



# CLONGOWES

CLONGOWES WOOD COLLEGE SJ

## CHILD SAFEGUARDING STATEMENT AND RISK ASSESSMENT

Clongowes Wood College SJ is a post-primary, Jesuit boarding school, located in a rural setting approximately twenty miles from Dublin. The College educates students, who come from across Ireland and abroad, from First Year to Leaving Certificate Year.

**The College Address is:** Clongowes Wood College SJ, Clane, Co. Kildare W91 DN40.

**Phone:** 045 868202. **Email:** headmaster@clongowes.net

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 Clongowes Wood College SJ 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:

Mr. Christopher Lumb (Tel: 045 868202/headmaster@clongowes.net).

3. The Deputy Designated Liaison persons (Deputy DLPs) are:

Mr. Paul McCormack (Tel: 045 838231/pmccormack@clongowes.net);

Mr Steven Gray (Tel:045 838283/sgray@clongowes.net);

and Ms. Denise Nichol (Tel: 045 838227/dnichol@clongowes.net)

4. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school and boarding life and must be reflected in all school 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 adult students 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, 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 of Management has appointed the aforementioned DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015. The school maintains a register of all mandated persons including but not limited to registered teachers.
- In accordance with the Children First Act 2015 and the Addendum to the Children First Act (2019), the Board has carried out an assessment of any potential for harm to a child boarding at the school or participating in school/boarding activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the child safeguarding statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.

6. The Child Safeguarding Statement has been published on the school's website and has been provided to all members of school personnel, the Parents Association 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 of Education 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.

# CHILD SAFEGUARDING WRITTEN RISK ASSESSMENT OF CLONGOWES WOOD COLLEGE SJ

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the Child Protection Procedures for Primary and Post-Primary Schools 2017, the following is the Written Risk Assessment of Clongowes Wood College.

## 1. List of school activities

- All school personnel are provided with a copy of the school's Child Safeguarding Statement.
- The child protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel.
- School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015.
- The school maintains a list of all employees who are mandated persons which is available on request, and which includes registered teachers, prefects and clergy employed by the College.

	Risk Identified	Procedures in place to manage identified risk
1.	Arrival and departure of students at breaks and vacations.	The school has a policy in place to ensure appropriate supervision of children at the beginning and end of breaks and vacations.
2.	Boarding	The school has a supervision policy in place to ensure appropriate supervision of children, outside of class time, in accommodation and boarding areas of the school and in respect of specific areas such as the refectory, toilets, changing rooms, showers etc.
3.	Recreational breaks for students during the core teaching day.	The school has a supervision policy in place to ensure appropriate supervision of children during the core teaching day: recreational breaks, mealtimes, and in respect of specific areas such as toilets, changing rooms etc.
4.	Classroom teaching.	The school has a Health and Safety policy.  The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.  The school has a code of conduct for school personnel (teaching and support staff)

5.	One-to-one teaching and mentoring,	<p>The school has in place a policy and clear procedures in respect of one-to-one teaching and mentoring.</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 has a code of conduct for school personnel (teaching and support staff)</p>
6.	One-to-one counselling.	<p>The school has in place a policy and procedures for one-to-one counselling.</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 has a code of conduct for school personnel (teaching and support staff)</p>
7.	Remote teaching and learning.	<p>The school has in place a remote teaching and learning policy for teachers, students and parents/ guardians.</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 has a code of conduct for school personnel (teaching and non-teaching staff)</p>
8.	Outdoor teaching activities.	<p>The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.</p> <p>The school has in place a policy and procedures for the use of external sports coaches.</p>

9.	Sporting activities.	<p>The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.</p> <p>The school has in place a policy and procedures for the use of external sports coaches.</p> <p>The school has in place a code of conduct for all staff.</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>
10.	School outings.	<p>The school has in place a policy and clear procedures in respect of outings.</p> <p>The school has attached a safeguarding statement to all consent forms for trips.</p>
11.	School trips involving overnight stays.	<p>The school has in place a policy and clear procedures in respect of school trips involving overnight stays.</p> <p>The school has attached a safeguarding statement on all consent forms for trips.</p>
12.	School trips involving foreign travel.	<p>The school has in place a policy and clear procedures in respect of school trips involving foreign travel..</p> <p>The school has attached a safeguarding statement on all consent forms for trips.</p>
13.	Use of toilet/changing rooms/showers in school and boarding areas.	<p>The school has a supervision policy in place to ensure appropriate supervision of children during class time and outside of class time in boarding areas of the school, and in respect of specific areas such as the refectory, toilets, changing rooms, showers etc.</p>
14.	Sports days.	<p>The school has a code of conduct for school personnel (teaching and non-teaching staff).</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>

