# CSS1
## Child Safeguarding Statement and Risk Assessment

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| **For:** | **Fingal Community College** | |
| **At:** | **Seatown Rd, Swords, Co.Dublin** | |

**This school is a: (tick appropriate)** ☐primary ☒post-primary ☐ special school
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) and 2025, Child Protection Procedures for Schools 2025 and Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024), the board of management has adopted the Child Safeguarding Statement and Risk Assessment set out in this document.
The board of management has adopted and will implement fully and without modification the department's Child Protection Procedures for Schools 2025 as part of this overall Child Safeguarding Statement and Risk Assessment.

**Name of the Designated Liaison Person (DLP):**

Ms. Mairéad OHalloran, Principal

**Name of the Deputy Designated Liaison Person (Deputy DLP/DDLP):**

Ms. Lisa Buffini, Deputy Principal

*In the absence of the DLP, the Deputy DLP shall assume responsibilities of the DLP*

**Name of Relevant Person**

Ms. Mairéad O'Halloran, Principal

*(In schools this person is the DLP)*

**Relevant Person can be contacted on:**

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| 01-8405829 | maireadohalloran@fingalcc.ie |

*Under the Children First Act 2015 Relevant Person means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the Child Safeguarding Statement. This person is nominated by the board of management to manage and provide oversight of child protection concerns/allegations of child abuse.*

**Name of Chairperson of the board of management, or in an ETB school the Chief Executive or their delegate:**

Ms. Caitriona Murphy

*In the event that both DLP and DDLP are absent and unavailable, and where there is no staff member formally acting in their role, the chairperson of the board of management, or in an ETB school the chief executive or their delegate, assumes the role of DLP.*

The board of management recognises that child protection and safeguarding permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In all of these, 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 happening to children and protect members of school personnel from the necessity to take unnecessary risks that may leave themselves open to accusations of child abuse.

☒Develop a practice of openness with parents and encourage parental involvement in the education of their children.

☒Fully respect confidentiality requirements as set out in the Child Protection Procedures for Schools 2025 in dealing with child protection matters.

☒Adhere to the above principles in relation to any vulnerable adult.

## Procedures and Measures in Place

Our Child Safeguarding Statement and Risk Assessment has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance 2017*, and *Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. Tusla, 2024),* and the *Child Protection Procedures for Schools 2025.* In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

**> Procedure for the Management of Allegations of Abuse or Misconduct against School Personnel Relating to a Child Availing of Our Service**

~ Where any member of school personnel is the subject of any investigation in respect of any act, omission or circumstance in relation to a child attending the school, the school is required to adhere to the relevant procedures set out in Chapter 7 of *the Child Protection Procedures for Schools 2025* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.

**> Procedure for the Safe Recruitment and Selection of School Personnel to Work With Children**

~ The school is required to adhere to the requirements of the Vetting Act. The selection or recruitment of staff and their suitability to work with children, requires the school to adhere 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 Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.

~ A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

**> Procedure for Provision of and Access to Child Safeguarding Training and Information, Including the Identification of the Occurrence of Harm**

~ The school provides information and training to members of school personnel in relation to the identification of the occurrence of harm (as defined in the 2015 Act) as follows:

~ The school has provided each member of school personnel, including any new members of school personnel, (employees and volunteers, board of management members, student teachers and those on work experience) with a copy of the school's Child Safeguarding Statement and Risk Assessment.

~ The school ensures that members of school personnel have availed of relevant training and completed child protection training.
~ The school encourages board of management members to avail of any relevant training and complete child protection training.
~ The board of management ensures that records of all staff and board member child protection training are maintained.

**> Procedure for the Reporting of Child Protection or Welfare Concerns to Tusla**

~ All members of school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Schools 2025*, in relation to reporting of child protection concerns to Tusla. Mandated reporting applies to all registered teachers and any other mandated person who may be employed by the school, for example a chaplain or nurse. A full list of those people who are mandated persons is set out in Appendix 1 procedures.

**> Procedure for Maintaining a List of the Persons (if any) in the Relevant Service Who Are Mandated Persons**

~ There is a procedure in place to maintain a list of mandated persons. Schools may on occasion employ additional staff who are mandated by virtue of their profession. This list will include all registered teachers and identify additional employees that are not registered teachers.

**> Procedure for Appointing a Relevant Person (In schools this person is the DLP)**

~ There is a procedure in place for appointing a relevant person.

The various procedures referred to in this Child Safeguarding Statement and Risk Assessment can be accessed via the school's website, the gov.ie website or will be made available on request by the school.
In accordance with the Children First Act 2015, the Addendum to Children First 2019 and 2025, and the *Child Protection Procedures for Schools 2025,* the board of management 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 included with the Child Safeguarding Statement.

**Note: The procedures and measures in place outlined above, are not intended as exhaustive list. Individual boards of management shall also include in this section such other procedures and measures that are of relevance to the school.**
This statement has been published on the school's website or will be made available on request by the school. It has been provided to all members of school personnel, the parents' association (if any), the patron and parents. A copy of this statement and risk assessment will be made available to Tusla and the department if requested.

