



**Broadmeadow Community**

**National School,**

**Rathbeale Road,**

**Swords,**

**Co. Dublin**

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**Roll Number: 20529J**

## **CHILD PROTECTION STATEMENT**

### **BROADMEADOW COMMUNITY NATIONAL SCHOOL**



**2023/2024**

**Principal: Miss J. Robinson**

The Principal of Miss Jennifer Robinson is responsible for the implementation of this Child Protection Statement.

# Introduction

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

### **Child Safeguarding Statement**

Broadmeadow CNS is a primary school providing primary education to pupils from Junior Infants to Second Class currently.

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 Broadmeadow CNS 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 Jennifer Robinson
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Jennifer Holligan
- 4 The Relevant Person is Jennifer Robinson
- 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 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 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 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;

Signed: Brigid Manton (Chairperson) 03/10/2023

Signed: Jennifer Robinson (Principal) 03/10/2023

## **Broadmeadow CNS Risk Assessment**

### **Appendix A Risk Assessments- Broadmeadow CNS**

Named Hazard	Risk Involved	Risk Rating	Controls	Person Responsible
<b>Lifting</b>				
Lifting (Light/ small items)	Strain Injury	L	Boxes packed in such a way they can be lifted safely onto mobile trolleys provided.  Multiple smaller boxes used rather than packing overly heavy boxes.  Multiple trips when moving items to another location made carrying lighter/smaller boxes	Staff
Lifting (Heavy/ medium to large items)	Strain Injury	L	Staff request help from other staff member or Swords CC caretaker  Lone Worker Unit & Procedures	Staff Swords CC Caretaker
Lifting from a height/ Placing items at height	Strain Injury Fall	L	Staff request help from other staff or Swords CC caretaker  Lone Worker Unit & Procedures	Staff Caretaker
<b>Water/ Liquids</b>				
Spillages	Injury Fall	L	Absorbed by paper towels Mop used  Serious cases: Other staff to support	Staff
Stagnant Water	Legionella	L	All areas inspected weekly, with water run regularly in each area (during school closures)	Principal

Wet Floors	Slips	L	<p>Floors immediately mopped.</p> <p>Wet leaves immediately mopped.</p> <p>Wet floor hazard signs placed in wet areas.</p> <p>Non-slip mats present in main thoroughfares of school.</p>	<p>Principal Cleaning Staff (After school)</p> <p>Staff</p> <p>Safety Officer (Principal)</p>
Boiling Water	Burns	L	<p>Care must be taken when pouring and carrying boiling water in the staffroom.</p> <p>Covered travel cups used when children are present in the corridors</p>	Staff
Ice	Slips Bodily Injuries	M	<p>Principal/Staff member to put salt on ground in yards/ car parks <b>BEFORE leaving the school</b> upon hearing weather warning alerts and again first thing on icy mornings.</p> <p>Adequate stock of salt kept in school.</p>	Principal/Staff
<b>General</b>				
Art Materials	Ingestion Cuts	L	<p>Liquids stored in high location</p> <p>Scissors/ clay tools stored in high location</p> <p>Pencils should not be carried in pupils hands at dismissal time.</p> <p>Artwork should not be carried by students down the stairs at dismissal time. Artwork to be distributed to pupils at the bottom of the stairs, with the class teacher allowing adequate time to do so and</p>	<p>Class Teacher</p> <p>Supervising Teacher</p>

			not cause congestion to other classes.	
Schoolbags	Trip Strain	L	Children trained to keep schoolbags under their desks. Contents of school bag not to be overly heavy	Class Teacher
Cables, Sockets	Trip Electrocutio n	L	Cables kept tidy (behind equipment, as close to a wall as possible) Cable tidies/ ties provided Socket inserts provided if requested by staff with specific pupil concerns	Staff Safety Officer (Principal)
Litter	Ingestion Trip Cut Attracts vermin	L	Pupils trained to use litter bins.  Regular emptying of bins.  Organisation of regular bin collection.	Class Teacher  Cleaning Staff  Principal
Lighting	Trip Injury	L	Flickering/ faulty lights reported to caretaker.  Training in risks to those with Photosensitive epilepsy.	Staff  Relevant teachers
Unauthorised access	Physical/ Mental Intimidation	L	Contact Log in Reception Visitors Badge must be displayed by visitors at all times. Lone Worker Unit & Procedures	Office Manager  Principal
Classroom items in need of maintenance	Injury Cuts	L	Monthly Maintenance Checklist	Teacher

