

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

### **Child Safeguarding Statement**

**Claregalway Educate Together** is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

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 **Claregalway Educate Together** 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 Aoife Winston
- 3 The Deputy Designated Liaison Person (Deputy DLP) is [Hilary Waide](#)
- 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 cooperate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children 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 schools 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.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 6 This statement has been published on the 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 adopted by the Board of Management on 11.10.22 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on      [most recent review date].

Signed: Frank Clang

Chairperson of Board of Management

Date: 11/10/2022

Signed: Hoife Winston

Principal/Secretary to the Board of Management

Date: 11.10.22

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Claregalway Educate Together

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 Claregalway Educate Together.

#### 1. List of school activities

- Daily arrival and dismissal of pupil
- Recreation breaks
- Classroom teaching
- 1-1 Teaching
- 1-1 Learning Support
- Outdoor teaching activities
- Online Teaching and Learning remotely
- Sporting Activities
- School outings
- Use of toilet
- Swimming.
- IT- Suite of iPads and Chrome Books for use by all classes- Timetabled
- Annual Sports Day
- Fund raising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- 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  
Children on CPNS  
Children with medical needs

- 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, including social media
- 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
- 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
- Use of school premises by other organisation during school day
- Homework Club

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

- Risk of harm in one-to-one teaching, counselling, coaching situation.
- Risk of harm using changing/shower areas when attending swimming.
- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by 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
- Risk of harm due to inadequate supervision of children in school.
- Risk of harm due to inadequate supervision of children while attending out of school activities.
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm caused by member of school personnel communicating with pupils 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
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- 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.
- Risk of harm due to inadequate code of behaviour.
- Risk of harm on Sports Day
- Risk of harm during fundraising events involving pupils
- Risk when using off-site facilities for school activities
- Risk when using School transport
- Protocol if a staff member needs to drive a pupil in an emergency.
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Risks when Administering Medicine and First Aid
- Risk involved in Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Risk of harm due to bullying of child.
- 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
- Risk of harm due to racism
- Recruitment of school personnel including
  - Teachers/ SNAs
  - Caretakers/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
- Risks during participation by pupils in religious ceremonies/religious instruction external to the school
- Risks when using Information and Communication Technology by pupils in school.
- 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.
- 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

- Student teachers undertaking training placement in school
- Risks presented by the use of video/photography/other media to record school events
- Risks when we have After school use of school premises by other organisations/ Use of school premises by other organisations.
- Risk when students participate in Homework club

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

<p>Daily arrival and dismissal of pupils</p>	<p>Teachers arrive at school at 9.10am. Supervision is provided from 9.10am to 9.20am in the classrooms. Parents are asked not to drop children off before 9.10am. This is explained in the pack given to all new children on enrolment. Buses arrive between 9.10am and 9.20am. Buses run at 3pm in the evening. Parents collect at 2pm and 3pm. They are asked to collect promptly. Where Afterschool classes run until 4pm parents are also asked to collect promptly.</p>
<p>Recreation breaks</p>	<p>Seven staff are on playground duty during outdoor breaks- Two teachers and five SNAs all wearing high viz bibs. All staff are vetted, teaching staff took part in online PDST training for Child Safeguarding and Protection on the 9<sup>th</sup> May 2018. to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets etc.</p>
<p>Classroom teaching</p>	<p>All school personnel are vetted and are provided with a copy of the school's <i>Child Safeguarding Statement</i>. It is kept in lockable pedestal under the teacher's desk in each classroom and given to all substitute teachers on arrival</p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</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</p>

<p>One-to-one teaching, one to one Learning Support, one to one counselling, coaching.</p> <p>Outdoor teaching activities</p> <p>Sporting Activities/ School outings</p> <p>Use of changing/shower areas when attending swimming.</p>	<p>required to adhere to the <i>Children First Act 2015</i></p> <p>Claregalway Educate Together encourages staff to avail of relevant training. (All staff participated in PDST online training 9/5/18).</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 complies with the agreed disciplinary procedures for teaching staff.</p> <p>All one to one teaching is done in rooms with glass panels on the doors, The school implements in full the Stay Safe Programme. 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 it's Addendum (2019). All coaches are vetted under our patron and teachers maintain a supervisory presence. Counselling does not take place on a one to one basis in school. The school has a policy in place for the use of external school coaches.</p> <p>Outdoor teaching activities which require leaving the school grounds involve a second staff member being asked to accompany the class teacher.</p> <p>On school outings/ sporting events the ratio of adults to children is strictly monitored. If there are parents accompanying the children they are always parents who have engaged with the Vetting process.</p>
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Risk of harm not being recognised by school personnel

