

Belmayne Educate Together National School



Child Safeguarding Risk Assessment

***Risk assessments are carried out before any trip or outing that takes place outside of school grounds.**

List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Daily arrival and dismissal of pupils	High	Abductions & kidnapping Parents who have no legal access to their children through an order of the court collecting the child from school premises	The daily arrival and dismissal of children is executed in an orderly and controlled manner- see plan in appendices of CSS. No child is ever let go home with an unnamed, unknown adult.
	Med	Being taken by parent without informing the teacher Late arrivals – neglect Possible risk to child by tripping in corridor Adults entering the school building without notifying the office. Inappropriate contact between children and adults Slips or trips while walking into the building Parents who fail to clearly communicate arrangements for after school childcare.	Last teacher into the school building will ensure that the door is locked behind them. Parents are made aware not to take their child from the line without telling the teacher. In relation to new infant pupils, support teachers are allocated to the two classes at the end of the day to help class teachers release the children to a parent. (first two weeks) New infants are brought to the classroom door by a parent or guardian for the first 2 weeks. Junior and Senior Infant children who attend afterschool are collected from the class by a member of the afterschool staff. Afterschool staff to arrive earlier than 1:20pm. All pupils to be brought up together. There is regular contact between afterschool staff and teaching staff. It is parents' responsibility to inform both the teacher and the Afterschool

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			Staff via email if their child is to attend Afterschool or if the normal arrangement has changed. 1st class classrooms are on the same corridor as the afterschool. Children from these classes are allowed to walk directly to afterschool at 2:20pm. Pupils from 1st – 6th are allowed to walk directly to afterschool at 2:20pm. All school staff are vigilant of children wandering on the school corridors after 2:20pm. Staff ensure that children are safe at all times. See CSS for procedures detailing home time dismissal. Late arrivals must report to the office. Minutes late is recorded by the class teacher also on the child's Aladdin profile. If lateness happens on a regular basis or if a pattern of lateness emerges, parents will be contacted by Sinéad/Gearóid or Viv HSCL. A designated visitor toilet will be used by parents and their young children if necessary. This will be located by the school hall. Visitors and their children will not be permitted to use the classroom toilets.
In Class Break Times / Toilets	High High	Risk of child being harmed in the school by a member of school personnel Risk of child being harmed in the school by another child Risk of child being harmed by food allergies i.e nut allergies. Risk of child being bullied. Risk of child being harmed in the school by volunteer or visitor to the school	Children will only use the toilets in their own classroom. All teachers and ANAs are Garda Vetted. Support & mainstream teachers /ANAs take measures not to leave themselves open or vulnerable to erroneous allegations of child abuse. Therefore when working with small groups or in a one to one setting teachers work in classrooms with the door open/ glass in door uncovered so they can always be visible.

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		Risk of harm to children with SEN who have particular vulnerabilities	Children and parents are aware of the positive behaviour policy and sanctions. Only one child in the toilet at a time. Supervision rota is in place so staff supervise the children while eating their lunches. Depending on needs, appropriate levels of supervision are provided. Children to stay seated at all times. Children walk in an orderly manner to and from the yard.
Activities that occur inside the main school building i.e in support rooms 1. One to one teaching 2. Small group teaching 3. Visiting teachers to the school to teach parents e.g yoga teacher, First Aid instructor 4. Visiting psychologists, speech and language therapists, school mentor, teacher for the deaf, SCP Personnel, youth & project workers. 5. Student teachers, student ANAs on placement, any person on work experience. 6. Parent reading groups/maths for fun groups, parent Zumba classes, parent coffee mornings	High 1-6 High	Risk of child being harmed in the school by a member of school personnel Risk of child being harmed in the school by another child Risk of child being bullied. Risk of child being harmed in the school by volunteer or visitor to the school Risk of harm to children with SEN who have particular vulnerabilities Risk of harm in one-to-one teaching.	All teachers and ANAs are Garda Vetted. Support & mainstream teachers /ANAs take measures not to leave themselves open or vulnerable to erroneous allegations of child abuse. Therefore when working with small groups or in a one to one setting teachers work in classrooms with the door open/ glass in door uncovered so they can always be visible. Parents will be informed if this is occurring. 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 2017/2023/2025 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/ 2023/2025 and all registered teaching staff are required to adhere to the Children First Act 2015.

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7. Visiting speakers –e.g. RSE facilitators , Childline, , School Mentor, SCP Personnel, Youth Wokers.	Risk of child being harmed in the school by volunteer or visitor to the school Bullying/Assault by individuals or groups Inappropriate touching by an adult- sexual abuse Physical assault by an adult- physical abuse. Exposure to inappropriate material (videos/ images) on the internet while using iPads & Laptops.	in the appendices of this Child Safety Statement. All school personnel are provided with a copy of the school's Child Safeguarding Statement and CP policy updates and revisions are given at Staff Meetings. The Child Protection Procedures for Primary and Post-Primary Schools 2017/2023/2025 are made available to all school personnel School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017/2023/2025 and all registered teaching staff are required to adhere to the Children First Act 2015 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 is rolling out the Bí Cineálta policy. Staff are receiving training on Understanding Behaviours of Concern & Responding to Crisis Situations. The school implements the Learn Together Curriculum which teaches children about bullying and discrimination. Safety talk - all classes from 2nd class - 6th class will be given a safety talk in the Hall about the dangers and consequences of bringing sharp objects or knives into school. Toileting – strictly one child uses the toilet at a time. See appendices for toileting procedure on trips and tours. All children will annually receive SPHE instruction to raise awareness of sexual abuse and inappropriate
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			touching through the Safe Safe programme. All children will receive SPHE instruction to raise awareness of stranger danger/ getting lost through Safe Safe. Inappropriate touching by an adult- sexual abuse Senior classes will receive RSE education with a specialised RSE facilitator. Physical assault by an adult- physical abuse – no visiting adult/volunteer is ever given unsupervised access to the children in Belmayne ETNS Support & mainstream teachers /ANAs take measures not to leave themselves open or vulnerable to erroneous allegations of child abuse. Therefore when working with small groups or in a one to one setting teachers work in classrooms with the door open/ glass in door uncovered so they can always be visible. Parent Volunteers will never be given unsupervised access to children. Parents who come in regularly to be vetted.
Activities that occur inside the school building but not within the mainstream classroom 1. Gross motor skill groups on the corridor 2. Regulation stations & OT obstacle course in the hall. 3. Transitions – moving around the school for team teaching, co teaching etc. movement of large number of children, with and without supervision. 4. Violin lessons 5. Paired reading 6. Student council events	1-4 Med 5-6 High 7-8 Med	Risk of child being harmed in the school by school personnel. Risk of child being harmed in the school by another child. Abductions and kidnappings. Development and establishment of inappropriate relationships with adults, which could lead to grooming i.e. volunteers coming in to help with school	All school personnel employed in Belmayne ETNS are Garda vetted and follow safe practices to protect themselves and the children. Children, parents and wider community are aware of the school rules and sanctions in place should a child attempt to harm another child. Children and families are always encouraged to tell a safe adult of any situation where they themselves have been harmed, are at risk of being harmed or could be harmed in the future.

