



Scoil Naisiúnta Rónáin Naofa Cluain Lua

St. Ronan's N.S., Clonloo, Boyle, Co. Sligo

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Child Safeguarding Risk Assessment (of any potential harm)

Written Assessment of Risk of St. Ronan's N.S.

In accordance with section 11 of the Children First Act 2015 and with the requirement of Section 8.8 of the Child Protection Procedures for Primary and Post-Primary Schools 2017, the following is the Written Risk Assessment of St. Ronan's N.S.

In undertaking this risk assessment, the Board of Management of St. Ronan's National School has endeavoured to identify as far as possible, the risks of harm that are relevant to our 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.

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.

In accordance with section 2 of the Children First Act, 2015 the defined threshold of "harm" in relation to a child is as follows: "harm" means, in relation to a child- (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise;"

List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment	Action Plan
Training of school personnel in Child Protection matters	Low	Risk of harm not being recognised or reported properly by school personnel.	<ul style="list-style-type: none"> • All school personnel are provided with a copy of St. Ronan's National School's Child Safeguarding Statement and St. Ronan's National School Child Safeguarding Risk Assessment • The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all staff. • School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015. • DLP & DDLP will attend PDST face to face training. • All Staff will view Tusla training module & any other online training offered by PDST. • BOM records all records of staff and board training. 	<ul style="list-style-type: none"> • Code of Conduct for Teaching & Non-Teaching Staff needs to be drawn up. • DDLP will attend PDST face to face training on 31st May 2018
Daily arrival and dismissal of pupils	Low	<p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm from unknown adults on the playground/roads.</p>	<ul style="list-style-type: none"> • St. Ronan's N.S. has the following procedures in place with regards to the arrival and dismissal of pupils: <ul style="list-style-type: none"> ○ Parents/Guardians must supervise their children until the arrival of a teacher. ○ Children must enter the school immediately once they arrive and are supervised by a teacher in the classroom. ○ Teacher accompanies children to the gate at home time and parents must collect their children at the gate. ○ Children must remain in the front yard or in a classroom with a teacher while waiting for collection. ○ No balls/ball games will be allowed in the yard during arrival/dismissal periods. 	<ul style="list-style-type: none"> • Safety Statement needs to be reviewed. • Proposed amendments to Supervision Policy as of 3rd September 2018 <ul style="list-style-type: none"> ○ School Opening Hours are : <ul style="list-style-type: none"> Junior/Senior Infants: 9.20a.m. – 2.00p.m. All other classes: 9.20a.m. – 3.00p.m. ○ Children are not supervised on the school grounds before 9.20 a.m. or after 3p.m. (2 p.m. for Infant classes) and are not covered by school insurance. Children who are on the school grounds before 9.20 a.m. and/or after 3p.m. are the responsibility of their parents/guardians.

