

Child Safeguarding Statement

Castlepollard Community College is a post - primary school providing 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 Castlepollard Community College 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 **James McGrath**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Annmarie Casey**
- 4 The Relevant Person is **James McGrath**
(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. This person can also be the DLP)
- 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 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 Safe Guarding 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.
- 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 18/9/25.

This Child Safeguarding Statement was reviewed by the Board of Management on 18/9/25.



Signed:

Donal Carroll

Chairperson of Board of Management

Date: 18/9/25

Signed:

James Mearns

Principal/Secretary to the Board of Management

Date:

18/9/25

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Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To stakeholders of Castlepollard Community College

The Board of Management of Castlepollard Community 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 18th SEPT. 25.
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the gov.ie website

Signed:

Donal Carroll

Chairperson, Board of Management

Date: 18/9/25

Signed:

James Mearns

Principal/Secretary to the Board of Management

Date:

18/9/25

Child Safeguarding Risk Assessment



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Written Assessment of Risk of Castlepollard Community College

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the Child Protection Procedures for Primary and Post Primary Schools (revised 2023), the following is the Written Risk Assessment of Castlepollard Community College.

1. List of school activities

Teaching students in class
Teaching students in small groups
Teaching students in one-to-one situations
Students leaving class to go to the bathroom/photocopy/message for teacher. Students changing for PE
Students with additional educational needs in any of above situations
Students from Special Class in any of above situations
Students attending non class event — e.g. Oral exam/rehearsal/Additional Classes
Students attending a non-timetabled event — i.e. Talk in canteen/celebration. Students on break at small break or lunch time
Students travelling on buses/in cars.
Students on school outing
Students on school outing which requires an overnight stay.
Students on a school outing outside of Ireland
Students attending after school activities.
Students doing project work after school.
Students attending activities in other venue i.e., musical rehearsals in Mullingar
Students arriving and leaving school.
Student Counselling
Non-classroom teaching
Extra/ Noncurricular activities
Students using offsite facilities e.g., library.
Vulnerable adults in any of these situations
Care of pupils with specific vulnerabilities/needs such as students from ethnic minorities, travelling community, LGBT students, pupils perceived as LGBT, students of minority religious faiths, children in care, children on CPNS, students with medical needs.
Care of students/vulnerable adults including intimate care where needed.
Managing challenging behaviour including restraint
Administration of First Aid and Medicine
Delivery of non-examination programmes such as SPHE, RSE, Stay Safe Programme or similar.
Staff Training
Non CCC Personnel delivering lectures/talks, coaching etc.
Parents involved in school activities.
Parents on school premises
Use of ICT/one to one iPads
Application of sanctions; confiscating mobile phones, detention, internal suspension etc
Work experience or placement
Student teachers on placement
Recording /photographing school events
Use of student's images for PR
Use of school premises outside timetabled hours
Morning study/evening study
School Meal
Fundraising events including students.
Prevention and dealing with bullying amongst students.
Recruitment of school personnel e.g. Teachers/SNAs etc Homework Club

The school has identified the following risk of harm in respect of its activities -

Risk of harm not being recognised by school personnel.
Risk of harm not being reported properly and promptly by school personnel.
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 volunteer or a 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 child participating in out of school activities e.g., school trip, swimming lessons.
Risk of harm due to bullying of a child
Risk of harm due to inadequate supervision of children in the 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 child and another child or adult
Risk of harm to children appropriately accessing/using computers, social media, phones and other devices while at school
Risk of harm due to children using iPads inappropriately
Risk of harm to children with Additional Educational Needs who have particular vulnerabilities.
Risk of harm to child while a child is receiving intimate care.
Risk of harm in one-to-one teaching, counselling, coaching situation
Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner.
Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner.
Risk of harm by school personnel not following correct procedures
Risk of harm to students on work placement
Risk of harm when administering First Aid or medication
Risk of self-harm
Risk of harm due to inadequate Code of Behaviour
Risk of harm due to one-to-one teaching, counselling, coaching situation*
Risk of harm associated with one line teaching and learning.
Risk of harm due to racism.
Risk of harm due to C19

