



## Kilcornan National School Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

Kilcornan 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 Kilcornan National School 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 Shirley Balfry
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Marina Mullane
- 4 The Relevant Person is Shirley Balfry
- 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](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 [gov.ie](http://gov.ie) website or will be made available on request by the school.
- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association 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 27<sup>th</sup> February, 2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 7<sup>th</sup> October, 2021, 18<sup>th</sup> October 2022, 28<sup>th</sup> September 2023 and 23<sup>rd</sup> October 2024.

Signed: Tom Cantillon

Chairperson of Board of Management

Signed: Shirley Balfry

Principal/Secretary to the Board of Management

Date: 22<sup>nd</sup> October 2025

Date: 22<sup>nd</sup> October 2025

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Kilcornan National 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 Kilcornan National School.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
Training of school personnel in Child Protection matters	Risk of harm not being recognised by school personnel	<p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i> and its Addendum (2019)</p> <p>All new staff have been informed of the Child Protection Procedures 2023</p> <p>Circular 36/2023 and revised DES procedures made available to all staff</p> <p>Updated Child Safeguarding Statement &amp; Risk Assessment discussed and approved with all staff</p> <p>Updated Child Protection Safety Statement given to all class teachers and displayed</p> <p>New staff have completed TUSLA Children First training</p> <p>New members of staff have issued the school with their Children First Certificates</p> <p>BOM records all records of staff and board training</p>
One to one teaching and Movement Breaks	Risk of harm in one-to-one teaching, counselling situation by staff	<p>School has policy in place for one-to-one teaching</p> <p>Movement breaks will be mostly held outside due to the current building works, but when in the sensory room, there will be a minimum of two children present and the door will be left open if possible.</p>
Care of Children with special needs, including intimate care needs	Risk of harm to child while a child is receiving intimate care from staff	<p>Policy on intimate care</p> <p>This was updated in recent years</p>

		Two adults will be present for this at all times and doors will be left open where possible
Toilet areas	Inappropriate behaviour Risk of child being harmed in the school by another child	Usage and supervision policy One person at a time to the toilet policy in each class New light switches to ensure one person at a time uses the toilet were installed in the Junior section of the school SNA's accompany 'at risk' pupils to the toilet where needed
Curricular Provision in respect of SPHE, RSE, Stay Safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full
LGBT Children/Pupils perceived to be LGBT	Bullying	Anti-Bullying Policy Code of Behaviour
Daily arrival and dismissal of pupils	Risk of harm due to inadequate supervision of children in school Harm from older pupils, unknown adults on the playground	Arrival and dismissal supervised by Teachers and SNA's Home times are no longer staggered but for the health and safety of all pupils, due to large numbers, the SEN teachers will continue to open the gates at 9.10. Pupils can then gradually enter the school over the space of the following 10 minutes. The class teachers and SNA's receive the children in their classroom. Pupils leaving early or returning to school after an appointment must be signed out by a parent/guardian Due to the large numbers of pupils now exiting the school at the same time, the school gate will also be opened to facilitate an easier flow of pupils.
Managing of challenging behaviour amongst pupils	Injury to pupils and staff	Health & Safety Policy Code Of Behaviour
Sports Coaches	Harm to pupils by volunteer or visitor	Policy & Procedures in place The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
Students participating in work experience	Harm by student Risk of child being harmed in the school by volunteer or visitor to the school	The school has a Work experience Policy in place 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

Recreation breaks for pupils	Risk of harm due to inadequate supervision of children in school Harm from other pupils	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 etc... The school will continue with staggered break and lunch times due to large pupil numbers. There are a Junior and Senior SOS and lunch. Bollards and cones will continue to be used in order to separate the various areas of the school yard but <b>have been reduced in the Senior classes.</b>
Classroom teaching	Risk of harm due to inadequate supervision of children in school	Supervision policy states that teachers, where possible, will not leave their rooms unless there is another adult there to supervise
Outdoor teaching activities	Risk of child being harmed outdoors by another child	Suitable safety rules for PE lessons/maths trails/clean ups etc...
Sporting Activities	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g: school trip, swimming lessons	The school has in place a policy and clear procedures in respect of school outings, sports days and activities <b>Pupils and parents will sign a Code of Conduct before representing the school in matches throughout the year.</b>
School outings	Harm to student Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons	The school has in place a policy and clear procedures in respect of school outings Pupil Teacher ratio for bus allocation and trips
Fundraising events involving pupils	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities	Parental permission is always sought for student participation in fundraising events. Adult supervision will always be provided at these events.
Use of off-site facilities for school activities	Risk of harm due to inadequate supervision of children while attending out of school activities Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities	Adult supervision for the use of off-site facilities

