

# **Ardcooil na Tríonóide**



## **Child Safeguarding Statement & Risk Assessment**

## Ardcoil na Tríonóide

### Child Safeguarding Statement and Risk Assessment

Ardcoil na Tríonóide is a post-primary school under the trusteeship of CEIST 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 [insert school name] has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) as part of this overall Child Safeguarding Statement
2. The **Designated Liaison Person (DLP)** is Ms Imelda Whelan (Principal)
3. The **Deputy Designated Liaison Person (Deputy DLP)** is Ms Jackie Cooper (Deputy Principal)
4. The **Relevant Person** is Ms Imelda Whelan (DLP & 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. 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 Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- 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 13<sup>th</sup> March 2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 2<sup>nd</sup> December 2025.

Signed: Heavie Wilkins

**Chairperson of Board of Management**

Signed: Juella Sheehy

**Principal/Secretary to the Board of Management**

Date: 2<sup>nd</sup> December 2025

Date: 2<sup>nd</sup> December 2025



## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Ardскоil an Tríonóide

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

List of school activities	The school has identified the following potential risk of harm:	The school has the following procedures in place to address the identified risks:
<p><b>1</b> Daily arrival and dismissal of pupils</p> <p>Risk of harm due to inadequate supervision of children in school.</p> <p>Risk of harm due to traffic and in the car park on the avenue.</p> <p>Risk of harm due to the large numbers walking on the avenue.</p> <p>Risk of harm due to a student leaving the school early.</p>		<ul style="list-style-type: none"> <li>• The school has procedures for students' arrival and dismissal from school.</li> <li>• The school has a supervision procedure to ensure appropriate supervision of students before and after school, during assembly, dismissal and breaks and in respect of specific areas.</li> <li>• The school has a barrier in place which is lowered at times when students are arriving or leaving the campus.</li> <li>• Specific times when parents are permitted up the avenue, these times are regularly communicated to parents.</li> <li>• Gate supervision at break times by teachers.</li> <li>• All teachers are asked to reverse into car park spaces where possible.</li> <li>• Buses are parked at the roundabout prior to the end of school. <b>This roundabout is clearly marked Bus Only.</b></li> <li>• The school has a Health and Safety Statement.</li> <li>• CCTV in operation throughout the building (inside and outside).</li> <li>• The school has an Attendance Strategy and procedures for signing out. A parent, guardian or nominated person must collect a student and sign them out when the student is leaving school early.</li> </ul>
<p><b>2</b> Student movement between classes</p>	<p>Risk of harm when moving rooms between classes.</p>	<ul style="list-style-type: none"> <li>• The school has in place a Code of Behaviour for students.</li> </ul>

			<ul style="list-style-type: none"> <li>• Students are advised to walk on the left hand side of the corridor.</li> <li>• Students are not permitted to eat food while walking on the corridors to reduce slip hazards.</li> <li>• Teachers provide supervision in social areas between classes.</li> <li>• Procedures in place when moving from one class to the other – these are communicated in the Induction programmes and at assemblies.</li> </ul>
3	Student supervision during breaks	Risk of harm due to bullying or inadequate supervision	<ul style="list-style-type: none"> <li>• The school has supervision procedures to ensure appropriate supervision of students before and after school, during, assembly, dismissal and breaks and in respect of specific areas.</li> <li>• CCTV in operation throughout the building (inside and outside).</li> <li>• Students can go to their base classroom or social area during breaks.</li> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</li> <li>• The school has in place a Code of Behaviour for students.</li> </ul>
4	Classroom teaching	<p>Risk of child being harmed in the school by a member of school personnel.</p> <p>Risk of child being harmed in the school by another child.</p> <p>Risk of harm due to inadequate supervision of students in school.</p> <p>Risk of harm due to bullying.</p> <p>Risk of harm when using student devices (Chromebooks)</p>	<ul style="list-style-type: none"> <li>• All classroom doors and offices have a glass window.</li> <li>• The school has a Code of Behaviour in place for all school personnel and this is included in both student and staff induction programmes.</li> <li>• All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i>.</li> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> are made available to all school personnel</li> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>• Annual Staff Induction programme for all staff, which includes a focus on Child Protection.</li> </ul>