			Shelves contents kept at an appropriate amount	
Doors	Trapped Fingers	L	<p>Teachers ensure heavy doors are hooked while children entering and exiting building.</p> <p>Teachers use a door stop if they need to keep doors open that do not have a hook. No other items are permitted to be used to "stop" doors as they are trip hazards.</p>	Teachers
Photocopier	Minor Burns	L	<p>Wait appropriate time for the photocopier to cool.</p> <p>Ask the Office Manager for advice on issues with the photocopier.</p>	Staff Office Manager
Roller blind chords	Choking	L	<p>Safety devices fitted to all roller blinds.</p> <p>Staff report faulty safety devices to the Principal.</p> <p>Termly audits on roller blinds.</p>	Staff  Safety Officer (Principal)
Mass of Children	<p>Bodily Injury to Pregnant Teacher</p> <p>Bodily Injury to Children</p>	L	<p>Specific Risk Assessments for Pregnant Teachers as per Maternity Protection Acts</p> <p>Class rota to prevent congestion of use of playground equipment. Teacher on yard supervision to monitor the number of children using equipment.</p> <p>One class at a time permitted to use skipping circles (as per rota). No play in the area other than skipping. Teachers on yard supervision to monitor the skipping circles area.</p>	<p>SMT</p> <p>Principal</p> <p>Supervising teachers</p>



Shores	Injury/slip	L	<p>Contractors/deliveries advised to avoid shores (particularly with heavy vehicles).</p> <p>Security of shores is checked regularly.</p> <p>Shores drilled to avoid water gathering.</p> <p>Shores painted with non-slip paint</p>	Principal
Toilets	<p>Cuts Slips/ Trips/Falls</p> <p>Legionella</p>	L	<p>Condition of toilets and hand basins checked by cleaner daily (including stability of bowl and cistern, hand basins) and reports to Principal</p> <p>Any staff member who notices areas in need of repair reports immediately to Principal</p> <p>Adequate ventilation</p>	<p>Cleaning Staff</p> <p>All Staff</p> <p>Principal</p> <p>BOM</p>
Incident of sudden sickness/injury	Illness, injury, trauma	L	<p>Access assistance from the nearest staff member. Administer appropriate first aid.</p> <p>Inform principal and decide on appropriate further action or medical referral.</p> <p>Check pupil/ staff medical information details if necessary.</p> <p>Complete accident report form for school records. Follow procedure for accident reports in Safety Statement.</p> <p>Defibrillator maintained in accordance with manufacturer's instructions (Termly Audits)</p> <p>Occupational first-aiders - identified on first aid boxes</p>	<p>All staff members</p> <p>Safety Officer (Principal)</p> <p>First Aid Officer</p> <p>Safety Officer</p>

			Emergency contact numbers displayed at Office and within classrooms	
iPads	Strain, falls	L	<p>iPads should be transported in the iPad baskets. The iPad baskets will be rolled (not carried) to classrooms. The lift is used to transfer the iPad baskets upstairs.</p> <p>When using an iPad, the user must face forward. The user should be able to sit upright in a chair which gives them back support and allows them to rest their arms on the table during iPad usage.</p> <p>The user must not be walking and using an iPad at the same time as they may not be able to see upcoming obstacles.</p> <p>There is a Digital Learning and Acceptable Use Policy in place.</p>	<p>Teaching Staff</p> <p>IT Coordinator</p>
<b>Falls</b>				

Objects falling from height	Injury	L	<p>High storage areas</p> <p>In classrooms chairs stacked no higher than four chairs at a time.</p> <p>Children trained not to sit on stacked chairs.</p>	<p>Staff</p> <p>Class Teacher</p>
Falls using sports equipment	Trip Injury	L	<p>Pupils to be taught correct use of equipment</p> <p>Pupils to be always supervised when using equipment</p> <p>First Aid kit regularly restocked</p> <p>Staff who notice open shoe laces to advise children to tie them/ tie them.</p>	<p>Supervising staff member</p> <p>First Aid Post-Holder Mr Kane</p> <p>Staff</p>
Falls in classroom	Trip Injury	L	<p>Class teachers ensure table groups minimum of 1m apart allowing clear passage through class.</p> <p>Group trays stored under tables to avoid trip hazard. School bags stored under tables to avoid trip hazard.</p> <p>Teachers to use step-ladder/ seek assistance from other staff member to avoid overreaching when changing displays</p> <p>First Aid kit regularly restocked.</p> <p>Staff who notice open shoe laces to advise children to tie them/ tie them.</p> <p>Parents are reminded to teach their children how to tie their shoelaces</p>	<p>Class Teacher</p> <p>First Aid Post-Holder Mr Kane</p> <p>Staff</p> <p>Class Teachers</p>

