

Columba College Killucan

Child Safeguarding Statement 2026/2027

Columba 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 Columba 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 **Ms Margaret Coady (Acting Principal)**.
3. The Deputy Designated Liaison Person (Deputy DLP) is **Ms Natasha Greville (Acting Deputy Principal)**.
4. The Relevant Person is Ms Margaret Coady (**Acting Principal**). (The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person) .
5. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities.
6. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:
 - Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations.
 - Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children.
 - Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters.
 - Adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect.
 - Develop a practice of openness with parents and encourage parental involvement in the education of their children.
 - Fully respect confidentiality requirements in dealing with child protection matters.

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

Procedures/Measures in Place

- In relation to any member of staff who is the subject of any investigation in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the procedures set out in Chapter 7 of the Child Protection Procedures (revised 2023).
- In relation to the selection or recruitment of staff, the school adheres to the statutory vetting requirements of the National Vetting Bureau Acts 2012 to 2016.

- The school provides each member of staff with a copy of the school's Child Safeguarding Statement and ensures all new staff are provided with the same.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.

Child Safeguarding Risk Assessment 2026-2027

Written Assessment of Risk of Columba 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 Columba College.

#	Activity	Risk Identified	Procedure in Place to Manage the Risk
2	Recreation breaks for students	Risk of harm due to inadequate supervision of students in school.	The school ensures appropriate supervision of students during breaks as part of the formal supervision rota.
3	Classroom teaching	Risk of student being harmed in the school by a member of school personnel.	School personnel are expected to adhere to the Teaching Council's Code of Conduct.
4	One-to-one teaching, Counselling, and learning support	Risk of harm in one-to-one teaching, counselling and learning support situations.	The school has in place procedures for one-to-one meetings with students. Visible glass panels in doors where available.
5	Sporting, Outing & Other Extra Curricular Activities	Risk of student being harmed by a member of school personnel or inadequate supervision.	Personnel adhere to the Teaching Council's Code of Conduct. Appropriate ratios maintained for all off-site trips.
6	School trips involving overnight & Foreign stays	Risk of harm to students due to inadequate supervision or inappropriate mandatory teacher-to-student ratios; vetting of conduct by school personnel, external external providers; and requirement for all staff, or third parties during out-of-school external activities.	Implementation of School Outings Policy; external external staff to work under the direct supervision of a Columba College staff member
7	Use of toilet/changing areas	Risk of student being harmed in the school by another student.	The school has a PE Policy in respect of changing rooms. Corridor supervision includes monitoring of high-traffic toilet areas.
8	Annual Sports day	Risk of student being harmed by another student or by a member of school personnel.	Adherence to the Teaching Council's Code of Professional Conduct and implementation of the school's formal supervision and substitution

			rotas for all curricular and extra-curricular activities
9	Fundraising events involving students	Risk of student being harmed by member of school or another student	Adherence to the Code of Behaviour, Anti-Bullying Policy & Bí Cineáltais , and the Teaching Council's Code of Professional Conduct.
10	Use of off-site facilities for school activities	Risk of harm to students due to inadequate supervision or inappropriate conduct by school personnel, external staff, or third parties during off-site activities	Implementation of School Outings Policy ; mandatory staff-to-student ratios; vetting of external venues/providers; direct supervision by school staff at all times.
11	School arrangements	transport	Risk of harm to a student by school personnel, external staff, or third parties during transit to or from school-sanctioned activities
12	Care of students with SEN / Intimate Care		Implementation of School Transport Policy ; vetting of external drivers/operators; mandatory supervision by school staff on buses/transport
13	Management of challenging behaviour amongst students, including appropriate use of restraint where required	Risk of harm to students with SEN who have particular vulnerabilities or during personal care.	The school has a Special Educational Needs policy and an Intimate Care policy/plan for students requiring such care.
14	Management of provision of food and drink	Risk of physical harm to students or staff, or the risk of a safeguarding breach due to the inappropriate management of challenging behaviour or the unauthorised/incorrect use of physical restraint.	"Implementation of the school's Code of Behaviour and Special Educational Needs (SEN) Policy . Staff are trained in de-escalation techniques (such as MAPA or CPI) to minimise the need for physical intervention. Where restraint is necessary to prevent immediate harm to a student or others, it is conducted only by trained personnel in accordance with Department of Education guidelines. All such incidents are formally recorded, reported to management, and communicated to parents/guardians immediately
15	Administration of Medicine	Risk of physical harm to students due to food allergies, choking, or unhygienic preparation, and the risk of unauthorised adult access during meal delivery or canteen service	Implementation of the school's Health and Safety Policy and Allergy Management Protocol . The school maintains a register of students with life-threatening allergies (anaphylaxis) and ensures relevant staff are trained in the use of adrenaline auto-injectors (e.g., EpiPens). Food service areas are strictly supervised by school personnel, and external catering staff or delivery personnel are subject to school vetting procedures and restricted access protocols
		Risk of harm to a student due to the incorrect administration of medication, unauthorised access to stored medicines,	Implementation of the school's Administration of Medication Policy . Written parental consent and clear medical instructions must be provided for all medication. Medicines are stored in a

