An Roinn Oideachais
agus Óige
Department of Education
and Youth

Child Protection Safeguarding Booklet



Child Protection Safeguarding Booklet

CSS1
Child Safeguarding Statement and Risk Assessment

For:	**Athlone Community College**	*(School Name)*
At:	**Retreat Road, Athlone, N37 Y985**	*(School Address)*

This school is a: (tick appropriate) ☐primary ☒post-primary ☐ special school

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019) and 2025, Child Protection Procedures for Schools 2025 and Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024), the board of management has adopted the Child Safeguarding Statement and Risk Assessment set out in this document.

The board of management has adopted and will implement fully and without modification the department's Child Protection Procedures for Schools 2025 as part of this overall Child Safeguarding Statement and Risk Assessment.



Name of the Designated Liaison Person (DLP):

Ms Lisa O'Kennedy



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

Mrs Gráinne Macken

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

Name of Relevant Person

Ms. Lisa O'Kennedy

(In schools this person is the DLP)

Relevant Person can be contacted on:

09064 72625	lokennedy.acc@lwetb.ie

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

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

Ms Siobhan Lynch

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

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1	Daily arrival and dismissal of pupils	Students unaccounted for; inappropriate interactions with strangers; travelling unsupervised; poor attendance/mitching	Supervision at gates and key access points; attendance monitored regularly; secure campus procedures; clear reporting procedures for concerns; school personnel follow Child Safeguarding Statement and Child Protection Procedures; procedure that students will not be in the school building unless they are involved in school related activities
2.	Recreation breaks for pupils	Injury; hidden bullying (including exclusion) in corridors/toilets; lack of supervision; students vulnerable during unstructured time	Timetabled supervision at break times; staff assigned to toilets/gates/corridors; Bully Box and reporting email; Bi Cinealta policy; Code of Behaviour; anti-bullying initiatives
3.	Classroom teaching	Failure to recognise harm; bullying/exclusion; issues arising during sensitive class topics; inadequate awareness of student needs	All staff provided with Child Safeguarding Statement; SPHE and Wellbeing programmes implemented; staff training in child protection; Tyro updates and relevant student information made available to staff; clear reporting to DLP/DDLP
4.	One-to-one teaching	Risk of harm in one-to-one situations; inappropriate relationship/communication; inadequate supervision	Procedures for one-to-one teaching activities; professional boundaries under staff Code of Conduct; safeguarding procedures communicated to all staff; concerns reported promptly to DLP/DDLP
5.	One-to-one learning support	Student vulnerability; risk of inappropriate interactions;	SNA support where appropriate; IEPs/care plans in place; trained staff;

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		failure to identify educational or care needs	safeguarding procedures for one-to-one settings; staff awareness of vulnerable students
6.	One-to-one counselling	Risk of harm in private setting; student disclosure not properly escalated; boundary concerns	Procedures for one-to-one counselling; trained personnel; clear child protection reporting procedures; weekly reminder of DLP/DDLP; confidentiality managed appropriately
7.	Outdoor teaching activities	Injury; students unaccounted for; inadequate supervision; harm taking place off site	Risk assessment before activity; correct teacher-student ratio; roll calls and supervision of exits; safety briefing; parental consent where required
8.	Online teaching and remote learning	Uninvited person accessing lesson link; students unsupervised in breakout rooms; cyberbullying; accessing inappropriate content	AUP in place including online teaching/learning; web access controls; staff supervision of online activity; clear expectations for appropriate behaviour; concerns reported through safeguarding procedures
9.	Sporting activities	Injury; inadequate supervision; inappropriate changing/shower arrangements; dehydration/sun exposure	Correct supervision ratios; designated supervision schedules; first aid trained staff; procedures for use of changing areas; hydration/sun safety measures; Code of Behaviour applies to all activities
10.	School outings/day trips	Students left behind; road traffic incidents; harm during off-site activity; lack of communication	Signed parental consent; correct teacher-student ratio; agreed meeting points; school mobile number given to students; roll calls; supervision throughout; annual risk assessment and outing procedures