			<ul style="list-style-type: none"> ○ The BOM has a suitable yard/playground supervision rota to ensure appropriate supervision of children during, assembly and dismissal and recreation breaks. ○ Entrances to the school have magnetic locks so visitors must be provided with access by a staff member. ● Supervision policy. ● Safety Statement 	<ul style="list-style-type: none"> ○ The school building will not be open for children before 9.20a.m. ○ At 9.20 a.m. school staff will ring the bell and children will assemble and line up at the door. ○ No balls/games will be allowed in the yard during arrival/dismissal periods. ○ Parents are not permitted to enter the school grounds/building unless by prior arrangement, in the case of an emergency. ○ In the case of Junior Infants, at the beginning of the school year, parents/guardians may be allowed to accompany the child to the classroom for the first week. ○ Junior and Senior Infant children must be collected at 2:00 pm from 3rd September 2018. ○ Junior and Senior Infant children will be collected at 2:00p.m. at the gate ○ Teacher accompanies children to the gate at home time and parents must collect their children at the gate. ○ Children must remain in the front yard while waiting for collection. ○ Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year. ○ If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by a parent, the class teacher calls the parents to confirm the child has permission to go with that adult. ○ In the event of being unable to contact the parent or nominated emergency
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Recreation breaks for pupils	Low	<p>Risk of child being harmed in the school by another child.</p> <p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm due to inadequate supervision of children in school.</p>	<ul style="list-style-type: none"> • St. Ronan's N.S. has the following procedures in place with regards to Supervision <ul style="list-style-type: none"> ○ The school has a suitable yard/playground supervision rota for teaching staff to ensure appropriate supervision of children during recreation breaks. ○ 2 teachers and an SNA are present on the school grounds during break times. ○ Incident notebooks in operation. • Code of Behaviour • Supervision Policy • Safety Statement 	<ul style="list-style-type: none"> • Safety Statement needs to be reviewed. • New Code of Behaviour needs to be ratified by BOM. • Proposed amendments to the Supervision Policy for September 2018 <ul style="list-style-type: none"> ○ Parents/guardians wishing to collect/drop off a pupil during recreation time must report to teacher on yard and are not permitted to enter the school yard. ○ Late arrivals/early withdrawals will be recorded on Aladdin.
Late drop-offs, early collection, late pick up	Low	<p>Risk of child being harmed in the school by another adult.</p> <p>Risk of harm from persistent later arrivals/early departures.</p>	<ul style="list-style-type: none"> • St. Ronan's N.S. has the following procedures in place with regards to later arrivals/early departures: <ul style="list-style-type: none"> ○ Late arrivals and early departures will be recorded by the class teacher on Aladdin. 	<ul style="list-style-type: none"> • Proposed amendments to School Attendance Policy for September 2018: <ul style="list-style-type: none"> ○ Parents dropping off children after assembly time or collecting children before dismissal time will be asked to ring the bell at the entrance and wait outside the door. ○ From 9.20a.m. onwards, latecomers must be accompanied to the school door by an adult and must be supervised by the adult until the child has gained access to the school. Adults are not permitted to accompany latecomers to class. ○ In the case of early collections, the appointed adult must wait outside the school door for their child/children.

				<ul style="list-style-type: none"> ○ Late arrivals and early departures will be recorded by the class teacher on Aladdin. ○ Significant concerns in relation to timekeeping are reported to the Education Welfare Officer.
Attendance	Low	Risk of harm from persistent failure to attend school.	<ul style="list-style-type: none"> ● St. Ronan's N.S. has the following procedures in place with regards to the School Attendance Policy and Statement of Strategy for School Attendance 2017-2018 <ul style="list-style-type: none"> ○ Children's attendance is recorded using Aladdin. ○ Children's attendance at school will be monitored with an explanation required for any missed days. ○ Significant attendance concerns are reported to the Education Welfare Officer by means of individual referral. ○ After a child has missed 15 days of school, parents/guardians are notified. ○ Children who miss 20 or more days of school must be reported to the Education Welfare Officer. 	
Classroom teaching	Low	<p>Risk of child being harmed in the school by a member of school personnel.</p> <p>Risk of child being harmed in the school by another child.</p>	<ul style="list-style-type: none"> ● All school staff will be supplied with a hard copy of the school Child Safeguarding Statement and Child Safeguarding Risk Assessment. ● All staff are Garda Vetted. ● St. Ronan's N.S. has the following procedures in place with regards to Supervision <ul style="list-style-type: none"> ○ Teacher will supervise classroom at all times. ○ SNA will not be left in charge of the classroom at any time. ● Code of Behaviour ● Supervision Policy 	<ul style="list-style-type: none"> ● Code of Conduct for Teaching & Non-Teaching Staff needs to be drawn up. ● Supervision policy needs to be reviewed. ● New Code of Behaviour needs to be ratified by BOM.

