St Colmcille's NS, Westport

Child Safeguarding Statement and Risk Assessment

St Colmcille's National School 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 St Colmcille's National School, Westport 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

Mr Kevin Munnelly (School Principal)

3. The Deputy Designated Liaison Person (Deputy DLP) is

Ms Katrina Chambers (Deputy Principal)

4. The Relevant Person is

Mr Kevin Munnelly (School Principal)

(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 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 <u>gov.ie</u> 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 of St Colmcille's National School on Tuesday 6th March 2018

This Child Safeguarding Statement was reviewed and updated by the Board of Management of St Colmcille's National School on 9th April 2019, 12th November 2020,

9th November 2021, 11th January 2023, 1st May 2024, 22nd October 2025

Signed: Shore

Signed: Kevin Munally

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: 22nd October 2025 Date: 22nd October 2025

Links to relevant websites:

The school website is www.quayschool.ie

The DES website is www.education.ie

The Tusla website is <u>www.tusla.ie</u>

Child Safeguarding Risk Assessment

Written Assessment of Risk of St Colmcille's National School, Westport, Co. Mayo

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools* (revised 2023), the following is the Written Risk Assessment of St. Colmcille's National School, Westport.

1. List of School Activities 2. The School has identified the following Risk of Harm 3. The School has the following Procedures in place to address risk identified in this assessment		1. List of School Activities			
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Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	 All school personnel are provided with a copy of the school's Child Safeguarding Statement. The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel. 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. Ensures all new staff members 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. Maintains records of all staff and board member training. The school has in place a policy and procedures for the administration of First Aid. All visiting staff and part time teachers to comply with Garda vetting and to be familiar with the Child Safeguarding Statement. Child Protection will be on the agenda for all BOM meetings. Annual review of the Risk Assessment and Child Safeguarding Statement by staff.
Classroom Teaching	• Harm to pupils	 Garda Vetting Child Safeguarding Statement & DES procedures made available to all staff All staff to view Túsla and PDST training modules

One to one teaching	Harm by school personnel	 School has policy in place for one to one teaching Advise parents Open doors Table between teacher and pupil Transparent glass in the doors in SEN rooms Comprehensive SEN Policy and procedures in place.
Care of Children with special needs, including intimate care needs	Harm by school personnel	 The school has an intimate care policy in respect of students who require such care. SEN Policy Supervision Policy Anti-Bullying Policy
Toilet areas	 Inappropriate behaviour Risk of harm due to bullying of a child Risk of harm due to inadequate supervision of children in the toilet area Risk of harm due to inappropriate relationship/communications between child and another child or adult 	The school has a Supervision Policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets etc.
Curricular Provision in respect of SPHE, RSE, Stay Safe.	• Non-teaching of same	 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 The school implements in full the Stay Safe Programme The school implements in full the SPHE curriculum

Daily arrival and dismissal of pupils	 Harm from older pupils, unknown adults on the school grounds Traffic on roundabout Inappropriate behaviour 	 Arrival and dismissal supervised by Teachers Supervision Policy Health & Safety Policy Traffic Management Procedures in place The school has a Supervision Policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets etc.
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	 Risk of harm to children with SEN who have particular vulnerabilities Injury to pupils and staff 	 SEN Policy Health & Safety Policy Code of Behaviour Policy Critical Incident Policy
External Visitors, Teachers, Coaches	 Harm to pupils Risk of child being harmed in the school by a visitor to the school Risk of unknown adults on the school grounds 	 The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. All visiting staff and part time teachers to comply with Garda vetting External Personnel Policy
School Placement students and Transition Year students participating in work experience	Harm by student	 The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Work Experience Policy Garda Vetting

