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Bord Oideachais agus
Oiliúna Thiobraid Árann
*Tipperary Education and
Training Board*

Coláiste Thulach Sheasta

SAFEGUARDING STATEMENT & RISK ASSESSMENT 2023



Policy Area	Schools
Policy Reference Number	NEW/CH.SAFE/061/2
Version No.	2
Document created by	Newport College
Date Amended and Short Summary of Amendments	29 May 2023
Date Reviewed <input type="checkbox"/> / Date Ratified <input checked="" type="checkbox"/> by Senior Leadership Team – CE & Directors	19 June 2023
Date Noted <input checked="" type="checkbox"/> / Date Adopted <input type="checkbox"/> by Tipperary ETB Committee	5 September 2023
Policy Review Date	Annually
Date of Withdrawal of Obsolete Document	19 June 2023 Policy Ref. No. NEW/CH.SAFE/061/1 Version No. 2

CHILD SAFEGUARDING STATEMENT



Newport College is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year.

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 Board of Management of **Newport College** 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 **Donal Madden**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Claire Sullivan**
4. 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.

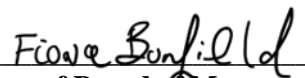
The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

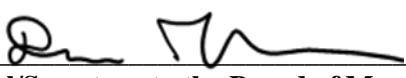
5. The following procedures/measures are in place:
 - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE 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 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
 - In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the school's child safeguarding statement.
 - 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 DE website or will be made available on request by the school.
6. 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.
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 reviewed by the Board of Management on **29 May 2023**

This Child Safeguarding Statement was adopted by the Board of Management on **29 May 2023**

Signed: 
Chairperson of Board of Management

Signed: 
Principal/Secretary to the Board of Management

Date: 29/05/2023

Date: 29/05/2023

Child Safeguarding Risk Assessment

WRITTEN ASSESSMENT OF RISK AT NEWPORT COLLEGE

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 **Newport**

LIST OF SCHOOL ACTIVITIES	THE SCHOOL HAS IDENTIFIED THE FOLLOWING RISK 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
Interactions between teachers and students including but not limited to <ul style="list-style-type: none"> Classroom teaching Homework Club Evening Study Outdoor teaching activities Sporting activities 	<ul style="list-style-type: none"> Risk of child being harmed in the school by a member of school personnel. Risk of harm due to inappropriate relationship/communications between child and another child or adult 	<ul style="list-style-type: none"> All school personnel are provided with a copy of the school's Child Safeguarding Statement The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel. School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015 and its Addendum (2019) All staff are made aware of and encouraged to avail of relevant training. All members of the board of management are made aware of and encouraged to avail of relevant training. Maintains records of all staff and board member training
Interactions between students including but not limited to <ul style="list-style-type: none"> Dismissal of class Movement between classes Recreation breaks Use of Toilets Use of PE changing rooms Outdoor teaching activities Sporting activities 	<ul style="list-style-type: none"> Risk of harm due to inappropriate relationship/communications between child and another child 	<ul style="list-style-type: none"> Teachers informed that they must supervise students for the duration of their timetable. Management ensure appropriate supervision is in place during breaks as per Supervision and Substitution Rota The school has an Anti-Bullying Policy which fully adheres to the requirement of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools The school has in place a Positive Code of Behaviour

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Daily arrival of students to school	Risk of harm due to inadequate supervision of children entering and leaving school	<ul style="list-style-type: none"> • Management ensure supervision is in place as per Supervision and Substitution Rota and this is communicated annually to parents. • Parents are informed that school opens at 08:15 and students who arrive at this time may go to the canteen and open area outside only. • Breakfast club opens at 08:15 and students to access this or outside areas only. • Students are not permitted to access lockers until 08:30 at which time supervision will be in place.
Daily dismissal/leaving school facility of students	Risk of harm due to being unsupervised	<ul style="list-style-type: none"> • Students leaving the school must be signed out by parent/guardian during the school day and this is communicated to parent/guardians. • Students being sent home must be released into the care of their parent/guardian. • Where a student leaves without permission, parents are contacted and gardai are contacted. • Management ensure at the end of the school day supervision is in place. • Teacher is on duty as per Supervision and Substitution Rota.
One-to-one teaching	Risk of harm in one-to-one teaching situation	<ul style="list-style-type: none"> • The school has a one-to-one teaching policy, this is made available to all teaching personnel. • Where one-to-one sessions occur, this will take place in an open environment i.e., staff member and pupil visible through a glass panelled door. • All teachers are garda vetted and as members of the teaching council are governed by their code of ethics.
One-to-one counselling	Risk of harm in one-to-one counselling situation	<ul style="list-style-type: none"> • The school has a one-to-one counselling policy, this is made available to all teaching personnel. • Where one-to-one sessions occur, this will take place in an open environment i.e., staff member and pupil visible through a glass panelled door. • All teachers are garda vetted and as members of the teaching council are governed by their code of ethics.