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7. Parent council events 8. Children sent on jobs around the school 9. Intimate Care of pupils with additional needs. 10. Parent classes and workshops that occur at different times throughout the academic year.	activities or adults attending classes like yoga etc. Bullying/assault by individuals or groups. Inappropriate touching by an adult – sexual abuse. Physical assault by an adult – physical assault. Exposure to inappropriate material (videos/ images) on the internet while using iPads & Laptops.	See positive behaviour policy, anti-bullying policy, SPHE policy and more in the appendices of the child safety statement. All staff take measures not to leave themselves open or vulnerable to erroneous allegations of child abuse. Therefore when working with small groups or in a one to one setting, teachers work in classrooms with the door open / glass in door uncovered so they can always be visible. Parents are informed when this type of teaching is occurring. Older and trusted children from 2nd to 6th have permission to walk to team teaching and co-teaching lessons. Support teachers will always collect and return younger children or children with SENs back to their classroom. Support teachers must use their professional judgement and discretion on whether to allow older (2nd-6th) pupils with SENs return to class in a group after a team teaching lesson has finished. Unsupervised access is never given to visiting teachers or coaches. Visiting teachers and coaches are Garda vetted. HSCL Policy Parent Council members will be Garda vetted. Only two trusted children from the senior classes will be sent on a messages and jobs around the school. 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>
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			The school implements the Learn Together Curriculum which teaches children about bullying and discrimination. The school is rolling out the Bí Cineálta policy. Staff are receiving training on Understanding Behaviours of Concern & Responding to Crisis Situations. If/when intimate care is required a plan will be put in place with the class teacher, parents, child (if appropriate) and ANAs. In the event that an ANA is unavailable to carry out the intimate care needed two teachers will assist the child. Parents are escorted out of the hall after classes conclude. Parents are reminded before the beginning of classes and workshops that they do not have permission to go into classrooms during the school day.
Outdoor activities or activities that take place outside of the school building: 1. PE lessons 2. Other outdoor lessons – SESE / Art / Drama etc 3. Movement breaks for SEN children 4. Lessons with external coaches (GAA, FAI, IRFU, AAI) 5. All 'Special Weeks' i.e. Friendship & Wellbeing Week, Seachtain na Gaeilge, Nature Week, Active Week, Maths Week, Science Week etc	High 1-2 High 3 Low 4 Med 5-10 High 11 Med 12-16 High 16 Med	Risk of child being harmed outside of the school by a member of school personnel Risk of child being harmed outside of the school by another child Getting lost or separated from the class or group in an unfamiliar setting Risk of child being harmed outside of the school by a member of the public. Development and establishment of inappropriate relationships with adults which could lead to grooming- volunteer adults coming in to help out with	All school personnel employed in BETNS are Garda Vetted and follow safe practices that protect themselves and the child. Children, parents and wider community are aware of the school rules and sanctions in place should a child attempt to harm another child. Children and families are always encouraged to tell a safe adult of any situation where they have themselves been harmed, are at risk of being harmed or could be harmed in the future. See Positive Behaviour Policy, Anti Bullying Policy and more in the appendices of this Child Safety Statement.

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6. Student Council – Disco & Movie Night etc	17 Low	school activities, passers-by on the street trying to engage with children through school railings /gates when children are out on the yard/school grounds.	The school is rolling out the Bí Cineálta policy.
7. Family Fun Night/Open Nights	18		Staff are receiving training on Understanding Behaviours of Concern & Responding to Crisis Situations.
8. Weekly assemblies	Med		
9. Math trails			
10. Kids on messages	19	Parents who do not have legal access to the child by order of the court turning up at events.	In the cases of lessons occurring outside on the yard-teachers are always present on yard with class for all lessons.
11. Yard time	High		
12. School outings and tours	20		
13. Use of toilet / changing / shower areas whilst at swimming lessons, on tour etc.	High	Bullying/Assault by individuals or groups	In the cases of lessons being delivered by visiting coaches – teachers never leave the class with visiting coaches or volunteers.
14. Care of children with special educational needs, including intimate care where needed.		Inappropriate touching by an adult- sexual abuse	For special weeks- teachers never leave their classes unattended; teachers always remain with their classes.
15. Management of behaviours of concern amongst pupils.		Physical assault by an adult- physical abuse	Weekly assemblies – only children enrolled in our school are permitted to be in the school hall and the parents of the class leading the assembly are invited to attend. If assembly takes place outdoors on the basketball court. parents and others are asked to observe assembly from outside the basketball court.
16. School trips involving overnight stay, including transport to and from the trip. Uisce / Carlingford– 6 th class			Yard times are supervised by teachers and ANAs – see fortnightly rota.
17. Administration of first aid.			ANAS will close over the car park gates at 8.35am.
18. School trips not involving overnight stays.			Two trusted children from the senior end of the school 2 nd -6 th are only ever sent on messages around the school campus. Children in the junior end are only sent to the office in pairs.
19. Father Collins Park			Visiting teachers/coaches are garda vetted.
			Residential trips- parents' permission is sought. Children adhere to positive behaviour policy and anti-bullying policy. Children sign a contract. Access to phones is restricted. Leaders

