

## Loreto Community School - Childsafeguarding Statement

Loreto Community School is a primary/post-primary school providing post primary education to students from First Year to Leaving Certificate year.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection & Welfare of Children 2017, the Child Protection Procedures for Primary & Post-Primary Schools 2017 (updated guidelines in 2025) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Loreto Community School 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 & Post-Primary Schools 2017 (updated 2025) as part of this overall Child Safeguarding Statement.
2. The Designated Liaison Person (DLP) is Margaret O'Connor.
3. The Deputy Designated Liaison Persons are Bella Mullen and Noel Scott.
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.
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult student 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 2025 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 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 the 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 2025, 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 school's 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.

6. The 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 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 of Loreto Community School on 21<sup>st</sup> January 2026

Signed: Margaret O'Connor  
Chairperson, Board of Management

Signed: 21/01/26  
Principal/Secretary to the Board of Management

Date: Margaret O'Connor Date: 21.01.26



LORETO  
COMMUNITY  
SCHOOL

**Loreto Community School**  
Milford, Co. Donegal F92 FK13

**Pobalscoil Loreto**  
Baile Na nGallóglach, Contae Dhún Na nGall

Principal: Margaret O'Connor  
Deputy Principals: Bella Mullen, Noel Scott

Príomhoide: Máiréad Uí Chonchúir  
Leas Phríomhoidí: Nábla Uí Mhaoláin, Nollag O Scotta

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## Child Safeguarding Statement and Risk Assessment

<b>For:</b>	<b>Loreto Community School</b>
<b>At:</b>	<b>Convent Road, Milford, Co. Donegal F92 FK13</b>

This school is a:  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):

Mrs Margaret O'Connor

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

Ms Bella Mullen

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

### Name of Relevant Person

Mrs Margaret O'Connor

*(In schools this person is the DLP)*

### Relevant Person can be contacted on:

07491 53399

margaret.oconnor@loretomilford.net

*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 Margaret Bonner

*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

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities	3. The school has the following procedures in place to address the risks of harm identified in this assessment
<p><b>General Daily Activities</b></p> <ul style="list-style-type: none"> <li>● Early Arrival</li> <li>● General Arrival</li> <li>● Departure</li> <li>● Mid-morning Break</li> <li>● Lunchtime for students</li> <li>● Use of Toilet facilities</li> <li>● School Transport</li> <li>● Congregation in locker areas</li> <li>● Supervised after school study</li> <li>● An 'empty' school at the beginning or end of the school day</li> </ul>	<ul style="list-style-type: none"> <li>- Risk of harm not being recognised by school personnel</li> <li>- Risk of harm not being reported properly and promptly by school personnel</li> <li>- Risk of student being harmed by a member of school personnel</li> <li>- Risk of student being harmed in the school by another child</li> <li>- Risk of harm due to bullying of student</li> <li>- Risk of harm due to inadequate supervision of student in school</li> <li>- Risk of harm where student finds herself last/first in the school building</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school has a corridor/grounds supervision protocol to ensure appropriate supervision of students during arrival, dismissal and break times and in respect of specific areas such as toilets, changing rooms etc.</li> <li>✓ The school has a Health and Safety policy</li> <li>✓ The school has in place a Code of Behaviour for students</li> <li>✓ All staff are Garda Vetted</li> <li>✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training.</li> <li>✓ The school has an Anti-bullying policy and procedures in place, which have been explained to the whole school community.</li> </ul>
<p><b>Teaching and Learning Activities</b></p> <ul style="list-style-type: none"> <li>● Classroom interactions</li> <li>● One-to-one teaching</li> <li>● Guidance/counselling one-to-one sessions</li> <li>● Curricular Content and/or presentation in SPHE/RSE/Wellbeing</li> <li>● Use of substitute teachers in the case of absenteeism</li> <li>● Facilitation of all Faiths in Curricular RE</li> <li>● Meetings with SLT on one-to-one basis</li> </ul>	<ul style="list-style-type: none"> <li>- Risk of student being harmed in the classroom by another student</li> <li>- Risk of harm due to inadequate supervision of students in classroom</li> <li>- Risk of harm not being recognised by school personnel</li> <li>- Risk of harm not being reported properly and promptly by school personnel</li> <li>- Risk of harm due to bullying of student in classroom</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school implements in full the SPHE curriculum</li> <li>✓ The school implements in full the Wellbeing Programme at Junior Cycle</li> <li>✓ All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></li> <li>✓ The <i>Child Protection Procedures for Primary and Post-Primary Schools</i> are made available to all school personnel</li> </ul>

