

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

Maynooth Educate Together NS is a primary school (with special classes) 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 Maynooth Educate Together NS 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 **Lorraine Murray** (Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Elaine Phelan** (Deputy Principal)
- 4 The Relevant Person is **Lorraine Murray**
(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. This person can also be the DLP)
- 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 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.

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 Tulsa 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 26/10/2023

This Child Safeguarding Statement was reviewed by the Board of Management on 6/11/2025

X Signed: *Niall H.*

Chairperson of Board of Management

Date: 6/11/2025

X Signed: *Lorraine Murray*

Principal/Secretary to the Board of Management

Date: 6/11/2025

Child Safeguarding Risk Assessment

Written Assessment of Risk of Maynooth Educate Together NS

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 **Maynooth Educate Together NS**

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

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying behaviour towards a child
- Risk of harm due to racism
 - Pupils from ethnic minorities/migrants
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBTQ+) children
 - Pupils perceived to be LGBTQ+
 - Pupils of minority religious faiths
 - Children in care
 - Children on Tusla's Child Protection Notification System (CPNS)
 - Children with medical needs
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities

- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

This list is not exhaustive

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

Acceptance of Child Safeguarding Statement and Risk Assessment

- All school personnel including teachers, SNAs, ancillary staff, sub teachers, sub SNAs, kitchen staff, TY/LCA students and Teacher students are provided with a copy of the school's *Child Safeguarding Statement and Risk Assessment* and are required to sign and accept same via a form of undertaking. The acceptance is via teams form for staff and via paper acceptance form for non-staff
- The *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* are made available to all school staff
- School Personnel as named above are required to adhere to the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and the *Children First Act 2015* and its Addendum (2019)
- All school visitors and volunteers are required to sign a form of undertaking to accept the child safeguarding statement and associated risk assessment

Child Protection Training

- The Board of Management are required to undertake Children First Training-Tusla Children First E-Learning Programme
- Staff undertake child protection training every 3 years (Children First Tusla Training)-next training date October 2028
- Records of training are kept within the school
- The DLP/DDLP undertake regular training in Child Protection via OIDE
- All staff will complete training for the New Child Protection Procedures 2025 (on November 11th 2025)

SPHE

- The school implements in full
- Stay Safe Programme in term 1,
- Walk Tall in term 2
- RSE programme in term 3. (Senior classes to cover RSE in term 2)
- Teachers sign a declaration to state that they have completed stay safe training with their class once the programme has been completed.
- For children with additional needs, the SET can support the teaching of stay safe as necessary
- The school implements in full the SPHE curriculum

Antibullying and Restorative Practice

- The school has a *Bí Cineálta* Policy which fully adheres to the requirements of the Department of Education and Youths *Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools (2024)*
- The school practices the principles of Restorative Practice to help promote respect, kindness and empathy in all relationships

Anti-Discrimination

- The school undertakes anti-racism and inclusion awareness initiatives such as inclusion and diversity week, celebrating European Day of Languages, Multicultural picnic etc. in order to promote inclusion and acceptance of diversity and neurodiversity
- The school gained a pride flag in 2023

Supervision

- The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets. Ratio- 14 adults: 415 pupils during break times
- Parents/Guardians are made aware that supervision on the premises is provided by school staff from 8:20am onwards only. This takes place on the school yard/school hall on wet mornings.
- Morning ratio for supervision includes 5 staff. The pupils are lined up on the yard space in a secure/fenced area.
- Collection of pupils by adults other than parents/guardians: Prior to enrolment and annually, parents will be asked to provide the school with the names and contact details of any adult who has permission to collect their child
- Relevant staff/subs will be made aware of barring/court orders for relevant pupils

- Lists of pupils who are permitted to walk home, take a bus, cycle etc will be kept on the back of the classroom door. Infants and 1st class pupils will not be permitted to walk home alone.

School Outings/Tours

- The school has in place a policy and clear procedures in respect of school outings which must be sanctioned by the school principal in advance of booking. All letters being sent to parents re tours must be first sanctioned and signed by the school principal
- Tours must have a set pupil-adult/teacher ratio in place. 1:12 (infant level) and 1:15 (1st class upwards) excluding SNAs
- Parent/Guardian volunteers will sign up to accept the child safeguarding statement and risk assessment in advance of trips/tours and must always be in the presence of teachers/SNAs during class outings
- Parents/Guardians will not be allowed to take photographs or videos of pupils on school tours/trips
- Parents/Guardians who support supervision on trips/outings must be made aware by class teacher that they are to supervise a specified group and not solely their own child
- First Aid kits will be brought on all external trips
- An additional support teacher will attend to support with any emergencies/1st Aid issues.

Swimming

- Parents/Guardians/teachers/staff will NOT go into toilet/shower cubicles with children under any circumstances
- Children will be encouraged to use communal areas for changing or individual cubicles depending on the facilities available.
- Pupils cannot go into cubicles together.
- Changing for activities will not be permitted in areas where personnel other than school personnel are present
- Children will dress themselves independently with perhaps the exception of pupils with additional needs who may need need SNA support.
- A risk assessment will be carried out on tour venues in advance of booking, especially in the case where a child attending has a physical or other disability/impairment, in order to ensure that the venue is not high risk
- Use of parent volunteer cars to assist in the transport of pupils to events such as athletics, spelling bees etc. will not be permitted. Taxis or buses will be utilised depending on capacity required and the adequate adult/teacher ratio will be adhered to.
- All trips that cannot be made on foot will be facilitated by taxi/bus depending on capacity required. EAP
- LEAP Cards are used for older classes 3rds-6ths for some incidental trips throughout the school year (eg Gallery Trips, Castletown House, Museum Trips, Visists to Lidl etc
- As far as is practicable, walking will be the mode of transport for all local trips

