

Child Safeguarding Statement and Risk Assessment

Kylemore College, Ballyfermot, a post-primary 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):

Deirdre Nolan

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

Niall Mc Govern

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

Name of Relevant Person (In schools this person is the DLP) Relevant Person can be contacted on:

01-6265901

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 Wesleigh O' Hagan, Director for Schools. Child Protection Person (CPL) with responsibility for safeguarding in City of Dublin ETB

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 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.
- 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

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1	Daily arrival and dismissal of pupils	Risk of harm not being recognised by school personnel	The school has a 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.
2	Recreation breaks for pupils	Risk of harm due to inadequate supervision of children in school	The school has a 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.
3	Classroom teaching	- Risk of harm where members of school personnel have not received appropriate training - Risk of child being harmed in the school by a member of school personnel	The school adheres to the requirements of the Garda vetting legislation. The school adheres to the relevant DEY circulars & City of Dublin procedures in respect of recruitment. The school has a health and safety policy.
4	One-to-one teaching	Risk of harm in one-to-one teaching, counselling, coaching situations	The school adheres to the requirements of the Garda vetting legislation. The school adheres to the relevant DEY circulars & City of

			Dublin ETB policies in respect of recruitment. The school has a health and safety policy. The school has a code of practice for school personnel (teaching and nonteaching staff). The school complies with the agreed disciplinary procedures for teaching staff. The school has a special educational needs policy.
5	One-to-one learning support	• Risk of harm in one-to-one teaching, counselling, coaching situations	The school adheres to the requirements of the Garda vetting legislation. The school adheres to the relevant DEY circulars & City of Dublin ETB procedures in respect of recruitment. The school has a health and safety policy. The school has a code of conduct for school personnel (teaching and nonteaching staff). The school has a special educational needs policy.
6	One-to-one counselling	• Risk of harm in one-to-one teaching, counselling, coaching situations	The school adheres to the requirements of the Garda vetting legislation. The school adheres to the relevant DEY circulars & City of Dublin ETB procedures

			in respect of recruitment. The school has a health and safety policy. The school has a code of conduct for school personnel (teaching and nonteaching staff) The school has a special educational needs policy.
7	Outdoor teaching activities	• Risk of harm not being reported properly and promptly by members of school personnel	The school adheres to the requirements of the Garda vetting legislation The school adheres to the relevant DEY circulars & City of Dublin ETB procedures in respect of recruitment. The school has a health and safety policy.
8	Online teaching and learning remotely	• Risk of harm due to inappropriate use of online remote teaching and learning communication platform, such as an uninvited person accessing the lesson link, students being left unsupervised for lengthy periods of time in breakout rooms	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.
9	Sporting activities/ Annual Sports Day	• Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while a child is participating in out of - school activities, e.g., school trip	The school has in place a policy and clear procedures in respect of school trips/ outings. Trip proposal sign off by API & DP

		• Risk of harm due to inadequate supervision of children while attending out of school activities	Staff leading the trip have completed first aid training
10	School outings/ Educational Trips	• Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while a child is participating in out of - school activities, e.g., school trip • Risk of harm due to inadequate supervision of children while attending out of school activities	The school has in place a policy and clear procedures in respect of school trips/ outings. Trip proposal initial sign off by API & DP Staff leading the trip have completed first aid training
11	School trips involving overnight stay	• Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while a child is participating in out of - school activities, e.g., school trip • Risk of harm due to inadequate supervision of children while attending out of school activities	The school has in place a policy and clear procedures in respect of school outings. Trip proposal initial sign off by API & DP Staff leading the trip have completed first aid training
12	School trips involving foreign travel	• Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while a child is participating in out of - school activities, e.g., school trip • Risk of harm due to inadequate supervision of children while attending out of school activities	The school has in place a policy and clear procedures in respect of school outings. City of Dublin ETB Trips Abroad Policy Trip proposal submitted for sign off to Director for Schools and/or CE Staff leading the trip have completed first aid training