15.	Fundraising events involving students.	<p>The school has in place a policy and clear procedures with regard to school outings.</p> <p>The school has in place a Code of Behaviour for students.</p>
16.	Use of offsite facilities for school/sporting activities.	The school has in place a policy and clear procedures in respect of school outings.
17.	School transport arrangements involving non-school personnel.	The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting.
18.	Care of children with special educational needs, including intimate care when needed.	<p>The school has in place a Whole School Inclusion policy.</p> <p>The school has an intimate care policy/plan in respect of students who require such care.</p>
19.	Care of vulnerable adult students including intimate care when needed.	The school has an intimate care policy/plan in respect of students who require such care.
20.	Management of challenging behaviour amongst students.	The school has in place a Code of Behaviour for students.
21.	Administration of Medicine.	<p>The school has in place a policy and procedures for the administration of Medicines.</p> <p>The school adheres to the requirements for Bord Altranais registration and garda vetting requirements in the employment of nursing staff.</p>
22.	Administration of First Aid.	The school has in place a policy and procedures for the administration of First Aid.
23.	Curricular provision in respect of SPHE, RSE and Wellbeing.	The school implements in full the S.P.H.E. curriculum. The school implements in full the Wellbeing Programme at Junior Cycle and RSE in Senior Cycle.
24.	Prevention and dealing with bullying among pupils.	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.

25.	Training of school personnel in child protection matters.	<p>The school:</p> <ul style="list-style-type: none"> <li>● Has provided each member of school staff with a copy of the school's Child Safeguarding Statement</li> <li>● Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement. Encourages staff to avail of relevant training.</li> <li>● Encourages Board of Management members to avail of relevant training.</li> <li>● Maintains records of all staff and Board of Management member training.</li> </ul>
26.	Use of external personnel to supplement the curriculum.	<p>The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.</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>
27.	External tutors.	<p>The school has in place a policy and procedures for the use of external tutors.</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>
28.	Care of students with special vulnerabilities, such as ethnic minorities, migrants, members of travelling community, LGBT children, minority religious faiths.	<p>The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department of Education and Science Anti-Bullying Procedures for Primary and Post-Primary Schools.</p>
29.	<p>Recruitment of all school personnel including:</p> <ul style="list-style-type: none"> <li>● Teachers and Prefects</li> <li>● Nurses</li> <li>● Support staff</li> <li>● Sports Coaches/External Tutors/ Guest Speakers</li> <li>● Volunteers/Parents in school activities</li> <li>● Visitors/ Contractors present in the school at any time during term time</li> </ul>	<p>The school adheres to the requirement of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting.</p>

30.	Use of information technology.	The school has in place a policy in respect of usage of ICT by pupils.
31.	Application of sanctions under Code of Behaviour, including detention, confiscation of mobile phones.	The school has in place a Code of Behaviour for pupils.
32.	Participation in external work experience and social placements, and students participating in work experience in the school.	The school has in place a policy in respect of students undertaking work experience in the school and in external organisations.
33.	Student teachers undertaking placements.	The school has in place a policy and procedures in respect of student teacher placements.
34.	Use of video, photography/ other media to record school events.	<p>The school has in place a code of behaviour for pupils.</p> <p>The school has in place ICT policies for pupils and staff.</p>
35.	Morning, daytime and evening study arrangements.	<p>The school has in place a code of behaviour for pupils.</p> <p>The school has a code of conduct for school personnel - teachers, prefects and support. The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting.</p>
36.	Breakfast, lunch and teatime supervision.	The school has a supervision policy and procedures in respect of mealtime supervision.
37.	Participation by pupils in religious ceremonies/ religious instruction external to the school.	<p>The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.</p> <p>The school has in place a policy and clear procedures in respect of school outings.</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>



38.	Hosting of incoming and prospective students, students on school exchange programmes, and school Open Days.	<p>The school has a Health and Safety policy.</p> <p>The school has in place a code of behaviour for pupils.</p> <p>The school has a code of conduct for school personnel ( teaching and non-teaching)</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>
39.	Use of school premises by other organisations.	The school has a Health and Safety policy.