Health and Safety

- The school has a health and safety policy in place

Garda Vetting and Statutory Declaration

- The school adheres to the requirements of Garda vetting legislation and relevant DE circulars in relation to recruitment.
- Garda Vetting of all teaching staff, SNAs, sub teachers/SNAs, bus escorts, student teachers, student SNAs, TY students, LCA students and ancillary staff is processed and kept on record
- School Library volunteers are Garda Vetted
- Statutory Declaration for all above personnel is obtained and kept on record

Insurance

- All after school clubs are required to provide a certificate of their own insurance prior to beginning clubs. An after-school club policy has been developed by the Board of Management

Teaching Council

- The teaching council registration of all teachers and sub teachers is acquired before teaching begins

Code of Conduct

- The school has a code of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teachers

Intimate Care

- The school has a Special Educational Needs Policy
- The school has an intimate care plan in respect of students who require such care. Two members of staff are present if a child needs to be changed. Parents/Guardians sign an intimate care consent form as required. Where possible, all pupils will change themselves.

Administration of Medication/First Aid

- The school has in place a policy and procedures for the administration of medication to pupils in emergency situations only.
- Indemnity forms are signed by the parents/guardians of pupils who may need the administration of emergency medication.
- Medical Protocols are provided by relevant medical staff as required (e.g for pupils with epilepsy or diabetes)
- Training is provided on a regular basis for the relevant staff, in the administration of the required medication such as an anapen, buccal midazolam, insulin etc.
- The school has in place a policy and procedures for the administration of First Aid
- A designated number of staff (5 staff) will keep up to date with first aid training. 38 staff received training in October 2025

Code of Behaviour/Challenging Behaviour

- The school has in place a positive behaviour policy for pupils
- In the case where a child's behaviour is a danger to self-others, a behaviour management plan is drawn up with the input and support of parents/guardians, pupils, support teacher, class teacher and outside agencies where appropriate. Regular review takes place.
- If a distressed pupil, despite a wide variety of appropriate interventions and approaches having been unsuccessfully applied (eg, withdrawal from class/yard, calming strategies, distraction, movement break, visit to principal's office), continues to pose a health and safety risk to self and others, parents/guardians will be contacted and will be asked to come to school in order to support the calming and co-regulation of their child and/or take the child home if the former has not been successful.
- Relevant supports and staff training from external agencies is sought as required from agencies such as NCSE and NEPS
- Parents/guardians are asked to sign and accept the code of behaviour on registration of their child to METNS and on an annual basis via Aladdin

ICT/Photography/Social Media

- The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely and has communicated this policy to parents/guardians
- The school uses an appropriate filtering level 4 for the school for use of ICT as implemented by NCTE/OIDE
- Parents/guardians are required to sign accept the AUP policy on an annual basis via Aladdin
- Pupil use of ICT is under strict teacher supervision
- Digital consent is sought from parents/guardians at the start of the school year via Aladdin, whereby photographs/videos of pupils can/cannot be used on social media (our Twitter /Instagram page), our school website, our newsletter and local newspapers

- No access to social media is possible in the school due to NCE filtering
- The school has in place a policy governing the use of smart phones, smart watches and tablet devices in the school by pupils as per circular 38/2018
- Good practice outlines that staff should not use personal devices to take photographs of pupils during events/class time. In the event that this takes place, photographs and media should be deleted as soon as the photos/videos have been uploaded to the platform on Teams into the appropriate folder
- Photographs and videos stored on Teams will be deleted once the pupils have left the school

Critical Incidents

- The school has in place a Critical Incident Policy

External Personnel

- The booking of external speakers/coaches/events must be approved by the school principal in advance.
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum which includes Garda vetting and acceptance of the child safeguarding statement.
- Visitors will not be left alone with pupils/classes. Class teacher must be present at all times including visits to the school library, when guest speakers are present etc.
- The school has in place a policy and procedures for the use of external sports coaches to include Garda vetting and coaches will not be left alone with classes/pupils. Coaches to accept the child safeguarding statement.
- The school has in place a policy and procedures in respect of student teacher placements whereby the students are Garda vetted via the assigned college and students sign and accept the Child safeguarding statement and risk assessment
- The school has in place procedures in respect of TY students undertaking work experience in the school whereby all are over 16 years of age, Garda vetted and accept the child safeguarding statement and risk assessment
- The school has in place procedures where all visitors present to reception and sign in
- Visitor badges are provided for maintenance personnel and contractors such as Rentokil, fire extinguisher servicing, electrical contractors etc.
- All visitors such as above will be announced as being present on site over the intercom system
- The school has procedures in place whereby after school club personnel provide their insurance policy to the school.

One to one teaching

- The school has in place, clear procedures for one-to-one teaching/counselling/therapy. Each support room has a glass door panel and the door will remain open as far as is practicable.

Active Schools Week/Sports Days

- High risk sports activities will be avoided.
- Parents/guardians will be allowed to attend on a designated time slot/day only
- Parents/guardians will be asked to take photographs/videos of their own child only and not to share any photos/videos of other pupils or social media

Physical harm to pupils

- Hot drinks will not be permitted on the premises by staff/parents/guardians outside of the staffroom, apart from in the case of use of safety cups
- Pupils should not visit the staffroom alone to acquire cups and spoons. A stock of spare cups and spoons is made available via the secretary's office.
- The school gates will remain closed during the school day apart from arrival and dismissal times
- We ask parents/guardians to leave the school grounds promptly after arrival and dismissal times
- The school is accessible by use of fobs only and as far as is practicable, external doors remain closed
- Parents/Guardians are asked to present at reception if a pupil arrives to school late to school or needs to be collected early. The pupil/pupils is/are brought to class by the secretary/principal or other available staff

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)