Substitute Staff	Medium	<p>Risk of child being harmed in the school by a member of school personnel.</p> <p>Risk of child being harmed in the school by another child.</p>	<ul style="list-style-type: none"> • All substitute staff will be supplied with a hard copy of the school Child Safeguarding Statement and Child Safeguarding Risk Assessment. • All substitute staff are Garda Vetted. • St. Ronan's N.S. has the following procedures in place with regards to Supervision <ul style="list-style-type: none"> ○ Teacher will supervise classroom at all times. ○ SNA will not be left in charge of the classroom at any time. • Code of Behaviour • Supervision Policy 	<ul style="list-style-type: none"> • Code of Conduct for Teaching & Non-Teaching Staff needs to be drawn up. • Supervision policy needs to be reviewed. • New Code of Behaviour needs to be ratified by BOM.
One to one teaching/ meetings	Low	Risk of harm by school personnel in one-to-one teaching.	<ul style="list-style-type: none"> • All school staff are Garda vetted. • St. Ronan's N.S. has the following procedures in place with regards to one to one teaching: <ul style="list-style-type: none"> ○ SET rooms have windows and/or doors will be left open so occupants are visible at all times. ○ Table between teacher and pupil. ○ Parents are informed and provide written consent if children are withdrawn from class on a regular one to one basis. 	<ul style="list-style-type: none"> • One-to-one Teaching/ Meeting Policy needs to be drawn up. • Code of Conduct for Teaching & Non-Teaching Staff needs to be drawn up.
Toilet areas shared by Junior and Senior Room	Medium	Inappropriate behaviour	<ul style="list-style-type: none"> • St. Ronan's N.S. has the following procedures in place: <ul style="list-style-type: none"> ○ Only one child allowed to the toilet from each classroom at a time. ○ During recreation breaks, pupils must get permission from the teacher on yard duty to enter the school to use the toilet. Only two pupils (one boy, one girl) at a time will be permitted to use toilet. ○ Teachers check on children if they are gone longer than expected. • Supervision Policy • Anti-Bullying Policy • Code of Behaviour 	

<p>Care of Children with special needs, including intimate care needs</p>	<p>Low</p>	<p>Risk of harm by school personnel due to children with SEN who have particular vulnerabilities</p> <p>Risk of harm to child while a child is receiving intimate care.</p>	<ul style="list-style-type: none"> • School has a plan in place in respect of a student who requires imitate care. • Special Educational Needs Policy • Supervision Policy • Anti-Bullying Policy 	<ul style="list-style-type: none"> • Intimate Care & Toileting Policy needs to be drawn up.
<p>Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> • 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 on CPNS 	<p>Low</p>	<p>Risk of child being harmed in the school by a member of school personnel.</p> <p>Risk of child being harmed in the school by another child.</p>	<ul style="list-style-type: none"> • Anti-Bullying Policy • Code of Behaviour • Equality of Access & Participation Policy • In line with our school Mission Statement and our Equality of Access and Participation Policy : <ul style="list-style-type: none"> ○ St. Ronan's National School will be welcoming and caring towards the needs of pupils with specific vulnerabilities. ○ In as far as is possible the pupil and parents will be involved in identification of his/her personal requirements, wishes, etc. ○ A written copy of any parental agreement that exists on matters will be kept on the pupils enrolment file. ○ Parents will be notified of any changes from agreed procedures. ○ At all times the dignity and privacy of the pupil will be paramount. • Practices and procedures in this regard are detailed in various school policies such as : <ul style="list-style-type: none"> ○ Code of Behaviour ○ Anti Bullying Policy ○ S.P.H.E Policy ○ Supervision policy ○ Mobile Phones Policy ○ Acceptable Usage Policy ○ Special Education Needs Policy 	<ul style="list-style-type: none"> • Special Education Needs Policy needs to be reviewed.

Curricular Provision in respect of SPHE, RSE, Stay safe.	Low	Non-teaching of same	<ul style="list-style-type: none"> • School implements SPHE, RSE, Stay Safe Programmes. • School has a SPHE Policy. • School has an RSE Policy. 	<ul style="list-style-type: none"> • SPHE Policy needs to be reviewed. • RSE Policy needs to be reviewed.
Prevention and dealing with school based bullying amongst pupils	Medium	Risk of harm due to bullying of a child.	<ul style="list-style-type: none"> • School has an Anti-Bullying Policy which fully adheres to the requirements of the Department Anti-Bullying Procedures for Primary and Post-Primary Schools. <ul style="list-style-type: none"> ○ The School Anti Bullying Policy is available to all staff. ○ Anti-bullying policy is available on school website to inform parents. ○ Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries. • Adequate supervision is provided to ensure Code of Behaviour is being followed. • Code of Behaviour 	
LGBT Children/Pupils perceived to be LGBT	Low	Bullying	<ul style="list-style-type: none"> • Anti-Bullying Policy • Code of Behaviour • Equality of Access & Participation Policy • SPHE/RSE/Stay Safe Programmes 	<ul style="list-style-type: none"> • SPHE Policy needs to be reviewed. • RSE Policy needs to be reviewed.
Managing of challenging behaviour amongst pupils including appropriate use of restraint where required.	Medium	<p>Risk of harm due to inadequate code of behaviour.</p> <p>Injury to pupils and staff</p>	<ul style="list-style-type: none"> • Safety Statement • Code Of Behaviour • Anti-Bullying Policy • Supervision Policy • As outlined in Department of Education & Skills Primary Circular 02/05 some pupils with serious difficulties may require more urgent action. <ul style="list-style-type: none"> ○ Should these cases present, they will, with parent / guardian permission, be discussed with the relevant Special Needs Education Officer (SENO) and/or NEPS psychologist. ○ This may lead to a more detailed behavioural management programme being implemented 	<ul style="list-style-type: none"> • Accident, Injury and First Aid Policy needs to be drawn up. • Safety Statement needs to be reviewed. • Supervision Policy needs to be reviewed.