		or the failure of school personnel to follow an individual healthcare plan	to secure, locked location accessible only to authorised personnel. The school maintains an Administration of Medicine Log to record the date, time, and dosage given, and staff are provided with relevant training (e.g., for diabetes management or epilepsy) where required by a student's specific healthcare plan.
16	Administration of First Aid	Risk of harm to a student due to the treatment. All first aid interventions are incorrect administration of First Aid, or a conducted in open, accessible areas where safeguarding risk arising from possible. In cases where privacy is required, an inappropriate physical contact or private second staff member should be present or environments during medical treatment.	Implementation of the school's First Aid Policy . Only designated and qualified First Aid personnel are authorised to administer nearby. A comprehensive Accident/Incident Log is maintained for every intervention, and parents/guardians are notified of any significant injury or treatment provided.
17	Curricular provision in respect of SPHE, RSE	Risk of harm to a student due to the delivery of age-inappropriate content, or the risk of a safeguarding breach during the discussion of sensitive or personal topics within the curriculum	Implementation of the school's SPHE and RSE Policies , which are developed in consultation with parents and the Board of Management. All content is delivered in accordance with Department of Education syllabi and NCCA guidelines. Teachers are provided with specific training to handle sensitive topics professionally, and classroom ground rules (the 'contract of care') are established to ensure a safe, respectful environment for all students
18	Prevention and dealing with bullying amongst students	Risk of harm to a student's physical or emotional well-being due to peer-on-peer abuse, including bullying, cyberbullying, or identity-based harassment, and the risk of failure to identify or intervene effectively in such incidents.	Implementation of the school's Anti-Bullying Policy , which fully adheres to the Bí Cineáltas: Action Plan on Bullying framework. The school actively delivers the Bí Cineálta curriculum to foster an inclusive culture and prevent bullying. Procedures include the systematic recording and investigation of all bullying reports, the provision of support for both the target and the person engaged in bullying, and regular awareness-raising initiatives for students and parents. Staff receive professional development in identifying signs of bullying and implementing the 'Restorative Practice' approach to conflict resolution
19	Training of school personnel in child protection matters	Risk of harm to a student due to school personnel having inadequate knowledge of child protection indicators, or the risk of a safeguarding breach due to a failure to follow mandated reporting procedures under the Children First Act 2015.	The Board of Management maintains a central Child Protection Training Portfolio for all staff. It is a mandatory requirement for all personnel to complete the Tusla 'Children First' E-Learning programme and the Department of Education's specialised training modules. The DLP and DDLP undergo specific advanced training for their roles. Child safeguarding is a standing item on all

staff meeting agendas, ensuring that personnel are regularly updated on the **Child Protection Procedures (revised 2023)** and their statutory obligations as Mandated Persons

20 **Use of ICT by students in school** Risk of harm due to inappropriate access to social media, grooming, or inappropriate staff-student contact. **ICT/AUP policy** in place. **Mobile phone policy.** Staff contact with students is restricted to official school platforms only (no private messaging).