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

1.	Risk of harm not being recognised by school personnel.	<p>The school:</p> <ul style="list-style-type: none"> <li>● Has provided each member of staff with a copy of the school's Child Safeguarding statement.</li> <li>● Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement.</li> <li>● Encourages all staff to avail of relevant training.</li> <li>● Encourages Board of Management members to avail of relevant training.</li> <li>● Maintains records of all staff and board member training.</li> </ul>
2.	Risk of harm not being reported properly and promptly in accordance with the CSS by school personnel.	<p>The school:</p> <ul style="list-style-type: none"> <li>● Has provided each member of the school staff with a copy of the school's Child Safeguarding Statement.</li> <li>● Ensures all new staff members are provided with a copy of the school's Child Safeguarding Statement.</li> <li>● Encourages all staff to avail of relevant training.</li> <li>● Encourages Board of Management members to avail of relevant training</li> <li>● Maintains records of all staff and board member training.</li> </ul>

3.	Risk of child being harmed in the school/boarding by a member of school personnel.	<p>The school adheres to the requirements of the Garda vetting legislation and the relevant DE circulars in relation to the recruitment and Garda vetting.</p> <p>The school has a supervision policy in place to ensure appropriate supervision of children during the core teaching day: day recreational breaks, boarding areas, mealtimes, and in respect of specific areas such as toilets, changing rooms etc</p> <p>The school has a supervision policy in place to ensure appropriate supervision of children, outside of class time, in accommodation and boarding areas of the school and in respect of specific areas such as the refectory, toilets, changing rooms, showers etc.</p>
4.	Risk of child being harmed in the school/boarding by another child or adult student.	<p>The school has a Code of Behaviour for students.</p> <p>The school has a supervision policy in place to ensure appropriate supervision of children during the core teaching day: day recreational breaks, boarding areas, mealtimes, and in respect of specific areas such as toilets, changing rooms etc.</p> <p>The school has a supervision policy in place to ensure appropriate supervision of children, outside of class time, in accommodation and boarding areas of the school and in respect of specific areas such as the refectory, toilets, changing rooms, showers etc.</p>
5.	Risk of child being harmed in the school/boarding by a visitor/ outside person/ volunteer.	<p>The school adheres to the requirements of the Garda vetting legislation and the relevant DE circulars in relation to the recruitment and Garda vetting.</p>
6.	Risk of child being harmed by a member of school personnel/ member of staff of another organisation/other person while child is participating in out of school activities.	<p>The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.</p> <p>The school adheres to the requirements of the Garda vetting legislation and the relevant DE circulars in relation to the recruitment and Garda vetting.</p>

7.	Risk of harm due to inappropriate use of online remote teaching and learning communication platforms such as an uninvited person accessing the lesson link, or students being left unsupervised for extended periods of time in breakout rooms.	<p>The school has in place an ICT policy in respect of the usage of ICT by pupils and staff.</p> <p>The school has in place a policy in respect of usage of mobile phones by students.</p> <p>The school has in place a policy on remote teaching and learning for pupils/parents/guardians and teachers.</p>
8.	Risk of child being harmed due to bullying.	The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department of Education Anti-Bullying Procedures for Primary and Post-Primary Schools.
9.	Risk of harm due to racism.	The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department of Education and Science Anti-Bullying Procedures for Primary and Post-Primary Schools.
10.	Risk of harm due to inadequate supervision of children in school.	<p>The school has a supervision policy in place to ensure appropriate supervision of children during the core teaching day: day recreational breaks, boarding areas, mealtimes, and in respect of specific areas such as toilets, changing rooms etc.</p> <p>The school has a supervision policy in place to ensure appropriate supervision of children, outside of class time, in accommodation and boarding areas of the school and in respect of specific areas such as the refectory, toilets, changing rooms, showers etc.</p>
11.	Risk of harm due to inadequate supervision of children while attending out of school activities.	<p>The school has in place a policy and clear procedures in respect of school outings.</p> <p>The school has attached a safeguarding statement on all consent forms school outings.</p>
12.	Risk of harm due to inappropriate relationship/ communication between child and another child or adult.	<p>The school has a code of conduct for school personnel (teaching and non-teaching staff).</p> <p>The school has in place an ICT policy in respect of usage of ICT by pupils.</p>
13.	Risk of harm due to children inappropriately accessing/ using computers, social media, phones and other devices while at school.	<p>The school has in place an ICT policy in respect of usage of ICT by pupils.</p> <p>The school has in place a mobile phone policy in respect of usage of mobile phones by pupils.</p>