			<p>at home and or in class or to a referral for further specialist assessment.</p> <ul style="list-style-type: none"> ○ SNAs and support teachers will follow educational plans for these particular students. ○ Intervention plans will be agreed with the parents / guardians. ○ The school will engage the services of the Special Education Support Services (SESS) to support teaching and non-teaching staff when required. 	
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Low	<p>Risk of harm due to inadequate supervision of children in school.</p> <p>Risk of child being harmed in the school by a member of school personnel.</p>	<ul style="list-style-type: none"> ● In line with our School Code of Behaviour <ul style="list-style-type: none"> ○ Detention of pupils during recreation breaks may be used as a sanction for negative behaviour. ● In line with our School Policy on Use of Mobile Phones <ul style="list-style-type: none"> ○ Any pupil found in possession of a phone during the school day will have the phone confiscated and it will remain so until it is collected, in person, by a parent/guardian. 	
Interaction with external coaches/ teachers/ visitors to the school	Low	<p>Risk of child being harmed in the school by volunteer or visitor to the school.</p>	<ul style="list-style-type: none"> ● St. Ronan's N.S. has the following procedures in place: <ul style="list-style-type: none"> ○ On arrival to the school, visitors, external coaches and teachers must check in at the office or with the principal. ○ Only school staff may open the door. Children do not have permission to open the door. ○ Regular visitors to the school, e.g. external teachers, guest speakers are vetted and a copy of their vetting (either hard copy or digital) will be provided to the school. ○ Persons administering external programmes (e.g. GAA coaches etc) through another body will provide the school with confirmation of vetting from 	<ul style="list-style-type: none"> ● Code of Conduct for External Agencies needs to be drawn up. ● School Visitor Policy needs to be drawn up.

			<ul style="list-style-type: none"> ○ their relevant organization and a copy of any appropriate insurance. ○ Class teacher will be present at all time to supervise. 	
Sporting Activities and Annual Sports Day	Low	<p>Harm by school personnel Harm from other pupils Harm from other adults at the venue</p>	<ul style="list-style-type: none"> ● All teachers will exercise their Duty of Care to pupils during sporting activities whether undertaken on site or off site. ● Supervision Policy 	<ul style="list-style-type: none"> ● Supervision Policy needs to be reviewed.
Partaking in/Attending after school/evening school events – shows, musicals etc	Low	<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 trips, sports.</p> <p>Risk of harm due to inadequate supervision of children while attending out of school activities.</p>	<ul style="list-style-type: none"> ● Supervision Policy ● Code of Behaviour ● Anti-Bullying Policy ● Mobile Phone Usage Policy 	<ul style="list-style-type: none"> ● Proposed amendments to Supervision Policy for September 2018: <ul style="list-style-type: none"> ○ The school's supervision policy applies during school hours, at all extra-curricular classes or events organised by the school whether during school hours or outside of school hours (where parents/guardians are not present. Where parents/guardians are present – responsibility for children's supervision is deemed to be the parents/guardians).
School Outings	Low	<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.</p> <p>Risk of harm due to inadequate supervision of children while attending out of school activities.</p>	<ul style="list-style-type: none"> ● Anti-Bullying Policy ● Mobile Phone Usage Policy. ● Code Of Behaviour ● Supervision Policy 	<ul style="list-style-type: none"> ● School Tours and Outings Policy needs to be drawn up. ● Code of Conduct for Teaching & Non-Teaching Staff needs to be drawn up. ● Supervision Policy needs to be reviewed. ● School Transport Policy needs to be drawn up.
School transport arrangements	Low	<p>Risk of child being harmed by a member of school personnel or other person</p>	<ul style="list-style-type: none"> ● St. Ronan's National School follows the following procedures: 	<ul style="list-style-type: none"> ● School Transport Policy needs to be drawn up to include:

		while child participating in out of school activities.	<ul style="list-style-type: none"> ○ Pupils will not be permitted to board or remain on a bus without teacher supervision. ○ School will ensure there are an adequate number of seats available for the number for pupils and staff. ○ All children/staff must use a functioning seat belt. ○ School Staff will never drive alone with a child. 	<ul style="list-style-type: none"> ○ The school will only use transport operators that have a “Road Passenger Transport Operators Licence” ○ The school shall receive confirmation from any service provider that their employees are suitably vetted.
Use of the school premises by outside groups/ individuals	Low	Risk from other adults	<ul style="list-style-type: none"> ● Access to the school will not be granted to any outside group for use during the school day, from 9.20am to 3.00 pm. 	
Use of off-site facilities for school activities	Low	<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.</p> <p>Risk of harm due to inadequate supervision of children while attending out of school activities.</p>	<ul style="list-style-type: none"> ● All teachers will exercise their Duty of Care to pupils during school activities whether undertaken on site or off site. ● Prior to the use of off-site facilities teachers will satisfy themselves as to the suitability of the venue. ● Supervision Policy ● Code of Behaviour 	<ul style="list-style-type: none"> ● School Tours and Outings Policy needs to be drawn up. ● Code of Conduct for Teaching & Non-Teaching Staff needs to be drawn up.
Administration of First Aid	Low	Risk of child being harmed by a member of school personnel.	<ul style="list-style-type: none"> ● St. Ronan’s N.S. have the following procedures in place: <ul style="list-style-type: none"> ○ All staff will exercise their duty of care to pupils for the duration of the school day. ○ Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil(s)/staff member(s). 	<ul style="list-style-type: none"> ● Accident, Injury and First Aid Policy needs to be drawn up.
Administration of Medicine	Medium	Risk of child being harmed by a member of school personnel.	<ul style="list-style-type: none"> ● In line with our Substance Use Policy <ul style="list-style-type: none"> ○ Members of staff may administer medication to pupils only in cases agreed by the Principal. 	<ul style="list-style-type: none"> ● Administration of Medicine Policy needs to be drawn up.

<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • Teachers • SNA's • Caretaker/ Secretary/ Cleaners • External coaches /teachers/ Guest Speakers • Volunteers/ Parents in school activities • Visitors/ contractors present in school during school hours • Visitors/ contractors present during after school activities 	<p>Low</p>	<p>Risk of harm not being recognised by school personnel.</p> <p>Risk of harm not being reported properly or promptly by school personnel.</p>	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda Vetting. • School ensures all new staff are provided with a copy of the school's Child Safeguarding Statement & DES procedures. • Staff to view Tusla training module & any other online training offered by PDST 	<ul style="list-style-type: none"> • Schools Visitor Policy needs to be drawn up. • Code of Conduct for External Agencies needs to be drawn up. • Code of Conduct for Teaching & Non-Teaching Staff needs to be drawn up.
<p>Parental Involvement in school activities</p>	<p>Low</p>	<p>Risk of child being harmed in the school by another adult.</p>	<ul style="list-style-type: none"> • St. Ronan's N.S. has the following procedures in place <ul style="list-style-type: none"> ○ Where parents visit the school to take part or assist in school activities on a one off or irregular basis the responsibility for supervision 	