This Child Safeguarding Statement and Risk Assessment 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 Risk Assessment

Risk in the context of this Child Safeguarding Statement and 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 int eh Children First Act 2015: "harm" means, in relation to a child – (a) assault, ill-treatment or neglect of the child 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.

| List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|---|---|---|
| Supervision of students<br><br>Arrival and dismissal of students<br><br>Transitions between classes | Harm from peers (including bullying)<br>Harm from staff members<br>Unauthorised access by visitors<br>Inadequate supervision<br>Risk of harm from unauthorised person collection a student. | Entrances to College supervised at arrival and dismissal times<br>Supervision arrangements communicated to parents.<br>All staff trained in Child Protection Procedures |
| Lunch time arrangements | Risk of harm from bullying<br>Lack of adequate supervision. | Bí Cinnealta anti bullying policy<br>Staff assigned to specific supervision zones (including corridors and toilets)<br>Lunchtime supervision procedures in place<br>Zoned supervision areas at lunchtime |
| Classroom teaching<br><br>One-to-one teaching/support | Risk of harm not being recognised<br>Risk of harm not reported promptly<br>Inappropriate peer interactions<br><br>Lack of visibility during sessions<br>Risk of Harm or inappropriate behaviour from staff<br>Unvetted staff | Garda vetting of staff.<br>Staff have training in and adhere to Child Protection Procedures.<br>Doors have glass panels for visibility<br><br>One-to-one sessions conducted in rooms with glass panel and/ or open doors. Staff fully trained in safeguarding and child protection.<br>SPHE programme supports personal safety and awareness. School adheres to Garda Vetting legislation. |
| School Tours and outings | Inadequate supervision<br>Harm from peers, staff or members of the public<br>Bullying incidents<br>Missing child | Age-appropriate staff–student supervision ratios<br>Member of staff assigned to each transport vehicle<br>Code of Behaviour and Bí Cinneálta Anti-Bullying Policy<br>Written parental consent obtained in advance<br>Parents informed of itinerary and transport arrangements<br>Clear procedures for emergencies |
| Overseas and overnight trips | Student getting lost<br>Inadequate supervision<br>Exposure to unknown individuals<br>Unsafe adult/peer contact | Comprehensive pre-trip risk assessment and planning checklist<br>Supervision ratios and room allocation protocols<br>Clear codes of behaviour for students and staff<br>Designated trip leader<br>Procedures for overseas and overnight trips formally approved and reviewed by Board of Management<br>Emergency contact system in place |

| List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|---|---|---|
| Sporting activities | Inadequate supervision<br>Harm from peers or staff<br>Contact with unknown individuals off-site | Staff supervision ratio appropriate for venue, activity and age group.<br>Transport supervision arrangements in place<br>Parents informed of venues and schedules<br>Code of Behaviour and Anti-Bullying, Bi Cineálta Policy enforced |
| Use of toilet/changing areas | Bullying or peer incidents<br>Inappropriate adult contact<br>Misuse of mobile devices/recording | Supervision outside toilet/changing area at lunch time<br>Acceptable Use and Mobile Phone Policy and Code of Behaviour<br>Student awareness on privacy and safety – SPHE lessons<br>Bí Cineálta anti Bullying Policy |
| Sports Day | Inadequate supervision<br>Interaction with strangers<br>Risk of harm from bullying<br>Risk of harm from peers | Supervision plan with staff roles for each area.<br>Event guidelines circulated in advance<br>Reporting procedures for incidents |
| Use of off-site facilities for sports. | Risk of harm from strangers<br>Risk of harm from peers<br>Risk of harm member of school personnel | Teacher supervision<br>Approved venues used<br>Behaviour expectations communicated clearly |
| Visitors/Contractors. | Risk of harm from unfamiliar adults | Procedures in place for visitors to the school<br>All visitors sign in and wear identification badge<br>All guest speakers and tutors are accompanied and supervised by a member of staff.<br>No unsupervised access to students |
| Guest speakers and tutors on school site | Risk of harm from unfamiliar adults | All guest speakers and tutors are accompanied by a member of teaching staff.<br>Procedures in place to ensure providers have vetted staff.<br>No unsupervised access to students<br>All visitors sign in and wear identification badge. |
| Care of students with additional needs | Risk of harm from school personnel<br>Risk of harm from peers<br>Risk of harm from visitors to college<br>Risk of harm from bullying<br>Risk of harm from cyber bullying | Procedures in place for one- to -one teaching situations<br>Bi Cineálta Anti Bullying Policy<br>Acceptable Use Policy<br>Code of Behaviour<br>Inclusion Policy<br>SNAs deal with intimate care needs<br>All staff, including SNAs trained in Child Protection Procedures |
| Challenging behaviour | Physical harm<br>Improper restraint | The college uses "Understanding Behaviours of Concern" Guidance<br>The school has a Code of Behaviour |

