

**Saint Nicholas Montessori Society of Ireland CLG.
Child Safeguarding Risk Assessment
(of any potential harm)**

*Saint Nicholas Montessori College Ltd hereafter referred to as SNMCI is a constituent part of Saint Nicholas Montessori Society of Ireland CLG.

Risk, in the context of this Risk Assessment, is “any potential for harm to a child while availing of the service” as defined in Children First Act 2015, Section 11; and not general health and safety risk.

Harm is: “harm means in relation to a child

(a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or

(b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances or otherwise” as defined in the Children First Act 2015, Section 2.

Child means “a person under the age of 18 years other than a person who is or has been married” as defined in Child Care Act 1991, Section 2.

Some Stage 1 students may reach 18 years of age during their first year as students at SNMCI.

List of SNMCI* Activities	Risk Level	SNMCI has identified the following Risk of Harm	SNMCI has the following Procedures in place to address risk identified in this assessment
<ul style="list-style-type: none"> Recruitment of SNMCI personnel to undertake the delivery of education programmes and ancillary activities to include classroom teaching, tutorials, etc. 	Medium	<ul style="list-style-type: none"> Risk of students, under 18 years of age, being harmed by SNMCI personnel and harm not being recognised or reported promptly 	<ul style="list-style-type: none"> Garda Vetting procedures in place All new SNMCI personnel contracts to outline requirements in relation to the Children First Act 2015 SNMCI personnel are required to adhere to the Children First Act 2015 SNMCI personnel are directed to the SNMCI Child Safeguarding Statement and to Children First National Guidance for the Protection and Welfare of Children (2017) and accompanying support

			<p>documents</p> <ul style="list-style-type: none"> • SNMCI personnel to complete Tusla online or comparable training • SNMCI Child Safeguarding Statement is available on all premises and on Moodle / Staff Information / Child Protection
<ul style="list-style-type: none"> • Presence of external personnel (Guest speakers, parents/ guardians, family members, contractors etc.) on SNMCI premises and at SNMCI activities 	Medium	<ul style="list-style-type: none"> • Risk of students, under18 years of age, being harmed by persons external to SNMCI and harm not being recognised or reported promptly 	<ul style="list-style-type: none"> • External personnel are required to adhere to the Children First Act 2015 • External personnel report to reception and are not allowed past reception unless they have an appointment / have signed in • SNMCI Child Safeguarding Statement is available on all premises • Designated Liaison Person (DLP) and Deputy Designated Liaison Person (DDL) attend face-to-face DLP training, and identified to staff, external personnel and students
<ul style="list-style-type: none"> • Use of SNMCI premises by other organisations during or after SNMCI operating times 	Medium	<ul style="list-style-type: none"> • Risk of students, under18 years of age, being harmed by persons external to SNMCI and harm not being recognised or reported promptly 	<ul style="list-style-type: none"> • Members of other organisations report to reception and are not allowed past reception unless they have an appointment / have signed in • SNMCI Child Safeguarding Statement is available on all premises
<ul style="list-style-type: none"> • Training of SNMCI personnel in Child Protection matters • Training of SNMCI students in Child Protection matters 	High	<ul style="list-style-type: none"> • Risk of harm not being recognised or reported promptly 	<ul style="list-style-type: none"> • SNMCI personnel and SNMCI students are required to adhere to the Children First Act 2015 • SNMCI personnel and SNMCI students are directed to the SNMCI Child Safeguarding Statement and to Children First National Guidance for the Protection and Welfare of Children (2017) and accompanying support documents • SNMCI Child Safeguarding Statement is available on all premises, on Moodle / Staff Information / Child Protection and on Moodle / Student Information / Child Protection • Designated Liaison Person (DLP) and Deputy Designated Liaison Person (DDL) attend face to face training, and identified to staff, external

