



- 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](http://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](http://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](http://gov.ie) website or will be made available on request by the school.

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

- 7 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 8 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 21/11/2013\_\_\_\_\_ [date].

This Child Safeguarding Statement was reviewed by the Board of Management on \_\_September 16<sup>th</sup> 2024 [most recent review date].

Signed: \_\_\_\_\_

Chairperson of Board of Management

Signed: \_\_\_\_\_

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_16 Sept 2024\_

Date: \_\_\_\_\_16 September 2024

Signed copy available from the school and on display in Reception

## Child Safeguarding Risk Assessment for Drumshanbo Vocational School

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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of Drumshanbo Vocational School.

<p><b>1. List of general school activities</b></p>	<p><b>2. The school has identified the following risk of harm in respect of its activities –</b></p>	<p><b>3. The school has the following procedures in place to address the risks of harm identified in this assessment -</b></p>
<ul style="list-style-type: none"> <li>• Arrival &amp; departure of students</li> <li>• Break times</li> <li>• Students leaving without permission</li> <li>• Use of Toilet facilities</li> <li>• School Transport</li> <li>• Use of Technology in areas other than the classroom</li> <li>• Congregation in locker areas</li> <li>• Supervised after school study</li> <li>• Visitors</li> <li>• Hostile parents/guardians/visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of student being harmed by a member of school personnel</li> <li>• Risk of student being harmed in the school by another child</li> <li>• Risk of harm due to bullying of student</li> <li>• Risk of harm due to inadequate supervision of student in school</li> <li>• Risk of harm where student finds herself last/first in the school building</li> <li>• Risk of student being unsupervised</li> <li>• Risk of physical harm to students</li> <li>• Members of the public not vetted</li> </ul>	<p>(insert the procedures in place to address risks of harm in this section)</p> <ul style="list-style-type: none"> <li>• The school has a corridor/grounds supervision roster to ensure appropriate supervision of students during arrival, dismissal and break times and in respect of specific areas.</li> <li>• The school has a sign-in and stamp system for late arrivals</li> <li>• The school has a sign-out with permission system.</li> <li>• Roll call is taken on VSware in every class. Parents are notified if student is absent without authorisation.</li> <li>• Parents have access to VSware and notify the school of absences</li> <li>• The school has a Health and Safety policy</li> </ul>

		<ul style="list-style-type: none"> <li>• The school has in place a Code of Behaviour for students</li> <li>• All staff are Garda Vetted</li> <li>• All staff have been provided with the Child Safeguarding Statement and have had appropriate training.</li> <li>• The school has an Anti-Bullying policy and procedures in place, which have been explained to the whole school community.</li> <li>• The school has a Code of Behaviour which makes clear procedures for leaving school grounds without permission and consequences for doing same without permission.</li> <li>• The school has a Critical Incident Management Plan</li> <li>• Visitors report to Reception and will not meet students without being accompanied by school personnel</li> <li>• Parents/guardians are encouraged to make appointments</li> <li>• DVS has a mobile phone policy</li> </ul>
<b>List of Teaching &amp; Learning Activities</b>	<b>The school has identified the following risk of harm in respect of its activities –</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b>
<ul style="list-style-type: none"> <li>• Classroom interactions</li> <li>• One-to-one teaching</li> <li>• Guidance/counselling one-to-one sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of student being harmed in the classroom by another student</li> <li>• Risk of harm due to inadequate supervision of students in classroom</li> </ul>	<ul style="list-style-type: none"> <li>• The school implements in full the SPHE curriculum</li> <li>• The school implements in full the Wellbeing Programme at Junior Cycle</li> </ul>