School transport arrangements	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities	Pupil teacher ratio for bus trips The school has in place a policy and clear procedures in respect of school outings If transport is necessary for any local school activity, parents will be requested to drop and collect their children.
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Risk of child being harmed in the school by a member of school personnel or by another child	The school has in place a policy and procedures for the SEN pupils and pupils with challenging behaviour
Administration of Medicine Administration of First Aid Pupils with medical needs	Risk of child being harmed in the school by another child Risk of child needing medical attention if medicine is not administered promptly/in correct dosage	The school has in place a policy and procedures for the administration of medication to pupils Locked medical cabinet in reception area Recording of medicines administered First Aid course undertaken by staff Written permission procured from new parents for the administration of medicine for the 25/26 academic year Information on children in need of medicine disseminated to relevant staff members Protocols, if necessary on children at risk
Curricular provision in respect of SPHE, RSE, Stay Safe	Risk of children who have not been given consent to take part in lessons being exposed to 'sensitive content' from RSE/Stay Safe programmes on school premises	The school implements in full the Stay Safe and Walk Tall SPHE Programmes Parents are strongly encouraged to include their children in these lessons
Prevention and dealing with bullying amongst pupils	Risk of harm due to bullying of child	New Bí Cineálta Policy being implemented this academic year Anti bullying week Principal visits to each class School will apply for the Amber Flag for the 3 <sup>rd</sup> time this year. Wellbeing continues to be a focus of our S.S.E (School Self Evaluation this) and a focus is being put on movement for pupils.
Use of external personnel to supplement curriculum	Risk of child being harmed in the school by volunteer or visitor to the school	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting

		Teacher is required to be present at all times during external personnel' s visit
Care of pupils with specific vulnerabilities/needs such as <ul style="list-style-type: none"> <li>● Pupils from ethnic minorities/migrants</li> <li>● Members of the Traveller community</li> <li>● Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>● Pupils perceived to be LGBT</li> <li>● Pupils of minority religious faiths</li> <li>● Children in care</li> <li>● Children on CPNS</li> </ul>	Risk of child being harmed in the school by a member of school personnel or by another child	The school has a Bí Cineálta Policy which fully complied with the Department's requirements This has also been checked and approved by the Patron The school has in place a code of behaviour for pupils
Recruitment of school personnel including - <ul style="list-style-type: none"> <li>● Teachers</li> <li>● SNA's</li> <li>● Secretary/Cleaners</li> <li>● Sports coaches</li> <li>● External Tutors/Guest Speakers</li> <li>● Volunteers/Parents in school activities</li> <li>● Visitors/contractors present in school during school hours</li> </ul> Visitors/contractors present during after school activities	Harm not recognised or properly or promptly reported	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 & DES procedures given to staff. Each staff member signs form to confirm they had read the statement. Staff have viewed Tusla training module & any other online training offered by PDST will be availed of Policy of Parents / Volunteers Policy on Visiting Contractors Staff have availed of Tusla 'Children First' training and certificates are stored in the CPD Folder in the photocopying room, as well as being displayed in each classroom. Garda Vetting forms are stored by the secretary.
After school use of school premises by other organisations	Risk of child being harmed in school by external tutor or another child.	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. Members of staff will remain on the premises if an after-school activity is taking place.

Use of Information and Communication Technology by pupils in school	Risk of harm to pupils inappropriately accessing/using computers, social media, phones and other devices while at school Risk of Bullying	ICT policy Anti-Bullying Policy Code of Behaviour School has reviewed the Digital Learning Plan to ensure online safety is taught in relevant classes
Online and Remote Teaching and Learning	Risk of harm in one-to-one teaching/ coaching situation Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner Inappropriate use of zoom calls or online platforms such as Aladdin and/or Seesaw Risk of child being cyberbullied by another child	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. This has been reviewed. Bí Cineálta and Code of Behaviour apply for remote teaching and learning
Social Media	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	The school has a code of conduct for school personnel (teaching and non-teaching staff) Staff have been given a copy of the Code of Behaviour for Teachers and a copy of Social Media guidelines from the Teaching Council Acceptable Use Policy has been updated
Use of Social Media platforms by school	Risk of harm due to children/adults unknown to the pupils accessing their names/pictures Risk of harm due to negative comments being posted underneath posts Inappropriate relationship/communications between child and another child or adult	Acceptable use policy has been updated Permission slips were issued to parents Names of pupils who school does not have permission to display photographs/names on these platforms have been passed onto all staff members The school has an Bí Cineálta Policy and Code of Behaviour in place. Negative comments will immediately be deleted and the person in question blocked There will be a number of teachers monitoring the social media platforms each day

Smart Phones/Digital Devices	Risk of harm due to inappropriate use of smart phone/tablet device, during the school day	The school has in place a policy governing the use of smart phones and tablets/devices in the school by pupils as per circular 38/2018
Student teachers undertaking training placement in school	Risk of child being harmed in the school by volunteer or visitor to the school	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting Teachers will be present with student teacher.
Use of video/photography/other media to record school events	Risk of harm caused by member of school personnel or outside visitor accessing or circulating inappropriate material via photographs or media devices	<b>Consent form for photograph, outings etc...has been sent to all parents via Aladdin</b> Photographs/video footage of pupils is not shared with outside agencies etc... unless parental permission is given

**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 was completed by the Board of Management on 27<sup>th</sup> February, 2018. It was recently reviewed in October 2021, October 2022 and September 23. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement at the beginning of each academic year.

Signed: Tom Cantillon Date: 22<sup>nd</sup> October 2025

Chairperson, Board of Management

Signed: Shirley Balfry Date: 22<sup>nd</sup> October 2025

Principal/Secretary to the Board of Management