

Newtownwhite Educate Together NS

Ballysakeery,
Ballina,
Co. Mayo.
F26 TP63

Tel: 096 32728 / 086 7933559

Roll Number: 09040K

Email: newtownwhite@gmail.com

Website: www.newtownwhiteetns.com



Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

Newtownwhite Educate Together National School (NTWETNS) is a primary school providing primary education to pupils in Junior Infants, Senior Infants, Second Class, Third Class, Fourth Class, Fifth Class and Sixth Class in the 2023/2024 school year.

Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

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 Newtownwhite Educate Together 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 2017 as part of this overall Child Safeguarding Statement

2. The Designated Liaison Person (DLP) is **Caroline Walkin**

3. The Deputy Designated Liaison Person (Deputy DLP) is **Tracey Jones**

4. The Relevant Person **Caroline Walkin**

(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. This person can also be the DLP)

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 cooperate 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

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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 following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](#) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the 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 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



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website, the gov.ie website or will be made available on request by the school.



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.

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 29th November 2023

This Child Safeguarding Statement was reviewed by the Board of Management in 29th November 2023

Signed: *Aidan Doyle*

Signed: *Caroline Walkin*

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: 29/11/2023

Date: 29/11/2023

Child Safeguarding Risk Assessment Written Assessment of Risk of Newtownwhite ETNS

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 Newtownwhite ETNS.

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* as;

- 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."

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

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harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.



| List of School Activities | The school has identified the following risks of harm in respect of its activities | The school has the following procedures in place to address the risks of harm identified in this assessment |
|---------------------------------------|---|---|
| Daily arrival and dismissal of pupils | Risk of child being harmed while on school grounds | <p>Principal monitoring points of access during morning 'meet and greet' and parents/carers required to accompany pupils to school gates. Staff supervision on the yard and in classrooms during assembly time in the morning.</p> <p>Bus driver does not allow children to leave the bus in the morning until a staff member has arrived.</p> <p>Circular sent to parents/guardians stating that children are supervised from 8:50 am until 2.30 pm.</p> <p>List of those authorised to collect children sent to school.</p> |
| Recreation break for pupils | Risk of child being harmed while in the school play area | <p>Health and Safety Policy Code of Behaviour Serious accidents or incidents recorded by teachers in the yard. Caregivers are notified if necessary.</p> <p>Access points to the school closed and gates closed. Adequate supervision by members of school personnel (SNAs and teaching staff)</p> |

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| <p>Classroom teaching</p> | <p>Risk of child/staff member being harmed in the school by member of school personnel or by another child</p> | <p>Glass windows in all classrooms. Door between Junior Room and Senior Room. Supervision of pupil interactions by staff.</p> <p>Red card system in place in case of help being needed in a given situation</p> <p>Garda vetting of all staff</p> <p>Code of Behaviour</p> <p>Health and Safety Policy</p> |
| <p>One-to-one teaching</p> <p>Porto-cabin not attached to school building</p> | <p>Risk of child/staff member being harmed in the school by member of school personnel/child</p> | <p>Limited one to one teaching</p> <p>Mostly small groups taken to support rooms</p> <p>Garda vetting of all staff</p> |
| <p>Outdoor teaching activities</p> | <p>Risk of child/staff being harmed while on the school grounds</p> | <p>Health and Safety Policy</p> <p>Code of Behaviour</p> <p>Access points to the school closed. Adequate supervision by members of school personnel</p> <p>Staff awareness of children who are 'flight-risk'</p> <p>ANAs accompany children with additional needs</p> |
| <p>Sporting activities</p> | <p>Risk of child being harmed in the school/on the school grounds by a member of school personnel or by another child. Risk of harm due to bullying of child</p> | <p>Garda vetting of all staff</p> <p>Health and Safety Policy</p> <p>Code of Behaviour</p> <p>Swimming Policy</p> <p>Staff awareness of children who are 'flight-risk'</p> |

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| | | <p>ANAs accompany children with additional needs</p> <p>Rules about school activity will be revised with children</p> <p>Staff will have children's contact details at hand</p> <p>Supervision of pupil interactions by staff</p> |
| School tours/outings | Risk of child/staff being harmed by member of school personnel, by another child or by personnel associated with school tour location | <p>Garda vetting of all staff</p> <p>Health and Safety Policy</p> <p>Code of Behaviour</p> <p>Swimming Policy</p> <p>Staff awareness of children who are 'flight-risk'</p> <p>ANAs accompany children with additional needs</p> <p>Rules about school activity will be revised with children</p> <p>Staff will have children's contact details at hand</p> <p>Supervision of pupil interactions by staff</p> <p>Supervision of pupil activities involving external personnel</p> |
| Sports day | Risk of child being harmed in the school/at the Tom Ruane Park in Ballina, by volunteer or visitor to the school/area | <p>Garda vetting of all staff</p> <p>Health and Safety Policy</p> <p>Code of Behaviour</p> <p>Swimming Policy</p> |