<ul style="list-style-type: none"> <li>• Curricular Content and/or presentation in SPHE/RSE/Wellbeing</li> <li>• Use of substitute teachers</li>   <li>• Meetings with teachers on one-to one basis</li> <li>• Use of Education Technology within the classroom</li> <li>• Work Experience</li> <li>• Students with Special Needs</li> <li>• Misuse of equipment in school</li> <li>• On line teaching and learning during unforeseen school closures.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of harm due to bullying of student in classroom</li> <li>• Risk of student being harmed in the classroom by teacher or substitute teacher</li> <li>• Risk of harm in one-to-one teaching</li> <li>• Risk of harm caused by member of school personnel communicating with pupils directly or indirectly in an inappropriate manner via social media, texting, digital device or other.</li> <li>• Accessing inappropriate sites or offensive materials</li> <li>• Risk of harm while carrying out work experience</li> <li>• Risk of harm caused by personnel not differentiating for the needs of students with Special Needs</li> <li>• Risk of one student harming another student</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school's Child Safeguarding Statement</li> <li>• The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel</li> <li>• 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</li> <li>• The school liaises with social services / TUSLA as appropriate</li> <li>• The school / MSLETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>• 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</li> <li>• The ETB has a codes of conduct for school personnel (teaching and non-teaching staff)</li> <li>• The school complies with the agreed disciplinary procedures for teaching staff</li> <li>• The school has in place a code of behaviour for students</li> <li>• The school has procedures in place in for work experience in an external organisation</li> </ul>
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		<ul style="list-style-type: none"> <li>• The school has in place a policy and procedures in respect of student teacher placements</li> <li>• The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> <li>• The school has an Acceptable Internet Use Policy for staff</li> <li>• The school has a Critical Incident Management Plan</li> <li>• The Professional Code of Conduct (Teaching Council) applies to staff</li> <li>• The school has a Special Educational Needs policy</li> <li>• Specialist rooms locked when not in use and equipment stored safely.</li> <li>• Students receive training in use of MSTeams</li> </ul>
<b>List of pastoral Care activities</b>	<b>The school has identified the following risk of harm in respect of its activities –</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b>
<ul style="list-style-type: none"> <li>• One-to-one counselling</li> <li>• School outings</li> <li>• School trips involving overnight stay</li> <li>• School trips involving foreign travel</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of harm to students through bullying when away from home on school trips</li> <li>• Risk of mishandling of students with challenging behaviour</li> <li>• Risk of harm due to inadequate supervision of student</li> </ul>	<ul style="list-style-type: none"> <li>• All staff have been provided with the Child Safeguarding Statement and have had appropriate training.</li> <li>• The school has an Anti-bullying policy and procedures in place which have been explained to the whole school community.</li> <li>• School Personnel are required to adhere to the</li> </ul>

<ul style="list-style-type: none"> <li>• Care of students with special educational needs, including intimate care where needed,</li> <li>• Management of challenging behaviour amongst students.</li> <li>• Administration of Medicine</li> <li>• Administration of First Aid</li> <li>• Curricular provision in respect of SPHE, RSE, Stay Safe</li> <li>• Prevention and dealing with bullying amongst students.</li> <li>• Training of school personnel in child protection matters</li> <li>• Care of students with specific vulnerabilities/ needs such as: <ul style="list-style-type: none"> <li>– Students from ethnic minorities/migrants</li> <li>– Members of the Traveller community</li> </ul> </li> <li>• Lesbian, gay, bisexual or transgender (LGBT) students <ul style="list-style-type: none"> <li>– Students perceived to be LGBT</li> <li>– Students of minority religious faiths</li> <li>– Students in care</li> <li>– Students on Child Protection Notification System (CPNS) <ul style="list-style-type: none"> <li>➢ Supporting students involved in misuse of Social Media</li> <li>➢ Sanctioning students involved in misuse of Social Media</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background</li> <li>• Risk of harm to student</li> <li>• Risk of harm caused by one student to another via inappropriate social media contact, texting, digital device or other</li> <li>• Risk of harm to students by the use of inappropriate or over- harsh sanctions for bullying/misuse of social media</li> </ul>	<p>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</p> <ul style="list-style-type: none"> <li>• The school has a Critical Incident Management Plan</li> <li>• The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> <li>• The school has in place an Acceptable Use policy in respect of usage of all computers, internet and social media</li> <li>• The school has a code of conduct for school personnel (teaching and non-teaching staff)</li> <li>• The school has appointed qualified Guidance teachers and has a Guidance Policy</li> <li>• The school has recruited teachers with Special Education Needs training and qualifications</li> <li>• The school appoints qualified SNA's where deemed necessary and funded by the DES</li> <li>• The school has a School Tour policy which covers protocols for overnight stays</li> <li>• The school has a Special Educational Needs policy</li> <li>• The school has an active Pastoral Team and this team meets weekly</li> <li>• The school organises training for staff in the administration of essential medicines</li> </ul>
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		<ul style="list-style-type: none"> <li>• Student medical needs are made known to staff at the beginning of each school year and as they arise throughout the year</li> <li>• Principal and Deputy Principal hold regular meetings with SNAs</li> </ul>
<b>Sporting and extra curricular activities</b>	<b>The school has identified the following risk of harm in respect of its activities –</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment -</b>
<ul style="list-style-type: none"> <li>• Travelling to matches</li> <li>• Changing in Mayflower changing room</li> <li>• Changing in the changing rooms of other schools</li> <li>• Annual Fun / Sports Day</li> <li>• School trips involving overnight stay</li> <li>• Administration of First Aid</li> <li>• Use of external personnel to support sports and other extracurricular activities</li> <li>• Sports coaches</li> <li>• Student PE teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of a student being harmed by a member of school personnel, a member of staff of another organisation or other person while participating in sporting activities</li> <li>• Risk of harm to student while student is receiving First Aid treatment</li> <li>• Risk of harm due to inadequate code of behaviour</li> <li>• Risk of harm in one-to-one coaching situation</li> <li>• Risk of harm to student due to lack of experience of Student PE teachers</li> <li>• Risk of harm caused by member of school personnel communicating with pupils in</li> </ul>	<ul style="list-style-type: none"> <li>• All staff and volunteers are Garda Vetted</li> <li>• All staff have been provided with the Child Safeguarding Statement and have had appropriate training School sports personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and also are required to adhere to the Children First Act 2015</li> <li>• The school implements in full the Wellbeing Programme at Junior Cycle, incorporating PE</li> <li>• The school has an Acceptable Use Policy in relation to the use of digital media</li> </ul>