Yard time Supervision Wet Day Supervision	 Harm by pupils Injury to pupils Bullying Risk of harm due to inadequate supervision of children in school Harm not recognised or responded to appropriately. 	 Supervision Policy The school has a Supervision Policy (to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets etc. Health & Safety Policy Anti-Bullying Policy The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools Code of Behaviour Policy The school has in place a Code of Behaviour for pupils Yard duty supervision rota Discipline book
Unannounced Visitors	 Risk of child being harmed in the school by visitor to the school. Risk of unknown adults on the school grounds 	 The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. The school has in place procedures in respect of visitors to the school Visitors "Sign in Sign Out" and "Early Leaver" Book Strict access into school – doors only open by secretary.
Play Therapy	Harm to pupils	 Policy & Procedures in place Child Safeguarding Statement Visitors "Sign in Sign out" The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting

Sporting Activities – Swimming, GAA and Cross Country	_	 All school personnel are provided with a copy of the school's Child Safeguarding Statement The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting School External Personnel Policy
School outings/tours Outdoor teaching activities	 Risk of child being harmed by a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons, Carol Singing, Nature Walks on Greenway and local areas, running on Greenway and sporting events. Risk of harm due to inadequate supervision of children while attending out of school activities 	 Adequate supervision of pupils at all times including transiting from school to the venue (rules of the road where applicable and correct supervision) The school has in place a policy and clear procedures in respect of school outings – Educational Tour Policy The school has a Health & Safety Policy Stay Safe Programme Vetting Procedures

Annual Sports Day	 Harm to pupils Harm not recognised or reported promptly Unknown adults on the field Rough play and inappropriate behaviour 	 Annual Sports Day Plan Health & Safety Policy Supervision Policy
Administration of Medicine Administration of First Aid	 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 harm to children with SEN who have particular vulnerabilities 	 First Aid Policy First Aid course every two years Administration of Medicine Policy Enrolment Policy Confidential forms Health & Safety policy

Prevention and dealing with bullying amongst pupils

- Risk of child being harmed due to bullying in the school by a member of school personnel
- Risk of child being harmed/bullied in the school by another child or parent of a child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm caused by member of school personnel communicating with pupils inappropriately via social media, texting, digital device or other manner
- Risk of harm by member of school personnel or school parent/ guardian accessing/circulating inappropriate material via social media, texting, digital device or another manner

- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools.
- The school implements in full the Stay Safe Programme.
- The school implements in full the SPHE curriculum
- The school has a Supervision Policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets.
- The school has in place a Code of Behaviour for pupils.
- The school has in place an ICT policy in respect of usage of ICT by pupils.
- The school has in place procedures in respect of usage of mobile phones by 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 on CPNS
- Children with severe needs/spectrum

- Risk of child being harmed in the school by another child
- Risk of harm due to bullying of child
- Risk of harm not being recognised by school personnel
- All school personnel are provided with a copy of the school's Child Safeguarding Statement
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools
- The school has a Supervision Policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets etc.
- The school has in place a Code of Behaviour for pupils
- The school has a Special Educational Needs Policy
- The school has an intimate care policy in respect of students who require such care
- The school has in place an ICT policy in respect of usage of ICT by pupils
- All staff are made aware of any court orders in place

Boundary Fence

Recruitment of school personnel including -

- Teachers
- SNA's
- Caretaker/Secretary/ Cleaners
- Sports coaches
- External Tutors/Guest Speakers
- Volunteers/Parents in school activities
- Visitors/contractors present in school during school hours
- Visitors/contractors present during after school activities

Harm to pupils – abduction/flight risk

- Harm not recognised or properly or promptly reported
- 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

Supervision Policy

- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
- The school –
- 1. Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
- 2. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
- 3. Encourages staff to avail of relevant training
- 4. Encourages Board of Management members to avail of relevant training
- 5. Maintains records of all staff and board member training
- 6. The school has in place a policy and procedures for the administration of First Aid
- 7. The school has in place procedures for the use of external persons to supplement delivery of the curriculum
- 8. The school has in place a policy and procedures for the use of external sports coaches
- 9. The school has in place procedures in respect of students undertaking work experience in the school