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| | | <p>Staff awareness of children who are ‘flight-risk’</p> <p>ANAs accompany children with additional needs</p> <p>Rules about school activity will be revised with children</p> <p>Staff will have children’s contact details at hand</p> <p>Supervision of pupil interactions by staff</p> <p>Supervision of pupil activities involving external personnel</p> |
| School transport arrangements – bus for school tours | <p>Risk of child being harmed by school transport providers/other pupils</p> <p>Bullying</p> | <p>RSA Seatbelt Sheriff</p> <p>SPHE-Stay Safe</p> <p>Supervision of pupils by school personnel</p> <p>Contact details of students at hand</p> <p>Anti-bullying Policy</p> |
| Care of children with A.E.N. incl. intimate care needs | <p>Risk of harm to children with SEN who have particular vulnerabilities</p> <p>Risk of harm to child/staff member while a child is receiving intimate care</p> <p>School personnel in vulnerable position</p> | <p>Garda vetting of all staff.</p> <p>Implementation of school AEN policy outlining procedures to be followed</p> <p>Policy on Toileting and Intimate Care as needed</p> <p>Pupil Personal Plan/Care Plan as agreed with parents/guardians and school personnel</p> |

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| Administration of medication | <p>Risk of child/staff member being harmed in the school by a member of school personnel</p> <p>Adverse reaction by pupils to medicine</p> | <p>Garda vetting of all staff</p> <p>Implementation of Administration of Medication Policy outlining procedures to be followed</p> <p>Pupil Personal Plan/Care Plan as agreed with parents/guardians and school personnel</p> |
| Administration of first-aid | <p>Risk of child being harmed in the school or on school grounds by a member of school personnel/another pupil</p> | <p>Garda vetting of all staff. Administration of first-aid to take place in designated, open space</p> <p>Caregivers called at teachers/principals discretion, depending on nature of needs</p> |
| Curricular provision in respect of SPHE – RSE, Stay Safe | <p>Risk of child being harmed in the school by a member of school personnel/other child</p> <p>Non-teaching of same</p> | <p>Garda vetting of all staff</p> <p>Implementation of SPHE policy outlining age-appropriate curriculum to be followed</p> <p>Stay Safe Programme and Relationships Sexuality Education Programme taught and recorded by all staff on a rollover basis. Stay Safe Term 2 2023-2024; RSE Term 2 2024-2025</p> |
| Prevention and dealing with bullying among pupils | <p>Risk of child/staff member being bullied in the school by a member of school personnel or by another child</p> | <p>Health and Safety Policy</p> <p>Code of Behaviour</p> <p>Anti-bullying Policy</p> <p>School Trip and Overnight Trip Policy</p> <p>Internet Safety Day</p> |

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| | | <p>Learn Together Curriculum</p> <p>SPHE</p> <p>Supervision</p> <p>Garda vetting</p> |
| <p>Management of challenging behaviour among pupils</p> | <p>Risk of child/staff member being harmed in the school by a member of school personnel or by another child</p> | <p>Garda vetting of all staff</p> <p>Health and Safety Policy</p> <p>Code of Behaviour</p> <p>Anti-bullying Policy</p> <p>Supervision</p> |
| <p>Care of pupils with specific vulnerabilities/needs such as; pupils from ethnic minorities/migrants, member of the Traveller community, LGBT children, pupils perceived to be LGBT, pupils of minority religious faiths, children in care</p> | <p>Risk of child being harmed in the school by a member of school personnel or by another child. Risk of harm due to bullying of child</p> <p>Risk of isolation or exclusion from activities by staff/other children</p> | <p>Garda vetting of all staff</p> <p>Supervision of pupil interactions</p> <p>Anti-bullying Policy and associated initiatives</p> <p>Code of Behaviour</p> <p>SPHE Curriculum</p> <p>Implementation of Ethical Education curriculum, including human rights initiatives</p> |
| <p>Recruitment of school personnel</p> | <p>Harm not recognised or properly or promptly reported</p> | <p>Garda vetting of all staff</p> <p>Yearly review of Child Protection Safeguarding Statement and Risk Assessment</p> <p>Child Protection documents to hand in all rooms in the school</p> |

