



Headfort School
Kells
Co. Meath
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Child Safeguarding Statement And Risk Assessment 2024/25

Headfort School is a school providing pre-primary and primary education to pupils from age 4 to 15 years of age, including pupil boarding onsite.

In accordance with the requirements of the Children's First Act 2015, Addendum Children's First Act 2019, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2023 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Headfort Trust has agreed the Child Safeguarding Statement set out in this document.

1. Headfort Trust 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 Philip McCormick Headmaster;
3. The Deputy Designated Liaison Persons (DLP) is Mrs Denise Svensson;
4. The Board of Headfort Trust recognises that child protection and welfare considerations permeate all aspects of school and boarding life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:
 5. 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;

- Fully respect confidentiality requirements in dealing with child protection matters.

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

6. The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (however described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post Primary Schools 2023 and to the relevant agreed disciplinary procedures for school staff as stated in the company handbook
- 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 DES and available on the DES website.
<https://www.gov.ie/en/policy-information/d7be05-child-protection/>
- 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 members of the Headfort Trust to avail of relevant training;
 - ⇒ the Headfort Trust maintains records of all staff and Board member training.
- In relation to reporting of child protection concern 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 2023, including in the case of registered teachers those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the above named DLP as the "relevant Person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the 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, **First and the Addendum to the Children Act (2019)**, the Board has carried out an assessment of any potential for harm to a child while attending the school, **boarding** 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 available as an appendix to this statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.

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

7. This statement has been published on the school's website and has been provided to all members of school personnel. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

8. This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

For queries please contact Mr Philip McCormick, the Headmaster, at headmaster@headfortschool.com, the Relevant Person under the Child First Act 2015.

This Child Safeguarding Statement was adopted by the Board of Management on:

27th August 2024

Signed: 

Chairperson of Headfort Trust

Signed: 

Mr Philip McCormick Headmaster

Date: 

Date: 

Risk Assessment

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 2023*, the following is the written Risk Assessment of any potential harm to a child while availing of our services at Headfort School, Kells, Co. Meath was carried out by school personnel on the 2nd May 2023, reviewed August 2024.

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 2023 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, all staff employed by the school.

Below is a list of the areas of risk identified and the list of procedures for managing these risks.

RISK IDENTIFIED	PROCEDURES IN PLACE TO MANAGE RISK
<i>The school has identified the following risk of harm in respect of its activities</i>	<i>The school has the following procedures in place to address the risks of harm identified in this assessment</i>

<p>Daily arrival and departure of pupils each day, at all the recreational breaks, and vacations time</p>	<p>The school has a policy in place to ensure appropriate supervision of children at the beginning and end of breaks and vacation.</p> <p>Child Registration and Consolidation Forms</p> <p>Collections and Arrivals supervised by staff.</p>
<p>Boarding</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. 24 hour supervision by Matrons and Houseparents in the accommodation and boarding area of the school and in respect of specific areas such as the toilets, changing rooms, showers.</p> <p>Pupils in boarding range from aged 10- 15. Older pupils are in separate dorms and bathroom and therefore separated from younger children.</p>
<p>Classroom teaching.</p>	<p>The school has a Health and Safety policy.</p> <p>The school adheres to the requirement of Garda vetting legislation and relevant circulars in relation to recruitment and Garda vetting.</p> <p>School has a code of conduct for school personnel.</p> <p>(Teaching and all support staff)</p>

<p>One -to -one teaching and mentoring</p>	<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 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>
<p>Outdoor teaching activities</p>	<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>Sporting activities</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 circulars in relation to recruitment and Garda vetting</p>
<p>School trips and school trips involving overnight stays</p>	<p>The school has in place a policy and clear procedures in respect of trips.</p>

<p>Use of toilets / changing rooms /showers in school and boarding areas.</p>	<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 toilets, changing rooms, showers etc.</p>
<p>Sports Day.</p>	<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 circulars in relation to recruitment and Garda vetting.</p>
<p>Fundraising events involving students.</p>	<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 circulars in relation to recruitment and Garda vetting.</p>
<p>School transport arrangements involving non-school personnel.</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant circulars in relation to recruitment and Garda vetting.</p>
<p>Management of challenging behaviour amongst students</p>	<p>The school has in place a Code of Behaviour for students.</p>
<p>Administration of Medicine.</p>	<p>The school has in place a policy and procedures for administration of Medicines.</p>

Administration of First aid.	The school has in place a policy and procedures for administration of First aid.
Prevention and dealing with bullying among pupils.	The school has an Anti-Bullying Policy in place and is available to all staff.