The ratio of staff to students is closely monitored during swimming sessions. A female staff member (when possible) supervises in the girls' changing room and a male teacher (when possible) in the boys' changing area. Another staff member monitors the cubicles.

Staff are kept up to date with all DES guidelines and training is encouraged. All staff have undertaken training in line with Circular 0081/2017 on 9<sup>th</sup> May 2018.

Risk of harm not being reported properly and promptly by school personnel

At Staff Meetings all are reminded of their role in reporting Child Safe guarding concerns - It is an item on the Agenda of every meeting. They are reminded where the Child Safeguarding Statement is kept-in lockable pedestal under the teacher's desk. Staff are reminded to report all concerns and to keep records.

Risk of child being harmed in the school by a member of school personnel

Staff have received training with regard to the signs to look for and are aware of the procedures in Claregalway Educate Together's Child Safeguarding Statement. Staff are reminded to report all concerns and to keep records.

The school implements in full the Stay Safe Programme.

The school implements in full the SPHE curriculum

The school has in place a Critical Incident Management Plan.

The school has codes of conduct for school personnel (teaching and non-teaching staff) CETNS Code of Behaviour

The school complies with disciplinary procedures for teaching staff.

Risk of child being harmed in the school by another child



<p>Risk of child being harmed in the school by volunteer or visitor to the school.</p>	<p>Supervision is maintained at all times. Parents are asked not to drop children off before 9.10am when staff begin supervision of pupils before school officially starts at 9.20am. Playground breaks are supervised by seven staff. The toilets are used by only two boys and two girls at a time. This is monitored by a list system. The school has in place a Code of Behaviour for pupils.</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>All adults who visit the school on a regular basis or any visitors who are in the school in a teaching/coaching capacity are vetted. Other visitors wait to be buzzed in by the secretary/ other school staff member in the admin office. The school adheres to the requirements of the Garda Vetting Legislation and relevant DE circulars in relation to recruitment and Garda Vetting. The school has a policy to cover Work Experience undertaken in the school.</p>
<p>Risk of harm due to inadequate supervision of children in school.</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting</p> <p>The school complies with the agreed disciplinary procedures for teaching staff.</p>
<p>Risk of harm due to inadequate supervision of children while attending out of school activities.</p>	<p>The school has a supervision policy in place. Procedures are in place for all supervision of breaks and seven staff are on playground duty during outdoor breaks two teachers and five SNAs all wearing high viz bibs. Wet play provisions are in place and are explained to all staff where changes occur. Rotas are updated termly and there is a rota for cover in case of illness.</p>