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| | | <p>Policy on Parents/Guardians/Volunteers</p> <p>Policy on Visiting Contractors</p> |
| Use of ICT by pupils in the school | <p>Risk of harm caused by pupil accessing inappropriate material via ICT devices</p> <p>Bullying-online and otherwise</p> | <p>Pupils supervised by members of school personnel when using ICT</p> <p>ICT Policy</p> <p>Anti-bullying Policy</p> <p>Code of Behaviour</p> <p>NCTE Firewall</p> <p>Internet Safety initiatives</p> |
| Application of sanctions under the school's Code of Behaviour including detention of pupils | <p>Harm or injury to pupils/staff</p> <p>Bullying</p> | <p>Garda vetting of all staff.</p> <p>Implementation of Code of Behaviour policy outlining appropriate procedures and sanctions – All staff/parents/guardians made aware of the policy</p> |
| Transition year students participating in work experience in the school | <p>Risk of child being harmed in the school by another child, volunteer or visitor to the school</p> | <p>Garda vetting of students participating in work experience</p> <p>Member of school personnel always present (i.e. The TY student never left along with the child(ren).</p> <p>Work Experience Policy</p> <p>Child Safeguarding Statement</p> |
| Student teachers undertaking training placement in the school | <p>Risk of child/ren being harmed in the school by another child volunteer or visitor to the school</p> | <p>Garda vetting of students participating in work experience</p> |

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| | | <p>Member of school personnel always present (i.e. Student teacher never left alone with one child at any time</p> <p>Work Experience Policy</p> <p>Child Safeguarding Statement</p> |
| <p>Trainee Special Needs Assistants undertaking placement in the school</p> | <p>Risk of child/ren being harmed in the school by other children or volunteer or visitor to the school</p> | <p>Garda vetting of students participating in work experience</p> <p>Member of school personnel always present (i.e. Trainee ANA never left alone with child(ren)</p> <p>Work Experience Policy</p> <p>Child Safeguarding Statement</p> |
| <p>Use of video/photography/other media to record school events</p> | <p>Risk of child being harmed by member of school personnel and others accessing/circulating inappropriate or potentially inappropriate material via social media, texting, digital device or other manner</p> <p>Unauthorised use of images/information</p> <p>Bullying</p> | <p>School events to be recorded</p> <p>Families are reminded not to use live media to record school events</p> <p>Families have the opt out option on enrolment forms for all media (pictures/videos etc)</p> |
| <p>After school use of premises for extracurricular activities not run by school personnel – e.g. Faith Class: pupils all collected at the same time</p> | <p>Risk of child/staff being harmed by personnel running extra-curricular activities or other children/staff</p> | <p>Garda vetting of personnel involved</p> <p>Personnel to confirm in writing to the BOM of Newtownwhite ETNS that they will comply with the Child Protection policy of the school</p> |

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| | | Activities to take place outdoors in open space or in classroom with windows/glass panel in door |
| Homework club/After school activities run by school personnel | Risk of child being harmed in the school by member of school personnel or by another child | <p>Garda vetting of all staff Supervision of pupil interactions</p> <p>Afterschool/ Homework club to take place in a classroom with a glass panel in the door After School Policy</p> <p>Code of Behaviour</p> <p>Anti-Bullying Policy</p> <p>Emergency Contact details of local voluntary adults (garda vetted) in office as well as main school policies (also shared with co-ordinator via email)</p> <p>Child Safeguarding Statement shared on our website and with Co-ordinator</p> |
| Involvement of personnel to supplement the curriculum (<i>regular basis</i>) – eg. Music teacher, sports coaches, massage therapist etc. | <p>Risk of child/adults being harmed in the school by other children or volunteer or visitor to the school</p> <p>Harm not recognised or reported promptly</p> | <p>Garda vetting of external personnel used to supplement the curriculum</p> <p>Members of school personnel always present for the duration of activity</p> |
| Involvement of personnel to supplement the curriculum (<i>one-off visit</i>) eg. Coast Guard, Community Gardaí, Librarian | <p>Risk of child/adults being harmed in the school by other children or volunteer or visitor to the school</p> <p>Harm not recognised or reported promptly</p> | <p>Garda vetting of external personnel used to supplement the curriculum</p> <p>Members of school personnel always present for the duration of activity</p> |