Falls on Stairs	Injury	L	<p>Class teachers with daily use of stairs to establish a system for staggered use of stairs.</p> <p>Children are informed to walk up and down the stairs on the left hand side, holding the children's stair rail.</p> <p>Staff who notice open shoe laces to advise children to tie them/ tie them.</p>	<p>Class Teachers</p> <p>Staff</p>
Person falling from height	Injury Death	M	<p>Window restrictors fitted to prevent falls from windows</p> <p>Pupils not allowed to climb to a height</p> <p>Staff must ask assistance of other staff member if they need a task completed at height ).</p> <p>Safe use of ladder (no overreaching, not using top three rungs, for light work only, tied at the top/bottom to a secure structure).</p> <p>Extendable platform MUST be used for out of reach work only by those trained.</p> <p>Lone Worker Unit &amp; Procedures</p> <p>Children forbidden to climb trees/ ornamental stone</p>	<p>Staff</p> <p>Supervising Teachers</p> <p>Staff</p> <p>Parents Staff</p>

Falls in Yard	Cuts Grazes Head injuries Injuries	M	<p>Pupils taught appropriate forms of play in the yard.</p> <p>Code of Behaviour in place for yard.</p> <p>Yard Supervision by Teachers, SNAs in place (with aid of Parents Association)</p> <p>First Aid kit regularly restocked</p> <p>Scooters, bicycles, ball games forbidden on school grounds.</p> <p>Staff who notice open shoe laces to advise children to tie them/ tie them.</p>	<p>Class Teacher</p> <p>BOM</p> <p>Staff</p> <p>Post-holder for Yard Duty &amp; First Aid (Mr Kane)</p> <p>Parents Staff</p> <p>Staff</p>
Hazardous Substances	Poison Burns Illness Respiratory Irritation (fumes)	M	<p>Chemicals stored safely in Principal's workstation (shed)/ Cleaner's cupboard. Shed/Cupboard kept locked when not in use.</p> <p>When choosing chemical cleaners for use in the classroom the least hazardous product is purchased</p> <p>Material Safety Data Sheets provided for both shed and cupboard.</p>	<p>Principal</p> <p>Cleaning Staff</p> <p>Safety Officer</p>
Students with temporary illness or a chronic medical condition	Danger of injury, seizure or death	M	<p>Indemnity forms signed.</p> <p>Designated staff are aware of the condition and its symptoms, the medication and required dosage and the frequency and manner of administration.</p> <p>The pupil's medication is hung on the back of the classroom door,</p>	<p>Class Teacher</p> <p>First Aid Officer</p>

			<p>accompanied by an indemnity form, in a zipped see-through folder This is hung out of reach of pupils.</p> <p>Administration of Medication Policy.</p> <p>School keeps a written record of dates and times when medication was administered. This written record is in the form of a log found at the back of the administration of medication policy.</p> <p>This is kept in the folder in the office with the children's names/phones and updated daily by the teacher.</p>	
Named Hazard	Risk Involved	Risk Rating	Controls	Person Responsible
<b>Fire</b>				
Fire	Injuries Burns Death	L	<p>Fire Safety Policy in place.</p> <p>Fire Drills practised four times a year.</p> <p>Fire Safety Alarm/ Equipment regularly audited and maintained</p> <p>Electrical Safety Audit (inc PAT) carried out annually (External)</p> <p>Evacuation Routes to be kept free of furniture.</p> <p>Parents must not bring buggies/ prams inside as this could block evacuation routes.</p> <p>Principal immediately clears excess water from area of the path beside the boiler</p>	<p>Safety Officer</p> <p>Safety Officer Staff</p> <p>Safety Officer/ Principal</p> <p>Staff</p> <p>Parents</p> <p>Principal</p>

			<p>room to avoid flooding, obscuring the path and slowing potential evacuation of school.</p> <p>Principal contacts company to clear blockage in the drains to avoid flooding, obscuring path and slowing potential evacuation of school.</p> <p>Fire Doors always kept unlocked during working hours</p> <p>Fire Alarm Maintained Regularly</p> <p>Fire Alarm will be monitored outside of working hours.</p> <p>Monitoring company notifies fire service at sounding of fire alarm.</p> <p>PEEP prepared for specific individuals.</p> <p>Safe storage of flammables and machinery</p> <p>Fire Safety signage around school.</p> <p>Staff should not place furniture or store paper/books on front of/ above radiators.</p>	<p>Principal and monitoring company</p> <p>Class teacher Safety Officer SET Teacher</p> <p>Principal External Contractors Safety Officer</p> <p>Staff</p> <p>Principal</p>
Named Hazard	Risk Involved	Risk Rating	Controls	Person Responsible
Cars/ Road Safety				

Cars/ Road Safety	Injuries Death	M	<p>SPHE Road Safety Education for Pupils</p> <p>Staff are asked (where possible) to reverse into parking spaces</p> <p>Parents are not allowed to use the staff car park for drop-off/collection off after-school activities. Notes to be given to parents to advise of the same.</p> <p>On excursions: At least two adults to be present when crossing the main road. One adult at front of the line and one at the back.</p>	<p>SPHE Post-holder Class Teacher</p> <p>Staff</p> <p>Parents Teacher of after-school.</p> <p>Parents Class Teacher (advice)</p> <p>Staff Principal</p> <p>Fingal Co. Council</p>
<b>Named Hazard</b>	<b>Risk Involved</b>	<b>Risk Rating</b>	<b>Controls</b>	<b>Person Responsible</b>