21 **Students participating in work experience in the school** Risk of harm to a student-worker by school personnel, or the risk of a student-worker causing harm to other students due to inadequate supervision or lack of clarity regarding professional boundaries Implementation of the school's **Work Experience Policy.** All students on work placement are provided with a safeguarding induction and a copy of the school's Child Safeguarding Statement. Student-workers are strictly prohibited from being alone with other students and must work under the direct, continuous supervision of a permanent member of staff. Placement supervisors are briefed on their responsibility to monitor the student-worker's conduct and ensure all interactions remain appropriate and transparent.

22 **Students from the school participating in work experience elsewhere** Risk of harm to a student by personnel at the host organisation, or the risk of harm occurring due to inadequate vetting, poor supervision, or the lack of a safe working environment at the off-site facility. Implementation of the school's **External Work Experience Policy.** The school ensures that all host employers provide a written 'Letter of Undertaking' and health and safety insurance details. Where a placement involves a high degree of one-to-one contact with a student, the school requires the host to confirm that Garda Vetting has been completed for relevant supervisors. Students are provided with a pre-placement safeguarding briefing, given emergency contact details for the school's DLP, and a teacher is assigned to monitor the placement through site visits or phone check-ins.

23 **Recruitment of school personnel** Risk of student being harmed by a member of school personnel who has not been Garda Vetted. LWETB adheres to Garda vetting legislation for all staff (Teachers, SNAs, Admin, Caretakers, Cleaners).

24 **Guest Speakers & External Personnel** Risk of student being harmed by volunteer or visitor. Visiting Speakers Policy in place. Parents/Guardians who volunteer must undergo Garda Vetting through LWETB.

25 **Care of pupils in**

- Minorities
- Migrants
- Traveller Community

Risk of harm to a student's emotional or physical well-being through identity-based bullying, social exclusion, or discriminatory treatment by school personnel or peers, and the risk of failing Implementation of a fully inclusive **Bi Cineáltas program, Code of Behaviour and Anti-Bullying Policy**, that explicitly prohibits identity-based harassment. The school promotes an ethos of diversity and inclusion through the **Wellbeing Programme** and **SPHE curriculum**. Staff are

	• LGBT children to provide a culturally responsive and safe • Pupils perceived to be LGBT learning environment • Minority religious faith groups.		expected to adhere to the Teaching Council's Code of Professional Conduct regarding equality and non-discrimination. The school's Pastoral Care Team provides targeted support for vulnerable students, and the school environment is monitored to ensure it is inclusive of all faiths, ethnicities, and gender identities.
26	Children in care	Risk of harm to a student in alternative care due to a failure to recognise specific vulnerabilities, inadequate communication between the school and statutory bodies (Tusla/Social Workers), or a breach of confidentiality regarding their care status.	Implementation of the school's Child Safeguarding Statement and Pastoral Care Policy. The school maintains a designated contact point (usually the DLP or Guidance Counsellor) to liaise directly with Tusla and the student's social worker. An Individual Education Plan (IEP) or Support Plan is established where necessary to address specific emotional or educational needs. The school ensures that all personnel are aware of the heightened vulnerability of children in care while maintaining the highest standards of confidentiality and sensitivity regarding the student's personal circumstances
27	Children on Tusla's Child Protection Notification system (CPNS)	Risk of harm to a student due to a failure to monitor their welfare with the required level of vigilance, or the risk of a safeguarding breach due to inadequate communication between the school and Tusla regarding the student's safety plan	The DLP maintains a highly confidential record of all students currently on the CPNS and ensures that their attendance and welfare are monitored daily. The school participates fully in all Child Protection Conferences and adheres to the requirements of the inter-agency safety plan provided by Tusla. Any unexplained absence or change in the student's well-being is reported immediately to the assigned social worker in accordance with the Children First Act 2015. Staff who are in direct contact with the student are provided with the necessary information to ensure their safety while strictly maintaining the student's right to privacy.
28	Volunteers/parents in school activities	Risk of harm to a student by a volunteer or parent, or the risk of a safeguarding breach due to unvetted individuals having unsupervised access to students	Implementation of the school's Volunteer Policy. All volunteers and parents assisting in school activities are required to undergo Garda Vetting through the LWETB prior to commencement. Volunteers are provided with a safeguarding induction, including a copy of the school's Child Safeguarding Statement. They must always work under the direct supervision of a permanent member of school personnel and are strictly prohibited from being alone with students in private or isolated settings
29	Visitors and Contractors	Risk of harm to a student by an unauthorised person, or the risk of a safeguarding breach due to	Implementation of the school's Visitors Policy and Health and Safety Policy. During school hours, all visitors and contractors must report to