<ul style="list-style-type: none"> <li>● Use of Education Technology within the classroom</li> <li>● Work Experience</li> <li>● Fundraising events involving students</li> <li>● Use of off site facilities for school activities</li> <li>● Use of external personnel to supplement curriculum</li> <li>● Participation by pupils in religious ceremonies/religious instruction external to the school</li> <li>● Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</li> <li>● Students with Special Needs</li> <li>● Use of video / photography / other media to record school events</li> </ul> <p><b>Pastoral Care</b></p> <ul style="list-style-type: none"> <li>● One-to-one counselling</li> <li>● School outings</li> <li>● School trips involving overnight stay</li> <li>● School trips involving foreign travel</li> <li>● Care of students with special educational needs</li> <li>● Management of challenging behaviour amongst students.</li> <li>● Administration of First Aid</li> </ul>	<ul style="list-style-type: none"> <li>- Risk of student being harmed in the classroom by teacher or substitute teacher</li> <li>- Risk of harm in one-to-one teaching</li> <li>- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other</li> <li>- Risk of harm while carrying out work experience</li> <li>- Risk of harm caused by personnel not differentiating for the needs of students with Special Needs</li> <li>- Risk of harm due to inadequate Code of Behaviour</li> <li>- Risk of harm caused by students inappropriately accessing / using computers, social media, mobile phones, and other devices while at school.</li> </ul> <ul style="list-style-type: none"> <li>- Risk of harm in one-to-one counselling situation</li> <li>- Risk of harm not being recognised by school personnel</li> <li>- Risk of harm not being reported properly and promptly by school personnel</li> <li>- Risk of harm to students through bullying when away from home on school trips</li> </ul>	<ul style="list-style-type: none"> <li>✓ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>✓ The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>✓ The school has a codes of conduct for school personnel (teaching and non-teaching staff)</li> <li>✓ The school complies with the agreed disciplinary procedures for teaching staff</li> <li>✓ The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum</li> <li>✓ The school has in place a code of behaviour for students</li> <li>✓ The school has an RE policy to cater for the needs of all students</li> <li>✓ The school has protocols in place in for work experience in an external organisation</li> <li>✓ The school has in place a policy and procedures in respect of student teacher placements</li> <li>✓ The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> <li>✓ The school has a Special Educational Needs policy</li> <li>✓ The school has a Health and Safety policy</li> <li>✓ The school has in place a Code of Behaviour for students</li> <li>✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training.</li> </ul>
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<ul style="list-style-type: none"> <li>● Curricular provision in respect of SPHE, and RSE</li> <li>● Prevention and dealing with bullying amongst students.</li> <li>● Training of school personnel in child protection matters</li> <li>● Care of students with specific vulnerabilities/needs such as:-</li> <li>● Students from ethnic minorities/migrants</li> <li>● Members of the Traveller community</li> <li>● Lesbian, gay, bisexual or transgender (LGBT) students</li> <li>● Students perceived to be LGBT</li> <li>● Students of any religious faiths</li> <li>● Students in care</li> <li>● Supporting students involved in misuse of Social Media</li> <li>● Sanctioning students involved in misuse of Social Media</li> </ul>	<ul style="list-style-type: none"> <li>- Risk of mishandling of students with challenging behaviour</li> <li>- Risk of harm due to inadequate supervision of student</li> <li>- Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background</li> <li>- Risk of harm caused by one student to another via inappropriate social media contact, texting, digital device or other</li> <li>- Risk of harm to students by the use of inappropriate or over-harsh sanctions for bullying/misuse of social media</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school has an Anti-bullying policy and procedures in place which have been explained to the whole school community.</li> <li>✓ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></li> <li>✓ The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> <li>✓ The school has in place an Acceptable Use policy in respect of usage of all Computers, Internet and Social Media</li> <li>✓ The school has a code of conduct for school personnel (teaching and non-teaching staff)</li> <li>✓ The school has appointed qualified Guidance teachers</li> <li>✓ The school has recruited teachers with Special Education Needs training and qualifications</li> <li>✓ The school appoints qualified SNA's where deemed necessary and funded by the DES</li> <li>✓ The school has a <b>Tour</b> policy which covers protocols for overnight stays</li> <li>✓ The school has a Special Educational Needs policy</li> <li>✓ The school has an active Pastoral Team with particular understanding of the needs of the students in its care, including their background</li> </ul>
<p><b>Recruitment</b></p> <ul style="list-style-type: none"> <li>● Principal</li> <li>● Deputy Principal(s)</li> <li>● Teachers</li> <li>● SNA's</li> <li>● Administration staff</li> <li>● Caretaking Staff</li> <li>● Housekeeping Staff</li> </ul>	<ul style="list-style-type: none"> <li>- Risk of harm to students by personnel who are not qualified</li> <li>- Risk of harm to students from personnel who have a history of unacceptable practices in previous employment</li> <li>- Risk of harm to students from a member of personnel with a history of abuse</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>✓ The school has an Employee Handbook and Induction programme for school personnel (teaching and non-teaching staff)</li> <li>✓ When appointing, detailed references are sought</li> </ul>