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		working in residential settings are Garda vetted. Adequate teachers are supplied to supervise dormitories at night. Overview of safe practices and supervision is given to Belmayne Teachers in advance of their overnight trip. Residential centres for overnight trips provide the school and parents with their own risk assessments and health and safety plans in advance of the trip occurring. These policies must be followed by BETNS staff and pupils. Toileting – strictly one child uses the toilet at a time. See CSS for procedures. Intimate Care Plan is in place for children with additional needs. All children will receive SPHE instruction annually to raise awareness of sexual abuse and inappropriate touching through the Safe Safe programme. See SPHE policy, plan and CSS. All children will receive SPHE instruction to raise awareness of stranger danger/ getting lost through Safe Safe. Inappropriate touching by an adult- sexual abuse 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>. The school implements the Learn Together Curriculum which teaches children about bullying and discrimination. Physical assault by an adult- physical abuse – no visiting adult/volunteer is ever given unsupervised access to the children in Belmayne ETNS.
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		Should an emergency occur in which a teacher needs extra support from other teachers, trusted children who have been drilled in using the red card will take the red card to the neighbouring teacher to get help and the neighbouring teacher will raise the alarm- see CSS for procedures. Children who attend swimming lessons in Trinity Sports and Leisure will return directly to the school and not visit the park. The school has in place a Critical Incident Management Plan . Strangers who are observing children on the yard are approached by a member of staff to ascertain their identity and their reason for being in the vicinity of the school. ISM will be contacted to come to the scene at this stage. If teachers become aware that the individual is recording/photographing the children, teachers will ask to view footage and images and will ask for them to be deleted immediately. ISM may decide to contact the Gardaí after such incidents. Strangers in the school building or entering the school are approached to clarify their identity and reasons for being on the premises including the astro pitch and Gardaí may be contacted. Side gates are closed by caretaker after children go into class in the morning. All children are encouraged to play with their peers. All teachers are required to complete an online risk assessment when they take children outside of the school grounds. The document must be completed once per term. School
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			management must be notified every time a teacher takes a group of children outside the school grounds. Regarding toileting on day trips. Children are brought in groups. A teacher will check if the toilet is clear and then let children in. Teacher will ask members of the public if possible to wait until the children are ready before entering. Children go to the toilet before leaving the building to go on trips which are within walking distance of the school. In case of emergencies, a member of staff will complete a dynamic risk assessment to determine best course of action. If a child soils themselves on a trip. The child, if able to, will clean themselves. If unable to, two members of staff will be present to help. Signs to inform the public they are being filmed by CCTV are on the school premises. At present the majority of the school staff are trained in basic first aid. The remaining untrained staff members will be trained in the 2025/2026 school year. Staff will then undergo a refresher course every two years.
Sporting and afterschool activities: Please note the list of activities is not exhaustive and will change termly. Outdoor activities: 1. GAA 2. Soccer 3. Athletics 4. Gymnastics 5. Games for fun Indoor Clubs: 6. Choir 7. Yoga 8. Mindfulness	1-6 High 7-15 Med 16 High	Risk of child being harmed in the school by a member of school personnel Risk of child being harmed in the school by another child. Teacher pupil ratio is adequate. This is activity dependent and location dependent. The age of children in the club is also a factor. This ensures safe supervision of children.	All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017, 2023, 2025</i> are made available to all school personnel. School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017, 2023, 2025</i> and all registered teaching staff are

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9. Debating 10. Art and craft 11. Chess 12. Lego 13. Coding 14. Gymnastics	High	Abduction when you are off school site-playing matches, attending a competition or a race meet etc. Dismissal of the children when the club is over when you don't necessarily know the parents. Harm/ injuries occurring due the sport/activity being undertaken in the club. Bullying occurring within the club. Toilet access for pupils when they are playing away matches. Toileting for SEN pupils during club. Exposure to inappropriate material (videos/ images) on the internet while using iPads & Laptops.	required to adhere to the <i>Children First Act 2015</i> The school implements in full the Stay Safe Programme. The school implements the Learn Together Curriculum which teaches children about bullying and discrimination. The school is rolling out the Bí Cineálta policy. Staff are receiving training on Understanding Behaviours of Concern & Responding to Crisis Situations. Teacher in charge of the club must ensure that another teacher is in the building. It is the teacher's responsibility to complete a risk assessment for all clubs to ensure their safe running. Pupil teacher ratio- teachers must consider the impact of having a child with SEN in their club. Teachers must use their own judgement when deciding on the ratio of pupils and SEN pupils attending their club in order that they can run the club safely. The number that the teacher can accommodate will be at the teachers' discretion and professional judgement. Parents availing of clubs must email/communicate with club teachers regarding collection arrangements . Teachers and staff involved with activities that are off site must complete a risk assessment prior to leaving to determine if appropriate measures are in place.
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		It is teachers' responsibility to ensure that they know in advance the collection arrangements for the children attending their club. Children will not be released to unnamed adults. Teachers will adhere to the school's Health and Safety Policy when bringing groups to away matches, meetings and competitions. A Health and Safety Risk Assessment will be completed in advance of leaving the school and a dynamic risk assessment of the area will be completed by the lead teacher on arrival. Teachers will always give a safety talk to the children in advance of using potentially dangerous equipment: scissors, glue guns, shovels, trowels, horse, iPads & computers in order to minimise the risk of harm occurring during the normal course of the club. The school has in place an ICT policy in respect of usage of ICT by pupils. The school has in place a mobile phone policy in respect of usage of mobile phones by pupils The school has in place a Social Media policy. The school has a Special Educational Needs policy that is updated annually. 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> The school has an intimate care policy/plan in respect of students who require such care; this will be put in place with input from the child (if appropriate) and parents.
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			Should an emergency occur in which a teacher needs extra support from other teachers, trusted children who have been drilled in using the red card will take the red card to the neighbouring teacher to get help and the neighbouring teacher will raise the alarm- see CSS The school has in place a Critical Incident Management Plan All children will be expected to adhere to the school's Positive Behaviour Policy whilst attending the particular club. All children will be expected to adhere to the school's Anti Bullying Policy whilst attending the particular club. Keep the windows clear so that classroom can be visible
Management of Pupils exhibiting behaviours of concern. <u>Possible behaviours and scenarios</u> - Hurting/hitting/punching/kicking/spitting/biting school personnel in the mainstream classroom, corridors or support classrooms. - Hurting/hitting/punching/kicking/spitting/biting other children in the mainstream classroom. - Hurting/hitting/punching/kicking/spitting/biting other children in the yard. - Hurting/hitting/punching/kicking/spitting/biting school personnel on the yard.	High High	Risk of school personnel becoming injured or harmed. Risk of other children in the classroom/ support room/corridors/ yard/ transitions becoming injured or harmed. Risk of school personnel and other children, external staff working at or leading tour/trip activities becoming injured or harmed. Onlookers or members of the public becoming injured or harmed. Risk of causing harm or injury to himself/herself. Risk of child exhibiting the behaviours of concern getting knocked down by cars if running away from the group.	Red card system is in place. Pupils from 2nd - 6th will have a safety talk in the hall about the dangers of bringing a sharp object or knife into school. Consequences and sanctions will also be highlighted to all pupils should this arise. As outlined in the school's positive behaviour policy, any physical or verbal assault is not acceptable. 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 2017,2023, 2025 are made available to all school personnel. School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017,2023, 2025

