

## **Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template**

### **Child Safeguarding Statement**

Coláiste na Rinne, Rinn Ó gCuanach, Dún Garbhán, Co. Phort Láirge is a co-educational boarding facility for children in the 10-12 year age bracket in primary school who come here to improve their Gaelge and learn in an environment where Gaelge is the daily language.

Pupils from the Transition Year are also accommodated on campus where the principal dwelling accommodation is dormitory style. Girls reside on one floor and boys on the other level. There are alarms on the stairs for safety reasons. Bathrooms with suitable toilet and showering facilities on each floor.

Children dine in the Coláiste. Primary school pupils attend Scoil na Leanaí adjacent to the Coláiste's campus. Children attend school each day and the academic year commences late August early September each year.

The Coláiste has employed 3 Nurses who look after the children's health and welfare. An operations manager is responsible for parent / Coláiste liaison. There are also House Parents to help take care of the pupils. There is also a team of Cinnirí (Leaders) who help supervise children and run system of games and suitable extra-curricular activities for them.

Children travel home by bus every three weeks. Either they are collected by their parents or they travel home by bus with Cinnirí supervising until they meet their parents.

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 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Management Committee of Coláiste na Rinne has agreed the Child Safeguarding Statement set out in this document.

- 1 The Coiste Bainistíochta has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Críostóir Ó Faoláin
- 3 The Deputy Designated Liaison Person (Deputy DLP) is\_ Sinéad Uí Chochláin
- 4 The Coiste Bainistíochta recognises that child protection and welfare considerations permeate all aspects of life in the Coláiste and must be reflected in all of the Coláiste's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the Coláiste will adhere to the following principles of best practice in child protection and welfare:

The Coláiste 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 [having to take](#) unnecessary risks that may leave [them](#) 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 Coláiste will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

5 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 Coláiste, the Coláiste adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to
- In relation to the selection or recruitment of staff and their suitability to work with children, the Coláiste 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 DE 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 Coláiste-
  - Has provided each member of staff with a copy of the Coláiste’s Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the Coláiste’s Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Coiste Bainistíochta members to avail of relevant training
  - The Coiste Bainistíochta 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 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this Coláiste the Coiste has appointed the abovenamed Críostóir Ó Faoláin DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the Coláiste’s child safeguarding statement.
- All registered teachers employed by the Coláiste are mandated persons under the Children First Act 2015. [Pool of possible mandated persons in boarding facilities could be rather restricted. Schedule 2 perhaps needs to be revised and extended. e.g. include people in senior positions within the facility and with long years of experience.](#)
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Coiste has carried out an assessment of any potential for harm to a child while attending the Coláiste or participating in school activities. A written assessment setting out the areas of risk identified and the Coláiste’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 Coláiste’s website, the Department of Education website or will be made available on request by the Coláiste.

**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.

- 6 This statement has been published on the Coláiste’s website and has been provided to all members of Coláiste personnel, the Parents’ Association (if any) and the patron (if applicable). It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department of Education and Skills if requested.
- 7 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 25<sup>th</sup> February 2023.

This Child Safeguarding Statement was reviewed by the Board of Management on 25<sup>th</sup> February 2023.

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

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

Cathaoirleach an Choiste Bainistíochta

Stiúrthóir an Choláiste

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Coláiste na Rinne

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Coláiste na Rinne

1. List of Coláiste Activities	2. The Coláiste has identified the following risk of harm in respect of its activities -	3. The Coláiste has the following procedures in place to address the risks of harm identified in this assessment –
Children away from home and residing in dormitory style accommodation on campus or in houses recognised by Roinn na Gaeltachta	Children adapting to new environment. Learning to cope with being away from home and in a boarding situation.	Careful monitoring of pupils to identify those who are emotionally frail or vulnerable. Regular reminder re: homesickness. Supporting each other. Speaking with an adult in the Coláiste. Additional supports and monitoring.
Staff training in Child Protection Procedures.	Harm to child(ren) not being recognised or reported	Child Safeguarding Statement and Risk Assessment & DES procedures made available to all staff.