Use of Information and Communication Technology by pupils in school		 The school implements in full the Stay Safe Programme The school implements in full the SPHE curriculum The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools The school has in place a code of behaviour for pupils The school has in place an ICT policy in respect of usage of ICT by pupils The school has in place procedures in respect of usage of mobile phones by pupils
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	code of behaviour	 The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools The school has a Health and safety policy The school has in place a code of behaviour for pupils The school has in place an ICT policy in respect of usage of ICT by pupils The school has in place procedures in respect of usage of mobile phones by pupils

Use o	Use of video/photography and				
other	media	to	record	school	
events	S				

- Risk of harm not being recognised by school personnel
- 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

- All school personnel are provided with a copy of the school's Child Safeguarding Statement
- School obtains a signed consent in our enrolment form which is then updated annually through the student's confidential form.

Covid -19 Risk Assessment

	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
Pre Return Assessment	Staff returning to school in a safe environment.	To ensure staff are aware of proper protocols and training for safe return to school.	Section 4 of Covid - 19 Response Plan for the safe and sustainable reopening of Primary and Special Schools 27th July 2020 4.1 Complete Covid –19 Induction Training 4.2 Complete a return to Work (RTW) form of above document and returned 3 days before returning to work High risk category teachers get advice from HSE 4.3 Appointment of Lead Worker Representative (LWR) and Deputy Lead Worker Representative (DLWR)

Pre Return for Children and Parents	Parents and children returning to school in a safe environment	To ensure parents and children are aware of proper protocols and training for safe return to school.	Keeping lines of communication open will bring certainty and security. Formal letter to parents outlining the protocols and procedures that schools are putting in place for a safe return to school. It is a working document and will change as needs arise according to Department guidelines and our own school environment. Parents will be required to complete a daily health checklist each morning prior to child attending school, to ensure that each is healthy and not presenting with symptoms of Covid-19. This will be delivered through Aladdin Connect (All parents are connected to the school database) Parents are advised to inform principal of special needs that a child in the high risk category may have prior to attending school. If a child is unable to return due to medical condition, the school will provide support for this child through an online platform
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Arrival at School	Keep Covid-19 out of school environment	Minimise contact with pupils, staff and parents through maximising physical distancing and minimise social interaction.	Staggered arrival times as follows: Junior Infant to 2nd class – 8.40am to 8.50am 3rd to 6th class – 8.50am to 9.00am There will be three main entry points allocated to specific classes. Relevant teachers will be in their classroom to receive children at this time as there will be no lining up in yard as the children arrive in school. Children will go straight to their classroom. On arrival children will utilise the sanitise stations positioned around the school before entering their classroom.
Dismissal from school	Keep Covid-19 out of school environment	Minimise contact with pupils, staff and parents through maximising physical distancing and minimise social interaction.	Staggered dismissal times as follows: Junior Infant to 2 nd class – 2.20pm 3 rd to 6 th class – 2.30pm Teacher will oversee good hand hygiene etiquette before dismissal. Children will exit by the same door that they entered the school.

Break times	Keep Covid-19 out of school environment	Minimise contact with pupils, staff and parents through maximising physical distancing and minimise social interaction.	Staggered breaks Small break Junior Infants to 2nd class 10.50am to 11.00am 3rd to 6th class – 11.00am to 11.10am Lunch Junior Infants – 12noon to 12.30pm 3rd to 6th class – 12.30pm to 1pm In order to ensure safe distancing and maintaining the integrity of the class bubble each class will be allocated a separate playing area within the school yard. On a wet day children will remain in their class bubble in their classroom. Windows will be kept open to maintain adequate ventilation.
			Teachers will use their whiteboards to occupy children during these times. Supervision In order to maintain the integrity of the class bubble children will be supervised in staggered breaks as outlined above by the personnel working with them at all times. This will minimise staff crossover. At all times there will be 2 teachers and 1 SNA on yard. Use of toilets during break – The children will use their classroom toilet and this will be supervised by an adult. (Junior Infant by
			classroom assistant, senior end by SNA and teacher) Accident on Yard – If a child has an accident on yard during break, they will be taken to a special area which has been cordoned off by clear Perspex screens, where they will be attended to by an adult.