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Sporting Activities	<ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of students while attending out of school sporting activities • Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g., school trip, swimming lessons 	<ul style="list-style-type: none"> • The school has an Extra-curricular sporting activities policy and clear procedures are in respect of same. • An adequate supervision roster is put in place to ensure that students are supervised at all times. • A PE policy is in place and is reviewed regularly. • Activities are risk assessed prior to the events. • All teachers are garda vetted and as members of the teaching council are governed by their code of ethics.
School outings	<ul style="list-style-type: none"> • Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g., school trip, swimming lessons • Risk of harm due to inadequate supervision of children while attending out of school activities 	<ul style="list-style-type: none"> • The school has in place a policy and clear procedures in respect of school outings • School management endeavours that all personnel who may be involved with students have up to date vetting in place. • An adequate supervision roster is put in place to ensure that students are supervised while attending out of school activities. • All teachers are garda vetted and as members of the teaching council are governed by their code of ethics.
School trips involving overnight stay	<ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of students while attending out of school sporting activities • Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities. 	<ul style="list-style-type: none"> • The school has in place a policy and clear procedures in respect of school outings • School management endeavours that all personnel who may be involved with students have up to date vetting in place. • An adequate supervision roster is put in place to ensure that students are supervised while attending out of school activities. • All teachers are garda vetted and as members of the teaching council are governed by their code of ethics. • An information evening is provided for students and parents.
Annual Sports Day	<ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of children while attending out of school activities • Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities. 	<ul style="list-style-type: none"> • The school has in place a policy and clear procedures in respect of school outings • An adequate supervision roster is put in place to ensure that students are supervised while attending out of school activities. • Activities are risk assessed prior to the events

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School trips involving foreign travel	<ul style="list-style-type: none"> • Risk of harm due to inadequate supervision of students while attending out of school sporting activities • Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities. 	<ul style="list-style-type: none"> • The school observes all current guidelines and notices from the Department of Education and Department of Foreign Affairs regarding threat levels in other jurisdictions. • An Information Evening is held for parents/guardians or students travelling. • The school has in place a comprehensive school tours policy which is provided to parents/guardians and students prior to trip and is signed by all parties. • Parents must provide up to date medical reports and school personnel accompanying students are briefed by parents on the protocol to follow in the event of an emergency. • An adequate supervision roster is put in place to ensure that students are supervised while attending out of school activities. • All teachers are garda vetted and as members of the teaching council are governed by their code of ethics.
<p>Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> • Pupils from ethnic minorities/migrants • Members of the Traveller community • Lesbian, gay, bisexual or transgender (LGBT) children • Pupils perceived to be LGBT • Pupils of minority religious faiths • Children in care • Children on CPNS • Children with medical needs 	<ul style="list-style-type: none"> • Risk of child being harmed in the school by a member of school personnel. • Risk of student being harmed in school by another student. • Risk of harm due to bullying of student. 	<ul style="list-style-type: none"> • The school has an Anti-Bullying Policy which fully adheres to the requirement of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools • The school has in place a Positive Code of Behaviour

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Care of children with special educational needs, including intimate care where needed	<ul style="list-style-type: none"> • Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities • Risk of harm to child while a child is receiving intimate care 	<ul style="list-style-type: none"> • The school has a Special Educational Needs policy • The school has an intimate care policy/plan in respect of students who require such care • A Student Support Team is in place and meets on a weekly basis. • An adequate SNA timetable is in place and is adapted where necessary, to ensure adequate supervision of and care of students with AEN.
Administration of Medicine	<ul style="list-style-type: none"> • Risk of harm while receiving care 	<ul style="list-style-type: none"> • The school has in place a policy and procedures for the administration of medication to pupils • Details of students with medical conditions are available subject to consent to relevant staff and school management
Administration of First Aid	<ul style="list-style-type: none"> • Risk of harm while student receiving care 	<ul style="list-style-type: none"> • The school has in place a policy and procedures for the administration of First Aid • A number of staff are trained on how to use the Defibrillator
Online teaching and learning remotely	<ul style="list-style-type: none"> • Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms 	<ul style="list-style-type: none"> • The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents.
Use of Information and Communication Technology by students in school, including social media	<ul style="list-style-type: none"> • Risk of harm caused by member of school personnel communicating with students in an inappropriate manner via social media, texting, digital device or other manner. • Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner. 	<ul style="list-style-type: none"> • The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents. • The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018