			<p>personnel and students</p> <ul style="list-style-type: none"> • SNMCI personnel to complete Tusla online or comparable training • Up-to-date Certificate of completion of training by SNMCI personnel to be scanned or photocopied and forwarded to the Director. This will be stored on individual personnel files (to be renewed every three years) • SNMCI students receive training in child protection as part of the programmes taught • SNMCI students to complete Tusla online or comparable training prior to going on placement • Up-to-date Certificate of completion of training to be uploaded by each SNMCI student to Placement folder, prior to placement, as part of the required placement checklist (to be renewed every three years) • SNMCI Staff Handbook, SNMCI Student Handbook and Memorandum of Understanding reiterate requirements in relation to Children First Act 2015 • The birth dates of those registered students who are under 18 years of age will be included, upon registration, on their class photograph
<ul style="list-style-type: none"> • Individual meetings with registered students of SNMCI who are under 18 years of age. (Wherever possible, these are avoided but it is recognised that they may be necessary.) 	Medium	Risk of harm by SNMCI personnel, including those engaged for the delivery of professional student support services	<ul style="list-style-type: none"> • Practical safeguards are recommended, for example, personal proximity/ table between individuals • Garda Vetting of SNMCI personnel completed • SNMCI personnel and SNMCI students are required to adhere to the Children First Act 2015 • SNMCI personnel and SNMCI students are directed to the SNMCI Child Safeguarding Statement and to Children First National Guidance for the Protection and Welfare of Children (2017) and accompanying support documents • SNMCI Child Safeguarding Statement is available on all premises, on Moodle / Staff Information/

			<p>Child Protection and on Moodle / Student Information / Child Protection</p> <ul style="list-style-type: none"> • DLP and DDLP attend face to face training, and identified to staff, external personnel and students • All SNMCI personnel to complete Tusla online or comparable training • All SNMCI students to complete Tusla online or comparable training • SNMCI Staff Handbook, SNMCI Student Handbook and Memorandum of Understanding reiterate requirements in relation to Children First Act 2015
<ul style="list-style-type: none"> • Use of Information and Communication Technology by SNMCI personnel and by registered students of SNMCI to include use of video/photography/other media to record SNMCI events that include registered students of SNMCI who are under 18 years of age 	Medium	<ul style="list-style-type: none"> • Risk of harm caused by registered students of SNMCI or SNMCI personnel accessing / circulating inappropriate material or communicating with registered students of SNMCI who are under 18 years of age or other children in an inappropriate manner 	<ul style="list-style-type: none"> • 'Terms and Conditions of Use of the College Network' in place • Group Policies system including the use of filtering software on student server • Up-to-date Data Protection systems in place • SNMCI students are allocated SNMCI email addresses • SNMCI personnel and registered SNMCI students are allocated log-in rights to SNMCI Moodle • On being allocated SNMCI email addresses / log-in rights to Moodle, SNMCI personnel and registered SNMCI students are provided with generic passwords which they must change
<ul style="list-style-type: none"> • Formal SNMCI outings, including fundraising activities involving registered students of SNMCI who are under 18 years of age 	Medium	<ul style="list-style-type: none"> • Risk of harm by SNMCI personnel, another SNMCI student or a member of staff of another organisation or other person while child is participating in out of college activity 	<ul style="list-style-type: none"> • Garda Vetting of SNMCI personnel completed • SNMCI personnel and SNMCI students are required to adhere to the Children First Act 2015 • SNMCI personnel and SNMCI students are directed to the SNMCI Child Safeguarding Statement and to Children First National Guidance for the Protection and Welfare of Children (2017) and accompanying support documents • SNMCI Child Safeguarding Statement is available on all premises, on Moodle / Staff Information/ Child Protection and on Moodle / Student

			<p>Information / Child Protection</p> <ul style="list-style-type: none"> • DLP and DDLP attend face to face training, and identified to staff, external personnel and students • All SNMCI personnel to complete Tusla online or comparable training • All SNMCI students to complete Tusla online or comparable training • SNMCI Staff Handbook, SNMCI Student Handbook and Memorandum of Understanding reiterate requirements in relation to Children First Act 2015
<ul style="list-style-type: none"> • Trips to SNMCI by students / school pupils who are under 18 years of age 	Medium	<ul style="list-style-type: none"> • Risk of harm by SNMCI personnel, by registered students of SNMCI or by personnel accompanying the students / school pupils 	<ul style="list-style-type: none"> • Garda Vetting of SNMCI personnel completed • SNMCI personnel and SNMCI students are required to adhere to the Children First Act 2015 • SNMCI Child Safeguarding Statement is available on all premises • DLP and DDLP attend face to face training, and identified to staff, external personnel and students • All SNMCI personnel to complete Tusla online or comparable training • All SNMCI students to complete Tusla online or comparable training • SNMCI Staff Handbook, SNMCI Student Handbook and Memorandum of Understanding reiterate requirements in relation to Children First Act 2015
<ul style="list-style-type: none"> • SNMCI students over 18 years and SNMCI personnel using toilet areas that are used by registered students of SNMCI who are under 18 years of age and by pupils at SNMCI school 	Medium	<ul style="list-style-type: none"> • Risk of harm by SNMCI personnel or other persons 	<ul style="list-style-type: none"> • Garda Vetting of SNMCI personnel completed • SNMCI personnel and SNMCI students are required to adhere to the Children First Act 2015 • SNMCI personnel and SNMCI students are directed to the SNMCI Child Safeguarding Statement and to Children First National Guidance for the Protection and Welfare of Children (2017) and accompanying support documents • SNMCI Child Safeguarding Statement is available on all premises, on Moodle / Staff Information/