<ul style="list-style-type: none"> <li>• Use of social media to record and comment on sporting events</li> <li>• After school coaching sessions</li> <li>• Use of facilities outside of school</li> </ul>	<p>appropriate manner via social media, texting, digital device or other manner</p> <ul style="list-style-type: none"> <li>• Risk of harm caused by member of school personnel or a student circulating inappropriate material in relation to sporting activities via social media, texting, digital device or other manner</li> <li>• Risk of harm to students by personnel in or on way to or from facilities outside school</li> </ul>	<ul style="list-style-type: none"> <li>• The School has a Code of Behaviour, drafted in consultation with all stakeholders.</li> <li>• The School has a supervision protocol for events.</li> <li>• The school has a supervision protocol for transport to and from sporting activities</li> <li>• Staff are trained in First Aid</li> <li>• The school has a Tour policy which covers protocols for overnight stays</li> <li>• The school has in place a policy and procedures in respect of student teacher placements</li> <li>• The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</li> <li>• The school has in place a Code of Behaviour for students</li> <li>• Students travelling to outside facilities are adequately supervised by school staff</li> <li>• Students staying overnight on trips are adequately and appropriately supervised by school staff</li> <li>• Parental consent is sought for use of photos/ videos of students</li> </ul>
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<b>Recruitment</b>	<b>The school has identified the following risk of harm in respect of its activities –</b>	<b>The school has the following procedures in place to address the risks of harm identified in this assessment</b>
<ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principal(s)</li> <li>• Teachers</li> <li>• SNA's</li> <li>• Administration staff</li> <li>• Caretaking Staff</li> <li>• Housekeeping Staff</li> <li>• Cleaning Staff</li> <li>• Short or long term Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of harm to students by personnel who are not qualified</li> <li>• Risk of harm to students from personnel who have a history of unacceptable practices in previous employment</li> <li>• Risk of harm to students from a member of personnel with a history of abuse</li> <li>• Risk of harm to a student by a member of personnel unwilling to commit to the expected standards of the school</li> </ul>	<ul style="list-style-type: none"> <li>• The school / MSLETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>• The school has a Handbook for new teachers / PME's and Induction is provided for school personnel (teaching and non-teaching staff)</li> <li>• When appointing, detailed references are sought by MSLETB HR or by the school principal</li> <li>• The MSLETB has a rigorous interview process.</li> <li>• The school complies with the agreed disciplinary procedures for staff</li> </ul>

**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.

Approved by the Board of Management on 16/09/2024

Signed : \_\_\_\_\_ Cllr Enda McGloin, Chairperson \_\_\_\_\_ Martin Fallon, Principal