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5. Hurting/hitting/punching/ kicking/spitting/biting other school personnel & children when off site on a tour/trip/ outing/ residential stay. 6. Hurting/hitting/punching/ kicking/biting/ pinching pulling or other forms of self-harm. 7. Using an implement or a weapon to cause harm to self or others. 8. Attempting to run away from the group or school personnel when on yard. 9. Attempting to run away from the group or school personnel when off site on tour/trip/outing or residential stay. 10. Making inflammatory comments or statements. 11. Inappropriate and impulsive behaviour that could lead to a member of the public reacting in a way that could cause harm 12. Impulsive and inappropriate towards non-school personnel. 13. Inappropriate behaviour online. 14. Bullying Behaviours.	Risk of child exhibiting the behaviours of concern becoming separated or lost from the group if attempting to run away in an agitated state. Children reacting to inflammatory comments becoming injured or harmed i.e. a fight. Risk of harm not being recognised by school personnel. Risk of harm to the child from school personnel trying to restrain the child or seclude the child in an area.	and all registered teaching staff are required to adhere to the Children First Act 2015. The school implements in full the SPHE curriculum Internet Safety lessons takes place during the year and are part of the SPHE curriculum. The school implements in full the Stay Safe Programme and children have a prior knowledge of what to do should they become lost on a tour Prior to a tour commencing, class teachers will explain expectations for behaviour and will run through a safety talk- eg staying together walking in pairs, not engaging with strangers. Parent volunteers will be asked to come on tours and trips to help with supervision. Teacher pupil ratio on tours and trips will be commensurate with age, maturity and the proportion of SEN/EAL children going on the trip. Teachers will complete a health and safety risk assessment prior to the trip. For residential overnight stays children and parents will be asked to sign a behaviour contract in advance of the trip. Children who have exhibited behaviours of concern on previous occasions are sometimes precluded from attending tours and trips when the teachers and BOM feels that the child poses a significant risk of harm to himself/herself and others around him. This is dealt with on a case by case basis. The parents of children who sometimes exhibit behaviours of concern are asked to come with their child on school tours/trips where the
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		school determines that this will be of benefit in helping to reduce the risk of harm being inflicted on the child or others around him/her. This is dealt with on a case by case basis. 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 is rolling out the Bí Cineálta policy. Staff are receiving training on Understanding Behaviours of Concern & Responding to Crisis Situations. The school has a yard supervision rota to ensure appropriate supervision of children during yard time and breaks. Should an incident occur on the yard or at break in a classroom, a staff member will be sent to the staffroom to get help from ISM. Staff members on yard/ in classrooms on break supervision may also phone ISM to raise the alarm that help is needed. Should a child pose a risk of harm to others on the yard, the yard will be cleared and classes will be brought back to rooms. Teachers /ANAs will give the child time to de-escalate and will employ a number of deescalation techniques recommended in the Guidelines for Understanding Behaviours of Concern and Responding to Crisis Situations. Staff members are asked to protect themselves by moving evasively out of the way of punches and kicks. Should a child pose a risk of harm to others in the classroom; in some instances the classroom will be cleared and class will be brought to an alternative room or the yard; this decision will be at the teachers' discretion. The child will then be given time to de-escalate and self regulate.
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		Staff will employ the recommended deescalation techniques. Staff members are asked to protect themselves by moving evasively out of the way of punches and kicks. Should a child pose a risk of harm to others while off site on a trip/tour, the area will be cleared and the class will be moved away. Teachers/ANAs will remove items that may cause the child harm. The child will then be given time to de-escalate and regulate. Staff members are asked to protect themselves by moving evasively out of the way of punches and kicks. When the child has calmed, the teacher will phone Sinéad to inform her of the incident and a decision will be made on whether the child is to be collected from the trip / tour by a parent. In the event of a parent not being available a decision may be taken by Sinéad for the child to be collected by Viv HSCL and another member of staff. Should a child assault another child/ adult in the classroom/ yard/corridor on trip/tour. The child will be left in the area. Teachers /ANA will cover the exits of the space, if possible, so that the child can't leave. Teachers/ANAs will remove items that may cause the child harm. The child will then be given time to de-escalate and calm down. Staff members are asked to protect themselves by moving evasively out of the way of punches and kicks. When the child has calmed, the teacher will phone Sinéad to inform her of the incident and a decision will be made on whether the child is to be collected. Should a child assault another child/ adult in the classroom/yard/corridor on trip/tour with a weapon or attempt to assault another with a weapon, the area will be cleared and all children will be removed to a safe location. Sinéad/ISM will be contacted to help with the situation. The Garda will be called to attend and support if necessary. Staff are always asked to
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			ensure their own safety when challenging behaviour occurs. 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 has a Special Educational Needs policy Relevant staff are made aware of children who may be exhibiting worrying behaviour and of whom they must be vigilant of. Teachers /ANAs involved keep logs on all incidents. The school has in place a Critical Incident Management Plan. Parents may be asked to bring their child to Mater CAMHS or Temple Street Children's Hospital. The school has procedures for school tours and trips As per the Guidelines for Schools on Understanding Behaviours of Concern and Responding to Crisis Situations. Teachers & ANAs will only ever physically restrain a child if they pose an immediate risk of serious harm to themselves or others.
Allergies and Administration of Medicine	High High	Risk of child being harmed in school by school personnel. Development and establishment of inappropriate relationships with adults, which could lead to grooming Risk of physical/sexual abuse/inappropriate touching	The school has in place An Administration of Medicines Policy that all staff adhere to. Parents of children with medical needs are made aware of this policy. On enrolling a child in BETNS parents are asked to fill in a Medical History and state any medical needs that their child has. Parents have the responsibility of keeping staff up to date and informed if the medical

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		Risk of child taking the incorrect dose Risk of child taking another child's medication Risk of medication being lost while on school grounds and other children consuming this medication Risk of child overdosing Risk of child having a reaction to medications Risk of child have unforeseen side effects due to medication consumption Risk of child having an allergic reaction to medicines, peanuts or other medicines, food, substances and chemicals that are present in the school.	condition of their child changes over time. All children with allergies or serious medical needs have their image and a description of their condition and steps that must be taken should a medical emergency occur listed on our Medical Needs board in the staffroom. This is updated regularly. Parents need to ensure all medication sent into school is within its expiration date. Teachers email and communicate with staff if a medical need changes over time. The majority of staff are First Aid trained and can administer basic first aid should the need arise. The school has a defibrillator and all staff have received guidance on how to use it should the need arise. All school staff are Garda vetted. All children are taught the Stay Safe SPHE Programme.
Withdrawing their children from school early	High High	Risk of a child being harmed in the school by another adult. Risk of kidnapping or abduction Risk of educational neglect occurring due to missing lessons and class time.	Children will only be released to legal guardian or other adults / older siblings that teacher has been notified of in advance of collection time. Adult picking up a child must report to the office and speak to Susan or Orlagh and show their appointment card. Adult must sign out the child using the QR Code. Children from 2nd to 6th will be called down over the intercom by the secretaries and then they must be signed out. Parents are not permitted to collect children directly from classrooms Infant children will be collected from their class by Susan or Orlagh.

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			Educational neglect will be reported to Tusla. Children missing 20 or more days of school are reported to Tusla.
Visitors to the school	High	Risk of a child being harmed in the school by another adult. Risk of kidnapping or abduction Development and establishment of inappropriate relationships with adults, which could lead to grooming.	All visitors are required to report to the school office. All visitors must sign in and wear a visitor's badge. All visitors to sign out when leaving using QR Code. Susan or Orlagh to accompany visitors to where they need to be. Visitors do not stay in class with the children at break time unless with a teacher. Teachers will bring visitors to the staff room or designated break area. Visitors to our school will never be given unsupervised access to any children in our school. Codes for all doors to be changed on a regular basis.
Training of school personnel in child protection matters	High	Lack of clarity on school procedures in place to protect children. Lack of knowledge about who to go to and next steps to take should a disclosure arise. Missing concerning behaviours due to inexperience. Development and establishment of inappropriate relationships with adults, which could lead to grooming	A postholder provides Child Protection training to all new staff. A postholder provides regular refreshers on child protection procedures. Staff are provided with all policies and procedures relating to child protection. A postholder informs staff of any updates regarding child protection at Whole Staff Meetings. Information regarding good practice and CP training slides are placed on the school drive for all staff to access at any time. Sinéad, Gearóid will attend CP training and CPD when on offer or available.