13	Use of toilet/changing areas in schools	Risk of harm due to inadequate supervision of children in school	The school has a 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. Students are allowed to wear the school tracksuit to school on the day they are scheduled to have PE class and/or sporting activities to reduce use of changing rooms.
14	Fundraising events involving pupils- onsite only	Risk of harm due to inadequate supervision of children in school	The school has a 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.
15	Use of off-site facilities for school activities	Risk of harm due to inadequate supervision of children while attending out of school activities	The school has in place a policy and clear procedures in respect of school outings/ trips The school has a health and safety policy. Trip proposal initial sign off by API & DP
16	School transport arrangements - football matches/ educational trips	Risk of harm due to inadequate supervision of children while attending out of school activities	The school has a supervision policy to ensure appropriate supervision of children.

			Trip proposal sign off by API & DP
17	Care of children with special educational needs, including intimate care when needed	• Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities • Risk of harm to child while a child is receiving intimate care	The school has a special educational needs policy. The school has an intimate care policy/plan in respect of students who require such care. Training is provided to staff as required.
18	Management of challenging behaviour amongst pupils	• Risk of harm due to inadequate code of behaviour	The SLT, staff & BOM establish an orderly, secure and health learning environment in the school. The school has a code of behaviour. The school has complied with the <i>Understanding Behaviours of Concern and Responding to Crisis Situations</i> developed by the DEY to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety. The school has a special educational needs policy
19	Management of provision of food and drink	• Allergies • Hot Food	Allergies listed on food boxes The school has a supervision policy to ensure appropriate supervision of children during assembly, dismissal, and breaks and in respect of

			specific areas such as lunchroom, toilets, changing rooms, etc.
20	Administration of Medicine	• Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities	The school has a health and safety policy. The school has a SEN Policy.
21	Administration of First Aid	• Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities	The school has a health and safety policy.
22	Curricular provision in respect of SPHE, RSE	• Children overwhelmed by information that could be triggering to certain individuals	The school implements in full the Social, Personal, and Health Education (SPHE) curriculum and provides counselling services to those in need. The school implements in full the Wellbeing Programme at Junior Cycle. The school adheres to the DEY circulars pertaining to guest speakers. The school has appointed a n API to the role of Wellbeing Coordinator to oversee delivery of the school's Wellbeing Programme
23	Prevention and dealing with bullying amongst pupils	• Risk of child being harmed in the school by another child • Risk of harm due to bullying of a child	The school has a code of behaviour and an antibullying 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. The school has appointed a n API to the role of Wellbeing Coordinator to oversee delivery of the school's Wellbeing Programme
24	Training of school personnel in child protection matters	To prevent Risk of harm due to inappropriate relationship/communications between a child and another child or adult	The school has a code of conduct for school personnel (teaching and nonteaching staff). The school complies with the agreed disciplinary procedures for teaching staff. DP maintains a list of all training completed in Child Protection matters.
25	Use of external personnel to supplement curriculum	Risk of child being harmed in the school by a volunteer or visitor to the school	Garda vetting required and a member of staff present throughout. Trip proposal initial sign off by API & DP
26	Use of external personnel to support sports and other extra-curricular activities	Risk of child being harmed in the school by a volunteer or visitor to the school	Garda vetting required and a member of staff present throughout. Trip proposal initial sign off by API & DP
27	Care of pupils with specific vulnerabilities/ needs such as - Pupils from ethnic minorities/migrant - Members of the Traveller community - Lesbian, gay, bisexual, or transgender (LGBTQ+) children - Pupils perceived to be LGBTQ+ - Pupils of minority religious faiths - Children in care	- Risk of harm due to bullying of a child - Risk of harm due to racism	The school has a code of behaviour and an antibullying 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. SNA Policy The school has in place a policy and procedures for the