Additional pages may be added to the Risk Assessment as required

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
11.	School trips involving overnight stays	Student welfare overnight; inadequate supervision; vulnerability outside normal school setting	Clear trip rules signed by parents/students; agreed supervision arrangements; known student locations at all times; staff adherence to child safeguarding procedures; emergency contact systems in place; correct supervision ratio
12.	School trips involving foreign travel	Inadequate documentation/passports/ currency; misunderstanding travel rules; medication access issues; safeguarding concerns abroad	Advance planning and signed permissions; staff briefed on travel requirements; care plans and medication arrangements in place; correct supervision ratio; safeguarding procedures apply throughout travel
13.	Use of toilet/changing/shower areas in school	Hidden bullying; inadequate supervision; students not understanding designated facilities or boundaries; risk to vulnerable students	Supervision arrangements in place; clear designation of facilities; Code of Behaviour and anti-bullying measures; staff support for vulnerable/SEN students; intimate care plans where relevant
14.	School transportation including bus escorts	Road traffic incidents; non-compliance with bus safety rules; students left behind; inappropriate behaviour on transport	Teachers supervise students on buses; students informed in advance where/when to meet; seatbelt use enforced; behaviour procedures apply; roll checks before departure and return
15.	Care of children with special educational needs including intimate care where needed	Risk of harm due to particular vulnerabilities; student inability to communicate consent; inappropriate facilities; harm	Care plans and IEPs in place; SNA support; intimate care policy/plan; appropriate storage of medication and care

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		during intimate care; lack of an agreed upon care plan	documentation; staff awareness of individual needs; follow care plans at all times
16.	Administration of medicine and first aid	Lack/unavailability of medication; incorrect administration; medical episode in school; allergies/epilepsy risks; student's inability to communicate consent	Procedures for administering medication and first aid; updated medical information on Tyro; care plans available; medication stored appropriately; students carry required medication where applicable; first aid training for staff
17.	Prevention and dealing with bullying among pupils	Social media bullying; hidden bullying; exclusion; racism/prejudice; self-harm linked to vulnerability	Bi Cinealta policy; Bully Box and reporting email; anti-bullying week; FUSE programme; Amber Flag; themed awareness weeks including anti-racism and Safer Internet Day; guidance and support structures
18.	Use of external personnel, tutors, coaches, volunteers and guest speakers	Inappropriate interactions with students; unvetted personnel on site; unclear safeguarding responsibilities	Garda/ETB vetting required where applicable; external coaches must be vetted; safeguarding course required for external providers delivering in school; visitors sign in; ACC staff supervision/presence during interactions; compliance with school policies required
19.	Recruitment of school personnel and student placements/work experience	Incorrect vetting; abuse of position; inadequate training; child harmed by staff or placement provider	Garda vetting, references and application procedures; compliance with relevant recruitment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			circulars; staff manual includes code of conduct; mandatory training; procedures for student teacher placements and work experience; liaison with placement providers
20.	Use of ICT, social media, video/photography and recording of school events	Cyberbullying; accessing inappropriate content; GDPR breach; wrongful distribution of student images; inappropriate circulation of material by staff; sharing content with external organisations; server being hacked	AUP and digital safeguarding measures in place; control of web access; consent procedures for photos/videos; confidentiality protected, especially on Tyro; staff code of conduct applies to digital communication and media use; Safer Internet Day awareness
21.	Visitors/Contractors present in school during/after school hours	People coming on site who are not Garda-vetted; inadequate insurance of people/premises; uninvited people coming into the school; child protection concerns with not every visitor being Garda/ETB vetted; inappropriate interactions in the school between visitor and students; incorrect vetting	Outside visitors to be LWETB vetted; School has public liability insurance -outside groups must provide their own insurance to BAM; ensure there are policies in place by external contractors for child safeguarding; ensure that there is a vetted member of staff accompanying the visitor/contractor; visitors sign in
22.	Management of challenging behaviour including appropriate use of restraint where required	Outside incidences impacting on school life; impact on learning and teaching; impact on student and staff wellbeing; inadequate training for school personnel	School complies with the Understanding Behaviours of Concern and Responding to Crisis Situations developed by the DEY to address uncertainty for staff on how to

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			respond when facing crisis situations where there are concerns regarding physical safety; Relate training for all staff; preventative measures, remove from situation, refer to support plan and professional reports; Code of Behaviour applies; parents/guardians and students sign rules and regulations form
23	Pupils of minority religious faiths	Segregation due to cultural differences; language barriers; not understanding different cultures and ethnic backgrounds	Cultural and diversity day; Wellbeing week; Friendship day; Extra-curricular activities; School of Sanctuary; seating plans in classes; inclusive practices; IMBVE; Diversity and Inclusion policy, Neart
24	Care of pupils with specific vulnerabilities/needs	Missing students' needs; not recognising vulnerable students; self-harm as a result of being vulnerable; failure by school personnel to recognise harm	List of vulnerable students or students with medical issues available to staff
25	Children in care/ Children on Tusla's Child Protection Notification System (CPNS)	GDPR breach identifying the student as a child in care; working with outside agencies, social workers and exchanging information about the child; Risk of harm due to the particular vulnerability and circumstances of the child. Risk that relevant	School personnel follow the Child Protection Procedures and the school's Child Safeguarding Statement. The DLP liaises appropriately with Tusla/social workers and other relevant professionals. Relevant information is

