An Roinn Oideachais
agus Óige
Department of Education
and Youth

Child Protection Safeguarding Booklet

Adopting the School's Child Safeguarding Statement and Risk Assessment

When adopting the Child Safeguarding Statement and Risk Assessment, the board of management may use this list as a support in ensuring that all the necessary steps have been taken.

❑ Our school has used the templates provided on www.gov.ie/childprotectionschools to develop its Child Safeguarding Statement and Risk Assessment and its student-friendly version. These are now displayed in a prominent position near the main entrance of the school.

❑ Our school has consulted with school personnel, parents/carers and our children and young people when reviewing our Child Safeguarding Statement and Risk Assessment and its student-friendly version. We have retained a record of these consultations.

❑ Our school has informed the patron, school personnel, our parents' association, and our parents/carers that the review has been undertaken using the notification template provided by the department.

❑ Our school has published the Child Safeguarding Statement and Risk Assessment and notification of its review on our website or will be made available on request by the school.

CSS 1
Child Safeguarding Statement and Risk Assessment

For: _____ *(School Name)*

At: _____ *(School Address)*

This school is a: *(tick appropriate)*

❑ primary ❑ post-primary ❑ special school

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

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

Name of the Designated Liaison Person (DLP):

_____

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

_____

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

Name of Relevant Person

_____

(In schools this person is the DLP)

Relevant Person can be contacted on:

_____

(insert phone & email)

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

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

_____

In the event that both DLP and DDLP are absent and unavailable, and where there is no staff member formally acting in their role, the chairperson of the board of management, or in an ETB school the chief executive or their delegate, assumes the role of DLP.

The board of management recognises that child protection and safeguarding permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In all of these, the school will adhere to the following principles of best practice in child protection and welfare. The school will:

❑ Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations.

❑ Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children.

❑ Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters.

❑ Adopt safe practices to minimise the possibility of harm happening to children and protect members of school personnel from the necessity to take unnecessary risks that may leave themselves open to accusations of child abuse.

❑ Develop a practice of openness with parents and encourage parental involvement in the education of their children.

❑ Fully respect confidentiality requirements as set out in the *Child Protection Procedures for Schools 2025* in dealing with child protection matters.

❑ Adhere to the above principles in relation to any vulnerable adult.

Procedures and Measures in Place

Our Child Safeguarding Statement and Risk Assessment has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance 2017*, and *Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed.* (Tusla, 2024), and the *Child Protection Procedures for Schools 2025*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

> **Procedure for the Management of Allegations of Abuse or Misconduct against School Personnel Relating to a Child Availing of Our Service**

~ Where any member of school personnel is the subject of any investigation in respect of any act, omission or circumstance in relation to a child attending the school, the school is required to adhere to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Schools 2025* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website

> **Procedure for the Safe Recruitment and Selection of School Personnel to Work With Children**

~ The school is required to adhere to the requirements of the Vetting Act. The selection or recruitment of staff and their suitability to work with children, requires the school to adhere to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.

~ A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

> **Procedure for Provision of and Access to Child Safeguarding Training and Information, Including the Identification of the Occurrence of Harm**

~ The school provides information and training to members of school personnel in relation to the identification of the occurrence of harm (as defined in the 2015 Act) as follows:

~ The school has provided each member of school personnel, including any new members of school personnel, (employees and volunteers, board of management members, student teachers and those on work experience) with a copy of the school's Child Safeguarding Statement and Risk Assessment.

~ The school ensures that members of school personnel have availed of relevant training and completed child protection training.

~ The school encourages board of management members to avail of any relevant training and complete child protection training.

~ The board of management ensures that records of all staff and board member child protection training are maintained.

> **Procedure for the Reporting of Child Protection or Welfare Concerns to Tusla**

~ All members of school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Schools 2025*, in relation to reporting of child protection concerns to Tusla. Mandated reporting applies to all registered teachers and any other mandated person who may be employed by the school, for example a chaplain or nurse. A full list of those people who are mandated persons is set out in Appendix 1 procedures.

> **Procedure for Maintaining a List of the Persons (if any) in the Relevant Service Who Are Mandated Persons**

~ There is a procedure in place to maintain a list of mandated persons. Schools may on occasion employ additional staff who are mandated by virtue of their profession. This list will include all registered teachers and identify additional employees that are not registered teachers.

> **Procedure for Appointing a Relevant Person (In schools this person is the DLP)**

~ There is a procedure in place for appointing a relevant person.

