

**CORK ETB SCHOOL OF MUSIC**

**Child Safeguarding Risk Assessment and**  
**Child Safeguarding Statement**



# Child Safeguarding Risk Assessment

## Written Assessment of Risk of Cork ETB School of Music

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  
Cork ETB School of Music

### 1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- One-to-one teaching
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements
- Care of children with special educational needs
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Care of pupils with specific vulnerabilities/ needs such as:

Pupils from ethnic minorities/migrants  
Lesbian, gay, bisexual or transgender (LGBT) children  
Pupils perceived to be LGBT  
Children on Child Protection Notification System CPNS

### Recruitment of school personnel including:

- Teaching Staff
- Administration staff
- Other staff recruited by Cork ETB present in school buildings /Caretaker/ Cleaners etc.
- Visitors/contractors present in school during school hours
- External Tutors/Guest Speakers
- Volunteers/Parents in school activities
- Visitors/contractors present during after school activities
- Use of Information and Communication Technology by pupils in school
- Students participating in work experience in the school
- Use of video/photography/other media to record school events

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

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of harm through the school's involvement with external committees and agencies
- 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 harm in groups where there are adult learners and children
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching
- Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

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

The school –

- Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
- Ensures that all new staff are provided with a copy of the school's Child Safeguarding Statement
- Ensures that all staff avail of relevant training
- Encourages Board of Management members to avail of relevant training
- Maintains records of all staff and Board Member training
- 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 has an Anti-Bullying Policy which adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools
- The school has a supervision procedure to ensure appropriate supervision of children during any assembly, dismissal and breaks
- The school has procedures in place in respect of school outings
- The school insists that teachers teach in classrooms where they and the student are visible from the door and window

- The school operates an open door policy to parents who may choose to sit in on the music lessons
- Orchestra, Band and Chamber Music activities are always managed in a group setting
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The CETB has a code of conduct for school personnel (teaching and non-teaching staff)
- The CETB complies with the agreed disciplinary procedures for teaching staff
- Due to the multi-location structure of the school, CETBSM is not in a position to guarantee the presence of a qualified first aider in every location and at all times. Should there be the risk of a need to do so, parents must be available during the lesson/rehearsal to administer medication themselves (examples include epi pen, asthma, insulin). Parents are also required to put procedures in place themselves during a school tour or day trip away
- The school has a Code of Behaviour for pupils in place
- The school has an ICT policy in respect of usage of ICT by pupils
- The school has a mobile phone policy in respect of usage of mobile phones by pupils
- The school provides guidance around family members taking video footage at concerts and public events
- The school has procedures in place for the use of external persons to supplement delivery of the curriculum
- The school has procedures for one-to-one teaching activities in place
- The school has procedures in respect of students undertaking work experience in the school

**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of 'harm' as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*

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

This risk assessment has been completed by the Board of Management on 29.09.18. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement

Signed  Date 27/02/2019

Chairperson, Board of Management

Signed  Date 27/02/2019

Principal/Secretary to the Board of Management

## 2: Child Safeguarding Statement

Cork ETB School of Music is a multi-campus music school providing tuition in one to one, small group and whole class configurations in various contexts throughout each of its 47 venues.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, 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 Cork ETB School of Music 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 Ms Carol Daly
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Ms Ann Healy Mayes
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

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

- 5 The following procedures/measures are in place:
  - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES 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 DES and available on the DES 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 that all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Ensures that all staff avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the Child Safeguarding Statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to these procedures.
- 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.

- 6 This statement has been published on the school's website and has been provided to all members of school personnel and the Board of Management. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 27.02.19  
[date].