<ul style="list-style-type: none"> <li>● Sports coaches</li> <li>● Cleaning Staff</li> <li>● External tutors / guest speakers</li> <li>● Volunteers / Parents in school activities</li> <li>● Students participating in work experience in the school</li> <li>● Student teachers</li> <li>● Short or long-term Contractors</li> </ul> <p><b>Sporting Activities</b></p> <ul style="list-style-type: none"> <li>● Travelling to matches</li> <li>● Changing in school's changing room</li> <li>● Changing in the changing rooms of other schools</li> <li>● Sports Day</li> <li>● School trips involving overnight stay</li> <li>● Administration of First Aid following a sports injury</li> <li>● Use of external personnel to support sports and other extra-curricular activities</li> <li>● Volunteers/Parents in sports activities</li> <li>● Student PE teachers</li> <li>● Use of social media to record and comment on sporting events</li> </ul>	<ul style="list-style-type: none"> <li>- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other</li> <li>- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> <li>- Risk of harm to a student by a member of personnel unwilling to commit to the expected standards of the school</li> <li>- Risk of harm to students by a volunteer or visitor to the school</li> <li>- Risk of a student being harmed by a member of school personnel, a member of staff of another organisation or other person while participating in sporting activities</li> <li>- Risk of harm to student while student is receiving First Aid treatment</li> <li>- Risk of harm due to inadequate code of behaviour</li> <li>- Risk of harm in one-to-one coaching situation</li> <li>- Risk of harm to student due to lack of experience of Student PE teachers</li> <li>- Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner</li> <li>- Risk of harm caused by member of school personnel or a student circulating inappropriate material in relation to sporting activities via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>✓ The school has a rigorous interview process.</li> <li>✓ All staff and volunteers are Garda Vetted</li> <li>✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training.</li> <li>✓ School sports personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools</i> and also are required to adhere to the <i>Children First Act 2015</i></li> <li>✓ The school implements in full the Wellbeing Programme at Junior Cycle, incorporating PE</li> <li>✓ The school has an Acceptable Use Policy in relation to the use of digital media</li> <li>✓ The School has a Code of Behaviour, drafted in consultation with all stakeholders.</li> <li>✓ The School has a supervision protocol for all major events.</li> <li>✓ The school has a supervision protocol for transport to and from sporting activities</li> <li>✓ Coaching Staff are trained in First Aid</li> </ul>
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		<ul style="list-style-type: none"> <li>✓ The school has a Tour policy which covers protocols for overnight stays</li> <li>✓ The school has in place a policy and procedures in respect of student teacher placements</li> <li>✓ The school has in place a mobile phone policy in respect of usage of mobile phones by pupils</li> <li>✓ The school has in place a Code of Behaviour for students</li> </ul>
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**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*

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 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 and approved by the Board of Management on 21.01.26. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

## 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.

**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 in the Children First Act 2015: '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.**

