



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

Mr. Pat Bergin

In the event that both DLP and DDLP are absent and unavailable, and where there is no staff member formally acting in their role, the chairperson of the board of management, or in an ETB school the chief executive or their delegate, assumes the role of DLP.

The board of management recognises that child protection and safeguarding permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In all of these, 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 happening to children and protect members of school personnel from the necessity to take unnecessary risks that may leave themselves open to accusations of child abuse.
- Develop a practice of openness with parents and encourage parental involvement in the education of their children.
- Fully respect confidentiality requirements as set out in the Child Protection Procedures for Schools 2025 in dealing with child protection matters.
- Adhere to the above principles in relation to any vulnerable adult.

Procedures and Measures in Place

Our Child Safeguarding Statement and Risk Assessment has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance 2017*, and *Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024)*, and the *Child Protection Procedures for Schools 2025*. 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 School Personnel Relating to a Child Availing of Our Service

~ Where any member of school personnel is the subject of any investigation in respect of any act, omission or circumstance in relation to a child attending the school, the school is required to adhere to the relevant procedures set out in Chapter



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

7 of the *Child Protection Procedures for Schools 2025* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.

> Procedure for the Safe Recruitment and Selection of School Personnel to Work With Children

~ The school is required to adhere to the requirements of the Vetting Act. The selection or recruitment of staff and their suitability to work with children, requires the school to adhere 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 Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.

~ A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

> Procedure for Provision of and Access to Child Safeguarding Training and Information, Including the Identification of the Occurrence of Harm

~ The school provides information and training to members of school personnel in relation to the identification of the occurrence of harm (as defined in the 2015 Act) as follows:

~ The school has provided each member of school personnel, including any new members of school personnel, (employees and volunteers, board of management members, student teachers and those on work experience) with a copy of the school's Child Safeguarding Statement and Risk Assessment.

~ The school ensures that members of school personnel have availed of relevant training and completed child protection training.

~ The school encourages board of management members to avail of any relevant training and complete child protection training.

~ The board of management ensures that records of all staff and board member child protection training are maintained.

> Procedure for the Reporting of Child Protection or Welfare Concerns to Tusla

~ All members of school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Schools 2025*, in relation to reporting of child protection concerns to Tusla. Mandated reporting applies to all registered teachers and any other mandated person who may be employed by the school, for example a chaplain or nurse. A full list of those people who are mandated persons is set out in Appendix 1 procedures.

> Procedure for Maintaining a List of the Persons (if any) in the Relevant Service Who Are Mandated Persons

~ There is a procedure in place to maintain a list of mandated persons. Schools may on occasion employ additional staff who are mandated by virtue of their profession. This list will include all registered teachers and identify additional employees that are not registered teachers.



Scoil Náisiúnta Óroichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

> Procedure for Appointing a Relevant Person (In schools this person is the DLP)

~ There is a procedure in place for appointing a relevant person. The various procedures referred to in this Child Safeguarding Statement and Risk Assessment can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

In accordance with the Children First Act 2015, the Addendum to Children First 2019 and 2025, and the *Child Protection Procedures for Schools 2025*, the board of management 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.

Note: The procedures and measures in place outlined above, are not intended as exhaustive list. Individual boards of management shall also include in this section such other procedures and measures that are of relevance to the school.

This statement has been published on the school's website or will be made available on request by the school. It has been provided to all members of school personnel, the parents' association (if any), the patron and parents. A copy of this statement and risk assessment will be made available to Tusla and the department if requested.

This Child Safeguarding Statement and Risk Assessment will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.



Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1.	Training of school personnel in Child Protection matters.	Harm not recognised or reported promptly.	<ul style="list-style-type: none"> Clarecastle National School's Child Safeguarding Statement, Clarecastle National School Child Safeguarding Risk Assessment & Department of Education & Skills procedures are made available to all staff. Staff members will acknowledge receipt of Clarecastle National School's Child Safeguarding Statement, Clarecastle National School Child Safeguarding Risk Assessment in writing. Staff members will acknowledge, in writing, that they are aware of their responsibility to be familiar with and implement consistently, the contents of Clarecastle National School's Child Safeguarding Statement, Clarecastle National School Child Safeguarding Risk Assessment. School personnel are required to adhere to the Child Protection Procedures for Schools 2025 and all registered teaching staff are required to adhere to the Children First Act 2015 as well as supporting the continued implementation of the best practice guidance set out in Children First: National Guidance for the Protection and Welfare of Children 2017 and its addenda, including the Addendum to Children First 2019 and 2025 BOM records all records of staff and board training
2.	Daily arrival and dismissal of pupils.	Risk of child being harmed in the school by another child.	As detailed in our school Supervision Policy:



Scoil Náisiúnta Oíchead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

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		<p>Risk of child being harmed in the school by another adult. Risk of harm not being recognized by school staff</p>	<ul style="list-style-type: none"> • The BOM has a suitable yard/playground supervision rota (commencing at 8.50am for assembly and finishing at 2.55pm for dismissal) to ensure appropriate supervision of children during, assembly and dismissal and recreation breaks. • All adults are required to report to reception prior to entering the school building. • Front entrance to the school has a magnetic lock so visitors must be provided with access by a staff member. • Entrance from the reception area to the main school area has a magnetic lock so visitors must be provided with access by a staff member. • Parents of pupils in classes from Rang 1 to Rang 6 must ensure they have satisfactory arrangements in place for the collection of pupils once they leave the school grounds at the end of the school day.
3.	Recreation breaks for pupils.	<p>Risk of child being harmed in the school by another child. Risk of child being harmed in the school by another adult. Risk of harm not being recognized by school staff</p>	<p>In line with our School Health & Safety Policy:</p> <ul style="list-style-type: none"> • The school has a suitable yard/playground supervision roster for both teaching staff and SNA's to ensure appropriate supervision of children during recreation breaks. • Appointed adults wishing to collect a pupil during recreation time must report to reception and are not permitted to enter the school yard.



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

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4.	Hand-over of children to an appointed adult at Infant collection time (1.45pm).	Risk of child being harmed in the school by another adult. Risk of harm not being recognized by school staff	<ul style="list-style-type: none"> Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year and stored on our school online data-base. Children are lined up in the school corridor and released to their appointed adult. 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 contact the child will not be permitted to leave the school in the company of the adult. If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately.
5.	After-school clubs/Childcare providers.	Risk of child being harmed in the school by another child. Risk of child being harmed in the school by another adult.	<p>In line with our school's Use of the School Premises Policy:</p> <ul style="list-style-type: none"> Individuals/groups using the facilities of Clarecastle NS are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards.



Scoil Náisiúnta Óroichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

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			<ul style="list-style-type: none"> Responsibility lies solely with the individual/Group using the premises for communicating with Parents about Starting/Finishing times, Cancellations or re-scheduling. A contact number should be provided to parents. Children are collected and supervised by personnel from the relevant childcare Providers who are required to have suitable vetting. Childcare providers are required to provide the names of individuals who will be collecting pupils.
6.	Late drop-offs, early collection, late pick up, attendance	Risk of child being harmed in the school by another adult.	<ul style="list-style-type: none"> In line with our School Attendance Policy: Latecomers must be signed in by an adult from 9.05am onwards. Adults are not permitted to accompany latecomers to class. Early Leavers must be signed out by an appointed adult. The appointed adult must wait in the reception area while the child is called over the public address system. Significant concerns in relation to timekeeping are reported to the Education Welfare Officer. 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.
7.	Classroom teaching including curricular provision in respect	Harm by school personnel Harm from other pupils	<ul style="list-style-type: none"> All school staff will be supplied with a copy of the school Child



Scoil Náisiúnta Óroichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

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	of S.P.H.E., R.S.E. and Stay Safe.		<p>Safeguarding Statement and Child Safeguarding Risk Assessment.</p> <ul style="list-style-type: none"> • Glass viewing panels installed in all doors. • Glass viewing panels will not be obstructed in any way. • The school implements the full Stay Safe Programme. • The school implements the full S.P.H.E. curriculum including R.S.E.
8.	One to one teaching and counselling	Risk of harm in one-to-one situation.	<ul style="list-style-type: none"> • Parents are informed and provide written consent if children are withdrawn from class on a regular basis. • Glass panels are installed in the doors of all classrooms in the school. • Glass panels will not be obscured in any way. • Window blinds, where fitted, will remain open during pupil contact time.
9.	Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Harm by school personnel	<p>In line with school Policy on Detention of Pupils and the School Code of Behaviour:</p> <ul style="list-style-type: none"> • In line with the school Code of Behaviour and Policy on Detention of Pupils, detention of pupils during recreation breaks may be used as a sanction for negative behaviour. During detention periods pupils will be supervised by the Principal or other appointed staff member.