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Curricular provision in respect of SPHE and RSE	<ul style="list-style-type: none"> Risk that the curriculum is not covered or covered incorrectly 	<ul style="list-style-type: none"> The school implements in full the SPHE curriculum. The school has an RSE policy in place. The school implements in full the Wellbeing Programme at Junior Cycle The school has and SPHE and RSE co-ordinator appointed. Teachers of SPHE/RSE receive training
Prevention and dealing with bullying amongst pupils	<ul style="list-style-type: none"> Risk of harm due to bullying of child 	<ul style="list-style-type: none"> The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools
Training of school personnel in child protection matters	<ul style="list-style-type: none"> Risk of harm not being recognised by school personnel. Risk of harm not being reported properly and promptly by school personnel 	<ul style="list-style-type: none"> All school personnel are provided with a copy of the school's Child Safeguarding Statement The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel. School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015 and its Addendum (2019) All staff are made aware of and encouraged to avail of relevant training
<p>Use of external personnel to supplement curriculum and/or support sports and other extra-curricular activities:</p> <ul style="list-style-type: none"> Sports coaches External Tutors Guest Speakers Volunteers/Parents in school activities Visitors/contractors present in school during school hours. Visitors/contractors present during after school activities 	<ul style="list-style-type: none"> Risk of student being harmed in the school by a volunteer or visitor to the school. Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g., school trip, swimming lessons 	<ul style="list-style-type: none"> The school has in place a policy and procedures for the use of external sports coaches. Teachers accompany students at activities

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<p>Recruitment of School Personnel including:</p> <ul style="list-style-type: none"> Teachers SNA's Caretaker Secretary Cleaners 	<ul style="list-style-type: none"> Risk of child being harmed in the school by a member of school personnel. 	<ul style="list-style-type: none"> All school personnel are provided with a copy of the school's Child Safeguarding Statement The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel. School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015 and its Addendum (2019) All staff are made aware of and encouraged to avail of relevant training. Staff briefing at the beginning of each academic year on their responsibilities in relation to child protection
<p>Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</p>	<ul style="list-style-type: none"> Risk of harm due to inadequate code of behaviour Risk of harm due to inadequate supervision of children in school 	<ul style="list-style-type: none"> The school has in place a code of behaviour for pupils. An anti-bullying policy is in place and is reviewed annually. An adequate supervision roster is put in place to ensure students are supervised. The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
<p>Management of challenging behaviour amongst pupils, including appropriate use of restraint where required</p>	<ul style="list-style-type: none"> Risk of student being harmed in the school by another student. Risk of harm due to inadequate supervision of children in school 	<ul style="list-style-type: none"> The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. Camera surveillance can be used to assist in investigation of breach of the code of behaviour. The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018 Student Support Team is in place and meets weekly.
<p>Students participating in work experience in school</p>	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff while the student is participating in work experience on site 	<ul style="list-style-type: none"> The school has in place a policy and procedures in respect of students undertaking work experience in the school.
<p>Students from the school participating in work experience elsewhere</p>	<ul style="list-style-type: none"> Risk of student being harmed by a member of staff of another organisation or other person while the student is participating in work experience. 	<ul style="list-style-type: none"> The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations.

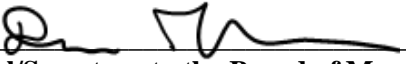
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Student teachers undertaking training placement in school	<ul style="list-style-type: none"> Risk of student being harmed by a student teacher 	<ul style="list-style-type: none"> The school has in place a policy and procedures in respect of student teacher placements
Use of video/photography/other media to record school events	<ul style="list-style-type: none"> Risk of GDPR 	<ul style="list-style-type: none"> Opt out for parents/guardians to indicate preference in personnel details form. Staff informed of responsibilities relating to data of child
After school use of school premises by other organisations	<ul style="list-style-type: none"> Risk of student being harmed in the school by a visitor to the school 	<ul style="list-style-type: none"> The school requires insurance and child protection details to be in place by the visiting organisation
Use of school premises by other organisation during school day	<ul style="list-style-type: none"> Risk of student being harmed in the school by a visitor to the school 	<ul style="list-style-type: none"> External personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i>
Fundraising Events	<ul style="list-style-type: none"> Risk of harm to student 	<ul style="list-style-type: none"> Fundraising outside of school is treated as an educational activity and the school has a policy in place.

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.

This risk assessment has been carried out by the Board of Management on **29th May 2023**. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: 
Chairperson of Board of Management

Signed: 
Principal/Secretary to the Board of Management

Date: 29/05/2023

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