	promptly by Foireann an Choláiste.	Child Protection procedures 2017 available to all staff members. All Staff to complete TUSLA training module with certificate. The Bainisteoir Feidhme maintains records all staff members and training.
Coláiste doors open during the day.	Risk of someone gaining unauthorised access to the Coláiste without signing in/out at Coláiste reception. Risk of an unauthorised person gaining access to the dormitories.	Coláiste staff ensure that doors are closed. All visitors to the Coláiste must sign in/out at Coláiste reception. C.C.T.V in operation covering all entrance doors and stairs.
Pupils coming and going from the Coláiste campus on a daily basis to attend school given the open aspect of the campus.	Risk of pupils departing from the Coláiste campus. Risk of pupils falling due to them running. Risk from vehicles entering / departing Coláiste campus.	The Coláiste has effective supervision strategies in place to ensure the safety of the children. Speed limit set at 10Km per hour and speed ramps installed. Bollards to prevent vehicles entering pedestrian zones. CCTV in operation. Sign in/out procedure for all pupils/parents.
One-to-One Mentoring / Coaching / Counselling.	The risk of harm from a staff member. Risk of harm to child in a One-to-One situation.	The Coláiste has a policy in relation to One-to-One activities. There is a window in the room for viewing purposes. Door to remain open at all times. A desk width between tutor and child to be maintained.
Outdoor Activities.	The risk that a member of staff, staff of another organisation or another person would harm the child and the child participating in activities outside the Coláiste e.g., Coláiste trip, Rian Glas na nDéise, Fota etc...	The Coláiste has a supervision policy for the yard/play area to ensure that children have appropriate supervision during assemblies, student events, lunch breaks and for specific areas such as toilets, showers etc. The Coláiste adheres to the requirements of the Garda Vetting legislation and the relevant circulars of the ROS with regards hiring of all staff and the vetting process.
Sports Activities.	That a child may harm another child. That a child may be injured by a member of Coláiste staff.	There is a Coláiste supervision policy which ensures adequate supervision in all areas of the Coláiste including toilets and changing facilities. Garda Vetting completed in respect of all Coláiste employees.

	<p>That a child may be injured while participating in games outside the Coláiste.</p> <p>The risk of danger posed to a child due to the lack of supervision while attending events outside the Coláiste.</p>	<p>The Coláiste has a Health and Safety policy.</p> <p>The Coláiste has Code of Behaviour.</p> <p>First Aid and Defibrillator Training availed of by all staff.</p>
<p>Walks outside of the Coláiste:</p> <p>Siopa</p> <p>An Trá - Heilbhc &amp; Baile na nGall</p> <p>Walks when on organised tours.</p>	<p>The risk that a member of Coláiste staff, a member of staff or another organisation or another person could harm a child while the child is participating in activities outside the Coláiste.</p>	<p>The Coláiste has clear procedures in relation to walks off campus.</p> <p>The Coláiste has a Health and Safety Statement.</p>
GAA Training	<p>The risk that a child may be harmed during coaching.</p>	<p>The Coláiste has clear policies and procedures in place, regarding the use of coaching/External facilitators.</p> <p>A member of staff is always present during GAA training.</p> <p>The Coláiste has a Health and Safety policy.</p> <p>The Coláiste adheres to the requirements of the Garda vetting legislation and the relevant circulars of the ROS with regards hiring of staff and vetting.</p>
The use of Coláiste showers / toilets.	<p>The risk that a member of staff may harm a child. The risk that a child may harm another child. Bullying may occur.</p> <p>Danger of photos being taken.</p>	<p>Children must be afforded privacy when using toilet/shower facilities.</p> <p>It is essential that there is discreet monitoring of toilets / shower areas while respecting the privacy of each child.</p> <p>Only one person allowed in a cubicle at a time.</p> <p>Anti-bullying policy.</p> <p>Timetable for showers ensuring no overlapping times.</p>
Use of facilities outside of the Coláiste.	<p>The risk that an adult or another child may harm a child while they are participating in activities outside of the Coláiste.</p>	<p>Pupils will always be accompanied by a cinnire(i). Adequate supervision planned for and provided.</p> <p>Health and Safety Statement.</p>
Football Games / Athletics	<p>The risk of a child being harmed due to non-supervision of children when attending out of Coláiste activities.</p> <p>Bullying from other children</p>	<p>The Coláiste has an Anti-Bullying Policy that is in place.</p> <p>Supervision will always be available/provided</p>