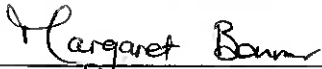
1. All school personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment
2. The Child Protection Procedures for Schools 2025 are made available to all school personnel
3. School personnel are required to adhere to the Child Protection Procedures for Schools 2025 and all registered teaching staff are required to adhere to the Children First Act 2015 as well as supporting the continued implementation of the best practice guidance set out in Children First: National Guidance for the Protection and Welfare of Children 2017 and its addenda, including the Addendum to Children First 2019 and 2025
4. 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
5. The school implements in full the Stay Safe Programme
6. The school implements in full the Social, Personal, and Health Education (SPHE) curriculum
7. The school implements in full the Wellbeing Programme at Junior Cycle
8. School authorities have a code of behaviour and an anti-bullying policy in place in accordance with the department's 'Bí Cineálta' procedures to prevent and address bullying in schools and as outlined in Circular 55/2024
9. The school has complied with the Understanding Behaviours of Concern and Responding to Crisis Situations developed by the Department of Education and Youth to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety
10. The school undertakes anti-racism awareness initiatives
11. The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
12. The school has in place a policy and clear procedures in respect of school outings
13. The school has a health and safety policy
14. The school adheres to the requirements of the Garda vetting legislation
15. The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment
16. The school has a code of conduct for school personnel (teaching and non-teaching staff)
17. The school complies with the agreed disciplinary procedures for teaching staff
18. The school has a special educational needs policy
19. The school has an intimate care policy/plan in respect of students who require such care
20. The school has in place a policy and procedures for the administration of medication to pupils
21. The school has provided each member of school staff with a copy of the school's Child Safeguarding Statement and Risk Assessment
22. The school ensures all new personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment
23. The school encourages personnel to avail of relevant training
24. The school encourages board of management members to avail of relevant training
25. The school maintains records of all personnel and board member training
26. The school has in place a policy and procedures for the administration of First Aid
27. The school has in place a code of behaviour for pupils

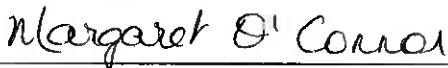
28. The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
29. The school has in place a policy governing the use of smartphones and tablet devices in the school by pupils as per Circular 38/2018 and the national guidelines
30. The school has in place a Critical Incident Management Plan
31. The school has in place a Home School Liaison policy and related procedures
32. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
33. The school has in place a policy and procedures for the use of external sports coaches
34. The school has in place a policy and clear procedures for one-to-one teaching activities
35. The school has in place a policy and procedures for one-to-one counselling
36. The school has in place a policy and procedures in respect of student teacher placements
37. The school has in place a policy and procedures in respect of pupils undertaking work experience in the school
38. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
39. The school has in place a policy in relation to assisting members of school personnel in respect of disclosures of retrospective abuse
40. The school has considered the questions in Appendix 1 of the Child Protection and Safeguarding Procedures for Boarding Facilities Associated with Recognised Schools 2023 and implemented the necessary risk mitigation measures

In accordance with Section 11 of the Children First Act 2015 and with the requirements of Chapter 9 of the Child Protection Procedures for Schools 2025, the following is the written Child Safeguarding Statement and Risk Assessment.

In undertaking this Child Safeguarding Statement and 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 in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This Child Safeguarding Statement and Risk Assessment was reviewed by the board of management on 21/01/26 (most recent review date)

Signed:*	 Chairperson	Date: 21/01/26
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Signed:*	 Secretary	Date: 21.01.26
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This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on January 2027 (expected review date)

## 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](http://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 procedures are on the website and in the staff handbook. Hard copies of the guidelines are in the Principals Office and in the staffroom.

# CSS 3

## Notification Regarding the Board of Management's Review of the Child

### Safeguarding Statement and Risk Assessment

This template must be used by the Board of Management to inform the school community and relevant parties that they have fulfilled their statutory obligation to annually review the school's Child Safeguarding Statement and Risk Assessment.

To: Parents, Students, Patrons .

### The Board of Management of:

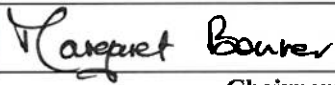
Loreto Community School, Milford .

### wishes to inform you that:


(a) The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the BOM meeting of (date).

21. 01. 2026

(b) This review was conducted in accordance with the Board of Management's review of the Child Safeguarding Statement and Risk Assessment published on [www.gov.ie/childprotectionschools](http://www.gov.ie/childprotectionschools) .

Signed:*		Date: 21/01/26
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Chairperson

Signed:*		Date: 21.1.26
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Secretary

## CSS 2

### Review of the Child Safeguarding Statement and Risk Assessment

The Child Protection Procedures for Schools 2025 require that the Board of Management must undertake a review of its Child Safeguarding Statement and Risk Assessment. The review must be completed every calendar year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement and Risk Assessment every two years.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities and their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and Children First National Guidance 2017, the Addendum to Children First (2019) and 2025, Children First National Guidance 2017, the Addendum to Children First (2019) and (2025), and the Child Protection Procedures for Schools 2025.

#### Designated Liaison Person

Name:	Margaret O' Connor .
Date Appointed:	21.1.26 .

#### Relevant Person

*(In schools this is the DLP)*

Name:	Margaret O' Connor
Contact details:	margaret.oconnor@loretomilford.net
Date Appointed:	21.1.26 .