			<ul style="list-style-type: none"> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></li> <li>• Staff are expected to be punctual to class and present for supervision and substitution cover in a timely manner.</li> <li>• The supervision and substitution daily schedule is monitored regularly by the Principal and Deputy Principals and checked in an effort to minimise the risk to students.</li> <li>• Staff are provided with a comprehensive staff handbook and new staff participate in an induction programme.</li> <li>• Student teachers are provided with a comprehensive staff handbook and participate in an induction programme.</li> <li>• All employees are Garda Vetted.</li> </ul>
<p>5</p> <p>One to One teaching One to One counselling</p>		<p>Risk of harm not being recognised by school personnel.</p> <p>Risk of harm not being reported properly and promptly by school personnel.</p> <p>Risk of student being harmed in the school by a member of school personnel.</p> <p>Risk of harm due to inappropriate relationship/communication between student and a member of staff.</p>	<ul style="list-style-type: none"> <li>• All classroom doors and offices have a glass window.</li> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> <li>• Policy and procedures are in place in respect to the Career Guidance Department.</li> <li>• Career Guidance offices are at the front of the school and visible.</li> <li>• All Guidance Counsellors are fully qualified.</li> <li>• Procedures in respect of student teacher placements.</li> </ul>
<p>6</p> <p>Outdoor teaching activities</p>		<p>Risk of harm due to inadequate supervision of students in outdoor teaching activities.</p> <p>Risk of student being harmed by volunteer/visitor.</p>	<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> <li>• All visitors/volunteers must present themselves to Reception where they sign in and wear a Visitor Badge.</li> <li>• The main door furthest from Reception is changed to Entry Only once school commences.</li> <li>• Students are supervised by teaching staff at all times.</li> <li>• Entry and exit from changing rooms are monitored by teaching staff.</li> </ul>

			<ul style="list-style-type: none"> <li>• Mobile phone policy is fully implemented. Mobile phones must remain in a student's locker and are not permitted to be used in outdoor teaching activities.</li> </ul>
7	Sporting Activities & use of external personnel to support sports and other extracurricular activities	<p>Risk of harm due to inadequate supervision of students in school.</p> <p>Risk of student being harmed by volunteer/visitor.</p>	<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> <li>• All visitors/volunteers must present themselves to Reception where they sign in and wear a Visitor Badge.</li> <li>• Students are supervised by teaching staff at all times.</li> <li>• Entry and exit from changing rooms are monitored by teaching staff.</li> <li>• The school has and implements a Health and Safety Statement.</li> </ul>
8	School Outings	<p>Risk of harm due to inadequate supervision.</p> <p>Risk of student being harmed when outside the school by a member of school personnel.</p> <p>Risk of student being harmed by another student.</p> <p>Risk to student being harmed by non-school personnel (unknown individual).</p>	<ul style="list-style-type: none"> <li>• The school has in place procedures in respect of school outings and trips.</li> <li>• Each outing (including itinerary, details and supervision schedule) is agreed with the Principal in advance.</li> <li>• The Code of Behaviour extends to school outings.</li> </ul>
9	School trips involving an overnight stay	<p>Risk of harm due to inadequate supervision.</p> <p>Risk to student being harmed by a member of school personnel.</p> <p>Risk to student being harmed by another student.</p> <p>Risk to student being harmed by non-school personnel (unknown individual).</p>	<ul style="list-style-type: none"> <li>• Each outing (including itinerary, details and supervision schedule) is agreed with the Principal in advance of sanction by the BOM.</li> <li>• The Code of Behaviour extends to school trips.</li> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> <li>• The school ensures all trips have an adequate number of supervisors.</li> </ul>