			<p>and care of pupils rests with the relevant teacher.</p> <ul style="list-style-type: none"> ○ Where parents visit the school to take part or assist in school activities on regular basis they will be required to undergo vetting. 	
Student teachers undertaking training placement in school	Low	Risk of child being harmed by student teacher.	<ul style="list-style-type: none"> ● St. Ronan's N.S. has the following procedures in place: <ul style="list-style-type: none"> ○ Teachers will remain with the class at all times. ○ St. Ronan's N.S. ensures student teachers are provided with a copy of the school's Child Safeguarding Statement & DES procedures. 	<ul style="list-style-type: none"> ● School Policy on Students on Teaching Placement needs to be drawn up to include: <ul style="list-style-type: none"> ○ Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with <ul style="list-style-type: none"> ➤ Written verification that the placement is supported by and indemnified by the college in which the student is attending. ➤ Confirmation that St. Ronan's National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement. ● Code of Conduct for Teaching & Non-Teaching Staff needs to be drawn up.
Students participating in work experience	Low	Risk of child being harmed by student.	<ul style="list-style-type: none"> ● St. Ronan's N.S. has the following procedures in place: <ul style="list-style-type: none"> ○ Students will be in the presence of teachers at all times. 	<ul style="list-style-type: none"> ● Work Experience Policy needs to be drawn up to include <ul style="list-style-type: none"> ○ The school requires confirmation from the school college, in writing, that St. Ronan's National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement. ○ Students must be able to provide current NVB vetting documentation which should be processed in advance of placement start date through the student's post primary school or the relevant colleges.

				<ul style="list-style-type: none"> ○ Due to current legislation the school will not offer work experience/TY placement to students who cannot meet vetting obligations. ● Code of Conduct for Teaching & Non-Teaching Staff
Use of Information and Communication Technology by pupils in school	Medium	<p>Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.</p> <p>Bullying</p>	<ul style="list-style-type: none"> ● Access to internet is filtered by the PDST Technology in Education. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school has a level 4 filtering setting which allows access to YouTube but blocks websites that are categorized as Personal such as blogs and Social Networking such as Flicker and Face book. ● In line with our school's Acceptable Usage Policy: <ul style="list-style-type: none"> ○ Internet sessions will always be supervised by a teacher. If there is no teacher in the room, access to the Internet is prohibited. ○ Pupils are not permitted to use personal devices in school unless they are requested to bring same to school by a member of the teaching staff for use during school for educational purposes. ● Anti-Bullying Policy ● Code of Behaviour ● Mobile Phone Policy ● Supervision Policy 	<ul style="list-style-type: none"> ● Data Protection Policy needs to be drawn up.
Storage or publication of photos of children	Low	Risk of pupil images being accessed and used inappropriately.	<ul style="list-style-type: none"> ● St. Ronan's N.S. have the following procedures in place: <ul style="list-style-type: none"> ○ Parental consent to take photos of children is obtained by the school on enrolment. ○ Class teachers are made aware of any children in his or her class who do not have permission to be in school photos 	<ul style="list-style-type: none"> ● Data Protection Policy needs to be drawn up.

			<ul style="list-style-type: none"> ○ Photos will not be taken by staff on personal devices. ○ Photos are stored securely on password protected laptops. ○ Children's names are not published with photos uploaded to the school website. ○ Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult and for educational purposes. ○ Children are not permitted to use camera phones/digital devices during the school day or at school events <ul style="list-style-type: none"> ● Mobile Phone Policy 	
Data Protection	Low	Risk of personnel information regarding pupils being accessed and used inappropriately	<ul style="list-style-type: none"> ● Following best practice <ul style="list-style-type: none"> ○ Confidential documents relating to children in the school are stored securely in the school. ○ Hard copies are stored in locked filing cabinets. ○ Soft copies are stored password protected laptops. ○ Documents are shared with staff on a need to know basis. 	<ul style="list-style-type: none"> ● Data Protection Policy needs to be drawn up.
Use of mobile phones	Low	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school. Bullying	<ul style="list-style-type: none"> ● In line with our School Policy on Use of Mobile Phones <ul style="list-style-type: none"> ○ Any pupil found in possession of a phone during the school day will have the phone confiscated and it will remain so until it is collected, in person, by a parent/guardian. ● Anti-Bullying Policy 	
Use of video/ photography/ other media to	Medium	Risk of harm due to content being uploaded on internet/used on social media.	<ul style="list-style-type: none"> ● Anti-Bullying Policy ● Internet Acceptable Use Policy ● Mobile Phone Policy 	<ul style="list-style-type: none"> ● Data Protection Policy needs to be drawn up.