#### Deputy Designated Liaison Person

Name:	Bella Mullen .
Date Appointed:	21.1.26 .

**Contact details for Tusla**

Contact Name

Tusla Main Office .

Address

Unit AG 6/7 .  
Sally Place  
Letterkenny Co Donegal . F92 EYCS

Contact Number

074 - 9102233 .

**Contact details for An Garda Síochána**

Contact Name

Milford Garda Station

Address

Main St .  
Milford  
Co . Donegal .

Contact Number

(074) 53060 .

**Checklist for review of the Child Safeguarding Statement**

1. When did the BOM first formally adopt a Child Safeguarding Statement and Risk Assessment in accordance with the Child Protection Procedures for Schools 2025? For most schools this will be March 2018, as outlined in Section 9.9 of the procedures.

Date first Child Safeguarding Statement and Risk Assessment adopted by the school:

10 . 4 . 2018 .

- 2(a) Where is the Child Safeguarding Statement and Risk Assessment displayed in the school? For example, in a prominent place near the main entrance to the school.

Beside the main reception in a dedicated wall mounted unit .

(b) Is there a student-friendly version, with a photograph of the Designated Liaison Person, displayed beside the Child Safeguarding Statement and Risk Assessment?

Yes

(c) Other than displaying in a prominent place near the main entrance to the school, how have students been made aware of the student-friendly version?

Displayed at all student entrances

On school website

School journal

Other: (please state)

mentioned at assemblies & through SPHE

3. Has the BOM used the most recent Child Safeguarding Statement and Risk Assessment Template and formally adopted, without modification, the Child Protection Procedures for Schools 2025?

Yes

What is the date of the previous review of the Child Safeguarding Statement and Risk Assessment?

Date: 20.3.2025

4. Has the Board included a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First (2019)?)

Yes

5. Is there a written protocol in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons in line with Appendix C of the Child Protection Procedures for Schools 2025?

Yes

6. Has the BOM reviewed and updated the written assessment of risk as part of this overall review (for example, to include shower facilities, changing rooms, swimming, online engagements to facilitate learning). Boards should refer to the Child Safeguarding Statement and Risk Assessment Template for examples.

Yes

Date of this review: 21.1.26

7. How has the BOM ensured that the Child Safeguarding Statement and Risk Assessment is provided to the patron, the parents' association and all parents of children in the school? Give dates of emails/letters/texts/links provided.

Email sent on Wednesday 28th Jan 2026

8. How has the BOM sought the feedback of parents, students and school personnel (teaching and non-teaching) on the Child Safeguarding Statement and Risk Assessment?

Has the school engaged with each of the above through, for example, a meeting or survey? The support documents CSS 5, CSS 6 and CSS 7 can be used to support this engagement. Details of how feedback was sought should be outlined below.

(a) Parents

Email sent seeking suggestions prior to review of policy.

(b) Students

Email sent prior to review of policy.

(c) School Personnel

Email sent prior to review of policy.

9. Outline any aspects of the school's Child Safeguarding Statement and Risk Assessment and/or its implementation that require further improvement, including any complaints or suggestions for improvements, which the BOM has identified:

BOM member asked that on Page 7 the word 'minority' should be replaced by the word 'any'

10. Outline details of how areas for improvement have been adequately addressed including whether an action plan with appropriate timelines has been put in place:

N/A

11. Has the template for Notification regarding the Board of Management's review of the Child Safeguarding Statement and Risk Assessment been used to inform the school community and relevant parties that they have fulfilled their statutory obligation to annually review the school's Child Safeguarding Statement and Risk Assessment?

Yes     No     N/A

## Training

12. Give details of when the DLP and DDLP most recently attended child protection training for DLP/DDLPs:

DLP: Margaret O'Connell	Date: 5 <sup>th</sup> Dec 2025
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DDLP: Bella Mullen	Date: 5 <sup>th</sup> Dec 2025
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13. Give details of child protection training attended by any members of the BOM and dates attended:

BOM members attended online training provided by ACCS. on Monday 1 <sup>st</sup> Dec 2025 6pm - 7:30pm. The session was repeated on Wednesday Feb 3 <sup>rd</sup> 2026.
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14. How has the BOM ensured that all school personnel (including new school personnel, temporary staff and substitutes) have been made aware of their responsibilities under the Child Protection Procedures for Schools 2025 and the Children First Act 2015? For example, completing e-learning or other training, use of department's supports for school personnel when reviewing the Child Safeguarding Statement and Risk Assessment, induction/mentoring system for new personnel, or other measures. How are records of the training completed maintained by the school?