			<ul style="list-style-type: none"> <li>• Students are not placed in a room alone.</li> <li>• Students are required to remain in small groups at all times during various activities.</li> <li>• Students are provided with a phone number of the Tour Leader while on school tour.</li> </ul>
<b>10</b>	School trips involving foreign travel	<p>Risk of harm due to inadequate supervision.</p> <p>Risk to student being harmed by a member of school personnel.</p> <p>Risk to student being harmed by another student.</p> <p>Risk to student being harmed by non-school personnel.</p>	<ul style="list-style-type: none"> <li>• The school has in place a policy for International Trips.</li> <li>• Each trip (including itinerary, details and supervision schedule) is agreed with the Principal in advance of sanction by the BOM.</li> <li>• The Code of Behaviour extends to school trips.</li> <li>• Meeting of parents and students in advance of the trip where details, itinerary and supervision are clearly explained.</li> <li>• Regular meetings with students in preparation of travel.</li> <li>• The school ensures all trips have an adequate number of supervisors.</li> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> </ul>
<b>11</b>	School transport arrangements including use of bus escorts	<p>Risk of harm due to inadequate supervision.</p> <p>Risk to student being harmed by a member of school personnel.</p> <p>Risk to student being harmed by another student.</p> <p>Risk to student being harmed by non-school personnel.</p>	<ul style="list-style-type: none"> <li>• The school ensures all trips have an adequate number of supervisors.</li> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> <li>• The use of a local bus company known to the school is used.</li> <li>• Member of staff/teacher travel on each bus.</li> <li>• Special Needs Assistants accompany students where necessary.</li> </ul>
<b>12</b>	Fundraising events involving students	<p>Risk of student being harmed by a volunteer, visitor, another student or adult.</p>	<ul style="list-style-type: none"> <li>• There is appropriate and adequate supervision in place to ensure safety.</li> <li>• All fundraising activities are sanctioned/agreed in advance by the Principal or BOM where appropriate.</li> <li>• Parents are advised in advance.</li> </ul>
<b>13</b>	Use of off-site facilities for school activities	<p>Risk of student being harmed by a volunteer, visitor, another student or adult.</p>	<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> </ul>

			<ul style="list-style-type: none"> <li>• Each trip (including itinerary, details and supervision schedule) is agreed with the Principal in advance of sanction by the BOM.</li> <li>• The Code of Behaviour extends to school activities on off-site facilities.</li> <li>• All off-site facilities used are checked and approved in advance by organising staff/co-ordinators in consultation with the Principal.</li> </ul>
<p><b>14</b></p> <p>Care of students with special educational needs, including intimate care where needed.</p>	<p>Risk of harm due to inadequate supervision of student in school.  Risk of harm due to bullying of student.  Risk of harm to students with SEN who have particular vulnerabilities.  Risk of student being harmed by school personnel, another student, adult, visitor or volunteer.</p>	<ul style="list-style-type: none"> <li>• All staff are Garda Vetted.</li> <li>• The school has a Bí Cineálta Policy (Anti-Bullying Policy) which fully adheres to the requirements of the Department's <i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools</i>.</li> <li>• The school has a SEN Co-ordinator and SEN Policy.</li> <li>• The school has a Student Support team in place to support student welfare and wellbeing and focus on 'at risk' students who may need additional supports.</li> <li>• SNA's look after intimate care needs of designated pupils.</li> <li>• All classroom doors and offices have a glass window.</li> <li>• The Sensory Room is locked and access is granted and monitored by a member of the SET Team, SLT or SNA.</li> <li>• The Cubbie Room is equipped with CCTV. Procedures are in place for students using the Cubbie. Students must have been granted access by a member of the Student Support Team, SET Team or a Year Head to use the Cubbie.</li> </ul>	<ul style="list-style-type: none"> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>• The school implements in full the SPHE curriculum.</li> <li>• The school has a Bí Cineálta Policy (Anti-Bullying Policy) which fully adheres to the requirements of the Department's</li> </ul>
<p><b>15</b></p> <p>Care of students who are in the minority</p>	<p>Risk of harm not being recognised by school personnel.  Risk of student being harmed by another student.  Risk of bullying</p>		