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		safeguarding information may not be appropriately communicated to those who need to know. Risk of inappropriate disclosure of confidential information. Risk that changes in behaviour, attendance, presentation or welfare indicating further harm may not be identified or reported. Risk of bullying, stigma or social exclusion.	shared only on a necessary and appropriate basis, with confidentiality maintained. Staff are vigilant to changes in the student's welfare, behaviour, attendance or presentation and report concerns promptly to the DLP. Appropriate pastoral, guidance, AEN and other school supports are provided as required. Any new or additional child protection concern is dealt with in accordance with the Child Protection Procedures and reported to Tusla where appropriate.
26	Children with medical needs	Not identifying health needs of the students in case they need epi-pens etc.; school personnel not having appropriate training; not having access to relevant medication; not being allowed to administer medicines like insulin	List of vulnerable students or students with medical issues available to staff; student must administer their own insulin or medicine
27	Management of provision of food and drink	Risk of harm arising from inadequate supervision or inappropriate provision of food/drink; failure to take account of known allergies, medical/dietary requirements or additional needs; deliberate or inappropriate interference with another student's food; bullying or coercion involving food; or failure to	Appropriate supervision and procedures are in place for the provision of food and drink. Relevant information regarding known allergies or dietary/medical requirements is communicated appropriately to

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		respond appropriately where concerns regarding a student's welfare, nutrition or access to food are identified.	relevant personnel/providers. Students are expected to comply with the Code of Behaviour and not interfere with another student's food or drink. Staff remain alert to welfare or safeguarding concerns that may become apparent through a student's eating patterns or access to food. Any child protection or welfare concern is reported to the DLP and managed in accordance with the school's Child Safeguarding Statement and Child Protection Procedures. Nut free school.
28	Curricular provision in respect of SPHE, RSE	Inadequate training for school personnel	The school implements in full the Social, Personal, and Health Education (SPHE) curriculum ; the school implements in full the Wellbeing Programme at Junior Cycle; Oide training provided for staff when available; Neart
29	Training of school personnel in child protection matters	Risk of harm not being reported properly and promptly by members of school personnel; failure by school personnel to recognise harm; inadequate training for school personnel; risk of child being harmed in the school by a school employee	Staff encouraged to avail of relevant training and training is updated regularly; Children First Programme; weekly staff memo reminder of DLP and DDLP; SNAs are garda vetted and have completed Children's First and Child Safeguarding; Child Safeguarding

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			Policy; mandatory training; list of vulnerable students or students with medical issues available to staff; notify the DLP if there are concerns of neglect or abuse; Board of Management members are encouraged to avail of relevant training; the school maintains records of all personnel and board member training; all school personnel, including new personnel, are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment; the Child Protection Procedures for Schools 2025 are made available to all school personnel; 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; a written

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons
30	HSCL activities, including home visits and engagement with students and families	Inadequate training for school personnel; risk of harm arising from HSCL personnel having contact with students and families outside the normal school environment, including during home visits; risk associated with one-to-one contact with students; risk of inappropriate behaviour or boundary issues; risk that a child protection concern may be disclosed or identified during a home visit or through engagement with a family; risk associated with engagement/referral to external agencies or community services.	HSCL policy to be implemented once recruitment is completed; training provided for HSCL personnel; HSCL Coordinator is a member of school personnel and is subject to the school's Child Safeguarding Statement and Child Protection Procedures; appropriate professional boundaries are maintained at all times, home visits are conducted in accordance with HSCL guidance and agreed school procedures, where possible, engagement with students takes place in an appropriate and observable setting; any child protection concern, allegation or disclosure arising through HSCL work is dealt with immediately in accordance with the Child Protection Procedures and reported to the DLP as appropriate; appropriate records are maintained and information is shared only on a need-to-

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			know basis and in accordance with relevant procedures; external agencies/services engaged by the school are appropriately established and safeguarding requirements are observed.
31	Evening Study	Risk of harm due to students being on school premises outside normal school hours and potentially having one-to-one contact with an adult; risk arising from inadequate supervision, students accessing unsupervised areas of the school, or students leaving the premises without appropriate arrangements; risk of bullying or inappropriate behaviour between students during study or breaks; risk that a child protection concern or disclosure may arise during evening study.	Evening study is supervised by appropriately appointed/authorised personnel; clear supervision arrangements and attendance records are maintained; students remain in designated study areas and access to other areas of the school is restricted as appropriate; procedures are in place for students leaving study early and for collection/departure arrangements; appropriate professional boundaries are maintained and, where practicable, situations involving an adult being alone with an individual student are avoided. The school Code of Behaviour and Anti-Bullying procedures apply during evening study. Any child protection concern or disclosure is dealt with in accordance with the school's Child