<p>Care of children with additional needs where necessary.</p>	<p>The risk that a member of staff may harm a child in the Coláiste.  The risk that another child may harm a child at the Coláiste.  The risk that a child with additional needs and vulnerabilities may be harmed / bullied.</p>	<p>The Coláiste has an Additional Needs policy.  A care plan will be drawn up for the child in conjunction with parents, Coláiste nursing staff, Bainisteoir Feidhme and the child (as appropriate).  The Coláiste adheres to the requirements of the Garda vetting legislation and the relevant circulars of the ROS with regards hiring and vetting of all staff.  All nurses are registered with NMBI.</p>
<p>Managing behaviour(s) of concern among students.</p>	<p>The risk that a child may harm him / her(self) or another child or member of staff.  Danger posed to the child while trying to contain the situation.  Coláiste resources may be inadequate to cater for the specific behaviour(s).</p>	<p>The behaviour will be monitored, and appropriate measures taken within the capabilities of the Coláiste's staff and in conjunction with parents/guardians or other relevant professional agencies.  Care plan to be drawn up in consultation with the child's parent(s) guardian(s), Coláiste Nursing Staff and Bainisteoir Feidhme (Child if appropriate).  The Coláiste's Code of Behaviour will be followed. The Coláiste has a Health and Safety Statement and an Anti-Bullying Policy in place.  The Child Protection Policy will be followed.</p>
<p>Administration of Medicine /  Administering First Aid</p>	<p>The risk that a member of staff might harm a child in the Coláiste.</p>	<p>The Coláiste has employed 3 nurses who administer prescribed medicines or if necessary, over the counter medication which have been reviewed by a local G.P service.  Tuismitheoirí Tí are also authorised to give over the counter medicine.  Nurses follow the Coláiste Medication Policy.  The Coláiste has employed 3 nurses who assess injuries and administrate First Aid accordingly.  Minor cuts, scratches etc are taken care of by staff / Cinnirí.  First Aid training completed by staff members.</p>

Coláiste Photographs e.g. on trips, during Coláiste activities.	The risk that someone might harm a child. The risk that a child's photograph might be used inappropriately.	A cinnire will take the photographs on Coláiste approved devices/cameras/phones. The Coláiste follows the photos policy Data protection policy. Permission is received in advance from parents/guardians.
Coláiste activities that take place outside of Coláiste grounds (e.g., Húlaí, Cumann na mBunscoil).	The risk of a child being harmed due to insufficient supervision of children when attending out of Coláiste activities.	The Coláiste will ensure adequate supervision.
Training for Coláiste staff on Child Protection.	Risk of incidents not properly recorded or reported in a timely manner.	The Coláiste follows Child Protection Procedures for Primary and Post primary schools. The Bainisteoir Feidhme records all training done by staff. Induction is provided for all new staff in the Coláiste. A copy of Nósanna Imeachta um Chosaint Leanai do Bhunscoileanna agus Iarbhunscoileanna 2017 is available to all members of Coláiste staff. All staff receive Child Protection training provided by a external company.
Bullying	Play areas, games, in-Coláiste relationships, teamwork, before / after Coláiste events e.g., sports day, tours/outings.	The Coláiste will create a positive environment and will follow the anti-bullying policy carefully. Supervision in all other areas will take place. Additional staff will be diverted as necessary.
Toilets – External to Coláiste building.	The risk of a child being harmed by a member of staff or another pupil or other adult.	Child to get permission from cinnire to use toilet. Cinnire to check toilets before child(ren) allowed to enter. Child reports back to cinnire on their return.
LGBTQ students or potential LGBTQ students	The risk of bullying, making fun of differences. The child's own emotional strain. Child feels that they cannot talk to anyone. Child feels different and depressed.	Anti-Bullying Policy. Child Protection Policy. Create an understanding atmosphere towards differences in the Coláiste. Speak with parent(s). Seek professional assistance / advice.
Students on Placement	The risk that a member of staff might harm a child at the Coláiste.	Such students must have Garda vetting / clearance.