	• Children on CPNS • Children with medical needs		administration of medication to pupils. The principal, staff & BOM foster a commitment to inclusion, equality of opportunity and the holistic development of all students.
28	Recruitment of school personnel including - • Teachers/SNA's • Caretaker/Secretary/Cleaners • Sports coaches • External Tutors/Guest Speakers • Volunteers/Parents in school activities • Visitors/contractors present in school during school hours • Visitors/contractors present during after school activities	• Risk of harm where members of school personnel have not received appropriate training • Risk of child being harmed in the school by a volunteer or visitor to the school	The school adheres to the requirements of the Garda vetting legislation The school adheres to the relevant DEY circulars & City of Dublin ETB procedures in respect of recruitment The school has a code of conduct for school personnel (teaching and nonteaching staff) The school has a special educational needs policy
29	Use of Information and Communication Technology by pupils in school, including social media	• Risk of harm due to children inappropriately accessing/using computers, social media, phones, and other devices while at school • Risk of harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device, or other manner • Risk of harm caused by a member of school personnel communicating with pupils in an inappropriate manner via social media, texting,	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 The school has a code of conduct for school personnel (teaching and nonteaching staff) The school has a supervision policy to ensure appropriate supervision of children during assembly, dismissal, and breaks

		digital device, or other manner • Risk of harm due to inappropriate use of online remote teaching and learning communication platform, such as an uninvited person accessing the lesson link, students being left unsupervised for lengthy periods of time in breakout rooms	and in respect of specific areas such as toilets, changing rooms, etc. Mobile phone procedure for students.
30	Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	• Risk of harm due to children inappropriately accessing/using computers, social media, phones, and other devices while at school	The school has a code of behaviour
31	Students participating in work experience in the school	• Risk of child being harmed by a member of staff of another organisation or other person while a child is participating in out of school activities, e.g., school trip	The school has a code of conduct for school personnel (teaching and nonteaching staff). 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.
32	Students from the school participating in work experience elsewhere	• Risk of child being harmed by a member of staff of another organisation or other person while a child is participating in out of school activities, e.g., school trip	School issues student with ETB insurance. Parents are informed of placement and placements are confirmed.

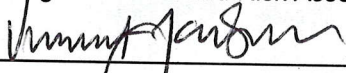
			Student progression is checked during work experience. Work Experience/ Work Shadowing Policy
33	Student teachers undertaking training placement in school	• Risk of harm where members of school personnel have not received appropriate training	The school has a code of conduct for school personnel (teaching and nonteaching staff). The school complies with the agreed disciplinary procedures for teaching staff. The school has a special educational needs policy. The school has a Work Experience/ Work Shadowing/ Student Teacher Policy. Main class teacher remains in the classroom unless the tutor is present for observation.
34	Use of video/photography/other media to record school events	• Risk of harm caused by a member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device, or other manner • Risk of harm due to inappropriate use of online platforms	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.
35	After school use of school premises by other organisations	• Risk of harm due to inadequate supervision of children in school • Risk of harm due to use of school building after hours by Kylemore College Music Centre	Health & Safety Policy The school has a 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.
36	Use of school premises by other organisation during school day	• Risk of harm due to inadequate supervision of children in school • Risk of harm due to use of school building during the school day by Kylemore College Music Centre	Health & Safety Policy
37	Breakfast club	• Risk of harm from Food Allergies	Use of MIS (TYRO) medical tab by staff supervising breakfast club First Aid Policy
38	Homework club/evening study	• Risk of harm to students due to inadequate supervision during after school study/ homework club	The school has a supervision policy to ensure appropriate supervision of children. Afterschool homework club and evening study are supervised by teaching staff

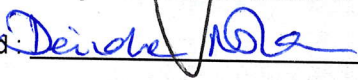
In accordance with Section 11 of the Children First Act 2015 and with the requirements of Chapter 9 of the Child Protection Procedures for Schools 2025, the following is the written Child Safeguarding Statement and Risk Assessment.

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 **9th June 2026**.

Signed & Dated:  9/06/26

Chairperson of the board of management

Signed & Dated:  9/06/26

Principal/Secretary to the board of management

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again in **June 2027**.

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