Scoil Náisiúnta Óroichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

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			<p>In line with school Policy on Use of Mobile Phones:</p> <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 The school has complied with the Understanding of Behaviours of Concern and Responding to Crisis Situations developed by the Department of Education and Youth to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety.
10.	Prevention and dealing with bullying amongst pupils	Risk of harm due to bullying of child	<p>The school Bí Cineálta Policy/Anti Bullying Policy is available to all staff on the Drive.</p> <ul style="list-style-type: none"> Anti-bullying policies on our 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 codes of behaviour is being followed.

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
11.	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Risk of child being harmed in the school by another adult.	As outlined in Department of Education & Skills Primary Circular 02/05 some pupils with serious difficulties may require more urgent action.



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

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			<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 at home and or in class or to a referral for further specialist assessment. • 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. • The school has complied with the Understanding of Behaviours of Concern and Responding to Crisis Situations developed by the Department of Education and Youth to address uncertainty for staff on how to respond when facing crisis situations where there are



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

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			concerns regarding physical safety.
12.	Administration of First Aid	Risk of child being harmed in the school by another adult.	<p>In line with our school Accident & Injury Policy:</p> <ul style="list-style-type: none"> All staff will exercise their duty of care to pupils for the duration of the school day. <p>In the event of Accident or Injury to a pupil:</p> <ul style="list-style-type: none"> Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil/s. Accidents/injuries that involve treatment of minor cuts, bumps etc that are not exposed will be treated in the presence of another staff member.
13.	Administration of Medicine	Risk of child being harmed in the school by another adult.	<p>In line with our school Administration of Medicines Policy:</p> <ul style="list-style-type: none"> Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents and agreed by the Principal/Chairperson of the Board of Management.
14.	Care of pupils with specific vulnerabilities/ needs such as: Pupil from ethnic minorities/migrants	Harm by school personnel Harm from other pupils	<p>In line with our school Mission Statement:</p> <ul style="list-style-type: none"> Clarecastle National School will be welcoming and caring towards the



Scoil Náisiúnta Oíchead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
	<p>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>		<p>needs of pupils with specific vulnerabilities.</p> <ul style="list-style-type: none"> ● 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. <p>Practices and procedures in this regard are detailed in various school policies such as</p> <ul style="list-style-type: none"> ● Code of Behaviour ● Bí Cineálta/Anti Bullying Policy ● Anti Cyber Bullying Policy ● S.P.H.E Policy ● Supervision policy ● Mobile Phones Policy ● Acceptable Usage Policy ● School Tours Policy
15.	<p>Participation by pupils in religious ceremonies/religious instruction external to the school.</p>	<p>Harm from other pupils Harm from school personnel Harm from adults at the venue</p>	<p>In line with our school Supervision Policy:</p> <ul style="list-style-type: none"> ● Pupils will not be permitted to make their way to the church unaccompanied.



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			<ul style="list-style-type: none"> • Teachers will ensure there is effective supervision at all times both en-route to and in the church. • Where ceremonies are conducted outside of school time it is parents responsibility to ensure that there are suitable arrangements in place for getting pupils to and from the event location. • Where ceremonies take place as part of a scheduled mass outside of school time it is parents responsibility to ensure that their child/children are adequately supervised and that suitable arrangements are in place for getting pupils to and from the ceremony.
16.	Toilet Areas	Inappropriate behaviour	<p>During pupil contact time:</p> <ul style="list-style-type: none"> • Class teachers will supervise pupil's use of toilet facilities. • Only one pupil at a time permitted in the class toilets. <p>During recreation breaks:</p> <ul style="list-style-type: none"> • Pupils must get permission from the teacher on yard duty to enter the school to use their class toilet. • Only one pupil at a time permitted in class toilets