			<p>Child Protection and on Moodle / Student Information/ Child Protection</p> <ul style="list-style-type: none"> • DLP and DDLP attend face to face training, and identified to staff, external personnel and students • All SNMCI personnel to complete Tusla online or comparable training • All SNMCI students to complete Tusla online or comparable training • SNMCI Staff Handbook, SNMCI Student Handbook and Memorandum of Understanding reiterate requirements in relation to Children First Act 2015
<ul style="list-style-type: none"> • Registered students of SNMCI who are under 18 years of age undertaking placement 	<p>Medium</p>	<ul style="list-style-type: none"> • Risk of harm by other persons of registered student of SNMCI who is under 18 years of age and is undertaking placement 	<ul style="list-style-type: none"> • SNMCI to inform placement if student undertaking placement is under 18 years of age • SNMCI students to make themselves aware of the Child Safeguarding Statement and of the name of the DLP and DDLP in the venue where they are completing placement • Garda Vetting of SNMCI students completed prior to placement • SNMCI students are required to adhere to the Children First Act 2015 • SNMCI students are directed to the SNMCI Child Safeguarding Statement and to Children First National Guidance for the Protection and Welfare of Children (2017) and accompanying support documents • SNMCI Child Safeguarding Statement is available on all premises, on Moodle / Staff Information/ Child Protection and on Moodle / Student Information / Child Protection • DLP and DDLP attend face to face training, and identified to staff, external personnel and students • All SNMCI students to complete Tusla online or comparable training

			<ul style="list-style-type: none"> • SNMCI Staff Handbook, SNMCI Student Handbook and Memorandum of Understanding reiterate requirements in relation to Children First Act 2015
<ul style="list-style-type: none"> • Registered students of SNMCI undertaking placement 	Medium	<ul style="list-style-type: none"> • Risk of harm by registered SNMCI student, who is undertaking placement, of child/ren at placement venue • Risk of harm of child/ren at placement venue being witnessed by registered SNMCI student • Risk of harm to registered SNMCI student who witnesses harm to child/ren at placement venue 	<ul style="list-style-type: none"> • SNMCI students are informed before going on placement that in the event of a notifiable incident at the placement venue, they are obliged to contact the DLP or DDLP <u>at that venue</u> • SNMCI students to make themselves aware of the Child Safeguarding Statement and of the name of the DLP and DDLP in the venue where they are completing placement • Garda Vetting of SNMCI students completed prior to placement • SNMCI students are required to adhere to the Children First Act 2015 • SNMCI students are directed to the SNMCI Child Safeguarding Statement and to Children First National Guidance for the Protection and Welfare of Children (2017) and accompanying support documents • SNMCI Child Safeguarding Statement is available on all premises, on Moodle / Staff Information/ Child Protection and on Moodle / Student Information/ Child Protection • DLP and DDLP attend face to face training, and identified to staff, external personnel and students • All SNMCI students to complete Tusla online or comparable training • SNMCI Staff Handbook, SNMCI Student Handbook and Memorandum of Understanding reiterate requirements in relation to Children First Act 2015
<ul style="list-style-type: none"> • SNMCI personnel supervising placement 	Low	<ul style="list-style-type: none"> • Risk of harm by SNMCI College personnel • Risk of harm of child/ren at placement venue being witnessed 	<ul style="list-style-type: none"> • Garda Vetting of SNMCI personnel completed • SNMCI personnel and SNMCI students are required to adhere to the Children First Act 2015 • SNMCI Child Safeguarding Statement is available