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			Safeguarding Statement and Child Protection Procedures and reported to the DLP as appropriate.
32	Students form the school participating in work experience outside the school	Risk of harm arising from students being in an external workplace without direct school supervision; inappropriate behaviour or contact by adults or others in the workplace; students being placed in isolated or one-to-one situations with adults; bullying, harassment or inappropriate communication; or a child protection concern/disclosure arising during the placement.	Work experience placements are subject to agreed school procedures and appropriate parent/guardian consent. Students and parents are provided with clear information regarding work experience arrangements and how to report any concerns. Employers are informed that students are school pupils and appropriate supervision and safeguarding arrangements are expected. Students are advised to maintain appropriate boundaries and to report immediately to the school any behaviour, communication or situation that causes concern. The school maintains appropriate contact with students/placements during the work experience period. Any child protection concern or disclosure is dealt with in accordance with the school's Child Safeguarding Statement and Child Protection Procedures and reported to the DLP as appropriate.

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
33	Pupils from ethnic minorities/migrants/travellers/ LGBTQ+	Risk of harm arising from bullying, racism, discrimination, harassment, homophobic/transphobic bullying, social exclusion or inappropriate behaviour by peers or others. Risk that vulnerable students may be reluctant to disclose concerns or seek support. Risk of online bullying or harassment.	School promotes an inclusive culture where diversity is respected and all students are treated with dignity. Bí Cineálta procedures, Code of Behaviour, Child Safeguarding Statement and relevant equality/inclusion policies are implemented. Staff are vigilant for signs of bullying, discrimination, isolation or harm and respond appropriately to concerns. Students are made aware of appropriate support structures and trusted adults within the school. Any child protection concern or disclosure is dealt with in accordance with the Child Protection Procedures and reported to the DLP as appropriate.
34	Use of off-site facilities for school activities	Risk of harm arising from students being outside the normal school environment; inadequate supervision; inappropriate contact with members of the public or external personnel; students becoming separated from the group; inappropriate one-to-one contact between a student and an adult; bullying or inappropriate behaviour between students; or a child protection concern/disclosure arising while off-site.	Off-site activities are appropriately planned and authorised by school management. Appropriate supervision arrangements are in place having regard to the activity, location and students involved. Students are given clear instructions regarding behaviour, boundaries and remaining with the group. Where external facilities/personnel are used, appropriate

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			safeguarding arrangements are considered. School personnel maintain appropriate professional boundaries and avoid unnecessary one-to-one situations. The school's Code of Behaviour, Child Safeguarding Statement and Child Protection Procedures continue to apply to off-site school activities. Any child protection concern or disclosure is dealt with in accordance with the Child Protection Procedures and reported to the DLP as appropriate.
35	Use of transport for school-related activities	Risk of an road traffic accident; risk of injury; risk of getting lost; non-compliance with bus safety regulations; student being left behind	Teachers supervising students on the bus; mirrors at the front of most buses that can see down the length of the bus; wearing seatbelts when on buses; procedures in place for misbehaviour and non-compliance; students informed of where to meet for the bus and when - preferably in advance; head count completed before departure
36	Fundraising events involving students	Risk of inappropriate contact or interaction between students and members of the public, particularly where fundraising takes place off-site or in public places; risk	Students are provided with clear instructions and appropriate boundaries before participating; students fundraising off-site

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		arising from inadequate supervision of students; risk associated with students being placed in vulnerable situations, including being alone with an adult or separated from their group.	operate in groups and are not permitted to fundraise alone; appropriate supervision arrangements are put in place having regard to the age of students and the nature/location of the activity; School Child Safeguarding Statement, Child Protection Procedures, Code of Behaviour, Acceptable Use Policy and relevant school policies apply.
37	Annual sports day	Risk of harm arising from inadequate supervision of students during activities, breaks or movement between activities; students accessing unsupervised or restricted areas; inappropriate behaviour, bullying or peer-to-peer harm; inappropriate use of changing/toilet facilities; inappropriate photography/video or sharing of images; inappropriate contact with external personnel or members of the public; or a child protection concern/disclosure arising during the event.	Sports Day is planned and appropriately supervised by school personnel, with clearly allocated staff responsibilities and designated activity areas. Students are informed of expected behaviour and boundaries. Appropriate supervision arrangements apply to changing/toilet areas while respecting student privacy. School procedures regarding photography/video and use of mobile devices apply. External personnel, where used, are appropriately managed and supervised. The Code of Behaviour, Bí Cineálta procedures, Child Safeguarding Statement and Child Protection Procedures apply throughout the