			<p><i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools.</i></p> <ul style="list-style-type: none"> <li>• The school has in place a Code of Behaviour for students that is agreed and taught to students through induction programmes and in class.</li> <li>• The school fully promotes and supports Inclusion.</li> <li>• CCTV in operation throughout the building (inside and outside).</li> <li>• The school has a Student Support Team in place to support student welfare and wellbeing and focus on 'at risk' students who may need additional supports.</li> </ul>
<p><b>16</b></p>	<p>Lesbian, gay, bisexual or transgender students</p>	<p>Risk of harm not being recognised by school personnel.  Risk of student being harmed by another student.  Risk of bullying.  Risk of misinformation online.</p>	<ul style="list-style-type: none"> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>• The school implements in full the SPHE curriculum in which LGBTI+ issues are addressed.</li> <li>• The school has a <i>Bí Cineálta Policy (Anti-Bullying Policy)</i> which fully adheres to the requirements of the Department's <i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools.</i></li> <li>• The school has in place a Code of Behaviour for students that is agreed and taught to students through induction programmes and in class.</li> <li>• The school fully promotes and supports Inclusion.</li> <li>• CCTV in operation throughout the building (inside and outside).</li> <li>• The school has a Student Support Team in place to support student welfare and wellbeing and focus on 'at risk' students who may need additional supports.</li> </ul>
<p><b>17</b></p>	<p>Curricular provision in respect of SPHE, CSPE, RSE, PE, Wellbeing</p>	<p>Risk of lack of education due to non-teaching of these subjects.</p>	<ul style="list-style-type: none"> <li>• The school implements a full Wellbeing programme which includes SPHE, CSPE, PE and RSE.</li> <li>• The SPHE programme includes a module on Staying Safe Online.</li> </ul>

18	Prevention and dealing with bullying amongst students	Risk of harm not begin recognised or reported by school personnel. Risk of student being harmed in the school by another student.	<ul style="list-style-type: none"> <li>• School management oversee the planning and implementation of these programmes and work closely with the subject convenor and departments to ensure that these programmes are fully implemented.</li> <li>• The school has a <i>Bí Cineálta Policy (Anti-Bullying Policy)</i> which fully adheres to the requirements of the Department's <i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools.</i></li> <li>• The school has in place a Code of Behaviour for students that is agreed and taught to students through induction programmes and in class.</li> <li>• The school has supervision procedures to ensure appropriate supervision of students before and after school, during, assembly, dismissal and breaks and in respect of specific areas.</li> <li>• The school implements in full the SPHE curriculum in which Bullying issues are addressed.</li> </ul>
19	Management of Challenging Behaviour amongst pupils, including appropriate use of restraint where required.	Risk of student being harmed in the school by school personnel or another student. Inappropriate use of restraint/inappropriate disciplinary action. Risk of harm not being reported properly and promptly by school personnel.	<ul style="list-style-type: none"> <li>• The school has a <i>Bí Cineálta Policy (Anti-Bullying Policy)</i> which fully adheres to the requirements of the Department's <i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools.</i></li> <li>• The school has in place a Code of Behaviour for students that is agreed and taught to students through induction programmes and in class.</li> <li>• Induction programme for new staff and PME student teachers.</li> <li>• All teaching staff adhere to the Teaching Council Code of Professional Conduct.</li> </ul>
20	Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Parents are not aware of removal of a mobile phone or an impending detention.	<ul style="list-style-type: none"> <li>• Parents are informed of the Code of Behaviour and Mobile Phone Policy at Parent Information Evenings, through the school journal, parent handbook, school app, the school website and on enrolment into the school.</li> <li>• A procedure is in place to inform a parent in advance of a detention and the reason for the detention.</li> <li>• The school implements a Mobile Phone policy.</li> </ul>