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		suicide) arising from child's own feelings (fear, shame, confusion)	receive SPHE instruction to raise awareness of sexual abuse and inappropriate touching through Safe Safe. The school has a Special Educational Needs policy which explains the approach to the teaching pupils with needs arising from EAL. EAL teaching support is provided to all children. Mainstream classroom teachers will differentiate their instruction in order to help the child progress and access the curriculum at their level. Teachers as part of their professional practice will be very aware of how vulnerable a child is when they are in the "silent period" and learning a new language. Teachers will be especially vigilant and sensitive to changes in the child's demeanour, pictures they draw in the course of completing their school work, if they appear engaged in the life of class, their attendance and punctuality. EAL teachers who work in a small group or one to one setting will also be aware of the signs of abuse within an EAL child and shall link in with the class teacher regularly. Mainstream teachers will identify a kind and responsible child who may speak the newcomer child's home language. This child will buddy up with the newcomer child and will be "keep an eye on them" especially at yard, break and transition times to ensure the child has a group to play with. 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>. The school implements the Learn Together Curriculum which teaches
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		children about bullying and discrimination. The HSCL will be deployed to link in with any newcomer families to ensure they are settling in and adjusting to school life. The HSCL will identify families from similar cultural backgrounds who are happy to offer support to newcomer families. At times, established families will be used to help translate and explain some of the cultural and social differences that exist in Ireland. HSCL will aim to support these families with their parenting roles as they become used to life in Ireland. Sinéad addresses any concerns re absenteeism, behaviour management at home etc. If funding allows, HSCL will offer English language classes to the parents and extended family. International Weeks and Food Fairs are held annually to celebrate the value that cultural difference brings to a community. All staff endeavour to use gender neutral language. The school has in place a Critical Incident Plan. The school is rolling out the Bí Cineálta policy. Staff are receiving training on Understanding Behaviours of Concern & Responding to Crisis Situations. Aistear and general games – reinforced to all children that all games are for everyone – not gender specific.
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			Teachers challenge gender stereotypes in class and use stories to celebrate difference and valuing everyone equally. Specific, age appropriate gender equality lessons are covered in all classes. Information regarding vulnerable children to be communicated to new teachers. Parents are informed of their responsibilities to teach their child about the RSE programme if they withdraw their child from formal lessons covering this curricular content.
Recruitment of school personnel including: 1. Teachers / ANAs 2. Caretaker/Secretary/Cleaners 3. Sports coaches 4. External tutors/Guest speakers 5. Parent volunteers 6. Contractors in school during school hours 7. Contractors present during after school activities. 8. Parent Council	High 1-5 Low 6 High 7 Low 8 Med	Risk of child being harmed in the school by a member of 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 Development and establishment of inappropriate relationships with adults, which could lead to grooming	All staff, sport coaches, parent volunteers and any other adult that comes into direct contact with children on a regular basis will be Garda vetted Cleaners do not start work until after 2:20pm Guest speakers or once off visitors to the class are never left alone with the children. A teacher is always present. Student Teachers/ Student ANAs/Work Experience/Placements will be given an overview of the CSS policy and procedures at the beginning of their placement. See appendices information sheet for placements. Work experience placements will be asked to complete the Tulsa online training course on their first day at BETNS. Student teachers are monitored very closely, especially in week 1 of placement. Sinéad will contact the college if issues arise. Contractors must always report to the office, sign in and wear visitor badges.

A colorful illustration of a globe with blue oceans and green continents. Twelve diverse children of various ethnicities and ages are standing around the globe, holding hands in a circle. They are wearing different colored clothing and some have unique hairstyles or accessories, representing a multicultural group.

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		Policy is in place regarding phones when children are on tour. Part of the procedure that teachers are given when going on tour. Children are not allowed to use camera features or any other recording feature when in school or on any school related activities. Positive behaviour policy is in place to deal with incidents of online bullying. The school is rolling out the Bf Cineálta policy. Staff are receiving training on Understanding Behaviours of Concern & Responding to Crisis Situations. The school implements the Learn Together Curriculum which teaches children about bullying and discrimination. Children's photos and names are not matched when posting photos on the school website, school social media. Teachers use a class digital camera or iPads to photograph children when participating in school life or activities. Eg school outings and trips, assemblies. Filtering software (firewall) is in place to prevent students from accessing inappropriate content when using school devices such as Ipads/laptops. Teachers are vigilant when children are using the internet or Ipads/laptops as part of a lesson in class time. Teacher will monitor from the Teacher Ipad. Teachers will oversee devices from the teacher iPad and will check in regularly.
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Students participating in work experience in the school	High	Risk of child being harmed in the school by volunteer or visitor to the school Risk of harm due to inappropriate relationship/communications between child (teenager) and another child or adult Development and establishment of inappropriate relationships with adults/ teenagers which could lead to grooming-volunteer adults coming in to help out with school activities Bullying/Assault by individuals – emotional abuse Inappropriate touching by an adult- sexual abuse Physical assault by an adult- physical abuse	Students teachers and students over the age of 16 are Garda Vetted. However work experience students will never be given unsupervised access to children in our school. All school personnel working in BETNS are Garda Vetted and follow safe practices that protect themselves and the child. In the cases of lessons occurring outside on the yard-teachers are always present on yard with class for all lessons. In the cases of lessons being delivered by visiting coaches – teachers never leave the class with visiting coaches or volunteers. Parent volunteers will never have unsupervised access to children. All children will receive SPHE instruction to raise awareness of sexual abuse and inappropriate touching through Safe Safe. 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> Physical assault by an adult- physical abuse – no visiting adult/volunteer is ever given unsupervised access to the children in Belmayne ETNS. On beginning placement the student will be given a welcome pack by the office staff, they will be asked to read and sign the Child Safeguarding Information leaflet enclosed with the pack. See appendices for CSS leaflet – Work Experience Work experience candidates will complete the online Tusla course on their first morning in BETNS.
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Student teachers undertaking training placement in school	High	Risk of child being harmed in the school by student teacher on placement in the school	Student teachers are Garda Vetted. For the majority of the time student teachers are not given unsupervised access to the pupils in our schools with the exception of when they are being inspected.
	Med-Low	Development and establishment of inappropriate relationships with student teacher which could lead to grooming. Bullying/Assault by individuals – emotional abuse Inappropriate touching by an adult- sexual abuse Physical assault by an adult- physical abuse	All school personnel working in BETNS are Garda Vetted and follow safe practices that protect themselves and the child. In the cases of lessons occurring outside on the yard-teachers are always present on yard with class for all lessons. In the cases of lessons being delivered by visiting coaches – teachers never leave the class with visiting coaches or volunteers. Parent volunteers will never have unsupervised access to children. All children will receive SPHE instruction to raise awareness of sexual abuse and inappropriate touching through Safe Safe. See timeframe of when lessons are taught in Stay Safe & SPHE in appendices. See SPHE policy, plan and CSS. 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> Physical assault by an adult- physical abuse – no visiting adult/volunteer is ever given unsupervised access to the children in Belmayne ETNS. On beginning placement the student teacher will be given an information pack by the office staff, they will be asked to read and sign the Child