#### Psychological Hazards and Human Factors

Anti-social/ aggressive behaviour from pupils	Stress Bodily injury	L	<p>Access assistance from nearest staff member</p> <p>Inform the Principal</p> <p>Follow established procedures in Code of Behaviour</p>	Staff
Stress	Effects on physical and mental health	M	<p>Respect and Dignity in the Workplace Policy</p> <p>Induction of New Teachers (Droichead) Policy</p> <p>Mindfulness Committee</p> <p>Buddy System (Staff members supporting one another)</p> <p>Mindfulness Team</p>	Staff
Student Bullying	Damage to physical and mental health	H	<p>Anti-Bullying Policy</p> <p>SPHE Curriculum (inc Stay Safe Programme)</p>	Staff Students



			Intervention for specific classes (e.g. Zippy's Friends social skills programme)	
Workplace Bullying	Effects on physical and mental health	H	Sexual Harassment and Adult Bullying Policy Buddy System (Staff members supporting one another)	Staff
<b>Named Hazard</b>	<b>Risk Involved</b>	<b>Risk Rating</b>	<b>Controls</b>	<b>Person Responsible</b>
<p align="center"><b>COVID-19</b></p> <p align="center">For individuals with specific medical conditions the risk rating may be higher. The SMT will carry out specific risk assessments for those individuals as requested/required.</p>				
Coughing/ Sneezing	Illness from COVID-19	L	<p><b>Pupils and Staff</b></p> <p>Demonstrate good cough &amp; sneeze etiquette "respiratory hygiene" through modelling and explicit lessons.</p> <p>Visuals for lessons are available on shared resources drive.</p> <p>Use bins for safe disposal of tissues.</p> <p>Observe posters (Signage)</p>	Teaching Staff SNAs
Toilets	Illness from COVID-19	L	<p><b>Pupils</b></p> <p>Must use toilet belonging to their class bubble</p> <p>Must go to the toilet before going out to the yard</p> <p>Windows must be opened each morning by teachers and closed each afternoon</p> <p><b>Staff</b></p>	<p>Pupils Supervising Teachers</p> <p>Staff</p> <p>LWR and Team</p>

			Staff to use toilet located closest to their class bubble as much as possible to avoid heavy traffic to staffroom toilet.	
Hands	Illness from COVID-19	L	<p><u>Everyone entering the school building must perform hand hygiene with a hand sanitiser.</u></p> <p><b>Pupils</b> Are taught about the importance of hand hygiene as well as when and how to wash their hands.</p> <p>Display posters on how to wash your hands are seen throughout the school.</p> <p>Posters reminding pupils/staff to wash their hands on display.</p> <p>There are hand sanitiser dispensers at all entry/exit points into/out of the building, on the wall in between the class toilets, and at entry to PE Hall. There is signage to indicate same.</p> <p>Liquid soap, wash hand basins, and running water is provided in all toilets.</p> <p><u>Pupils/ staff perform hand hygiene:</u></p> <ul style="list-style-type: none"> <li>• On arrival at school</li> <li>• Before eating or drinking</li> <li>• After using the toilet</li> <li>• After playing outdoors</li> <li>• When hands are physically dirty</li> <li>• After coughing or sneezing.</li> </ul> <p>All plastic bags brought to school are cleaned before coming into school and going home.</p>	<p>Teachers SNAs</p> <p>Signage Committee</p> <p>Principal/ BOM</p> <p>Cleaning Staff/ BOM</p> <p>Pupils Staff</p> <p>Parents/ Guardian</p> <p>Staff BOM/ Cleaning Staff</p>

			<p><b>Staff</b> Staff have a store of essential hygiene items including hand sanitiser gel, tissues, wipes. Paper towels are provided in staff toilets. There is one towel for teachers stored high in each classroom and changed daily.</p>	
Communal Surfaces	Illness from COVID-19	L	<p><b>Pupils and Staff</b> Use of hand sanitiser dispensers Good hand hygiene/ cough &amp; sneeze etiquette</p> <p><u>Increased cleaning of touch surfaces:</u> Door handles Taps Handrails (stairs)</p> <p><b>Staffroom:</b> Staff must use the wipes located in staffroom to sanitise table and arms of chair they used. The wipes must be binned in the provided bin. Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc).  Wipes will be located beside photocopier and inside Comms Room for touch surfaces.</p> <p><b>Washing Machine:</b> Staff must use wipes located at washing machine to wipe down control panel before and after use.</p>	<p>Pupils Staff</p> <p>Cleaning Staff Staff</p> <p>All staff</p> <p>Staff</p> <p>LWR and Team</p> <p>Principal/ BOM Staff</p>