2. The school has the following procedures in place to address the risks of harm identified in this assessment

All school personnel including new personnel are provided with a copy of the school's Child Safeguarding Statement
The Child Protection Procedures for Primary and Post-Primary School Revised 2023 are made available to all school personnel.
School personnel are required to adhere to the Child Protection Procedures for Primary and Post Primary schools 2023 and all registered teaching staff are required to adhere to the Children First Act 20215 The school implements in full the SPHE curriculum.
The school implements in full the Wellbeing Programme at Junior Cycle
The school has an antibullying policy which fully adheres to the requirements of the Departments Anti-Bullying Procedures for Primary and Post Primary Schools
The school complies with the circular on supervision and substitution. A rota for supervision of all areas during break and lunch time is displayed in the staffroom.
The school has in place a policy and clear procedures in respect of school outings.
The school has a Health and Safety policy.
The school adheres to the requirements of the Garda Vetting legislation and relevant DES Circulars in relation to recruitment and Garda vetting

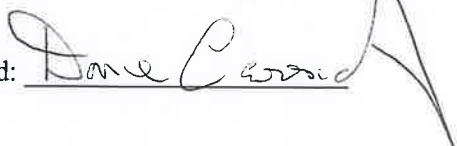
The ETB has a code of conduct for school personnel (teaching and non-teaching staff)
 The school complies with the agreed disciplinary procedures for teaching staff.
 The school has an Additional Educational Needs policy
 The school is preparing a policy and procedures for the administration of medication to pupils.
 The school encourages staff to avail of relevant training.
 The school encourages Board of Management members to avail of relevant training.
 First Aid Policy
 The school has in place a Code of Behaviour for pupils.
 The school has in place an AUP Policy in respect of usage of ICT by pupils
 The school has in place a mobile phone policy in respect of usage of mobile phones by pupils.
 The school has in place a critical incident plan
 The school has in place a care team that meet weekly
 The school has in place a Home School Liaison policy
 The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.
 The school is preparing a policy and clear procedures for one to one teaching activities
 The school has procedures in place for one to one counselling
 The school is working on a policy and procedures in respect of student teacher placements
 The school is working on a policy and procedures in respect of students on work experience
 The school implements all directives of DES and LWETB in relation to Child Safeguarding
 The Parent's Association is briefed regularly on Child Safeguarding Procedures
 Child Safeguarding is on the Agenda of all Board of Management meetings.

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.

This risk assessment has been completed by the Board of Management on 18/4/25. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed:



Date:

18/4/25

Chairperson of the Board of Management

Signed:



Date:

18/4/25

Principal/ Secretary to the Board of Management

Appendix F

Notification regarding the board of management's annual review of the school's Bí Cineálta Policy

The Board of Management of Castlepollard Community College confirms that the board of management's annual review of the school's Bí Cineálta Policy to Prevent and Address Bullying Behaviour and its implementation was completed at the board of management meeting of 18th of September 2025.

This review was conducted in accordance with the requirements of the Department of Education's *Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and*

Post-Primary Schools.

Signed: _____

David Cane

(Chairperson of board of management)

Signed: _____

Seamus Macraith

(Principal)

Date: _____

18/9/25

Date of next review: September 2026



Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).

	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 revised 2023 ?	Y
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Y
3. 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 revised 2023 ?	Y
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safe as required by the Addendum to Children First)	Y
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Y
7. Has the DLP attended available child protection training?	Y
8. Has the Deputy DLP attended available child protection training?	Y
9. Have any members of the Board attended child protection training?	Y
10. Has the school appointed a DLP and a Deputy DLP?	Y
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y
13. 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 (revised 2023 and the Children First Act 2015)?	Y

14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Y
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Y
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Y
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	Y
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	Y
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Y
20. 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
21. 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? *	N/A.
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	N/A.
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
24. 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 Prima and Post-Prima Schools (revised 2023)?	No
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the Child Protection Procedures for Primary and Post-Prima Schools revised 2023 were subsequently issued by the DLP?	N/A.
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Y
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? applies to primary schools?	Y
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? applies to post-primary schools?	Y
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers? *)	Y
33. 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

34. 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
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Y
36. 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 or Prima and Post-Prima Schools (revised 2023)	Y
37. Has the Board sought the feedback of pupils in relation to the school 's child safeguarding arrangements?	Y
38. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023) are being fully and adequately implemented by the school?	Y
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N
40. 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
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	N/A

*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:

Dave Cesa

Chairperson, Board of Management

Date:

18/9/25

Signed:

Sharon MacFarlane

Principal/Secretary to the Board of Management

Date:

18/9/25

Note: Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