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
17.	Use of Information Communication Technology by pupils and other digital devices in school including social media.	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.	<ul style="list-style-type: none"> • Access to internet is filtered by the OIDE Schools Broadband. 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 Flickr and Face book. <p>In line with our school's Acceptable Usage Policy:</p> <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, as referenced in school's Acceptable Usage Policy. • See Acceptable Usage Policy for more details.
10.	Online engagements to facilitate learning/Remote Learning/Online Teaching	Risk of harm due to children inappropriately accessing/using computers, social	<ul style="list-style-type: none"> • On occasion remote teaching and learning may be necessary. In circumstances where



Scoil Náisiúnta Oíchead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		<p>media, phones and other devices while accessing school work/supports/ online lessons.</p>	<p>teaching cannot be conducted on the school premises, teachers may use Zoom, SeeSaw, e-mail or other platforms approved by the Principal, to assist with remote teaching, as necessary.</p> <p>In line with our school's Acceptable Usage Policy:</p> <ul style="list-style-type: none"> • The school has signed up to the terms of service of the Online Platforms in use by the school. The School has enabled the most up to date security and privacy features which these Online Platforms provide. • Rules and guidelines for staff, pupils and parents/guardians for using online communications are detailed and communicated. • See Acceptable Usage Policy for more details.
19.	Storage or publication of photos of children	Risk of pupil images being accessed and used inappropriately.	<p>In line with the school Data Protection Policy:</p> <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



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

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			<ul style="list-style-type: none"> • Photos taken by staff are removed from personal devices at the end of each school day. • Photos are stored securely on the school online storage space. • Children's names are not published with photos uploaded to the school website or class blogs. • 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
20.	Data protection	Risk of personnel information regarding pupils being accessed and used inappropriately.	<p>In line with the school's Data Protection Policy:</p> <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 in the strong room. • Soft copies are stored in a secure online database. A password is required to access the documents.



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
21	Use of video/photography/other media to record school events	Bullying Harm from adults Harm from other pupils	<p>It is school policy that:</p> <ul style="list-style-type: none"> Parents will be 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, Instagram etc.).
22	Interaction with visitors to the school/guest speakers/external coaches/contractors during school hours.	Risk of child being harmed in the school by another adult. Risk of harm not being recognized by school staff	<ul style="list-style-type: none"> Visitors and external coaches must check in at reception at the front entrance before accessing the main school building. 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 their relevant organization and a copy of any appropriate insurance. <p>In line with our school's Health and Safety Statement:</p>



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			<ul style="list-style-type: none"> Children are closely supervised by staff members during all school events in which visitors are invited to or are present in the school.
23	Student teachers undertaking training placement in school	Risk of child being harmed in the school by another adult	<p>In line with our school Policy on Students on Teaching Placement:</p> <p>Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with:</p> <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 Clarecastle National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement. Teachers to remain with the class at all times.
24	Students participating in work experience	Risk of child being harmed in the school by another adult.	<p>In line with our school Policy on Students on Work Experience:</p> <ul style="list-style-type: none"> The school requires confirmation from the school college, in writing, that Clarecastle National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of



Scoil Náisiúnta Óroichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			<p>commencing work placement.</p> <ul style="list-style-type: none"> • Students must be able to provide current NVB vetting documentation which should be processed in <u>advance</u> of placement start date through the student's post-primary school or the relevant colleges. • Due to current legislation the school will not offer work experience/TY placement to students who cannot meet vetting obligations.
25	Use of the school premises by outside groups/individuals.	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 9.00am to 2.45pm. <p>In line with our school's Use of the School Premises Policy:</p> <ul style="list-style-type: none"> • In the event of individuals/groups using the school premises outside of school hours where there will be unrestricted access to children, it is essential that those who have said access provide evidence of up-to-date vetting to the BOM
26	Children not collected from after school activities	Risk from other pupils Risk from other adults	In line with our school Use of the School Premises Policy and Supervision Policy :



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			<ul style="list-style-type: none"> • In the case of school related activities, all parents are made aware of the finishing time of activities and that pupils must be collected on time. If a pupil is not collected on time the teacher(s) in charge must make contact with the parents. • In the event of a teacher being unable to make contact with either a parent or a nominated emergency contact, the teacher shall ring the TUSLA Duty Social Worker for advice, record details of same and take the appropriate action as advised. • Individuals/groups using the facilities of Clarecastle National School are required to put procedures in place to ensure that all children in their care are properly supervised at all times. This includes the supervision and care of pupils waiting beforehand and waiting to be collected afterwards. • Responsibility lies solely with the individual/Group using the premises for communicating with Parents about Starting/Finishing times, Cancellations or re-scheduling. A contact number should be provided to parents.