Classroom Surfaces	Illness from COVID-19	L	<p><b>Pupils</b> Keep their pods, equipment and classroom tidy. Tidy up after lessons.</p> <p><b>Staff</b> Set up classrooms in a way to reduce clutter, identify and remove unnecessary items, Staff identify and remove unnecessary furniture from classrooms with aid of second staff member.</p> <p>Staff sanitise their own workstations(desk, chair) with wipes and desk cleaner provided before and after use each day. Staff sanitise their laptops with laptop wipes provided.</p> <p>There is an enhanced cleaning regime in school. Daily thorough cleaning of desks/ touch surfaces/ chairs/ taps once building vacated.</p> <p>Staff must keep window sill and sink areas completely clear for daily cleaning.</p> <p>Teachers are responsible for cleaning display areas in own classrooms that may be touch surfaces for children e.g. Sacred Space, Nature Table.</p> <p>Toilets and classrooms are cleaned by cleaning staff.</p> <p>Jl- steamed items daily and surfaces cleaned everyday</p>	<p>Pupils</p> <p>Staff</p> <p>Principal Staff Cleaning Staff</p> <p>Teaching Staff</p> <p>Cleaning Staff</p>
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			by staff/cleaner employed for 1 hour per day.	
All Toys	Illness from COVID-19	L	All toys that are visibly dirty/ contaminated with blood or bodily fluids/ were in the mouth of a child are taken out of use immediately for cleaning or disposal.	All Staff
Plastic/ Stainless steel Toys/Resources	Illness from COVID-19	L	<p>Plastic/ stainless steel toys/ resources are cleaned and steamed daily.</p> <p><u>Sample Methods:</u></p> <ul style="list-style-type: none"> <li>• Placing toys in mesh laundry bag in classroom and immersing in large plastic box, with disinfectant and leaving to dry on towels. A salad spinner may also be beneficial</li> <li>• Placing in mesh laundry bag in dishwasher or washing machine</li> <li>• Using disinfectant spray/wipes/boiling water.</li> </ul> <p>OR</p> <p>Plastic/ stainless steel toys/ resources are quarantined for <b>72 hours (as per HSE advice)</b>.</p>	Teaching Staff SNAs
Wooden Toys/ Resources	Illness from COVID-19	L	<p>Wooden toys/ resources are shared between children in the same pod and are steamed daily.</p> <p>OR</p>	Teaching Staff SNAs

			The wooden toys/ resources are quarantined for <b>one week</b> (the long quarantine time is due to lack of emphatic guidance from the HSE regarding how long COVID-19 can survive on wood).	
Cardboard Toys/ Resources	Illness from COVID-19	L	<p>Cardboard toys/ resources are shared between children in the same pod and steamed or wiped.</p> <p>Cardboard toys/ resources cannot be submerged in water but can be wiped down after use with disinfectant wipes. The surfaces must be completely dry before use.</p> <p>OR</p> <p>The cardboard toys/ resources are quarantined for <b>24 hours (as per HSE advice)</b>.</p>	Teaching Staff SNAs
Fabric in classrooms	Illness from COVID-19	L	<p>Soft toys (eg teddies) and fabric furnishings (eg decorative mats, cushions, rugs) are steamed daily.</p> <p>Dress-up clothes can be shared between children in the same pod and are steamed daily.</p> <p>Dress-up clothes must be machine washed (60degrees or higher) before being used by the children in another pod.</p> <p>OR</p> <p>The dress-up items are quarantined for <b>one week</b></p>	Teaching Staff SNAs

			(the long quarantine time is due to lack of emphatic guidance from the HSE regarding how long COVID-19 can survive on fabric).	
Library Books	Illness from COVID-19	L	Class library currently for all, booked are steamed daily.  Pupils are not allowed to bring in books from home at this time.	Class Teacher
IT Equipment	Illness from COVID-19	L	Laptops and iPads must be wiped down with wipes after use. Stock of wipes to be kept in each classroom.	All staff
PE Equipment	Illness from COVID-19	L	PE takes place outdoors as much as possible.  PE equipment will be rotated between classes to allow for cleaning/quarantining.  PE equipment will be timetabled to allow effective quarantining between sessions.  As much as is reasonably practicable, PE lessons will be organised to have pupils completing individual tasks or in their pods.	Class Teachers  PE Coordinator
Art Equipment	Illness from COVID-19	L	Art equipment will be shared between the children in their pods e.g. scissors/ paint brushes and are steamed daily. If the equipment must be used by another pod, it must be disinfected or quarantined first.	Class Teacher