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| <p>Visits from external agencies/community members – Tusla (Social worker/EWO), Staff from Educate Together National office, Visiting Teacher for the Deaf, Barnardos, PDST personnel, DES Inspectorate, Pastoral worker, residents' association members</p> | <p>Risk of child/adults being harmed in the school by other children or volunteer or visitor to the school</p> <p>Harm not recognised or reported promptly</p> | <p>Sign-in book at reception to account for all visitors present in the school</p> <p>Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)</p> <p>Garda vetting</p> |
| <p>Visits from book company representatives, sales representatives</p> | <p>Risk of child/adults being harmed in the school by other children or volunteer or visitor to the school</p> <p>Harm not recognised or reported promptly</p> | <p>Sign-in book at reception to account for all visitors present in the school/Google Calendar kept updated with visitors/meetings</p> <p>Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)</p> <p>Garda vetting</p> |
| <p>Delivery companies, bin collections, The Book People, contractors and maintenance workers</p> | <p>Risk of child/adults being harmed in the school by other children or volunteer or visitor to the school</p> <p>Harm not recognised or reported promptly</p> | <p>Sign-in book at reception to account for all visitors present in the school/Google Calendar kept updated with visitors/meetings</p> <p>Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)</p> <p>Garda vetting</p> |
| <p>HSE vaccinations</p> | <p>Risk of child being harmed in the school by volunteer or visitor to the school</p> <p>Harm not recognised or reported promptly</p> | <p>Sign-in book at reception to account for all visitors present in the school/Google Calendar kept updated with visitors/meetings</p> <p>Parents/carers to sign documentation for administration of vaccinations</p> |

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| | | Vaccinations to take place in room with glass panel in door/open space allowing for privacy and more than one pupil present at a time |
| HSE hearing and vision tests | Risk of child being harmed in the school by volunteer or visitor to the school Harm not recognised or reported promptly | Sign-in book at reception to account for all visitors present in the school. Parents/carers to sign documentation for testing Testing to take place in room with glass panel in door/open space allowing for privacy and more than one pupil present at a time (where appropriate) |
| School cleaner/caretaker | Risk of child being harmed in the school by volunteer or visitor to the school Harm not recognised or reported promptly | School cleaners only work in the school outside of school hours Caretaker may be present in case of emergencies during a school day (leak/electrical issue) under direction of Principal |
| Parents coffee morning | Risk of child being harmed in the school by volunteer or visitor to the school Harm not recognised or reported promptly | Coffee morning takes place in a designated room with no pupils present or alongside other teaching personnel who are supervising the children during this time |
| Annual book fair | Risk of child being harmed in the school by volunteer or visitor to the school Harm not recognised or reported promptly | Pupils are supervised by their parents/carers when visiting the book fair |
| Parents/family volunteers in the school | Risk of child being harmed in the school by volunteer or visitor to the school Harm not recognised or reported promptly | Garda vetting of family volunteers. Such volunteers are accompanied by a member of school personnel <u>when interacting with pupils</u> |

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| | | <p>If outside of school hours, children are under their parent/guardians supervision</p> <p>During school hours, Code of Behaviour and Anti Bullying Policy applies</p> |
| BOM and PTA members attending meetings/visiting the school | <p>Risk of child being harmed in the school by volunteer or visitor to the school</p> <p>Harm not recognised or reported promptly</p> | <p>BOM and PTA meeting held outside school hours when children are not present</p> <p>When visiting the school during school hours they are accompanied by a member of school personnel</p> |
| Prospective parents visiting the school | <p>Risk of child being harmed in the school by volunteer or visitor to the school</p> <p>Harm not recognised or reported promptly</p> | <p>When visiting the school during school hours they are accompanied by a member of school personnel</p> |
| School concerts (Winter, Seachtain na Gaeilge, End-of-Year etc.) | <p>Risk of child being harmed in the school by volunteer or visitor to the school</p> <p>Harm not recognised or reported promptly</p> | <p>Pupils supervised at all times by member of school personnel</p> <p>Code of Behaviour</p> <p>Child Safeguarding Statement</p> <p>Anti-bullying Policy</p> |
| Cake sales (fundraising) | <p>Risk of child being harmed in the school by volunteer or visitor to the school</p> <p>Harm not recognised or reported promptly</p> | <p>Pupils supervised at all times by member of school personnel</p> |
| Official school photographs | <p>Risk of child being harmed in the school by volunteer or visitor to the school</p> | <p>Pupils supervised at all times by member of school personnel</p> |

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| | Harm not recognised or reported promptly | |
| Remote Learning via Zoom & Seesaw | Harm to pupils Inappropriate contact/content | Remote Learning Policy/AUP Policy in place |

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the school Principal and Deputy Principal on 21st November 2023.

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

This policy has been reviewed by all staff, Parents Association and Board of Management and was ratified on 29th November 2023. An electronic copy will be made available to parents on 5th December 2023. It will be posted on to our website and be made available to view in each classroom, staffroom and in the school office.

Signed: *Aidan Doyle*

Date: 29/11/2023

Chairperson, Board of Management

Signed: *Caroline Walkin*

Date: 29/11/2023

Principal / Secretary of the Board of Management