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			Safeguarding Information leaflet enclosed with the pack. See appendices for CSS leaflet . They will also meet with Sinéad/Gearóid on their first morning.
Use of video/photography/other media to record school events	High Med	Development and establishment of inappropriate relationships with adults/ teenagers which could lead to grooming-volunteer adults coming in to help out with school activities Bullying/Assault by individuals – emotional abuse Bullying – online/internet-emotional abuse Inappropriate touching by an adult- sexual abuse Physical assault by an adult-physical abuse Risk of kidnapping or abduction	Parents are reminded at the start of events/assemblies not to film the event and share it with others. Parents are asked not to post/share images/films of other children in social media fora without the consent of parents. All children will receive SPHE instruction to raise awareness of sexual abuse and inappropriate touching through Stay Safe. See timeframe of when lessons are taught in Stay Safe & SPHE in appendices. See SPHE policy, plan and CSS. 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> Children's photos and names are not matched when posting photos on school website or social media accounts. The school has an ICT policy in place.

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Monitoring Suggestions

Teachers are the only professionals who are in regular day to day contact with school-aged children and, because of that, we have a key role in situations where there are suspicions that a child is being abused. When there are such concerns, it is essential to keep an objective and factual record of all the information available. We may also be requested, following a child protection conference, to keep a child under observation in a manner that is not inconsistent with our existing duties. This hand-out has been created to assist teachers in this regard.

Useful Hint: Enter your observations under the various headings as appropriate. This will help to categorise your observations and enable you to note an emerging pattern or a deteriorating situation.

Possible Areas for Monitoring	Best Practice Suggestions
Name of School <i>Using agreed record form ensure school standard is applied</i>	- Record observations using code to protect anonymity of child - Keep in secure place - Strictly confidential
Attendance and Punctuality <i>Dates and times are important, since patterns or absence or lateness can be very revealing. If late, note if brought to school by a parent/carer/older sibling and record any explanation offered.</i>	Remember to sign and date each entry
Appearance, Hygiene and Care <i>Record observations of the child's appearance, for example, poor hygiene, inappropriate clothing, no lunch.</i>	Record observations in chronological order
Physical Injury <i>Give detailed description including, in the child's or carer's own words, if any explanation is offered.</i>	Include sketch of injury, if appropriate
Child's Behaviour <i>A child may become increasingly aggressive, tense, unresponsive or show other signs of distress. Any sexualised behaviour should be noted.</i>	Describe what you have observed factually

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Child's Language <i>The child may not have the language/be afraid to verbalise clearly what is happening. They may however drop hints or refer to what is happening obliquely.</i>	Record child's exact words, not the adult equivalents
Child's Drawings, Writing or Play <i>A young child may show few signs of abuse when he/she experiences a sense of security in a busy, structured classroom setting therefore careful observation of the child in less formal or unstructured settings are important. Always include the context in your record eg "when returning from the PE Room", "during small break", "when lining up for home time."</i>	Remember context can be very important
Mood Changes <i>Child may, for example, become quiet and tense towards end of day or if collected by a certain adult. This might also happen on certain days or before or after certain activities. Again, remember to include the context in your recording.</i>	Note time, context and situation – facts only

Remember monitoring should be systematic, continuous and requires perseverance

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Useful Contact Phone Numbers, Websites and Support Organisations

H.S.E. DUBLIN NORTH	Health Centre, Cromcastle, Coolock, Dublin 5	(01) 816 4200 (01) 816 4244
An Garda Síochána	Oscar Traynor Road, Coolock, Dublin 5	(01) 6664200
For making Mandated Reports	Tusla.ie Select- Reporting a Concern Select- Report a Child Protection Concern or Welfare Report via a Web Portal Select – Register and follow the instructions from there.	

Supports for Persons who disclose Retrospective Abuse

To support the person in notifying An Garda Síochána of physical or sexual abuse, should they wish to do so, contact details can be provided as follows:

>The Garda National Protective Services Bureau at GNPSB_SCMU@Garda.ie, the person's local Garda Divisional Protective Services Unit or any Garda Station. In such cases a Garda will respond.

>Contact the Garda Confidential Line on 1800 666 11. The Garda Child Sexual Abuse Freephone number is 1800 555 222.

>Rape Crisis Centre – 1800 778 888.

> Toward Healing is for survivors of religious, institutional and clerical abuse – Freephone 1800 303 416

> National Counselling Service for people who experienced childhood abuse or neglect – 1800 234 111.

> One in Four is an organisation that provides support to adult survivors of childhood sexual abuse, including providing advice and support in relation to making a statement to the Gardaí. They can be contacted at +353 1 6624070, by email at info@oneinfour.ie or via their website at <https://www.oneinfour.ie/contact>.

> Connect Counselling is a HSE telephone counselling and support service for adults who have experienced childhood abuse. Republic of Ireland: Freephone 1800 477 477, Northern Ireland and UK: 00800 477 477 77 Outside ROI and UK: 00353 (0)1 865 7495, Website: <https://connectcounselling.ie>

> Samaritans is available for confidential, nonjudgemental, listening support. Freephone 116 123 Email jo@samaritans.ie, visit www.samaritans.ie for more information

> Online and in-person counselling provider MyMind.org provides counselling and psychotherapy.

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Child Protection and Safeguarding Information for Teaching Practice Students and Persons on Placement

General Information and policies to follow

What is Child Protection or Child Safeguarding and what does it mean for me while working in Belmayne ETNS?

- Simply put Child Protection or Safeguarding means making sure that the children you encounter while on placement here in Belmayne ETNS are safe from harm and are happy throughout the course of their school day.
- Everyone should be alert to the possibility that children with whom they are in contact with may be being abused or at risk of being abused.

While on placement if a child ever talks to you about or discloses the fact that they are:

- a) have been harmed,
- b) are being harmed currently, or
- c) are at risk of being harmed in the future

You must immediately inform the class teacher who will listen to what has been said and will take over from this point.

At times it is hard to know what is a concern and class teachers are best placed to decide this.

We thank you for your coöperation with this and hope you enjoy your time on placement.

Please sign to acknowledge you have read this important information.

