<ul style="list-style-type: none"> <li>• In rare and exceptional instances where a staff car must be used to transport a student, then students will never be taken alone. They will be accompanied by another student where possible or another staff member. The students will be instructed to sit in the back seat of the vehicle. It is strongly advised that staff members would only carry students in very exceptional circumstances</li> </ul>
<ul style="list-style-type: none"> <li>• Teachers are requested to monitor carefully for patterns and limit the number of students that they allow out of lessons to use the toilet facilities to one student at a time</li> </ul>

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.