Medication	Health and safety of each child and adult.	Speedy access to medication and to minimise contact with others outside of bubble.	Remove medication from central location in principal's office and place in the child's classroom (bubble) for class teacher to easily access
School Personnel	Reduce contact and maximise distance.	To protect staff members during the school day and prevent spread of Covid-19 in school.	SNA team will work as follows: 1 SNA will work with classes from junior infants to 2 nd class while the other SNA will work with classes from 3 rd to 6 th class. SET team (3 teachers) will work as follows: Junior Infants to 2 nd class 3 rd and 4 th class 5 th and 6 th class Communication to classrooms will be done through the intercom system in so far as is practicable.
Homework	Reduce number of books going home.	To protect pupils, parents and staff members during the school term and prevent spread of Covid-19 at home and in school.	This will be assigned and corrected using our online platforms – Seesaw (Junior Infants, Senior Infants, First Class) and Google Classroom (3 rd to 6 th class).
Shared Use of Equipment	Health and Welfare of pupils and teachers.	To protect staff members during the school day and prevent spread of Covid-19 in school.	Our IT equipment will be allocated to each class for a specific day. This equipment will be cleaned after use and set aside before being used in the next classroom.
Meeting Parents	Health and Safety of pupils and staff.	To minimise contact and spread of Covid-19 in school.	This will be done by appointment for face to face only. We will try to communicate over the phone or by email.

Person presenting with Symptoms	Health and Safety	Spread of Covid-19	Isolation area – The School Library had been adapted to cater for a child that is presenting with the symptoms and minimise the spread. Contact tracing log will be filled out. Follow agreed procedure in the event someone showing symptoms while at school. Appendix 5 of Response Plan from Department of Education & Skills.
School Closure	Health and Safety of pupils, staff and parents.	Reduce spread of Covid-19 in homes, school and community.	Carry out an assessment of the incident/s which will form part of determining follow-up actions and recovery. Arrange for appropriate cleaning of the whole school. Contact HSE and parents
Classroom ventilation	Health and Safety	Spread of Covid-19	The children will be outside for play times where practicable and while this is happening all doors and windows of classrooms (Bubbles) and main doors will be left open.
Teacher Absence			

Social Distancing	Health and Safety of pupils and staff	To minimise contact and Covid-19 in school	The school has been adapted to facilitate social distancing as appropriate in line with guidance and direction from the Department of Education & Skills Each class bubble will be divided into pods with a Perspex clear screen between the pods. A one-way system will be in placed in each class to facilitate going and coming from toilets in class. The yard will be sectioned into areas for each class bubble to ensure social distancing.
Coughing and Sneezing Etiquette	Health and Safety of pupils and staff.	To minimise contact and Covid-19 in school.	Information will be displayed around the school on proper coughing and sneezing etiquette. Bins will be provided in each room for disposing of tissue.
Hand washing & Sanitisation stations	Health and Safety of pupils and staff.	To minimise contact and Covid-19 in school	Hot water and soap dispensers will be available in all classes to ensure appropriate hand washing. Information will be displayed around the school on proper hand washing technique. Hand sanitisers will be allocated at main touch points and on the inside and outside of each class. Foot pedals on main entrance areas and beside the keypad area. Rigorous cleaning and disinfectant procedures will be in place each day.
PPE Equipment	Health & Safety of Staff	To protect staff members during the school day and prevent spread of Covid-19 in school.	All necessary PPE equipment will be available to all staff members.

Staff room	Reduce contact and maximise	To protect staff members during the	A maximum of four people will be allowed in
	distance	school day and prevent spread of	the staff room at any one time as per our
		Covid-19 in school.	supervision rota to maintain the integrity of the
			class bubbles.

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.

This risk assessment has been completed by the Board of Management on 17th August 2020 It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: Date:

Chairperson, Board of Management

Signed: Kevin Munally Date:

Principal