			<ul style="list-style-type: none"> <li>• Parents are informed if phones are confiscated and when the phone will be returned.</li> <li>• Students are given the opportunity to speak with a parent/guardian and to make arrangements for collection from school if necessary.</li> </ul>
<p><b>21</b></p> <p>Use of Information and Communication Technology by pupils in school</p>		<p>Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner.</p> <p>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner.</p> <p>Risk of harm due to inappropriate relationship/communications between child and another child or adult.</p> <p>Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.</p>	<ul style="list-style-type: none"> <li>• The school implements a strict Mobile Phone policy.</li> <li>• The school has an Acceptable Use Policy in place for the use of ICT, internet and devices in school which is agreed to by parents/guardian and students on enrolment into this school.</li> <li>• Internet safety is taught as part of the Junior Cycle Wellbeing programme.</li> <li>• The school has a Bí Cineálta Policy (Anti-Bullying Policy) which fully adheres to the requirements of the Department's <i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools</i>.</li> <li>• The school has in place a Code of Behaviour for students that is agreed and taught to students through induction programmes and in class.</li> <li>• School mobile devices are restricted and monitored by the Digital Strategy &amp; ICT team.</li> <li>• Teachers adhere to the Teaching Council Professional Code of Conduct.</li> </ul>
<p><b>22</b></p> <p>Use of video/photography/other media to record school events</p>		<p>Risk of harm caused by school personnel circulating digital videos or photography via social media, the internet, email, Google Drive, texting, digital platforms or other manners.</p>	<ul style="list-style-type: none"> <li>• The school has an Acceptable Use Policy in place for the use of ICT, internet and devices in school.</li> <li>• The school implements a strict Mobile Phone policy.</li> <li>• The school has a Bí Cineálta Policy (Anti-Bullying Policy) which fully adheres to the requirements of the Department's <i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools</i>.</li> <li>• The school has in place a Code of Behaviour for students that is agreed and taught to students through induction programmes and in class.</li> <li>• The school has a Data Protection Policy in place.</li> </ul>

			<ul style="list-style-type: none"> <li>• Our Application form provides an option for parents to give/withdraw permission for their child's image to be used for school/educational/promotional purposes.</li> <li>• All recordings for Classroom Based Assessments are recorded on a school camera/device, uploaded and stored on a school computer. They are deleted after the CBA descriptor has been reported.</li> </ul>
<b>23</b>	Evening/holiday study	<p>Risk of student being harmed by another student.  Risk of student being harmed by a member of school personnel.</p>	<ul style="list-style-type: none"> <li>• The school has a Code of Behaviour in place for all school personnel and this is included in both student and staff induction programmes.</li> <li>• Teachers/staff act in a supervisory role.</li> <li>• All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i>.</li> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> are made available to all school personnel</li> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>• Annual Staff Induction programme for all staff, which includes a focus on Child Protection.</li> <li>• The school has a <i>Bí Cineálta Policy (Anti-Bullying Policy)</i> which fully adheres to the requirements of the Department's <i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools</i>.</li> <li>• Staff are expected to be punctual to study and present for supervision in a timely manner and inform the Deputy Principal in ample time if unable to fulfil the role due to illness/other commitments.</li> <li>• All employees are Garda Vetted.</li> <li>• The school's Mobile Phone Policy and Acceptable Use Policy are in place for Evening/Holiday Study.</li> <li>• Parents and students source their own work experience.</li> </ul>
<b>24</b>	Students from the school participating in	<p>Risk of student being harmed in the work place by a member of staff of the</p>	

	<p>Work Experience elsewhere</p>	<p>organisation providing work experience or another person. Risk of harm due to inappropriate relationship/communication between the student and an adult.</p>	<ul style="list-style-type: none"> <li>• Work experience for both Transition Year and LCA is monitored by the Programme Co-ordinator(s) and Career Guidance Counsellors.</li> <li>• Transition Year students complete a Work Experience reflection in their school journal and this is monitored by the Programme Co-ordinator and Class Tutors.</li> <li>• Parents are advised on procedures and take responsibility for their child's work placement.</li> </ul>
<p>25</p>	<p>Remote Teaching and Learning</p>	<p>Risk of harm by student accessing inappropriate materials via ICT devices/platforms/internet.</p> <p>Risk of harm by a member of the school community communicating with a student in an inappropriate manner via the school platform or other manner.</p> <p>Risk of harm by a student communicating with another student in an inappropriate manner via the school platform or other manner.</p>	<ul style="list-style-type: none"> <li>• The school has an Acceptable Use Policy in place for the use of ICT, internet and devices in school.</li> <li>• Internet safety is taught as part of the Junior Cycle Wellbeing programme.</li> <li>• The school has a Bí Cineálta Policy (Anti-Bullying Policy) which fully adheres to the requirements of the Department's <i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools</i>.</li> <li>• The school has in place a Code of Behaviour for students that is agreed and taught to students through induction programmes and in class and applies to Remote Teaching and Learning.</li> <li>• Online activity can be monitored by our Digital Strategy and ICT team.</li> <li>• Students are supported and encouraged to develop safe and responsible online behaviours.</li> <li>• All staff have participated in Child Protection training.</li> <li>• Teaching Council Code of Professional Conduct applies to online learning.</li> <li>• The school has a policy on Remote Teaching and Learning for students and staff and guidelines for parents.</li> <li>• The school's AUP informs and guides remote or distance learning activity.</li> </ul>
<p>26</p>	<p>Use of toilet/changing/shower facilities in the school</p>	<p>Risk of student being harmed in school by another student, adult or visitor. Risk of student being recorded using a digital device or mobile phone.</p>	<ul style="list-style-type: none"> <li>• Students wear PE uniform on the day they are timetabled for PE therefore they are not required to change.</li> <li>• Changing areas /toilets are monitored by teaching staff.</li> <li>• Students must seek permission to use the bathroom during class time. Teachers stamp/ sign the student journal with</li> </ul>