The various procedures referred to in this Child Safeguarding Statement and Risk Assessment can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

In accordance with the Children First Act 2015, the Addendum to Children First 2019 and 2025, and the *Child Protection Procedures for Schools 2025*, the board of management has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.

Note: The procedures and measures in place outlined above, are not intended as exhaustive list. Individual boards of management shall also include in this section such other procedures and measures that are of relevance to the school.

This statement has been published on the school's website or will be made available on request by the school. It has been provided to all members of school personnel, the parents' association (if any), the patron and parents. A copy of this statement and risk assessment will be made available to Tusla and the department if requested.

This Child Safeguarding Statement and Risk Assessment will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

The Risk Assessment below was carried out by the Board of Management of Mercy Secondary School, Inchicore to establish whether there are any practices or features of school activities that have the potential to place a student at risk. This Risk Assessment was reviewed in accordance with Túsla Guidelines, the Children First Act (2015), Children First: National Guidance for the Protection and Welfare of Children (2017 and addenda), and the Child Protection Procedures for Schools (2025).

The review of this Risk Assessment was informed by consultation with staff during a whole-school child protection and safeguarding training day, where staff identified priority areas of potential risk. These staff-identified risks have been considered and incorporated into this document.

Throughout this Risk Assessment, "harm" is defined in accordance with Section 2 of the Children First Act (2015) as assault, ill-treatment or neglect of the child in a manner that seriously affects, or is likely to affect, the child's health, development or welfare, or sexual abuse of the child.

In conjunction with this Risk Assessment, the school has made the Child Safeguarding Statement available to each member of staff (including all new staff). Board of Management members and staff are encouraged to avail of all relevant training, and records of such training are maintained.

In accordance with Section 11 of the Children First Act (2015) and the requirements of Chapter 8 of the Child Protection Procedures for Schools (2025), the following constitutes the Written Risk Assessment of Mercy Secondary School, Inchicore and forms part of the school's statutory child protection and safeguarding obligations.

Risk Assessment

General Daily Activities	Potential Risks Associated	Mitigation of Risks
Breakfast club Early Arrival General Arrival Departure Mid-morning Break Lunchtime Break Use of Toilet facilities Hired School Transport when used for school activity Public Transport when used for school activity Use of Technology in areas other than the classroom Congregation in locker areas Supervised after school study An 'empty' school at the beginning or end of the school day Use of video photography or other media to record school events Use of school premises by other organisations after school. Use of school premises by other organisations during the school day. Homework club. Fundraising events involving pupils.	Risk of harm due to inadequate supervision of students Risk of student being harmed by another student Risk of harm due to bullying, including cyberbullying Risk of harm due to racism or discriminatory behaviour Risk of harm due to inappropriate access or use of digital devices	The school has a supervision rota in place to ensure appropriate supervision of students during arrival, dismissal and break times and in specific areas such as corridors, yard, toilets and changing rooms. The school has in place a Code of Behaviour and Anti-Bullying Policy in accordance with the Department of Education Bí Cineálta procedures and Circular 55/2024. All staff are provided with the school's Child Safeguarding Statement and Written Risk Assessment. All staff are required to adhere to the Child Protection Procedures for Schools (2025) and the Children First Act (2015). The school has an Acceptable Use Policy and a Mobile Phone Policy governing student use of digital devices. The school has procedures in place for the administration of First Aid.

Volunteers or parents in school activities. Visitors or contractors present in school during school hours. Visitors or contractors present during after school activities. Applications of sanctions under the school's code of behaviour including detention and confiscation of phones etc.		The school has a Critical Incident Management Plan. The school undertakes anti-racism awareness and inclusion initiatives. All visitors sign in/out at reception, wear identification, and access is restricted to designated areas. External organisations are required to provide evidence of appropriate safeguarding arrangements and comply with school access controls; sensitive records are secured. For photography, Consent arrangements apply; staff use school devices where possible; data is handled in line with GDPR and school policy. Fundraising/Events: Events are supervised in line with supervision protocols and Code of Behaviour. Sanctions: Sanctions are applied in line with the Code of Behaviour and relevant policies, with safeguards for proportionality and student welfare.
Outdoor Teaching Activities	**Potential Risks Associated**	**Mitigation of Risks**