		by SNMCI personnel supervising placement	<p>on all premises, on Moodle / Staff Information/ Child Protection and on Moodle / Student Information / Child Protection</p> <ul style="list-style-type: none"> • DLP and DDLP attend face to face training, and identified to staff, external personnel and students • All SNMCI personnel to complete Tusla online or comparable training • All SNMCI students to complete Tusla online or comparable training • SNMCI Staff Handbook, SNMCI Student Handbook and Memorandum of Understanding reiterate requirements in relation to Children First Act 2015
<ul style="list-style-type: none"> • Pastoral care of any vulnerable students including those who are under 18 years of age 	Medium	<ul style="list-style-type: none"> • Risk of harm by SNMCI personnel, SNMCI students, other people including those commissioned by SNMCI to assist them 	<ul style="list-style-type: none"> • Support structures in place: Year Heads, Learner Support Officer • DLP and DDLP attend face to face training, and identified to staff, external personnel and students • Counselling Service provision • Fitness to Study policy • Practical safeguards are recommended, for example, personal proximity/ table between individuals
<ul style="list-style-type: none"> • Administration of First Aid to registered students of SNMCI who are under 18 years of age 	Medium	<ul style="list-style-type: none"> • Risk of harm due to inappropriate care 	<ul style="list-style-type: none"> • SNMCI personnel have training in First Aid
<ul style="list-style-type: none"> • Prevention of and dealing with bullying of registered students of SNMCI who are under 18 years of age 	Medium	<ul style="list-style-type: none"> • Risk of harm due to inappropriate conduct 	<ul style="list-style-type: none"> • Appropriate SNMCI student behaviour outlined in QA document • SNMCI personnel and SNMCI students are required to adhere to the Children First Act 2015 • SNMCI Child Safeguarding Statement is available on all premises, on Moodle / Staff Information/ Child Protection and on Moodle / Student Information / Child Protection • Support structures in place: Year Heads, Learner Support Officer

			<ul style="list-style-type: none"> • DLP and DDLP attend face to face training, and identified to staff, external personnel and students • Counselling Service provision • All SNMCI personnel to complete Tusla online or comparable training • All SNMCI students to complete Tusla online or comparable training • SNMCI Staff Handbook, SNMCI Student Handbook and Memorandum of Understanding reiterate requirements in relation to Children First Act 2015
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In undertaking this Risk Assessment, the Board of Trustees has endeavoured to identify as far as possible the risks of harm to children that are relevant to SNMCI 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, SNMCI has in place the 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 Trustees. It will be reviewed as part of SNMCI annual review of its Child Safeguarding Statement.

Signed _____ Date _____

Chairperson, Board of Trustees

Signed _____ Date _____

Chief Executive

References:

Children First Act 2015. Dublin: Oireachtas. Available from <http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf> [accessed 23 January 2018].

Child Care Act 1991. Dublin: Oireachtas. Available from <http://www.irishstatutebook.ie/eli/1991/act/17/section/2/enacted/en/html#sec2> [accessed 22 April 2018].

Child Safeguarding Statement

Saint Nicholas Montessori College Ireland. is a college engaged in the provision of higher education.

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 Developing a Child Safeguarding Statement, the Board of Trustees of Saint Nicholas Montessori Society of Ireland CLG. has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Trustees of SNMCI has adopted and will implement fully and without modification the Children First: National Guidance for the Protection and Welfare of Children 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) (Relevant Person) is Saragh Ward
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Tara O’Leary
- 4 The Board of Trustees recognises that child protection and welfare considerations permeate all aspects of college life and must be reflected in all SNMCI’s policies, procedures, practices and activities. In its policies, procedures, practices and activities, SNMCI will adhere to the following principles of best practice in child protection and welfare:

SNMCI 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;
- fully respect confidentiality requirements in dealing with child protection matters.