	• During school hours • After school hours	visitors/contractors having unmonitored or unvetted access to students and school facilities	the main office, sign the visitor log , and wear a visible identification lanyard. For after-school activities, a dedicated visitor log is maintained, and access is restricted to designated areas of the school. Contractors performing extensive work during school hours are required to be Garda Vetted via LWETB or must be always accompanied by a member of school personnel. Unescorted access to student areas (toilets/changing rooms) is strictly prohibited for all non-vetted visitors.
30	Use of ICT by students IN SCHOOL including social media.	Risk of harm due to students inappropriately accessing or using computers, social media, and mobile devices while at school, including the risk of cyberbullying, exposure to inappropriate material, or unauthorised contact with adults	Implementation of the school's Acceptable Use Policy (AUP) and Mobile Phone Policy . Student internet access is subject to robust filtering and monitoring systems to prevent access to inappropriate content. Digital literacy and online safety are integrated into the SPHE and Wellbeing curriculum to educate students on safe practices. Use of personal devices during school hours is strictly regulated by the Code of Behaviour, and any breach of the AUP is subject to formal disciplinary sanctions.
31	Use of video/photography/other media to record / at school events	Risk of harm to a student caused by the unauthorised recording or circulation of their image, the risk of students being identified in a way that compromises their safety, or the inappropriate use of school-related media on personal social media platforms.	Implementation of the school's Acceptable Use Policy (AUP) and Mobile Phone Policy . At all school events, parents and visitors are reminded of the school's protocols regarding photography and the prohibition of sharing images of other people's children on public social media. Official school media is recorded only by authorised personnel using school-sanctioned devices. All use of student imagery for PR or publication is subject to the 'opt-in' consent provided by parents/guardians on the school enrolment form.
32	Use of student images for PR purposes	Risk of harm caused by the inappropriate use or unauthorised circulation of student images, or the risk of compromising a student's safety by publishing identifying information alongside their likeness.	Implementation of the school's Data Protection Policy and Acceptable Use Policy (AUP) . The school utilises an 'opt-in/out' system via the school enrolment form, allowing parents and guardians to provide or withhold explicit consent for the use of student images in PR materials. Only school-sanctioned devices are used to capture images, and all promotional content is reviewed by school management prior to publication to ensure it aligns with safeguarding standards and respects the privacy of students in care or those with specific safety requirements

33	Student teachers undertaking training placement in school	Risk of harm to a student by a student teacher, or the risk of a safeguarding breach due to a student teacher being left in a position of unsupervised responsibility before their suitability and vetting have been fully verified	Implementation of the school's Student Teacher Placement Policy . All student teachers must provide evidence of Garda Vetting via their Higher Education Institution (HEI) and the LWETB prior to beginning their placement. Student teachers are provided with a safeguarding induction and a copy of the school's Child Safeguarding Statement . They are at no time to be left in sole charge of a class or a student and must work under the direct supervision and mentorship of a fully qualified, permanent member of the teaching staff. Professional boundaries and the school's Code of Conduct are clearly outlined during the initial induction phase.
34	After school use of school premises by other organisations	Risk of harm to a student or a safeguarding breach caused by a member of an external organisation, or the risk of unauthorised persons gaining access to students while school premises are being used for non-school activities.	The school maintains a formal ' Terms and Conditions ' document for the hire and use of the school's Assembly Hall and other facilities. Any organisation using the premises must provide a copy of their own Child Safeguarding Statement and proof of up-to-date insurance. External groups are restricted to designated areas, and the school ensures that no student is left unsupervised in parts of the building occupied by outside organisations. All visiting organisations are required to confirm that their personnel are Garda Vetted where they are working with children on the premises.
35	Breakfast Club	Risk of harm to a student due to inadequate supervision during early morning hours, the risk of physical harm related to food allergies or unhygienic food preparation, and the risk of unauthorised adult access prior to the formal start of the school day	Implementation of the school's Health and Safety Policy and Allergy Management Protocol . The Breakfast Club is supervised at all times by staff who are Garda Vetted and trained in basic food hygiene and first aid. A register of attendees is maintained, and students with life-threatening allergies are identified to supervising staff. Access to the Breakfast Club is restricted to designated areas, and all external deliveries or visitors during this time must adhere to the school's visitor check-in procedures.
36	Homework club/evening study	Risk of harm to a student due to inadequate supervision during after-school hours, the risk of unauthorised persons entering the premises while school offices are closed, and the potential for peer-on-peer abuse in less structured environments	Implementation of the school's Supervision Policy for after-school activities. Evening study and homework clubs are coordinated by Garda Vetted personnel and held in designated, high-visibility areas of the school. A formal attendance register is maintained for every session. The school's Code of Behaviour applies in full during these hours. Access to the building is restricted to a single monitored entry point, and parents/guardians are required to provide