Scoil Náisiúnta Oíchead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
27	Lack of, or insufficient lunch	Child at risk of neglect	<ul style="list-style-type: none"> Teachers will monitor children's lunches and ensure that all children are provided with a sufficient quantity of healthy food each day. If a child is not provided with any lunch in school, the school phones the parents and asks them to bring the lunch to school. If a lunch is not provided the DLP or DDLP will be informed immediately and best efforts made to ensure the child is adequately fed throughout the day. If a child is regularly provided with insufficient lunch the class teacher discusses it with the parents in the first instance. If the situation does not improve the class teacher will take appropriate action to ensure resolution.
28	School transport arrangements including Bus Escorts.	Risk of child being harmed in the school by another adult.	<p>For Bus Eireann Managed Daily School Transport:</p> <ul style="list-style-type: none"> Bus Escorts will be required to undergo vetting through Killaloe Diocesan Office. <p>For school trips:</p>



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			<ul style="list-style-type: none"> The school will only use transport operators that have a "Road Passenger Transport Operators Licence". Pupils will not be permitted to board or remain on a bus without teacher supervision. The school shall receive confirmation from any service provider that their employees are suitably vetted.
29	Parental Involvement in school activities.	Risk of child being harmed in the school by another adult.	<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 and care of pupils rests with the relevant teacher. Where parents visit the school to take part or assist in school activities on regular basis they will be required to undergo vetting through Killaloe Diocesan Office.
30	Sporting Activities and Annual Sports Day	Harm by school personnel Harm from other pupils, Harm from other adults at the venue	<p>In line with our school Supervision Policy and Health and Safety Policy:</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.



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			<ul style="list-style-type: none"> Teacher responsibilities in this regard are detailed in the aforementioned policies.
31	Use of off-site facilities for school activities e.g. swimming etc. use of changing areas, shower facilities	Harm from other adults at the venue Harm from other pupils	<p>In line with our school Supervision Policy and Health and Safety Policy:</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. Teacher responsibilities in this regard are detailed in the aforementioned policies.
32	Use of external coaches/instructors during off-site activities.	Harm from unknown adults at the venue	<p>In line with our school Supervision Policy and Health and Safety Policy:</p> <ul style="list-style-type: none"> All teachers will exercise their Duty of Care to pupils during school activities undertaken off site. Organisers of off-site activities involving the use of external coaches/instructors must receive confirmation in writing form the host organisation that their coaches/instructors have suitable vetting. Teacher responsibilities in this regard are detailed in



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			the aforementioned policies.
33	Intimate Care	Risk of harm by a member of school personnel	In line with our school Intimate Care Policy : <ul style="list-style-type: none"> • An Intimate Care Plan will be drawn up for each pupil requiring intimate care in consultation with parents. • Staff members engaging in intimate care will inform the relevant class teacher of their intention to do so. • Relevant staff members will maintain a record of instances where intimate care needs arise.
34	Recruitment of school personnel including teachers/SNAs, caretakers/secretaries/cleaners and sports coaches	Risk of harm by a member of school personnel	Recruitment guidelines of Department of Education/CPSMA followed. All school personnel subject too Garda Vetting requirements.
35	Children with medical needs	Harm by school personnel Harm from other pupils,	In line with our school Intimate Care Policy : <ul style="list-style-type: none"> • An Intimate Care Plan will be drawn up for each pupil requiring intimate care in consultation with parents. • Staff members engaging in intimate care will inform the relevant class teacher of their intention to do so. • Relevant staff members will maintain a record of instances where intimate care needs arise.



Scoil Náisiúnta Oíchead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			<p>In line with our school Administration of Medicines policy:</p> <ul style="list-style-type: none"> • An Administration of Medicines Plan will be drawn up for each pupil requiring medication/potential of medication in school in consultation with parents. • Relevant staff members will maintain a record of instances where administration of medicines was required.

Additional pages may be added as required



Examples of Activities, Risks and Procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive, and that the inclusion of an example of a policy or procedure on these lists does not make it mandatory. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as 'any potential for harm'.

Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to:

- > Identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities.
- > Identify and assess the adequacy of the various procedures already in place to manage those risks of harm.
- > Identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

Online Safety

The *Addendum to Children First: National Guidance for the Protection and Welfare of Children 2017* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement and Risk Assessment.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also.

Risk in the context of this Child Safeguarding Statement and 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 the Children First Act 2015: '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.



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.



Scoil Náisiúnta Oíchead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

Examples of School Activities which schools may draw from, as appropriate

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils
3. Classroom teaching
4. One-to-one teaching
5. One-to-one learning support
6. One-to-one counselling
7. Outdoor teaching activities
8. Online teaching and learning remotely
9. Sporting activities
10. School outings
11. School trips involving overnight stay
12. School trips involving foreign travel
13. Use of toilet/changing/shower areas in schools
14. Provision of residential facilities for boarders
15. Annual Sports Day
16. Fundraising events involving pupils
17. Use of off-site facilities for school activities
18. School transport arrangements including use of bus escorts
19. Care of children with special educational needs, including intimate care where needed
20. Care of any vulnerable adult students, including intimate care where needed
21. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
22. Management of provision of food and drink
23. Administration of medicine
24. Administration of First Aid
25. Curricular provision in respect of SPHE, RSE, Stay Safe
26. Prevention and dealing with bullying amongst pupils
27. Training of school personnel in child protection matters
28. Use of external personnel to supplement curriculum
29. Use of external personnel to support sports and other extra-curricular activities
30. Care of pupils with specific vulnerabilities/needs



Scoil Náisiúnta Óroichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

31. Pupils from ethnic minorities/migrants
32. Members of the Traveller community
33. Lesbian, gay, bisexual or transgender (LGBT) children
34. Pupils perceived to be LGBT
35. Pupils of minority religious faiths
36. Children in care
37. Children on Tusla's Child Protection Notification System (CPNS)
38. Children with medical needs
39. Recruitment of school personnel including teachers/SNAs, caretakers/secretaries/cleaners and sport coaches
40. External Tutors/Guest Speakers
41. Volunteers/Parents in school activities
42. Visitors/contractors present in school during school hours
43. Visitors/contractors present during after-school activities
44. Participation by pupils in religious ceremonies/religious instruction external to the school
45. Use of Information and Communication Technology by pupils in school, including social media
46. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
47. Students participating in work experience in the school
48. Students from the school participating in work experience elsewhere
49. Student teachers undertaking training placement in school
50. Use of video/photography/other media to record school events
51. After-school use of school premises by other organisations
52. Use of school premises by other organisations during school day
53. Breakfast club
54. Homework club/evening study
55. Children attending boarding schools or living away from home



Examples of Risks of Harm

1. Risk of harm not being recognised by school personnel
2. Risk of harm not being reported properly and promptly by members of school personnel
3. Risk of harm where members of school personnel have not received appropriate training
4. Risk of child being harmed in the school by a member of school personnel
5. Risk of child being harmed in the school by another child
6. Risk of child being harmed in the school by a volunteer or visitor to the school
7. Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while a child is participating in out-of-school activities, e.g. school trip, swimming lessons
8. 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
9. Risk of harm due to bullying of a child
10. Risk of harm due to racism
11. Risk of harm due to inadequate supervision of children in school
12. Risk of harm due to inadequate supervision of children while attending out-of-school activities
13. Risk of harm due to inappropriate relationship/communications between a child and another child or adult
14. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
15. Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities
16. Risk of harm to child while a child is receiving intimate care
17. Risk of harm due to inadequate code of behaviour
18. Risk of harm in one-to-one teaching, counselling, coaching situations
19. Risk of harm caused by a member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device, or other manner
20. Risk of harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
21. Risks where children are living away from home or attending boarding facilities



Scoil Náisiúnta Oíchead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

These are examples of policies and procedures that may be used to address Risks of Harm