RISK IDENTIFIED	PROCEDURES IN PLACE TO MANAGE RISK
Training of school personnel in child protection matters.	<p>The school:</p> <ul style="list-style-type: none"> ● Has provided each member of staff with a copy of the school's Child Safeguarding statement and safeguarding policy ● Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement and safeguarding policy. ● Encourages all staff to avail of relevant training. ● Encourages Board of Management members to avail of relevant training. ● Maintains records of all staff and board member training.
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 circulars in relation to recruitment and Garda vetting.</p>

<p>Recruitment of all school personnel including :</p> <p>Teachers</p> <p>Support staff</p> <p>Sport Coaches /External Tutors/ Guest speakers</p> <p>Volunteers / parents in school activities</p> <p>Visitors / Contractors present in the school at any time during term time.</p>	<p>The school adheres to the requirements of the Garda vetting legislation and relevant circulars in relation to recruitment and Garda vetting.</p>
<p>Application of sanctions under Code of Behaviour</p>	<p>The school has in place a Behaviour For Learning Policy in place.</p>
<p>Photography / other media to record school events.</p>	<p>The school has permission from parents and this is checked before any photos/ other media is used.</p>
<p>Participation by pupils in ceremonies/ instruction external to the school.</p>	<p>The school has in place a policy and procedures for the use of external persons to supplement delivery of curriculum.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant circulars in relation to recruitment and Garda vetting.</p>

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

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

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 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 common rooms, toilets, changing rooms, showers etc.</p>
4.	Risk of a child being harmed in the school/boarding by another child.	<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> <p>Pupils in boarding range from aged 10-15. Older pupils are separate dorms and bathroom and therefore separated from younger children.</p>

5.	Risk of child being harmed in the school/boarding by a visitor/ outside person/ volunteer.	The school adheres to the requirements of the Garda vetting legislation and the relevant circulars in relation to the recruitment and Garda vetting.
6.	Risk of child being harmed by a member of school personnel/ member of staff of another organisation/other person while the 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 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 common 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 in place
9.	Risk of harm due to racism.	The school has an Anti-Bullying Policy in place

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 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 a 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 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 circulars in relation to recruitment and Garda vetting.
15	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 circulars in relation to recruitment and Garda vetting.
16	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.
17	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.

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 and staff employed by the Trust
2. All school personnel are provided with a copy of the school's Child Safeguarding Statement and Safeguarding Policy
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 2023 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 SPHE curriculum,
6. The school has an Anti-Bullying Policy and Behaviour For Learning Policy
7. The school undertakes anti-racism awareness initiatives.
8. 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 common rooms, toilets, changing rooms, showers etc.
9. The school has in place a policy and clear procedures in respect of school trips.
10. The school has a Health and Safety policy.
11. The school adheres to the requirements of the Garda vetting legislation and relevant circulars in relation to recruitment and Garda vetting.
12. The school has a code of conduct for school personnel (teaching and non-teaching staff).
13. The school complies with the disciplinary procedures for teaching and non teaching staff in the Staff Handbook.
15. The school has a Whole School Inclusion policy in place.
16. The school has in place a policy and procedures for the administration of medication to students.
- 17 The school has in place a policy and procedures on the administration of First Aid.
- 18 The school has in place a code of behaviour for pupils.
19. 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.
- 20 The school has a Critical Incident Management plan.
21. The school has in place a policy and procedures on the use of external persons to supplement delivery of the curriculum.
- 22 The school has in place a policy on the use of external sports coaches.

23 The school has in place a policy and procedures for one-to-one teaching activities.

24. Staff members receive annual training regarding not communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner.

25. Staff members receive annual training regarding accessing/ circulating inappropriate material via social media, texting, digital device or other manner.

26. Staff use of school communications platforms is monitored and discoverable.

27. 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 2023.

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

This Child Safeguarding Statement was adopted by the Headfort Trust on 27th August 2024.

This Child Safeguarding Statement was reviewed by the Headfort Trust on


Review to be carried out: August 2025

Signed: 

Chairperson of Headfort Trust

Signed: 

Mr Philip McCormick Headmaster

Date: 

Date: 

Contact Mr McCormick,
Headfort School,
Kells
Co Meath
A82H7P2.