<p>Risk of harm due to inappropriate relationship/communications between child and another child or adult</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>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</p> <p>Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</p> <p>Risk of harm to children with SEN who have particular vulnerabilities</p> <p>Risk of harm to child while a child is receiving intimate care.</p>	<p>The school has a policy on School Outings. On out of school activities the ratio of adults to children is strictly monitored. If there are parents accompanying the children they are always parents who have engaged with the Vetting process. All personnel teaching Afterschool activities are Vetted.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to Garda vetting</p> <p>All students and their parents are familiar with the Internet Acceptable Use Policy for students.</p> <p>All school staff adhere to the Internet Acceptable Use Policy for adults. The school implements in full the Stay Safe Programme</p> <p>Computers and ipads are used for educational purposes under supervision in the school. All staff comply with the guidelines relating to photographs in our Data Protection Policy ratified on the 18<sup>th</sup> of May 2018. The school has an Internet Acceptable Policy for pupils and for adults. This policy includes provision for online teaching and learning remotely, and has been communicated to parents. The school has in place a policy governing the use of smart phones and devices in the school by pupils as per circular 38/2018</p> <p>In cases with children with SEN who are unable to dress themselves at swimming etc parental attendance will be requested.</p> <p>The school has an intimate care policy in respect of students who require such care. In cases where a student needs a</p>
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<p>Risk of harm due to inadequate code of behaviour.</p>	<p>change of clothes due to a toileting accident a staff member with another child accompanies the child to the toilet (if an older sibling is in the school he/she may be asked to assist their sibling) The staff member and assisting child source the change of clothes and wait outside the toilet until the child has changed.</p>
<p>Annual Sports Day</p>	<p>Claregalway Educate Together's Code of Behaviour is reviewed annually. All parents are asked to read this on entry to the school and sign that they have read it and comply with it. Each year teachers draw up a contract with pupils in September referring to the Code of Behaviour.</p>
<p>Fundraising events involving pupils</p>	<p>All staff have designated roles on Annual Sports Day. Parent volunteers are vetted and have specific roles. The local Community Centre and pitch is booked therefore there is no-one else using the facility on the day. Toilet arrangements are age appropriate- younger children are brought in groups to the toilet by a staff member/ vetted parent. Older children (third up to sixth) go in twos. Children with SEN where relevant for Health and Safety reasons may need a restricted day for Sports Day.</p>
<p>Use of off-site facilities for school activities</p>	
<p>School transport arrangements</p>	<p>All fundraising events involving children take place in the school during school hours under the supervision of the staff.</p> <p>When off-site facilities are used supervision is provided by the staff.</p>

<p>Protocol if a staff member needs to drive a pupil in an emergency.</p>	<p>Children are supervised by staff when buses are hired for all school events. Morning and evening collections are provided by Bus Eireann. Bus Eireann sub contracts these runs. All bus drivers are vetted and inspected by Bus Eireann. Regular bus meetings are held in the school to ensure that all children using the service are wearing seatbelts and behaving well on the buses. Principal regularly liaises with bus drivers and the Bus Eireann Inspector to ensure pupils are complying with safety measures.</p>
<p>Management of challenging behaviour amongst pupils, including appropriate use of restraint where required</p>	<p>Staff member will take three children so that two are in the car on return journey.</p>
<p>Administration of Medicine</p>	<p>"Minimal reasonable force may be used in extremely rare circumstances:"  Department of Education Guidance states reasonable force may be used to prevent pupils from:</p> <ul style="list-style-type: none"> <li>• committing a criminal offence;</li> <li>• injuring themselves or others;</li> <li>• causing damage to property, including their own property; and</li> <li>• engaging in behaviour which has a negative impact on maintaining good order and discipline at the school. This advice is applicable to ALL teachers, including those in special schools" </li></ul>
<p>Administration of First Aid</p>	<p>The school has a policy and procedures in place for the administration of medication to pupils. In cases where a child has a particular need for administration of medicine the BOM are alerted and staff are trained accordingly. A photograph of the child is displayed in</p>