	<p>The risk of students on placement not being familiar with Coláiste practices. Students on placement saying inappropriate things to students.</p>	<p>Insurance sharing letter and all other appropriate forms from their schools or Coláistes of Education must be presented. The Student Placement Policy will be followed. Induction programme to be provided in advance for the students before they commence their placement. Students should never be on their own with a pupil or pupils. Induction provided before commencement of placement. Information on Child Protection from Duine Teagmhála Ainmnithe (D.T.A / leas D.T.A). Complete Coláiste sharing engagement form and comply with Coláiste na Rinne placement form.</p>
Meal times	<p>Risk of harm through improper behaviour. Risk to pupils with food allergies. Risk of child choking.</p>	<p>Supervision in place by cinnirí, nurses, Bainisteoir(i) Feidhme and dining room staff in seomra bia. Nurses on duty in dining room at mealtimes. Allergic reaction – intervention – choking – Heimlich. Completed Health Form received before student attends course.</p>
Sports Day	<p>Children leaving the designated area where the sports are being held. Physical accidents. Sunburn /insufficient water. Strangers arriving at the location.</p>	<p>Cinnirí in charge of groups. First Aid Box/Bag essential. Suncream / water on the day. Extra Cinnirí on duty to provide supervision. Nurses on call.</p>
Use of non-Coláiste facilities	<p>Children getting lost. Child wandering from his/her group. Use of bathroom facilities.</p>	<p>Each cinnire takes charge of a particular group(s). Roll taken for each group. Bring First Aid equipment including epi pens, inhalers etc. as necessary. Toilets to be checked in advance to ensure there is nobody in them. Cinnire to monitor use of toilets from outside. Permission sought from Cinnire to use toilet. Child to report back to cinnire on return.</p>



Management of Behaviour of concern.	Bullying, physical / emotional harm. Inappropriate language. Lack of respect for other children / members of Coláiste staff.	Code of Behaviour. Behaviour support plan to be drawn up in conjunction with parents, Bainisteoir Feidhme, Altra, other and child if deemed appropriate. Implementation of the plan within the capabilities of Coláiste staff.
External people who supplement Coláiste programme.	The person not following the child protection / behaviour code / Coláiste rules. Short comings in supervision.	Garda vetting to be completed beforehand in addition each external person must read and sign the code of conduct for external agencies policy / declaration. Cinnirí present at all times.
Child with specific vulnerabilities: <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities migrants.</li> <li>• Members of the traveller community.</li> <li>• Students of Faith minorities.</li> <li>• State care students.</li> <li>• Pupils on the Child Protection Notification System</li> </ul>	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Racism</li> <li>• The risk of an injury to a child with additional worries and with vulnerabilities</li> </ul>	<ul style="list-style-type: none"> <li>• Create an understanding and welcoming atmosphere in the Coláiste.</li> <li>• Maintain contact with the child – daily diary.</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• Discuss issue(s) with parent(s)/guardian(s).</li> <li>• Seek additional support(s) if applicable</li> </ul>
Recruiting Coláiste staff including: <ul style="list-style-type: none"> <li>• Managerial staff.</li> <li>• Administrative staff.</li> <li>• Maintenance staff.</li> <li>• Catering staff.</li> <li>• Housekeeping staff.</li> <li>• Cinnirí</li> <li>• Teachers</li> <li>• Nurses</li> </ul>	<ul style="list-style-type: none"> <li>• The risk that a member of the Coláiste staff would harm a child in the Coláiste.</li> <li>• The risk that a child in the Coláiste would harm a volunteer or visitor.</li> </ul>	Garda Vetting. Check references/referees. Interview. All Coláiste staff are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017. All registered teaching staff are required to comply with the Children First Children Act 2015.
<ul style="list-style-type: none"> <li>• Sports Coaches</li> <li>• External coaches</li> </ul>	The risk that a member of the staff of the Coláiste, a member of the staff of another organisation or another person would injure a child and the child participating in activities outside the Coláiste, eg Coláiste trip...	All visitors report to the main office and sign in/out. Garda Vetting completed in advance. No visitors allowed upstairs. Contractors to be accompanied by a staff member as appropriate. Lanyards be worn at all times. The Coláiste has a Visitors Policy in place.
Use of the Coláiste building by other organisations throughout the day	Child protection – The risk of a child being injured/harmed by a visitor in the Coláiste.	Children not to be left unsupervised at any time.

