

Glenart College Child Protection Documents 2025-2026

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

Glenart College is a primary/special/post-primary school providing primary/post-primary education to pupils 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 and Welfare of Children 2017](#), the [Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of [insert school name] has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post Primary Schools (revised (2023))* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Damien Cloney
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Gwen Campbell
- 4 The Relevant Person is Damien Cloney

(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)

- 5 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;

- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

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

6 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 (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie 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](http://gov.ie) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie 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 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 (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.



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- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), 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 included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

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

- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) 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.
- 8 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on **15th September 2025**

This Child Safeguarding Statement was reviewed by the Board of Management on **15th September 2025**

Signed: 
Chairperson of Board of Management

Signed: 
Principal/Secretary to the Board of Management

Date: 15th September 2025

Date: 15th September 2025



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Child Safeguarding Risk Assessment

Written Assessment of Risk of [name of school]

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*, the following is the Written Risk Assessment of [name of school].

<p>1. List of school activities</p> <ol style="list-style-type: none"> 1. (Activities at break time. 2. Administration of First Aid. 3. Administration of medicine. 4. Application of sanctions under the schools Code of Behaviour. 5. Breakfast club. 6. Care of students with special educational needs. 7. Care of vulnerable students. 8. Care of pupils from; ethnic minorities/migrants/ LGBTQ+ children/ minority religious faiths/ Traveller community. 9. Children in care. 10. Classroom teaching. 11. Curricular provision in respect to SPHE and RSE. 12. Daily arrival and departure of students to/from school. 13. Extra classes after school. 14. Extra-curricular activities. 15. Facilitation of prayer time. 16. Fundraising events. 17. Homework club/supervised evening study. 18. One-to-one counselling. 19. One-to-one teaching 20. Online teaching and learning. 21. Open Evenings. 22. PME students undertaking placement in school. 23. Prevention and dealing with bullying amongst students. 24. Recruitment of school personnel. 25. School transport arrangements.
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26. School trips
27. School trips involving overnight stays/foreign travel.
28. Sports days
29. Students participating in work experience.
30. Tutor/Yearhead assemblies.
31. Use of ICT by students.
32. Use of the school premises by other organisations during and after the school day.
33. Use of toilet/shower areas in the school.
34. Use of video/photography/Social Media sites to record school activities.

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

1. Not recognised by school personnel.
 2. Not reported properly and promptly by school personnel.
 3. Due to bullying
 4. Due to inadequate supervision of children in school
 5. Due to inadequate supervision of students while attending out of school/extra-curricular activities.
 6. Due to inappropriate relationship/communications between child and another child or adult.
 7. Due to children inappropriately access/using computers, social media, phones and other devices while at school.
 8. To children with SEN who are particularly vulnerable.
 9. Due to inadequate policies.
 10. In one-to-one counselling/teaching.
 11. Caused by member of school personnel communicating with students in an inappropriate manner via social media, texting, digital device or other manner.
 12. Caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device, or other manner.
- Risk of child being harmed;**
13. In the school by another child.
 14. In the school by a member of school personnel.
 15. By a member of school personnel/ a member of staff of another organisation/another person while the child is participating in an out of school activity.)

<p>3. The school has the following procedures in place to address the risks of harm identified in this assessment -</p> <ol style="list-style-type: none"> 1. All school staff as mandated persons are provided with a copy of the school's Child Safeguarding Statement. 2. The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel (via email). 3. School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015. 4. The school implements in full the SPHE curriculum. 5. The school implements in full the Wellbeing Programme at Junior Cycle. 6. The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools. 7. The school has in place a policy and clear procedures in respect of school trips. 8. The school has a Health and Safety policy. 9. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. 10. The school has a code of conduct for school personnel – See KWETB professional code of conduct. 11. The school complies with the agreed disciplinary procedures for teaching staff. 12. The school has a Special Educational Needs policy. 13. The school has a care policy/plan in respect of students who require such care. 14. The school has in place a policy and procedures for the administration of medication to students. 15. The school – <ol style="list-style-type: none"> i. Has provided each member of school staff with a copy of the school's Child Safeguarding Statement. ii. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement. iii. Encourages staff to avail of relevant training – TUSLA/ Legal Island training to be provided. iv. Maintains records of all staff training. 16. The school has in place a policy and procedures for the administration of First Aid. 17. The school has in place a code of behaviour. 18. The school has in place an ICT/Appropriate Usage Policy in respect of usage of ICT by students 19. The school has in place a mobile phone policy in respect of usage of mobile phones by students. 20. The school has in place a Critical Incident Management Plan. 21. The school has in place a policy and clear procedures for one-to-one teaching activities. 22. The school has in place a policy and procedures for one-to-one counselling – See Guidance Plan. 23. The school has in place a policy and procedures in respect of student teacher placements. 24. The school has in place a policy and procedures in respect of students of the school undertaking work experience in external organisations. 25. The school has in place a policy and procedures in respect of student safety in light of COVID.
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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 (revised 2023)*

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.

The Addendum to Children First: National Guidance for the Protection and Welfare of Children 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.

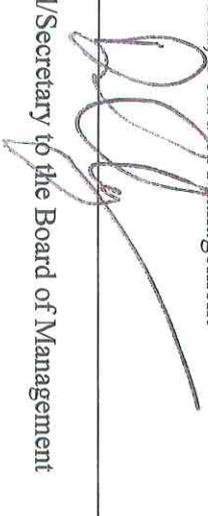
The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that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

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 (revised 2023)*.

This risk assessment has been completed by the Board of Management on 19th September 2023. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed  Date **15th September 2025**

Chairperson, Board of Management

Signed  Date **15th September 2025**

Principal/Secretary to the Board of Management

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Checklist for Review of the Child Safeguarding Statement

The review must be completed every year or as soon as practicable	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Y
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Y
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Y
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
5. Has the DLP attended available child protection training?	Y
6. Has the Deputy DLP attended available child protection training?	Y
7. Have any members of the Board attended child protection training?	Y
8. Are there both a DLP and a Deputy DLP currently appointed?	Y
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Y
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Y
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?	Y
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 to the HSE was made?	N



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The review must be completed every year or as soon as practicable

	Yes/No
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 school personnel?	N
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Y
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?	Y
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 school personnel against whom an allegation of abuse or neglect has been made?*	Y
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Y
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Y
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	Y
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
24. Has the Board ensured that K WETB has been provided with the school's Child Safeguarding Statement?	Y
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	N/A
27. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
28. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)?	Y



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The review must be completed every year or as soon as practicable

	Yes/No
29. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Y
30. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	Y
31. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	N
32. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Y
33. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Y
34. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Y
35. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N
36. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	N
37. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	N

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed Date **15th September 2025**
 Chairperson, Board of Management

Signed Date **15th September 2025**
 Principal/Secretary to the Board of Management



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Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: _____

The Board of Management of Glenart College wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 19th September 2023.
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website www.education.ie

Signed  Date **15th September 2025**

Chairperson, Board of Management

Signed _____ Date **15th September 2025**

Principal/Secretary to the Board of Management