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| Use of I.T/Online Remote teaching | Access to unsafe online environment and content<br>Access to unknown people<br>Cyber Bullying<br>Risk of harm due to inappropriate contact online between school personnel and student | Acceptable Use Policy in place.<br>Mobile Phone Policy<br>SPHE Lessons on online safety<br>Child Protection Training for all Staff<br>Firewalls |
| Administration of First Aid and Medication | Risk of Harm from Staff Member<br>Inappropriate touching<br>Incorrect treatment | Trained staff administer First Aid.<br>Procedures for administration of medicine in place including parental consent |
| Use of personal devices | Harm from bullying<br>Cyberbullying | Bi Cineálta Policy in place<br>Code of behaviour<br>SPHE lessons include online safety |
| School Completion Programme | Risk of harm from SCP personnel | School Completion Personnel are Garda Vetted<br>School Completion Programme has Safeguarding Policy |
| Care of students from ethnic minorities, migrants travelling community, LGBT, minority faiths | Risk of harm due to bullying<br>Risk of harm due to racism | Wellbeing and SPHE are fully implemented<br>Code of positive behaviour<br>Bi Cineálta Policy<br>Promotion of Stand Up Awareness Week<br>Inclusion Policy |
| After School Activities: Extra Curricular Activities& Supervised Study | Inadequate Supervision<br>Risk of harm from member of school personnel | Staff trained in Child Protection Procedures<br>Supervision rota in place for supervised study<br>Extra Curricular activities supervised by teacher |
| Photography & Recording of students | Risk of harm from photographs and management of personal data. | Implementation of Acceptable Use Policy.<br>Procedures in place regarding the publication of student photographs.<br>Procedures in place for consent in line with GDPR and safeguarding requirements. |
| Students participating in work experience outside school | Risk of harm from strangers<br>Lack of safeguarding awareness | The college has a work experience policy |
| Recruitment. Student Teachers | Risk of harm due to inadequate training<br>Risk of harm not being recognised by school personnel<br>Risk of harm not being reported properly and promptly by members of school personnel<br>Risk of harm where members of school personnel have not received appropriate training | All school personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment<br>All school personnel are garda vetted<br>Reference checks<br>Induction Procedures for newly appointed staff and student teachers include child protection training |
| Staff communication | Boundary issues<br>Inappropriate communication | Communication Procedures in Staff Handbook. |
| School Events where members of the public are present | Risk of harm from strangers<br>Lack of supervision | Planning committee formed prior to each event to organise appropriate supervision |

The Child Safeguarding and Risk Assessment is supported by the following policies which are available to download on the school website.

- Code of Positive Behaviour
- Bí Cineálta Policy – Anti-Bullying Procedures
- Critical Incident Plan
- Acceptable Use Policy
- Whole School Guidance Plan
- Wellbeing Policy
- Inclusion Policy
- Mobile Phone Policy
- Overseas and Overnight Tours Procedures
- SPHE & RSE Policy
- Work Experience Policy
- Mobile Phones and Devices Policy

This Child Safeguarding Statement and Risk Assessment was reviewed by the board of management on _____ *(most recent review date)*

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| **Signed**:* |  | **Date**: 17-09-2026 |

*Chairperson of the board of management*

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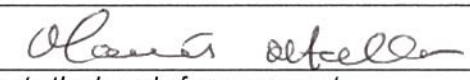
| **Signed**:* |  | **Date**: 17.09.2026. |

*Principal/Secretary to the board of management*

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on SEPTEMBER 2027 *(expected review date)*

** Document to be printed and signed with original signature*

### Examples of Activities, Risks and Procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive, and that the inclusion of an example of a policy or procedure on these lists does not make it mandatory. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as 'any potential for harm'.

Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to:

- Identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities.
- Identify and assess the adequacy of the various procedures already in place to manage those risks of harm.
- Identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

## Online Safety

The *Addendum to Children First: National Guidance for the Protection and Welfare of Children 2017* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement and Risk Assessment.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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# Appendix - Location of copies of the Child Protection Procedures and Children First Guidance

This may be in the form of specifying the online location for the procedures (Department of Education and Youth website www.gov.ie/childprotectionschools and/or the school website), providing a link to the Children First National Guidance 2017 Children_First_National_Guidance_2017.pdf, and stating the number and location of hard copies of these procedures available in the school.

The Child Safeguarding Statement and Risk Assessment are located in four areas:
1. The Main Entrance to the College (Reception)
2. The North Street Entrance (Blue Zone)
3. The Yellow Zone Entrance
4. The Entrance to the Gallery Building

The Child Friendly Safeguarding Statement is located in the areas above.

A copy of the Child Safeguarding Statement and Risk Assessment is available to download and view on the school website.

The names of the Designated Liaison Person and Deputy Designated Liaison Person are displayed all the main entrances.

A Hard of the Child Protection Procedures and Children First Guidane are available at the Principal's office

Children First: National Guidance for the Protection and Welfare of Children(2017) is available at: https://www.gov.ie/en/publication/children-first-national-guidance-2017