			Teachers may choose to request children to bring in their own art shirt from home. These will need to be stored with the others from their pod, and quarantined for one week upon receipt.	
Rubber Gloves  Cleaning Products  Dish brush	Illness from COVID-19	L	Staff use the necessary cleaning equipment for their own protection when cleaning toys/ resources.  Cleaning products are kept up high in the classroom, out of pupil's reach.	Teaching Staff  SNAs Principal
Textbooks	Illness from COVID-19	L	All pupils have their own labelled textbooks and copybooks. These are stored in boxes or on a shelf with materials from their pod only and are wiped down daily.	Class Teacher  Literacy Coordinator  Principal
Homework Materials	Illness from COVID-19	L	<ul style="list-style-type: none"> <li>Online homework is used.</li> <li>Homework is send in a plastic bag and is wiped before leaving school and upon arriving back.</li> </ul>	Principal  Family
Social Distancing in Classroom	Illness from COVID-19	L	<b>Pupils</b>  A system for hanging up coats whereby pods are called table by table established early in the year by class teacher. Coat hooks colour coded to ensure coats from each pod located close together. Pegs are cleaned daily.  Pods for toilet use and table work.	Class Teacher



			<p><b>Staff</b> Staff will wear appropriate PPE.</p> <p>The school has provided two reusable cloth facing coverings to all staff. Staff may choose to wear their own face mask as an alternative.</p> <p>Staff may wear a visor when (as per Department guidelines): <u>'interacting with students with hearing difficulties or learning difficulties'</u>.</p> <p><u>Pupils with SEN/ Intimate care needs:</u> Intimate Care Policy in place. Needs reviewing.</p> <p><u>As far as is reasonably practicable,</u> teacher's workstations are located 1m to 2m away from pods.</p> <p>Teacher's workstation areas are delineated by hazard tape (which will be replaced on request of class teacher by caretaker).</p> <p>Staff working in the same class bubble to maintain social distancing from one another as far as is reasonably practicable.</p>	<p>Relevant staff</p> <p>Caretaker</p>
Social Distancing in Yard	Illness from COVID-19	L	<p><b>Pupils</b> Will play in their "class bubble" in the yard. The yard has been demarcated into zones to social distance class bubbles from one another.</p>	<p>Teachers</p> <p>Principal</p> <p>Principal</p>

			<p><b>Staff</b></p> <p>The yard has been demarcated to allow a channel between class bubbles for the supervising teachers to move in.</p> <p>Administration of first aid policy in place.</p> <p>PPE box in place for administration of First Aid.</p>	<p>BOM</p> <p>LWR</p>
Social Distancing on Arrival/Dismissal	Illness from COVID-19	L	<p><b>Pupils</b></p> <p>Marked area for arrival.</p> <p>Pupils are accompanied by an accompanying (parent/guardian/childminder) to a social distanced marker on their class line on arrival.</p> <p>They are supervised there by the accompanying person until the class teacher brings them inside.</p> <p>Pupils are accompanied by class teachers outside on dismissal to socially distanced lines.</p> <p>Parents must stand on a social distance marking on their child's class line. The class teacher will release each child one by one at the exit door.</p> <p>In the case were more than one class using the same exit (Rms 4 and 5) the class teachers will organise to stagger exiting with one another.</p> <p><b>Staff</b></p>	<p>Accompanying person</p> <p>Class Teacher</p> <p>All staff</p>

			<p>Staff arrive at designated entry (reception). Staff immediately sanitise hands and complete sign-in/out sheet (serves as contact tracing sheet) and maintain social distancing with any other arriving/present staff member.</p> <p>If staff members cannot maintain social distancing they must wear a face mask.</p>	
Social Distancing in staff gatherings (staffroom/ staff meetings)	Illness from COVID-19	L	<p>Staff will sanitise their hands on entering/exiting staffroom using hand sanitiser.</p> <p>Furniture is situated to allow for social distancing.</p> <p>The room is well ventilated with windows open as much as is possible.</p> <p>Staff Meeting times kept to a minimum to decrease amount of time staff gathered together. 2 metre distance kept.</p>	<p>Caretaker</p> <p>Principal</p>
Social Distancing during Fire Drills	Illness from COVID-19	L	<p>Fire Safety Policy to be amended.</p> <p>If the alarm sounds without prior warning, the whole school must immediately evacuate disregarding social distancing.</p> <p>In the case of planned fire drills, there will be multiple fire drills on the same week of each of the four terms. This will allow for only one class using an exit door at a time, and a minimum of 1m social</p>	Safety Officer

			distancing being maintained between assembly points.	
Tours/ Excursions	Illness from COVID-19	L	Tours/ Excursions Policy to be amended to include procedures in the event of staff/pupils exhibiting symptoms off school premises Outdoor excursions (when social distancing is possible) are encouraged.	Post-holder for tours/ excursions  LWR
Disposal of used tissues/ wipes	Illness from COVID-19	M	Pedal bins are provided	Pupils & Staff
SET In-class support	Illness from COVID-19	M	SET (as far is reasonably practicable) work with a limited amount of class bubbles consistently.  The same cleaning measures outlined above apply to resources brought to rooms by SET. They must be disinfected/ quarantined before use in another room.  Staff members work to maintain a 2m distance with the other teacher in the room.	SET
Staff reaccessing school premises after period of closures	Illness from COVID-19	L	Completion of Return to Work Form  Contact Tracing Log in place (Amended sign-in/sign-out system)  Completion of Induction Training (from Department)  Croke Park Hours: Re-Orientation and New Procedures	Principal   Principal LWR  Principal Chairperson/DDLE TB