<p>Curricular provision in respect of SPHE, RSE, Stay Safe</p> <p>Risk of harm due to bullying of child. Prevention and dealing with bullying amongst pupils</p> <p>Training of school personnel in child protection matters</p> <p>Use of external personnel to supplement curriculum / Use of external personnel to support sports and other extra-curricular activities.</p>	<p>the staffroom on a need to know basis and medicine is kept in a pouch in the staffroom and brought to the playground by SNAs for wearing by the teacher on duty eg Epi pen arrangements.</p> <p>The school has a policy and procedures in place for the administration of First Aid to pupils. First Aid during playground duty is administered by the staff on duty who carry a First Aid pack. If the injury is more serious the child is assessed by the class teacher/ principal. It is protocol to call home in all cases of head injury. The Accident Book is filled in in all cases where the injury is serious. First Aid packs are brought to Sports outings/ Sports Day/ School Tours.</p> <p>SPHE, RSE and the Stay Safe Programme are taught on a two year cycle.</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>. All staff follow the school Anti Bullying Policy when dealing with incidents.</p> <p>All staff attended training in Child Protection on the 9<sup>th</sup> of May 2018. DLP and DDLP have attended training and keep in touch with any changes/ offers of training.</p> <p>All adults who visit the school on a regular basis or any visitors who are in the school i</p>
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<p>Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> <li>● Pupils from ethnic minorities/migrants</li> <li>● Members of the Traveller community</li> <li>● Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>● Pupils perceived to be LGBT</li> <li>● Pupils of minority religious faiths</li> <li>● Children in care</li> </ul>	<p>a teaching/coaching capacity are vetted. Visitors to the school enter through the front door and wait for the Secretary to electronically open the fobbed door into the school. All coaches who are brought in to help for P.E. sessions are vetted.</p> <p>The ethos in Claregalway Educate Together is inclusive. The vision is that all pupils feel valued regardless of cultural identity, religion, gender or family circumstances. The Learn Together Programme touches on these areas and any exploration of a belief system is prefaced by "Some people believe"</p> <p>All staff are vetted and comply with all policies such as the Code of Behaviour, Internet Acceptable Use Policy, Anti bullying Policy, Data Protection and Child Safeguarding Statement.</p> <p>The Stay Safe Programme is taught so all children learn skills to get them out of a situation, tell an adult and keep on telling.</p> <p>The school has a Special Educational Needs Policy.</p>
<p>Risk of harm due to Racism</p>	<p>The school undertakes anti-racism awareness initiatives.</p>
<p>Recruitment of school personnel including</p> <ul style="list-style-type: none"> <li>● Teachers/ SNAs</li> <li>● Caretakers/Secretary/ Cleaners</li> <li>● Sports Coaches</li> <li>● External Tutors/ Guest Speakers</li> <li>● Volunteers/ Parents in school Activities</li> <li>● Visitors/contractors present in school during school hours</li> <li>● Visitors/contractors present during after school activities</li> </ul>	<p>All school personnel are vetted. All adults who visit the school on a regular basis or any visitors who are in the school in a teaching/coaching capacity are vetted. Visitors to the school enter through the front door and wait for the Secretary to electronically open the fobbed door into the school. All coaches who are brought in to help for P.E. sessions are vetted before they begin coaching.</p>
<p>Participation by pupils in religious ceremonies/religious instruction external to the school</p>	

<p>Use of Information and Communication Technology by pupils in school.</p>	<p>Pupils are given religious instruction after school by a staff member who is fully vetted (Catholicism is the only religion to date which has requested a space). They join with local schools to receive the sacraments. The Religion teacher supervises all Afterschool sessions and parents of these pupils accompany the children to practices if they are during school hours.</p>
<p>Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</p>	<p>All students and their parents are familiar with the Internet Acceptable Use Policy for students which includes provision for online teaching and learning remotely, and has communicated this policy to parents. All school staff adhere to the Internet Acceptable Use Policy for adults.</p>
<p>Students participating in work experience in the school</p>	<p>Detention when used as part of the Code of Behaviour occurs during breaks. The child may be asked to stand by a wall in the playground for a short time out or spend the break in nearest classroom to the staffroom.. Time out will be in line with age and seriousness of the incident. The school has in place a Mobile Phone and Electronic Device policy in respect of usage of mobile phones by pupils.</p>
<p>Student teachers undertaking training placement in 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. The school has a policy to cover Work Experience undertaken in the school.</p>

<p>Use of video/photography/other media to record school events</p>	<p>An arrangement between teacher training colleges exists. This is signed by both parties. The school has a policy to cover Work Experience undertaken in the school.</p>
<p>After school use of school premises by other organisations/ Use of school premises by other organisations.</p>	<p>Claregalway Educate Together has a Data Protection Policy in place. As the data controller of school photographs the school restricts the publishing of photographs or video clips to our school website with consent from parents. The school does not publish photos to social media without consulting parents. Parents attending school events are asked to avoid posting to social media sites in line with this.</p>
<p>Homework club</p>	<p>Claregalway Educate Together has "Use of School Building Policy" in place.</p> <p>A Homework Club is in operation two days a week in Term 1 and 2. It targets children who need encouragement to improve homework practices. It is provided by a rota of teachers in the school who are all vetted and comply with all policies such as the Code of Behaviour, Internet Acceptable Use Policy, Anti bullying Policy, Data Protection and Child Safeguarding Statement.</p>

**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.