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			event. Any child protection concern or disclosure is reported to the DLP and managed in accordance with the Child Protection Procedures.
38	Students participating in practical subjects and using tools, machinery and specialist equipment	Risk of harm or injury arising from inappropriate or deliberate misuse of tools/equipment by students; inadequate supervision; students accessing tools, machinery or practical rooms without authorisation; peer-to-peer harm involving tools/equipment; or failure to follow teacher instructions and established safety procedures.	Practical activities are appropriately supervised by qualified/authorised school personnel. Students receive clear instruction in the safe use of tools, machinery and equipment and are required to follow teacher instructions and established safety procedures. Access to practical rooms, tools and equipment is controlled and students are not permitted to use machinery/equipment without appropriate authorisation and supervision. Tools and potentially hazardous equipment are securely stored when not in use. Appropriate PPE and safety measures are used where required. The school's Code of Behaviour, Health & Safety procedures, Child Safeguarding Statement and Child Protection Procedures apply. Any safeguarding concern is reported to the DLP in accordance with the Child Protection Procedures.

Additional pages may be added as required

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.

Examples of School Activities which schools may draw from, as appropriate

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils
3. Classroom teaching
4. One-to-one teaching
5. One-to-one learning support
6. One-to-one counselling
7. Outdoor teaching activities
8. Online teaching and learning remotely
9. Sporting activities
10. School outings
11. School trips involving overnight stay
12. School trips involving foreign travel
13. Use of toilet/changing/shower areas in schools
14. Provision of residential facilities for boarders
15. Annual Sports Day
16. Fundraising events involving pupils
17. Use of off-site facilities for school activities
18. School transport arrangements including use of bus escorts
19. Care of children with special educational needs, including intimate care where needed
20. Care of any vulnerable adult students, including intimate care where needed
21. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
22. Management of provision of food and drink
23. Administration of medicine
24. Administration of First Aid
25. Curricular provision in respect of SPHE, RSE, Stay Safe
26. Prevention and dealing with bullying amongst pupils
27. Training of school personnel in child protection matters
28. Use of external personnel to supplement curriculum
29. Use of external personnel to support sports and other extra-curricular activities
30. Care of pupils with specific vulnerabilities/needs
31. Pupils from ethnic minorities/migrants
32. Members of the Traveller community

33. Lesbian, gay, bisexual or transgender (LGBT) children
34. Pupils perceived to be LGBT
35. Pupils of minority religious faiths
36. Children in care
37. Children on Tusla's Child Protection Notification System (CPNS)
38. Children with medical needs
39. Recruitment of school personnel including teachers/SNAs, caretakers/secretaries/cleaners and sport coaches
40. External Tutors/Guest Speakers
41. Volunteers/Parents in school activities
42. Visitors/contractors present in school during school hours
43. Visitors/contractors present during after-school activities
44. Participation by pupils in religious ceremonies/religious instruction external to the school
45. Use of Information and Communication Technology by pupils in school, including social media
46. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
47. Students participating in work experience in the school
48. Students from the school participating in work experience elsewhere
49. Student teachers undertaking training placement in school
50. Use of video/photography/other media to record school events
51. After-school use of school premises by other organisations
52. Use of school premises by other organisations during school day
53. Breakfast club
54. Homework club/evening study
55. Children attending boarding schools or living away from home

Examples of Risks of Harm

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by members of school personnel
- 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
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by a volunteer or visitor to the school

- 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, swimming lessons
- 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 long periods of time in breakout rooms
- Risk of harm due to bullying of a child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out-of-school activities
- Risk of harm due to inappropriate relationship/communications between a child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- 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
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situations
- 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 caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
- Risks where children are living away from home or attending boarding facilities

These are examples of policies and procedures that may be used to address Risks of Harm

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 10th SEPT. 2026 *(most recent review date)*

Signed:*	Frankie Keane	**Date:** 10/9/26

Chairperson of the board of management

Signed:*	L Kennedy	**Date:** 10/9/26

Principal/Secretary to the board of management

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

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

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

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

Child Protection procedures can be found on the Department of Education and Youth website www.gov.ie/childprotectionschools

Children First National Guidance 2017 can be found here:
Children_First_National_Guidance_2017.pdf

2 hard copies of these procedures are available in the Principal's office in the school.