			<p>COVID-19 School Policy</p> <p>COVID-19 School Response Plan</p>	
Sign-in/ Sign-out system for staff	Illness from COVID-19	L	Staff pen is wiped down daily and after use of each staff member.	Staff
Visitors to the school premises	Illness from COVID-19	L	<p>Visitors by appointment only or to ring the door bell before entering.</p> <p>Visitors will be received at a specific contact point. There is a “no handshaking” policy in place.</p> <p>Visitors must:</p> <ul style="list-style-type: none"> <li>• Wear face masks on arrival and while on school premises</li> <li>• Use designated wash rooms as directed by the school staff should the need arise.</li> <li>• Declare that they have read our Visitor protocols and will adhere to them</li> <li>• Declare personal data for contact tracing</li> <li>• Declare that they have had return to work training (Contractors)</li> <li>• Complete the visitor forms to that effect</li> </ul> <p><u>Everyone entering the school building must perform hand hygiene with a hand sanitiser.</u></p>	<p>Principal</p> <p>Office Manager</p> <p>Visitor</p>

Ventilation	Illness from COVID-19	L	<p><b>Staff</b> Principal/Staff to ensure all windows are fully operational during summer closures and to ensure <u>every</u> room has a window key in place.</p> <p>Staff should open windows/ doors as much as possible during school day (including staff toilets) Teaching staff should open and close toilet windows in classrooms on entry/ exit each morning.</p> <p>There is a limit of staff allowed in the following areas:</p> <p>Staffroom: 4 people Principal Office: 3 people Office: 1 Person Photocopier: 1 Person</p> <p>There is signage to indicate the above. The above areas are zoned by hazard tape to indicate the above and waiting points for the above.</p>	<p>Principal</p> <p>Staff</p> <p>Teaching staff</p> <p>Signage Committee Safety Officer Caretaker</p>
Bins	Illness from COVID-19	L	Regular collection of used waste disposal bags from offices and other areas within the school facility.	Principal Cleaning Staff
Meetings with Parents	Illness from COVID-19	L	<p>The school is awaiting further guidance from the DES on this matter.</p> <p>The school will be guided by HSE advice at the relevant times of the year.</p>	BOM SMT
COVID-19 symptoms before school	Illness from COVID-19	M	<p><b>Pupils and Staff</b></p> <ol style="list-style-type: none"> <li>1. Do not attend school</li> <li>2. Phone GP</li> </ol>	Parents/ Guardians Staff

			<p>3. Follow HSE guidance on self-isolation</p> <p>If identified by the HSA as a contact for a person with COVID-19, the pupil or staff member should follow the HSE advice on restriction of movement. Parents must email the teacher declaring their child does not have Covid-19 and is well to return to school.</p>	
Experiencing symptoms during school	Illness from COVID-19	M	<p><b>Staff know and recognise the symptoms of COVID-19.</b></p> <p>They are:</p> <ul style="list-style-type: none"> <li>• High temperature</li> <li>• Cough</li> <li>• Shortness of breath or breathing difficulties</li> <li>• Loss of smell or distortion of taste</li> </ul> <p><b>Pupils and Staff</b></p> <p>Staff who develop symptoms at school (or observe symptoms in a pupil in school) must bring this to the attention of the LWR and Principal immediately.</p> <p>There is a clear COVID- 19 Policy Statement in place.</p> <p>There is a clear COVID-19 Response Plan in place.</p> <p>Staff know the protocol for managing a suspected case of COVID-19 in school.</p> <p>There is a checklist for dealing with a suspected</p>	<p>Principal</p> <p>LWR &amp; Deputy LWRs</p> <p>LWR &amp; Isolation Team</p>

			<p>case on display on the back of all classroom/SET/office doors).</p> <p>A contactless thermometer may be used to check staff members/ pupils temperatures which will be kept in the office accessible via the office hatch.</p> <p>There is an Isolation Route Plan in place.</p> <p>The Isolation Rooms have been identified as:</p> <ol style="list-style-type: none"> <li>1. Toilet (Classroom 2)</li> <li>2.</li> </ol> <p>PPE is always worn by the accompanying staff member</p> <p>There is a Contact Tracing Log in place.</p> <p>Deep Cleaning of the Isolation Room is carried out immediately afterwards.</p> <p>A sign will be placed on the relevant room indicating Deep Cleaning is being carried out and it should not be accessed.</p>	
Singing	Illness from COVID-19	M	<p>When singing for a short period of time (e.g. nursery rhyme/ jolly phonics song), the room should be well ventilated with windows/ doors open.</p> <p>When teaching a music lesson that is primarily song based:</p> <p>The lesson should be outdoors where possible, If indoors, singing should occur with the windows</p>	Teaching staff