1. All school personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment
2. The Child Protection Procedures for Schools 2025 are made available to all school personnel
3. School personnel are required to adhere to the Child Protection Procedures for Schools 2025 and all registered teaching staff are required to adhere to the Children First Act 2015 as well as supporting the continued implementation of the best practice guidance set out in Children First: National Guidance for the Protection and Welfare of Children 2017 and its addenda, including the Addendum to Children First 2019 and 2025
4. A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons
5. The school implements in full the Stay Safe Programme
6. The school implements in full the Social, Personal, and Health Education (SPHE) curriculum
7. The school implements in full the Wellbeing Programme at Junior Cycle
8. School authorities have a code of behaviour and an anti-bullying policy in place in accordance with the department's 'Bí Cineálta' procedures to prevent and address bullying in schools and as outlined in Circular 55/2024
9. The school has complied with the Understanding Behaviours of Concern and Responding to Crisis Situations developed by the Department of Education and Youth to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety
10. The school undertakes anti-racism awareness initiatives
11. 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, changing rooms etc.
12. The school has in place a policy and clear procedures in respect of school outings
13. The school has a health and safety policy
14. The school adheres to the requirements of the Garda vetting legislation
15. The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment
16. The school has a code of conduct for school personnel (teaching and non-teaching staff)
17. The school complies with the agreed disciplinary procedures for teaching staff
18. The school has a special educational needs policy
19. The school has an intimate care policy/plan in respect of students who require such care



Scoil Náisiúnta Droichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

20. The school has in place a policy and procedures for the administration of medication to pupils
21. The school has provided each member of school staff with a copy of the school's Child Safeguarding Statement and Risk Assessment
22. The school ensures all new personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment
23. The school encourages personnel to avail of relevant training
24. The school encourages board of management members to avail of relevant training
25. The school maintains records of all personnel and board member training
26. The school has in place a policy and procedures for the administration of First Aid
27. The school has in place a code of behaviour for pupils
28. 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
29. The school has in place a policy governing the use of smartphones and tablet devices in the school by pupils as per Circular 38/2018 and the national guidelines
30. The school has in place a Critical Incident Management Plan
31. The school has in place a Home School Liaison policy and related procedures
32. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
33. The school has in place a policy and procedures for the use of external sports coaches
34. The school has in place a policy and clear procedures for one-to-one teaching activities
35. The school has in place a policy and procedures for one-to-one counselling
36. The school has in place a policy and procedures in respect of student teacher placements
37. The school has in place a policy and procedures in respect of pupils undertaking work experience in the school
38. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
39. The school has in place a policy in relation to assisting members of school personnel in respect of disclosures of retrospective abuse
40. The school has considered the questions in Appendix 1 of the Child Protection and Safeguarding Procedures for Boarding Facilities Associated with Recognised Schools 2023 and implemented the necessary risk mitigation measures

In accordance with Section 11 of the Children First Act 2015 and with the requirements of Chapter 9 of the Child Protection Procedures for Schools 2025, the following is the written Child Safeguarding Statement and Risk Assessment.

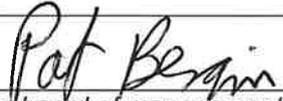


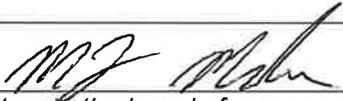
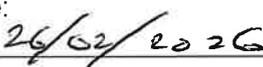
Scoil Náisiúnta Óroichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

In undertaking this Child Safeguarding Statement and 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 Child Safeguarding Statement and Risk Assessment was reviewed by the board of management on **26th February 2026** (*most recent review date*)

Signed:*		Date:	
<i>Chairperson of the board of management</i>			

Signed:*		Date:	
<i>Principal/Secretary to the board of management</i>			

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on **11th February 2027** (*expected review date*)

** Document to be printed and signed with original signatures*



Scoil Náisiúnta Óroichead an Chláir

CLARECASTLE NATIONAL SCHOOL, CLARECASTLE, CO. CLARE

Appendix - Location of copies of the Child Protection Procedures and Children First Guidance

This may be in the form of specifying the online location for the procedures (Department of Education and Youth website www.gov.ie/childprotectionschools and/or the school website), providing a link to the Children First National Guidance 2017 [Children First National Guidance 2017.pdf](#), and stating the number and location of hard copies of these procedures available in the school.

Location of copies of the Child Protection Procedures and Children First Guidance available at the Department of Education and Youth website www.gov.ie/childprotectionschools.

A hard copy of the *Child Protection Procedures 2025* and *Children First National Guidance 2017* are located in the Child Protection drop box at reception area/entrance hallway to Clarecastle National School.