record school events		Risk of bullying	<ul style="list-style-type: none"> • St. Ronan's N.S. have the following procedures in place: <ul style="list-style-type: none"> ○ School obtains written consent from parents/guardians to upload videos/photographs etc onto school website or to use in local media. ○ Parents are informed that any photographs or videos of school events or school related events taken by parents or other individuals are for private, personal use only. ○ Photographs or videos of school events or school related events taken by parents or other individuals must not be uploaded to any website to be viewed by others (e.g. Face book). 	
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St. Ronan's National School Child Safeguarding Statement has been developed in line with requirements under the **Children First Act 2015**, the **Children First: National Guidance for the Protection and Welfare of Children 2017** and Tusla's **Child Safeguarding: A Guide for Policy, Procedure and Practice**. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

Procedure for the management of allegations of abuse or misconduct against workers / volunteers of a child availing of our service:

- Minor complaints about staff are managed in line with the complaint's procedure, as outlined in our Parental Complaints Procedure which is available on our school website.
- Allegations against staff of abuse or misconduct are managed in line with the provisions of section 5.6 of the DES Child Protection Procedures for Primary and Post Primary Schools 2017.

Procedure for the recruitment and selection of workers and volunteers to work with children:

- Only teachers who can provide up to date vetting by the National Vetting Bureau are employed in St. Ronan's National School.
- All temporary and permanent teachers are registered with the Teaching Council.

- All Special Needs Assistants and ancillary staff employed by the Board of Management must undergo and successfully complete vetting by the National Vetting Bureau in advance of commencing employment.
- References from previous employers are obtained before employment commences in the school.
- A Form of Undertaking and Statutory Declaration must be completed before commencing in the school.
- Parents and volunteers who attend the school on a regular basis to assist in school related activities will be vetted by the BOM.

Procedure for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm:

- School staff members are given a hard copy of St. Ronan's National School's Child Safeguarding Statement along with a hard copy of St. Ronan's National School's Child Safeguarding Risk Assessment.
- Teachers will download the pdf version of the following documents to a Child Protection Folder on the Desktop on their teaching computer.
 - DES Child Protection Procedures for Primary and Post Primary Schools 2017
 - Primary Circular 0081/2017
 - Children First: National Guidance for the Protection and Welfare of Children 2017
- School staff members are informed of school child-protection and anti-bullying procedures during staff induction and at the beginning of each school year.
- Other relevant school policies are available to all school staff on the school website – www.cloonlooschool.ie and the School Policy Folder.
- School staff will avail of online training made available by TUSLA and the PDST.
- School management will keep updated on current Child Protection guidelines and circulars.

Procedure for the reporting of child protection or welfare concerns to Tusla:

- All mandated persons shall report a mandated concern to Tusla as soon as practicable in accordance with the Children First Act.
- The DLP, Maria Goretti Surlis, or in her absence/unavailability, DDLP, Michelle Jordan, shall act as a resource to the mandated person to ensure that reporting procedures are followed correctly and promptly.
- The name of the current DLP and DDLP will be displayed in the school reception area and are included on the Child Safeguarding Statement available on the school website.
- On completion by the mandated person, a report shall be forwarded to the relevant Duty Social Worker by the DLP, DDLP or Mandated Person.
- In the event the report is forwarded by the DLP or DDLP, the Mandated Person shall be informed in writing that the report has been forwarded.
- In the event that the report is forwarded by a mandated person without the assistance of the DLP/DDLP, the DLP or DDLP shall be informed in writing and copies provided will be stored securely in a locked filing cabinet in staff room.

Procedure for maintaining a list of the persons in the relevant service who are mandated persons:

- All Members of the teaching staff of St. Ronan's National School are mandated persons. Mandated persons, as defined in the Children First Act 2015, have a statutory obligation to report concerns which reach a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports.

In St. Ronan's National School, we are committed to the implementation of our Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

All staff members acknowledge their responsibilities to safeguard our pupils while in our care.

Communication:

This document will be published on our school website and will be circulated to all members of our school staff. A hard copy of this policy will be made available on request.

This risk assessment has been completed by the Board of Management of St. Ronan's N.S. on Tuesday 29th May 2018. This risk assessment will be reviewed as part of the school's annual review of its Child Safeguarding Statement and will take place no later than March 2019.