



Child Safeguarding Statement 2024 25

Mayfield Community School 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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Mayfield Community School has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Kieran Golden
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Kathleen Daly
- 4 The Relevant Person is Kieran Golden
- 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 Thursday, 22nd August 2024

This Child Safeguarding Statement was reviewed by the Board of Management on Thursday, 22nd August 2024

Signed: Mary Shields

Signed: *Kieran Golden*

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: 22nd August 2024

Date: 22nd August 2024



Child Safeguarding Risk Assessment

Written Assessment of Risk of Mayfield Community School

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 (revised 2023)*, the following is the Written Risk Assessment of [name of school].

1. List of school activities

- Daily arrival and dismissal of pupils before school, in between classes and after school
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting Activities
- School outings including day trips to theatre, cinema, places of educational interest, soccer internationals, etc.
- School trips involving overnight stay such as Transition Year 25km walk and overnight stay as part of the Gaisce Bronze Medal
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools and in the Sports Complex
- Annual Sports Day
- Fundraising events involving pupils such as collecting for charities in the city and bag-packing in local supermarkets
- Use of off-site facilities for school activities such as the Glen Resource Centre
- School transport arrangements for trips to matches, visits to local industry sites etc.

- Care of children with additional educational needs
- Management of challenging behaviour amongst pupils
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum including guest speakers
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
 - 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
- Recruitment of school personnel including -
 - Teachers/SNA's
 - Caretaker/Secretary/Cleaners
 - 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
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations such as The Mens Shed
- Use of school premises by other organisation during school day
- Breakfast club
- Homework club/evening study being organised through UCC Plus and the Cork City Partnership.

Activities organised through the Sports Complex are risk assessed and safeguarding procedures are put in place by Sports Complex management. This is presented to the Sport Complex Management Committee which is a sub-committee of our school's Board of Management.

2. The school has identified the following risk of harm in respect of its activities:

Risk Identified	Policies/Procedures in place to manage risk
Risk of harm not being recognised by school personnel	<p>All staff including clerical officers and caretaker have completed Introduction to Children First e-learning module on Tusla website</p> <p>Staff briefings on Safeguarding procedured</p>
Risk of harm not being reported properly and promptly by school personnel	<p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i>.</p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel and training is provided at staff induction day.</p> <p>All school personnel are aware of DLP and DDLP.</p> <p>Clear identification of DLP and DDLP is available in the Main Reception area</p>
Risk of child being harmed in the school by a member of school personnel	<p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school adheres to the Teaching Council professional code.</p> <p>The staff handbook contains all relevant information regarding child safeguarding policies and procedures.</p>

<p>Risk of child being harmed in the school by another child</p>	<p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school has a supervision policy to ensure appropriate supervision of students before and after school and during breaktime</p> <p>The school has in place a policy and clear procedures in respect of school outings</p> <p>The school has a Health and safety policy</p> <p>The school implements in full the Wellbeing Programme at Junior Cycle</p> <p>The school has a code of Behaviour policy.</p> <p>The school has a Meitheal programme for students.</p>
<p>Risk of child being harmed in the school by volunteer or visitor to the school</p>	<p>Sign in Procedure at Reception</p> <p>Identification tag for a visitors to the school.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p>
<p>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</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has in place a policy and clear procedures in respect of school outings</p>
<p>Risk of harm due to bullying of child</p>	<p>The school has a child safeguarding statement and a completed risk assessment document.</p> <p>The school has a DLP and a DDLP.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school implements in full the Wellbeing Programme at Junior Cycle</p> <p>The school has an acceptable user policy for the use of ICT</p>

	<p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</p> <p>The school has adopted NEPS Critical Incident Management Plan</p> <p>The school has in place an active pastoral care system in place.</p> <p>The school has an active Student Support Team</p>
Risk of harm due to inadequate supervision of children in school	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school adheres to DES guidelines with regard to supervision and substitution.</p> <p>The schools adheres to DES guidelines around pupil /teacher ratio for supervision.</p>
Risk of harm due to inadequate supervision of children while attending out of school activities	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has in place a policy and clear procedures in respect of school outings.</p> <p>The schools adheres to DES guidelines around pupil /teacher ratio for supervision.</p>
Risk of harm due to inappropriate relationship/communications between child and another child or adult	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has an acceptable user policy for the use of ICT</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils.</p>
Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school	<p>The school has an acceptable user policy for the use of ICT</p>

	<p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</p>
<p>Risk of harm to children with SEN who have particular vulnerabilities</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>The school has an acceptable user policy for the use of ICT</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</p> <p>The school has adopted NEPS Critical Incident Management Plan</p> <p>The school has in place an active pastoral care system in place.</p> <p>The school has a Special Educational Needs policy and is implementing the new model to Support Students with Special Educational Needs.</p> <p>The school has a designated Home Room for students on the autism spectrum and has a full time dedicated teacher</p>
<p>Risk of harm due to inadequate code of behaviour</p>	<p>The school has a code of conduct/behaviour policy.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school has a robust pastoral care structure and student files which contain all records and communication with home.</p> <p>The school actively works closely with agencies such as NEPS, CAMHS and other relevant agencies</p>

<p>Risk of harm in one-to-one teaching, counselling, coaching situation</p>	<p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</p> <p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</p> <p>Teachers are required to adhere to the Teaching Council professional code.</p> <p>The staff handbook contains all relevant information regarding child safeguarding policies and procedures.</p> <p>The school has a Health and Safety policy.</p> <p>The school has a robust pastoral care structure including a student support referral system.</p>
<p>Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner</p>	<p>The school has an acceptable user policy for the use of ICT</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils.</p> <p>The school has a robust pastoral care structure including a student support referral system</p>
<p>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</p>	<p>The school has an acceptable user policy for the use of ICT</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</p> <p>The school has a robust pastoral care structure including a student support referral system</p>

3. The school has the following procedures in place to address the risks of harm identified in this assessment:

- 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*
- The school implements in full the Wellbeing Programme at Junior Cycle
- 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*
- The school has a supervision policy to ensure appropriate supervision of students before and after school and during breaktime
- The school has in place a policy and clear procedures in respect of school outings
- The school has a Health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- Teachers are required to adhere to the Teaching Council professional code.
- The school complies with the agreed code of practices for dealing with complaints(National Agreement March 2011)
- The school has a Special Educational Needs policy
- The school –
 - Has provided each member of school 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
 - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has an acceptable user policy for the use of ICT
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has adopted NEPS Critical Incident Management Plan
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school

The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*

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

This risk assessment has been completed by the Board of Management on Thursday 22nd August, 2024. It is reviewed as part of the school’s annual review of our Child Safeguarding Statement.

Signed:

Signed:

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: 22nd August 2024

Date: 22nd August 2024