		<p>Ensure that the visiting organisation knows what area(s) they can/cannot use.</p> <p>Additional supervision if necessary.</p> <p>No crossover.</p>
The use of ICT by the children	<p>Online bullying</p> <p>Inappropriate content.</p> <p>The risk of a child being harmed due to a child having access to or using computers, social media, phones, and other devices in the Coláiste.</p>	<p>Anti-Bullying Policy</p> <p>Internet Use Policy – No access to internet by students in the Coláiste.</p> <p>As children are coming from home and to enhance pupil interaction and development the Coláiste Policy is that children do not have access to I.T. or mobile phones/smartwatches during their time in the Coláiste.</p> <p>Mobile Phones are held securely and only given to pupils when a parent is present.</p> <p>The Coláiste is aware of its obligations re: Children First/TUSLA, addendum re: online safety.</p>
Mobile Phones	<p>Use of mobile phones is not allowed to prevent pupils or phones being misused to cause anxiety in other pupils.</p>	<p>The Coláiste has a mobile phone policy regarding usage of mobile phones or other similar electronic equipment by the children – strictly no phones allowed.</p> <p>Phones are locked away in the office if brought to the Coláiste and only returned if a parent is present or on the day children are going home when they meet their parents.</p> <p>Exception where a child has a medical condition and their condition is being constantly monitored by hospital personnel. Care plan to be drawn up in conjunction with parent(s), Bainisteoir Feidhme, Coláiste Nursing staff, external medical team and child (if appropriate).</p>
Use of Videos / Media to record School Events	<p>The risk of harm to a child because a member of staff having access to or disseminating inappropriate material through social media, texting, digital appliances or otherwise</p>	<p>Child Protection Policy</p> <p>Data Protection Policy</p> <p>AUP</p> <p>Appropriate internet usage</p>

Parents involved in Coláiste activities (i.e. Húlaí, Sports Day)	The risk that a child in the Coláiste may be harmed by a volunteer or visitor. The risk of injury to a volunteer/ parent.	Cinnire always present. Child(ren) not to be left unaccompanied. Find out about the topic that is being discussed in advance. Any incidents to be reported promptly to the DLP.
Visitors / contractors present in Coláiste at any time	The risk that a child may be harmed if work is taking place. The risk that a child in the Coláiste may be harmed by a volunteer or visitor. The risk of injury to a volunteer / parent.	A member of Coláiste staff always remains with the visitor or contractor as appropriate. Visitors follow the Coláiste Health and Safety Statement. All incidents to be reported promptly to the DLP. The Coláiste adheres to the requirements of the Garda vetting legislation as appropriate.
Study	The risk that a member of staff may harm a child at Coláiste during study time. The risk that a child will harm another child during study time.	Child Protection Policy Coláiste Anti-Bullying Policy Cód Smachta
Nut Allergy	Risk of harm through a child coming into contact with nut or associated particles / dust.	Health forms examined for details of child(ren) who may be allergic to nuts or nut by-products. The Coláiste is nut free – ‘Saor ó Chnónna’. Nursing staff and Coláiste staff made aware of individual cases. Epi-pens available.
Self-harm	Risk of danger to a child through self-harm. Risk of harm being concealed by child. Risk of other children discussing/becoming in self-harm.	The Coláiste has a policy on self-harm. Nursing staff to intervene. Parents notified. Work with parents/guardians. Relevant professionals to determine best course of action for the child. Ongoing assessment of the situation. Care plan to be put in place in conjunction with parents, nurses, Bainisteoir Feidhme (if appropriate). If the care plan is not providing adequately for the child’s needs that the suitability of the Coláiste will need to be assessed in the interests of the child’s safety.
Collective Bullying Scenarios		Staff mindful of any such practices.

Induction Activities for new boarders.		
Induction Programme for new boarders in the Coláiste.		All pupils and parents invited to walk about where induction take place accompanied by a Bainisteoir Feidhme. Taster day/night.
Parent not at home when child goes 'home' for weekend.	Risk of harm outside Coláiste remit	Parents inform Coláiste of arrangements in advance.

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

Chairperson Coiste Bainistíochta

Date: \_\_\_\_\_

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

Stiurthóir Choláiste na Rinne

Date: \_\_\_\_\_

**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 2017*

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.