clear instructions regarding student collection or dismissal times

Implementation of the school's **Supervision Policy** for all rehearsals and performances. Backstage and changing areas are strictly restricted to students and vetted school personnel; no unauthorised visitors or parents are permitted in these areas. All external access to backstage/changing areas by technical contractors (sound/lighting) must be supervised or vetted. A risk assessment of the stage and set is conducted prior to production, and the school's **Code of Behaviour** applies throughout all off-schedule activities. Parental consent is obtained for any filming or photography of the production.

School productions. These include:-

- Concerts
- Transition musical

Risk of harm to students due to inadequate supervision during rehearsals or performances, risk of unauthorised third parties, and the risk of physical injury related to stage equipment or set construction.

Lunchtime activities:-These include

- Chess Club
- Anima Club
- Board games Club
- Choir
- Enterprise Club
- Film Club

Risk of harm to a student due to inadequate supervision in non-classroom settings, or the risk of peer-on-peer abuse (bullying/exclusion) occurring during unstructured extracurricular time:

All lunchtime activities are teacher-led or directly supervised by a member of school personnel who is Garda Vetted. Activities take place in designated, visible areas of the school. Participating students must always adhere to the school's Code of Behaviour. Staff are required to maintain the same safeguarding standards and professional boundaries as during formal instruction, in accordance with the **Child Protection Procedures (revised 2023)**

Use of school premises by other organisations during school day

Risk of harm to a student or a safeguarding breach caused by an external person, or the risk of students being exposed to unvetted adults or unauthorised visitors within the school building during hours of operation.

Implementation of the school's **Visitors Policy** and **Health and Safety Policy**. External organisations using school facilities during the school day must provide a copy of their Child Safeguarding Statement and proof of Garda Vetting for all personnel. External groups are restricted to designated, segregated areas of the building to prevent unmonitored interaction with students. Any access to shared facilities (such as toilets or the canteen) is strictly timed or supervised by school personnel to ensure a safe environment is maintained.

State Examinations

Risk of harm by external invigilators during the exam period.

All external invigilators are provided with the Child Safeguarding Statement. DLP contact details are visible in the Exam Centre.

Remote Learning

Risk of online harm during distance education or digital homework assignments.

Guidance on Continuity of Schooling followed. AUP informs and guides all remote learning activity.

42	Care of Vulnerable Groups (LGBTQ+, Ethnic Minorities, etc.)	Risk of harm or targeted bullying caused by personnel or other students.	Anti-bullying policy adheres to Department procedures. RSE and Pastoral Care policies are actively implemented.
43	Health & Safety / Covid-19	Risk of physical harm or spread of infectious disease.	Covid-19 response plan and Lead Worker Representative in place. Adherence to all current government health guidelines.

Final Implementation Notes

This Child Safeguarding Statement was reviewed by the Board of Management on _____ [date]. It has been published on the school's website and provided to all members of school personnel, the Parents' Association, and the patron.

Signed: _____


(Chairperson of Board of Management)

Date: _____


Signed: _____


(Principal/Secretary to the Board)

Date: _____