Name _____ Date _____

I have completed my online Tusla Course - **circle**

YES or NO

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How to Handle a Disclosure

Tick off Steps as Completed:

1. Inform the DLP (Sinéad) or DDLP (Gearóid) that a disclosure was made to you. If the DLP or DDLP are not immediately available, notify a member of the ISM.	
2. Start filling in the Child Protection Report Template on Aladdin. Please note. ➤ Sinéad / Gearóid will arrange cover for you to start filling in the form. ➤ Complete the Part A i.e. the section that outlines the disclosure. ➤ When outlining the disclosure create a key at the top of the document e.g. 1 = John 1, 2 = Emma 2 etc. These numbers should be used instead of names or initials. ➤ An ISM member will make themselves available to help you complete the template if needed.	
3. Save the document when you have completed Part A. Please note: ➤ The document will be saved as 'CP Draft' and will be password protected. You will need to enter your Aladdin password to further edit or add additional information.	
4. Proceed with one of the following options: Complete a mandated report to Tusla by using the Tusla Online Portal. Contact the North Dublin City On Duty Social Worker to seek advice by calling 01-8567704	
5. Proceed with one of the following options: d) Screen grab or save the overview of the mandated report you made using the Tusla Online Portal. Save this for later. e) If the On Duty Social Worker recommends that no mandated report be made, complete the Part B in the Child Protection Report on Aladdin. You will need to edit the report you started earlier. f) If the On Duty Social Worker recommends that a mandated report be made, please refer to step 4(a). Complete Part B in the Child Protection Report on Aladdin. You will need to edit the report you started earlier.	
6. Once you have complete Part A and Part B of the Child Protection Report Template, attached the screen grab of the mandated report made on the Tusla Online Portal and save the document.	

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7. Speak to Sinéad or Gearóid and discuss whether to notify the parents of the disclosure or not. Once decided, complete Part C of the Child Protection Report. Change the document type from 'CP Draft' to 'CP' . This will change to security setting to 'Principal Only'. Save the document.	
8. If it was decided that the child will not be placed in further danger by notifying the parents of the mandated report, the parents must be notified of the disclosure and mandated report, preferably face to face but if unable to do so, a phone conversation will suffice.	
9. Possible Additional Step – A Tusla Social Worker may contact you to discuss the report further. If this happens, notify Sinéad and she will update the Child Protection File.	

Follow on Steps by DLP

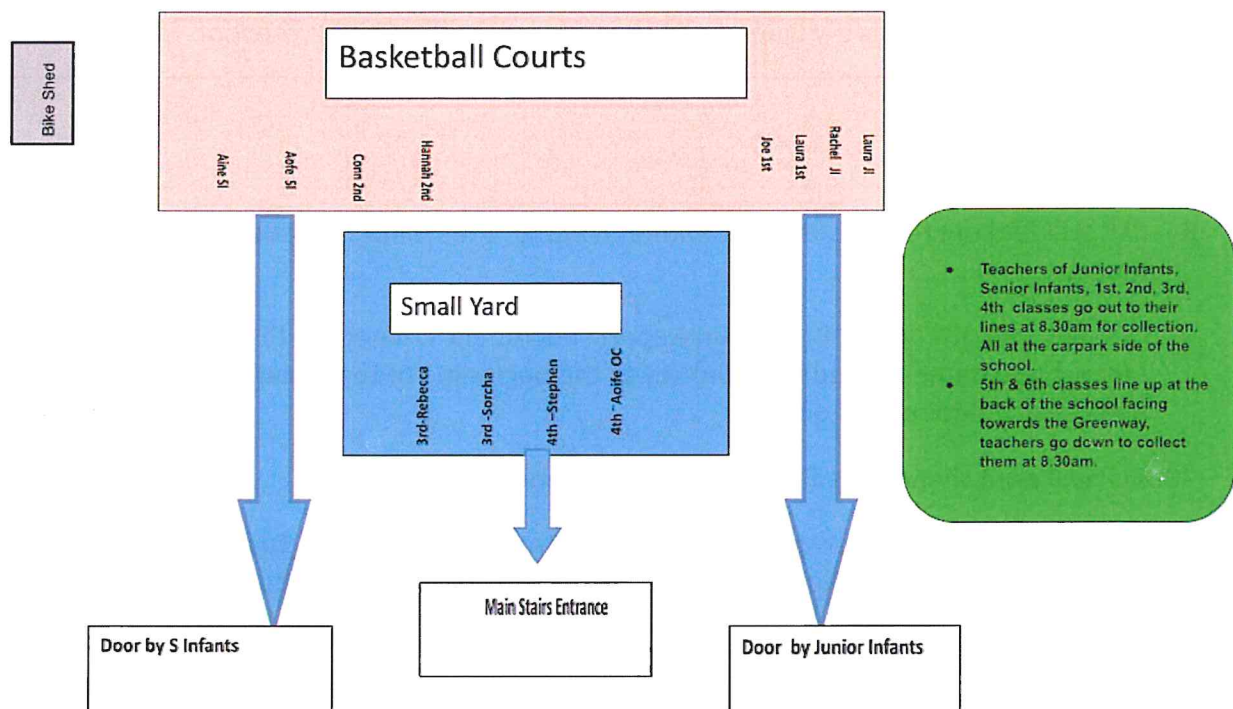
8. DLP will find or create a unique identifier code for the children or adults mentioned in the report.
9. DLP will edit the 'Child Protection Report' document created by the mandated reporter and replace names included in the key at the beginning of the document with the unique identifiers mentioned in point 1.
10. DLP will print the updated 'Child Protection Report' Document.
11. DLP will print the screen grab of the mandated report made to Tusla and black out any identifiers and replace them with the unique identifier codes mentioned above.
12. DLP will place these two documents in a secure filing cabinet.
13. DLP will bring the Child Protection Report to the attention of the Board of Management at the next Board meeting.
14. DLP and BOM will continue to monitor the Child Protection concern.

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Morning Line Up Plan 2025- 2026