			<p>open and with social distancing.</p> <p>Singing should be for shorter periods of time - the lesson should instead focus more on saying the words, clapping the rhythm and listening to a recording of a song.</p>	
Musical Equipment	Illness from COVID-19	M	<p>The guidelines recommend that instruments not be shared between pupils.</p> <p>At this time, musical instruments will not be in use in the school.</p> <p>Class teachers can also explore the use of body percussion, items at desks (lunchbox, pencils etc), making homemade instruments.</p>	Principal
Social distancing during after-school activities	Illness from COVID-19	M	<p>At this point there will be no after-school activities on the premises.</p> <p>This will be reviewed after Christmas.</p>	BOM
Crayons Pencils Glues Rubbers	Illness from COVID-19	M	All materials are steamed daily.	Teaching staff
Pupils/ Staff with medical conditions	Illness from COVID-19	M	<p><b>Pupils</b> Specific Risk Assessments will be carried out by the SMT on request of Parents/ Staff/ Principal.</p> <p><b>Staff</b> Specific Risk Assessments will be carried out by the SMT on request of individual staff members.</p>	SMT (Principal, LWR, Safety Officer)

Anxiety	Illness from COVID-19	H	<p><b>Pupils</b></p> <p>Anxiety due to the impact of COVID-19 will be addressed using the Continuum of Support model.</p> <p>The recommended Department motto of “<i>Slow down to catch up</i>” will be implemented by staff when planning lessons.</p> <p>As per Department guidelines, an emphasis will be placed on the key learning areas of:</p> <ul style="list-style-type: none"> <li>• language,</li> <li>• numeracy,</li> <li>• well-being (SPHE),</li> <li>• PE.</li> </ul> <p>The following will be the key <b>learning approaches</b>:</p> <ul style="list-style-type: none"> <li>• Emphasis on language development</li> <li>• Use of the outdoor environment</li> <li>• Emphasis on play</li> <li>• Working collaboratively</li> <li>• Use of integrated and thematic approaches</li> </ul> <p><b>Staff</b></p> <p>All staff members will be contacted by a member of the SMT prior to their “Return to Work” to ascertain any concerns they may have.</p> <p>The LWR is available on a regular basis to address staff concerns that may arise.</p>	<p>Teaching Staff</p> <p>LWR</p> <p>SMT</p>
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			If necessitated a Specific Risk Assessment can be carried out for an individual and their working conditions.	
Online Learning	Online Safety for staff and children	H	<p>Families are to be online when children are online. Away from the screen but within the room.</p> <p>Safety online and learning online rules provided to all families.</p> <p>Timetable provided to families for all online services.</p> <p>Staff member to end any online session is safety is a risk factor and inform Principal immedietly.</p>	Families Teaching Staff Principal ICT Lead
			<b>Racism</b>	
Racism Attack	Racism towards staff and children	L	<p>Equality Policy Implemented across the school for all.</p> <p>Communication Policy</p> <p>SPHE scheme</p>	Families Staff Principal DDLETB BOM

## **Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement**

The [\*Child Protection Procedures for Primary and Post-Primary Schools 2017\*](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the [\*Children First Act 2015\*](#), to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the [\*Children First Act 2015\*](#), the [\*Addendum to Children First \(2019\)\*](#) and the [\*Child Protection Procedures for Primary and Post-Primary Schools 2017\*](#).

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015 ? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	
7. Has the DLP attended available child protection training?	
8. Has the Deputy DLP attended available child protection training?	
9. Have any members of the Board attended child protection training?	
10. Are there both a DLP and a Deputy DLP currently appointed?	
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	
14. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	
16. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	

17. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	
18. Have the minutes of each Board meeting appropriately recorded the CPOR report?	
19. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
20. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	
21. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	
22. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
23. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
24. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	
25. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
26. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
27. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
28. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
29. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	
30. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
31. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
32. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	
33. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	
34. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
35. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
36. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
37. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	
38. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
39. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	
40. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

\*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

**Note:** Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

### **Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement**

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of \_\_\_\_\_ [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website [www.education.ie](http://www.education.ie)

Signed \_\_Ann Graves\_\_\_\_\_ Date 31.5.22

Acting Chairperson, Board of Management

Signed \_Jennifer Robinson Date 31.5.22

Principal/Secretary to the Board of Management