			<p>Toilet Break when giving permission for a student to use the toilets.</p> <ul style="list-style-type: none"> <li>• CCTV in operation throughout the building (inside and outside).</li> <li>• The school implements a strict Mobile Phone Policy whereby mobile phones must be kept in lockers.</li> <li>• The school has a Bí Cineálta Policy (Anti-Bullying Policy) which fully adheres to the requirements of the Department's <i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools</i>.</li> <li>• The school has in place a Code of Behaviour for students that is agreed and taught to students through induction programmes and in class.</li> <li>• Adequate supervision is provided for during break times.</li> <li>• The school has assigned toilets to specific year groups.</li> <li>• The school has designated girl's and boys' showers.</li> </ul>
27	Students participating in practical subjects	<p>Risk of student being harmed in the school by a member of school personnel.  Risk of student being harmed by another student.</p>	<ul style="list-style-type: none"> <li>• Practical subject departments have in particular Health and Safety procedures and policies in place relevant to their subject.</li> <li>• First Aid boxes are fully stocked in each of the practical rooms. The school has in place a Code of Behaviour for students that is agreed and taught to students through induction programmes and in class.</li> <li>• Health and safety risk assessments are carried out annually.</li> <li>• Teachers must adhere to the Teaching Council Code of Professional Code of Contact.</li> </ul>
28	Administration of First Aid Administration of Medicine	<p>Inappropriate administration of first aid or medication.</p>	<ul style="list-style-type: none"> <li>• Ardscoil na Tríonóide has a school nurse.</li> <li>• A number of staff are trained First Responders and training certificates are kept in date.</li> <li>• The school has a policy in relation to the administration of medicine.</li> <li>• The school nurse will ring a parent before administering medicine.</li> <li>• The school Management Information System contains relevant medical information on all students.</li> </ul>

			<ul style="list-style-type: none"> <li>• The school does not administer medicine unless it has been requested and provided by the parent.</li> <li>• The First Aid Room is equipped with CCTV.</li> </ul>
<b>29</b>	Use of school premises by organisations after school	Risk of student being harmed by a member of the organisation. The risk of harm not being reported properly or promptly.	<ul style="list-style-type: none"> <li>• All organisations who use the school premises do so on their own insurance and must provide a copy of same to the Secretary of the Board of Management.</li> <li>• These organisations must have in place their own Child Protection Risk Assessment and present it to the Secretary of the Board of Management.</li> <li>• Students of Ardscoil na Tríonóide that are on site for school purposes when another organisation is using the school are accompanied by a member of staff</li> </ul>
<b>30</b>	Recruitment of school personnel including: - Teachers - Special Needs Assistant - Ancillary Staff - Sports Coaches - External Tutors - Guest Speakers - Volunteers/parents in school activities	Risk of student being harmed in school by a member of school personnel. Risk of student being harmed by non-school personnel. Risk of student being harmed in the classroom by a teacher or substitute teacher. Risk of harm not recognised or properly and promptly reported.	<ul style="list-style-type: none"> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.</li> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> are made available to all school personnel</li> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>• Annual Staff Induction programme for all staff, which includes a focus on Child Protection.</li> <li>• All strangers/visitors must present themselves to Reception where they sign in and wear a Visitor Badge.</li> <li>• CCTV in operation throughout the buildings.</li> <li>• Volunteers, parents or guest speakers are accompanied by a member of staff for the duration of their visit to the school.</li> </ul>
<b>31</b>	Visitors/contractors present during or after school hours	Risk of student being harmed in the school by a visitor/contractor during or after school hours.	<ul style="list-style-type: none"> <li>• All strangers/visitors must present themselves to Reception where they sign in and wear a Visitor Badge.</li> <li>• One front door (furthest from Reception) is placed on <i>Exit Only</i> after 8.50am and signposted. Visitors must therefore use the door closest Reception. The front doors are fully visible from the Reception area.</li> </ul>