Whole School Line Up Plan 2025 - 2026



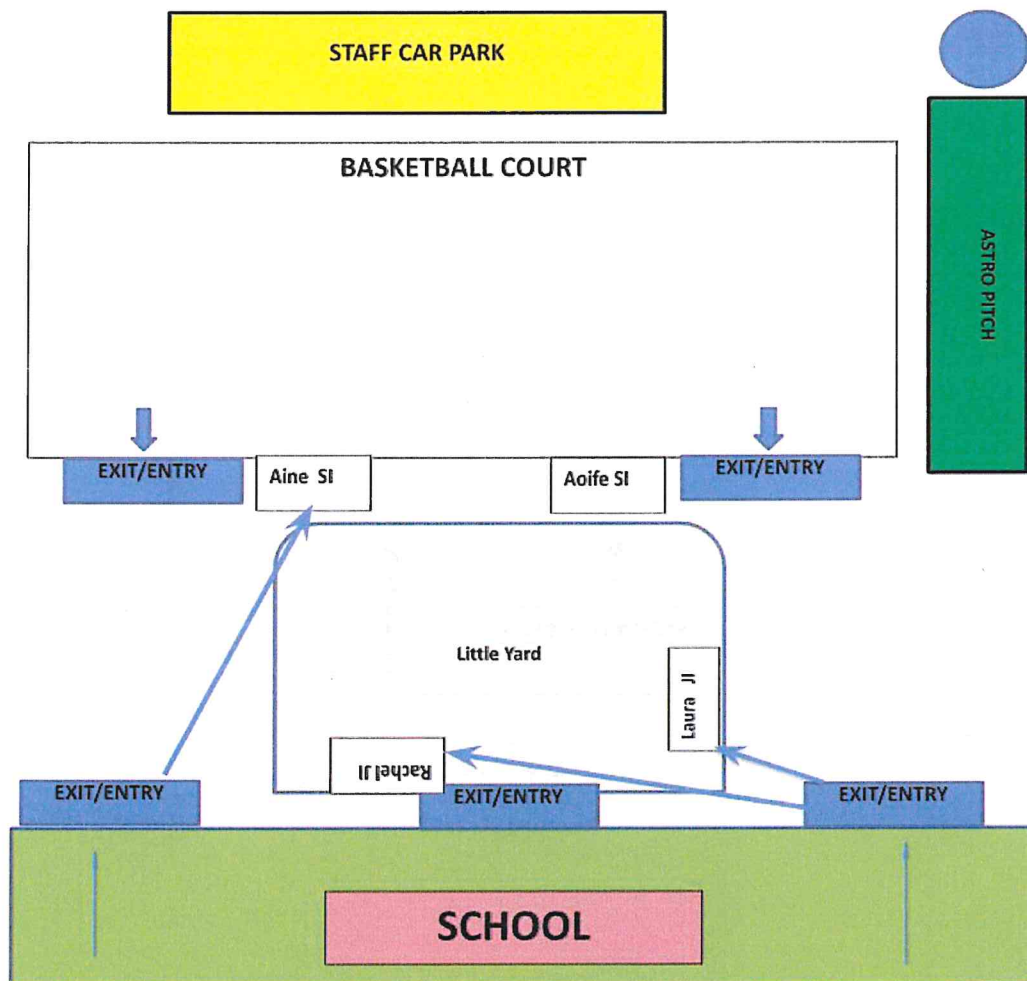
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Infants Dismissal Plan 2025 - 2026

Dismissal Points – 2025-2026

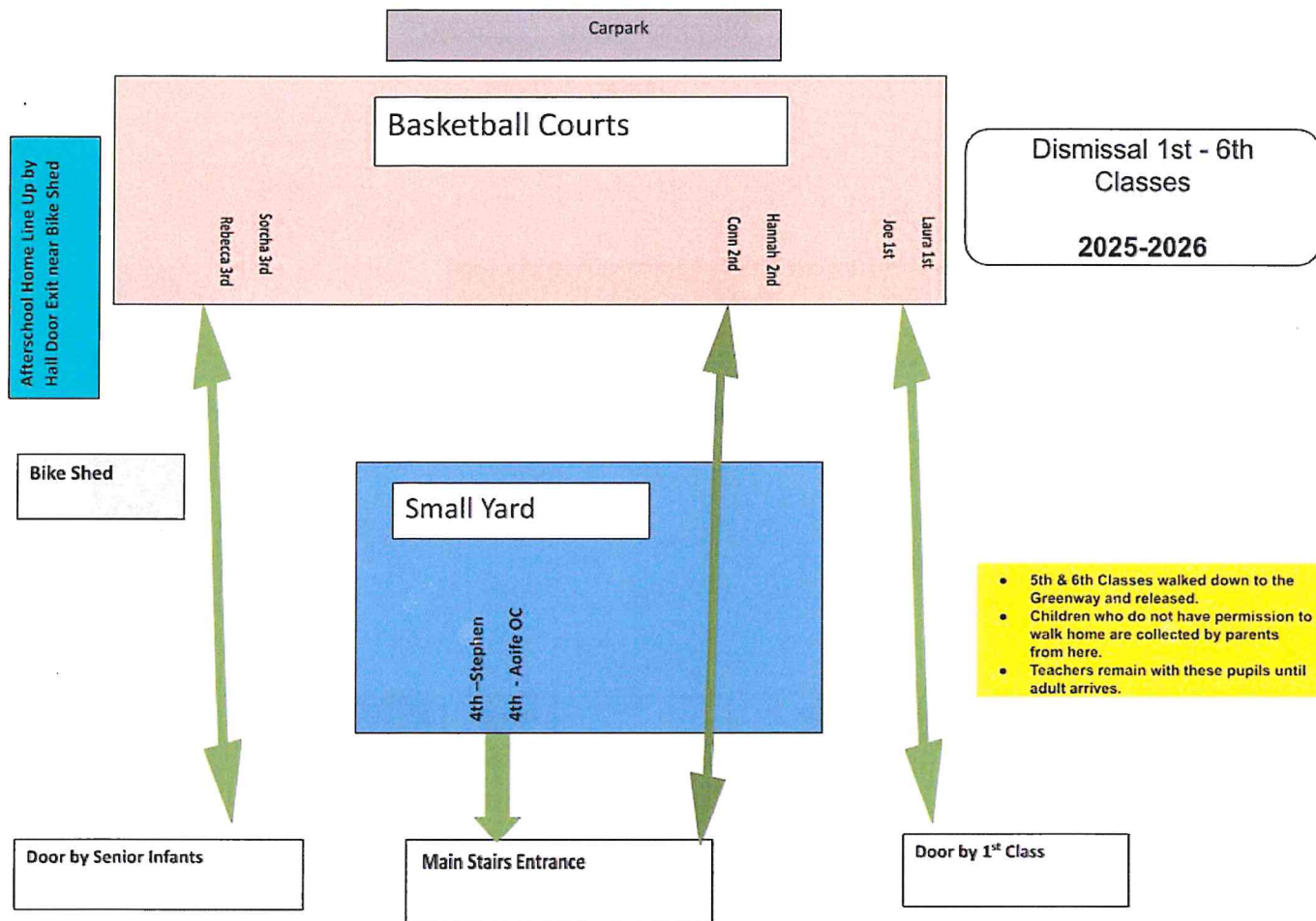
Infants 1.20pm



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1st - 6th Class Dismissal Plan 2025 - 2026



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The Record of Incident Involving Physical Restraint - Report Form to Be Used

Understanding Behaviours of Concern and Responding to Crisis Situations

Resource 4:

NCSE Record of Incident involving Physical Restraint Form

(In line with a rights-based approach the language used in this record needs to be objective, factual, and non-judgmental)

No personal details of person/s involved should be included in this report.

School details			
School Name			
School roll number			
Student details			
Age of student			
Confirmed Special Educational Need, (if applicable)			
Details of incident			
Date		Time	
Location			
Duration			
Description of the incident			
DESCRIBE WHAT WAS HAPPENING IMMEDIATELY PRIOR TO THE INCIDENT (e.g., activities that the student was engaged in; behaviours of other students; changes to the environment or the usual routine, etc.).			

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DESCRIBE WHAT HAPPENED IMMEDIATELY AFTER THE INCIDENT

(staff responses, reactions of students, any other consequences)

Any other details deemed relevant in relation to the incident

Report completed by

Designation

Date

Report should be forwarded to the following dedicated email account: bocreports@ncse.ie