All new appointees are asked to complete the Children First training. The issue of child protection is addressed at the first staff meeting and staff are consulted when the policy is up for review.
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## Child Protection Oversight Report (CPOR)

15. Has the BOM received a Principal's Child Protection Oversight Report (CPOR) at every ordinary meeting of the BOM held since the last review of the Child Safeguarding Statement was undertaken which contains all the information required under each of the four headings set out in Section 12.3 of the Child Protection Procedures for Schools 2025?

Yes     No

16. Since the BOM's last review of the Child Safeguarding Statement, if there have been cases presented for oversight as part of the CPOR, has the BOM been provided with and reviewed all records relevant to the CPOR?

Yes     No     N/A

17. Have these cases been anonymised and redacted as necessary?

Yes     No     N/A

18. Since the BOM's last review Child Safeguarding Statement, if there have been cases presented for oversight as part of the CPOR, do the minutes of the BOM meeting:

(a) specify the anonymised documents provided to the BOM as part of the CPOR

Yes    No    N/A

(b) use unique codes to record child protection matters?

Yes    No    N/A

19. The BOM has undertaken the review of the Child Safeguarding Statement and Risk Assessment and has issued/published notification confirming same.

Yes    No    N/A

## Reporting

20. Where are all records relating to child protection filed and stored in a secure manner? For example, stored securely in the principal's office in such a manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records.

In a locked filing cabinet.

21. How does the BOM ensure that child protection procedures in relation to reporting to Tusla/An Garda Síochána are followed in full? The BOM should indicate that the DLP follows the procedures outlined in the Child Protection Procedures for Schools 2025 for reporting of all child protection concerns.

The DLP is obliged to follow the procedure.

## Curriculum

22. The BOM should outline the steps it has taken to ensure that the SPHE, RSE, and Wellbeing curriculum is appropriately planned for and delivered to the children and young people in the school.

The RSE, SPHE and Wellbeing framework are periodically reviewed. The Board ensures that these subjects are allocated the correct curriculum time and is delivered in an age appropriate manner by teachers with access to CPD. The BOM has a well being Co-Ordinator as part of P.O.R. structure.

**For primary schools, it should confirm that:**

- Aspects of all three strands (SPHE, RSE, Wellbeing) are covered each year.
- The Stay Safe programme is taught in its entirety in one year – at least once during infants, 1st/2nd class, 3rd/4th class, and 5th/6th class. Schools will be informed if, in the future, the Department approves an alternative or replacement to the Stay Safe Programme.
- The school plan outlines provision for RSE across each of the different class levels/stages.
- The date of the most recent policy review or curricular implementation is noted.

**For post-primary schools, it should confirm that:**

- The Wellbeing Programme for Junior Cycle is being implemented.
- RSE and SPHE are being appropriately delivered.
- The date of the most recent policy review or curricular implementation is noted.

**Vetting and Recruitment**

The BOM should be satisfied that procedures to ensure that all statutory requirements in relation to vetting, statutory declarations and forms of undertaking are met. The BOM should refer to the school's recruitment procedures about how references of all school personnel are checked and how vetting outcomes are managed before appointment or work in the school is undertaken. Schools under the aegis of Education and Training Boards (ETB) should outline how they adhere to ETB recruitment processes.

If joint agreements are used for the visiting coaches or for school placement students, this should be included. If the school is part of teacher sharing arrangements (see section 10.2 of the procedures), the vetting oversight actions taken should be included.

**23. The BOM should indicate how it is satisfied that:**

- (a) the statutory requirements for Garda Vetting are met.

No person engages in relevant work until Garda vetting clearance is received. A secure Garda vetting register is maintained + securely stored

- (b) the department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking are met.

Form of undertaking is completed by all appointees.

- (c) thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers).

uses standardised templates for recruitment selection criteria are objective + transparent, appointments are conditional on getting garda vetting references, qualification + registration checks.

### Statement by the BOM

The BOM should make an overall statement as to its satisfaction that the Child Safeguarding Statement and Risk Assessment and child protection procedures are being fully and adequately implemented by the school.

The Board is satisfied that the Child Safeguarding Statement, Risk Assessment & Child Protection Procedures are ~~being~~ fully + adequately implemented by the school

Signed\*: *Margaret Bower*  
Chairperson

Date: 21/01/26