		<ul style="list-style-type: none"> <li>• CCTV in operation throughout the buildings.</li> <li>• All contractors must present their Health and Safety Policy in advance of commencing work in the school.</li> <li>• Contractors are accompanied by the Caretaker or a member of staff if completing work on the premises during school time. The school will in so far as possible organise works to be completed when students are not present onsite.</li> </ul>
32	Training of school personnel in child protection matters	<p>Risk that harm is not recognised or reported promptly.</p> <ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i>.</li> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> are made available to all school personnel</li> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>• Annual Staff Induction programme for all staff, which includes a focus on Child Protection.</li> <li>• All new members of staff are required to complete the Tusla Children First online eLearning programme and provide certification of same.</li> <li>• All staff are required to complete the Tusla Children First online training every two years or at the request of the Board of Management.</li> <li>• DLP and DDLP have attended the online PDST Child Protection training and regularly update this training provided by the Trustees (CEIST) or managerial body (JMB).</li> <li>• The school has a Code of Behaviour in place for all school personnel and this is included in both student and staff induction programmes.</li> <li>• All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i>.</li> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> are made available to all school personnel</li> </ul>
33	Student teachers under training placement in school	<p>Risk of student being harmed in school by a student teacher.</p>

		<ul style="list-style-type: none"> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>• Annual Staff Induction programme for all staff, which includes a focus on Child Protection.</li> <li>• The school has a <i>Bí Cineálta Policy (Anti-Bullying Policy)</i> which fully adheres to the requirements of the Department's <i>Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools</i>.</li> <li>• All student teachers are Garda Vetted.</li> <li>• Staff are expected to be punctual to class and present for supervision and substitution cover in a timely manner.</li> <li>• Student teachers receive an induction from the Principal and/or Deputy Principal prior to beginning.</li> <li>• One Deputy Principal has responsibility for student teachers.</li> <li>• Student teachers are provided with the Staff Handbook and all relevant policies and procedures.</li> <li>• Students teachers are supported and mentored by their cooperating teachers.</li> </ul>
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**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

In undertaking this risk assessment, the Board of Management of Ardscoil na Tríonóide 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 document is ongoing and being updated on a regular basis – the most recent being 2<sup>nd</sup> December 2025. The Senior Management Team of Ardscoil na Tríonóide/Board of Management welcomes any further suggestions to promote Child Protection in our school.

## 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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Yes
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
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 safety as required by the Addendum to Children First)	Yes
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Yes
7. Has the DLP attended available child protection training?	Yes
8. Has the Deputy DLP attended available child protection training?	Yes
9. Have any members of the Board attended child protection training?	Yes
10. Has the school appointed a DLP and a Deputy DLP?	Yes
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	Yes
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
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?	Yes

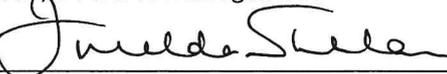
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Yes
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	Yes
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?	Yes
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Yes
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?	Yes
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?	Yes
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> 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?	Yes
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	N/A
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)	Yes
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
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?*	Yes
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)?*	Yes
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes

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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	Yes
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
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?	Yes
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?	Yes

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

Signed  Date 2<sup>nd</sup> December 2025

Chairperson, Board of Management

Signed  Date 2<sup>nd</sup> December 2025

Principal/Secretary to the Board of Management

**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.