SNMCI 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 SNMCI, the Board of Trustees will adhere to the relevant procedures and agreed disciplinary procedures for SNMCI staff
 - In relation to the selection or recruitment of staff and their suitability to work with children, SNMCI adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

- 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) SNMCI -
 - Has provided each member of staff with a copy of SNMCI’s Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of SNMCI’s Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Trustee members to avail of relevant training
 - In relation to reporting of child protection concerns to Tusla, all SNMCI personnel are required to adhere to the procedures set out in Children First: National Guidance for the Protection and Welfare of Children 2017 including, in the case of mandated persons, those in relation to mandated reporting under the Children First Act 2015. For a list of mandated persons see ‘Appendix 2: Schedule of Mandated Persons under the Children First Act 2015’ (Children First: National Guidance for the Protection and Welfare of Children 2017)
 - The Board of Trustees has appointed the abovenamed 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
 - In accordance with the Children First Act 2015, the Board of Trustees has carried out an assessment of any potential for harm to a child while attending SNMCI or participating in its activities. A written assessment setting out the areas of risk identified and the 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 SNMCI Moodle or will be made available on request by SNMCI
- 6 This statement has been uploaded on Moodle and provided to all members of SNMCI personnel and SNMCI students. A copy of this Statement will be made available to Tusla if requested.
- 7 This Child Safeguarding Statement will be reviewed annually (statutory requirement every two years) 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 Trustees on _____ [date].

Signed: _____

Chairperson of Board of Trustees

Signed: _____

Secretary to the Board of Trustees

Date: _____

Date: _____

Checklist for Review of the Child Safeguarding Statement

To meet its statutory obligation under section 11(8) of the Children First Act 2015, the Board of Trustees of SNMCI is required to review its Child Safeguarding Statement every two years.

This checklist is designed as an aid to conducting this review.

As part of the overall review process, the Board of Trustees should also assess relevant SNMCI policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in SNMCI Child Safeguarding Statement, the Children First Act 2015 and the Children First: National Guidance for the Protection and Welfare of Children 2017.

	Yes/No
1. Has the Board* formally adopted a Child Safeguarding Statement?	
2. As part of SNMCI's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Children First: National Guidance for the Protection and Welfare of Children 2017'?	
3. Does SNMCI's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate SNMCI's Child Safeguarding Statement to new personnel?	
11. Is the Board satisfied that all SNMCI personnel have been made aware of their responsibilities under the 'Children First: National Guidance for the Protection and Welfare of Children 2017' and the Children First Act 2015?	
12. Has the Board received a Child Protection Oversight Report from the Chief Executive at each Board meeting held since the last review was undertaken?	
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report was made to Tusla/An Garda Síochána?	
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of SNMCI personnel or any SNMCI student?	
16. Has the Board been provided with and reviewed all documents relevant to the Chief Executive's Child Protection Oversight Report?	
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of SNMCI personnel or SNMCI student against whom an allegation of abuse or neglect has been made?	

	Yes/No
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
21. Has the Board ensured that SNMCI's Child Safeguarding Statement is available to parents on request?	
22. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all SNMCI personnel (employees and volunteers)?	
23. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by SNMCI in relation to all SNMCI College personnel (employees and volunteers)?	
24. Has the Board considered and addressed any complaints or suggestions for improvements regarding SNMCI's Child Safeguarding Statement?	
25. Has the Board sought the feedback of SNMCI students in relation to SNMCI's child safeguarding arrangements?	
26. Is the Board satisfied that 'Children First: National Guidance for the Protection and Welfare of Children 2017' is being fully and adequately implemented by SNMCI?	
27. Has the Board identified any aspects of SNMCI's Child Safeguarding Statement and/or its implementation that require further improvement?	
28. Has the Board put in place an action plan containing appropriate timelines to address those aspects of SNMCI's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	
29. Has the Board ensured that any areas for improvement that that were identified in any previous review of SNMCI's Child Safeguarding Statement have been adequately addressed?	

*Board in this case means Board of Trustees.

Signed _____ Date _____

Chairperson, Board of Trustees

Signed _____ Date _____

Secretary to the Board of Trustees.

Notification regarding the Board of Trustee’s review of the Child Safeguarding Statement

To: _____

The Board of Trustees of _____ wishes to inform you that:

- The Board of Trustees’ bi-annual review of the SNMCI Child Safeguarding Statement was completed at the Board meeting of _____ [date].
- This review was conducted in accordance with SNMCI’s “Checklist for Review of the Child Safeguarding Statement”

Signed _____ Date _____

Chairperson, Board of Trustees

Signed _____ Date _____

Secretary to the Board of Trustees