14.	Risk of harm to children with SEN who have particular vulnerabilities.	The school has a Whole School Inclusion policy.
15.	Risk of harm to child while child is receiving intimate care.	The school has an intimate care policy in respect of students who require such care.
16.	Risk of harm caused by members of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner.	The school has a code of conduct for staff. The school has an ICT policy for staff. The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting.
17.	Risk of harm caused by members of school personnel accessing/ circulating inappropriate material via online educational platforms, social media, texting, digital devices or other manner.	The school has a code of conduct for staff. The school has an ICT policy for staff. The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting.
18.	Risk of harm to a child as a result of inadequate Code of Behaviour.	The school has in place a Code of Behaviour for pupils which is reviewed annually.
19.	Risk of harm to a child in a one-to-one teaching/ counselling/ coaching situation.	The school has in place a policy and clear procedures for one-to-one teaching and counselling activities.

**3. The School has the following procedures in place to address the risk of harm identified in this assessment**

1. The school maintains a list of all employees who are mandated persons which is available on request, and which includes registered teachers, prefects and clergy employed by the college.
2. All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
3. The Child Protection Procedures for Primary and Post-Primary Schools are made available to all school personnel
4. School personnel are required to adhere to the Child Protection Procedures for Primary and Post Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015 and its Addendum (2019).
5. The school implements in full the Wellbeing Programme at Junior Cycle and similar programmes at Senior Cycle.
6. The school implements in full the SPHE curriculum,
7. The school has an Anti-Bullying Policy which fully adheres to the requirements of the Departments Anti-Bullying Procedures for Primary and Post-Primary School.
8. The school undertakes anti-racism awareness initiatives.

9. The school has a supervision policy in place to ensure appropriate supervision of children during class time and outside of class time in boarding areas of the school, and in respect of specific areas such as the refectory, toilets, changing rooms, showers etc.
10. The school has in place a policy and clear procedures in respect of school outings.
11. The school has a Health and Safety policy.
12. The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting.
13. The school has a code of conduct for school personnel ( teaching and non-teaching staff).
14. The school complies with the agreed disciplinary procedures for teaching and non-teaching staff.
15. The school has a Whole School Inclusion policy in place.
16. The school has in place an intimate care policy/ plan in respect of students who require such care.
17. The school has in place a policy and procedures for the administration of medication to students.
18. The school has: provided each member of staff with a copy of the school's Child Safeguarding Statement; ensures all new staff members are provided with a copy of the school's Child Safeguarding Statement; encourages staff to avail of relevant training; encourages Board of Management members to avail of relevant training; maintains records of all staff and board members training; and maintains a list of mandated staff.
19. The school has in place a policy and procedures on the administration of First Aid.
20. The school has in place a code of behaviour for pupils.
21. The school has in place policies in respect of acceptable usage of ICT by pupils, including provision for online teaching and learning remotely, and this has been communicated to parents.
22. The school has a Critical Incident Management plan.
23. The school has in place a policy and procedures on the use of external persons to supplement delivery of the curriculum.
24. The school has in place a policy on the use of external sports coaches.
25. The school has in place a policy and procedures for one-to-one teaching activities.
26. The school has in place a policy and procedures for one-to-one counselling.
27. The school has in place a policy and procedures in respect of student teacher placements.
28. The school has in place a policy in respect of students undertaking work experience in the school.

29. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations.
30. Staff members receive annual training regarding not communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner.
31. Staff members receive annual training regarding accessing/ circulating inappropriate material via social media, texting, digital device or other manner.
32. Staff use of school communications platforms is monitored and discoverable.
33. Staff are aware that the inappropriate use of social media and digital communications platforms is subject to the agreed disciplinary procedures for teaching and non-teaching staff.

**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 of 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 fosse and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

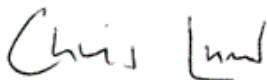
This Child Safeguarding Statement was adopted by the Board of Management on 26 January 2022.

The Child Safeguarding Statement was reviewed by the Board of management on 26 January 2022.



**Mr Peter Gray**  
**Chair of the Board of Management**

26<sup>th</sup> January 2022



**Mr Chris Lumb**  
**Headmaster/ Secretary to the Board of Management**

26<sup>th</sup> January 2022

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