Outdoor classroom PE in the field Lessons involving outdoor spaces	Risk of student being harmed by another student Risk of harm due to bullying, including cyberbullying Risk of harm due to racism or discriminatory behaviour Risk of harm due to inadequate supervision Risk of harm not being recognised or reported Risk of inappropriate relationships or communications Risk of harm due to inappropriate use of digital devices Risk of harm to students with additional or medical needs	The school has a Health and Safety Policy. All staff are provided with the school's Child Safeguarding Statement and Written Risk Assessment. All staff are required to adhere to the Child Protection Procedures for Schools (2025), the Children First Act (2015), and Children First: National Guidance for the Protection and Welfare of Children (2017 and addenda). The school has a Code of Behaviour and Anti-Bullying Policy in accordance with Bí Cineálta and Circular 55/2024. A supervision rota operates for outdoor activities. The school has procedures in place for the administration of First Aid. The school encourages staff to avail of relevant child protection and safeguarding training. The school has policies and procedures in respect of school outings. The school has an Intimate Care Policy/Plan for students who require such care.

Use of Video / Photography/ Media	Potential Risks Associated	Mitigation of Risks
Photos at school events Video within and outside the school	Risk of harm due to recording or sharing images without consent Risk of breach of student privacy and GDPR Risk of inappropriate use of personal devices Risk of inappropriate online sharing of images or video	The school has an Acceptable Use Policy and Mobile Phone Policy in place governing the use of digital devices. Parents/guardians and students sign the Acceptable Use Policy annually. Separate consent is sought for the use of student images on school website and social media platforms. Staff are advised to use school devices where possible for recording school events. Any images or video recorded for school purposes are deleted from devices once uploaded to approved school platforms. Staff are reminded of their obligations under GDPR and data protection legislation.
Teaching and Learning Activities	Potential Risks Associated	Mitigation of Risks

Classroom interactions One-to-one teaching Guidance/counselling one-to-one sessions Curricular Content and/or presentation in SPHE/RSE/Wellbeing Use of substitute teachers in the case of absenteeism Facilitation of all Faiths in Curricular RE Meetings with Senior Leadership Team members on one-to-one basis Meeting with In House Leadership Team weekly Use of Education Technology within the classroom Work Experience Students with Special Needs Student teachers undertaking training placement in school Outdoor teaching activities Online teaching and learning Learning remotely Use of external personnel to supplement the curriculum External tutors / speakers Participation by students in Religious ceremonies or instruction external to the school	Risk of student being harmed in the classroom by another student Risk of harm due to inadequate supervision of students in classroom Risk of harm not being recognised by school personnel Risk of harm not being reported properly and promptly by school personnel Risk of harm due to bullying of student in classroom Risk of student being harmed in the classroom by teacher or substitute teacher Risk of harm in one-to-one teaching Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other Risk of harm while carrying out work experience	The school implements in full the SPHE curriculum The school implements in full the Wellbeing Programme at Junior Cycle All school personnel are provided with a copy of the school's *Child Safeguarding Statement* The *Child Protection Procedures for Schools (2025)* are made available to all school personnel School Personnel are required to adhere to the *Child Protection Procedures for Schools (2025)* and all registered teaching staff are required to adhere to the *Children First Act 2015* The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting The school has codes of conduct for school personnel (teaching and non-teaching staff) The school complies with the agreed disciplinary procedures for teaching staff

Use if ICT by students including the use of social media Student participating in work experience in school. Students from the school participating in work experience elsewhere. Use of offsite facilities for school activities. School transport arrangements including bus escorts. Care of children with special education needs including intimate care needs. Management of challenging behaviour amongst pupils including appropriate use of restraint where required. Management of provision of food and drink	Risk of harm caused by personnel not differentiating for the needs of students with Special Needs Risk of harm of allergies or reactions.	The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum The school has in place a code of behaviour for students The school has an RE policy to cater for the needs of all students The school has protocols in place for work experience in an external organisation The school has in place a policy and procedures in respect of student teacher placements The school has in place a mobile phone policy in respect of usage of mobile phones by students The school has in place an Acceptable Use policy in respect of usage of all Computers, Internet and Social Media The school has a Special Educational Needs policy

		Students are prepared for work experience in advance regarding personal safety and reporting concerns.
		The school works with trusted organisations
		The school has in place an administration of medicine policy
Pastoral Care	**Potential Risks Associated**	**Mitigation of Risks**
One-to-one counselling School outings School trips involving overnight stay School trips involving foreign travel Care of students with special educational needs, including intimate care where needed, Management of challenging behaviour amongst students. Administration of Medicine Administration of First Aid Curricular provision in respect of SPHE, RSE, Stay Safe	Risk of harm in one-to-one counselling situation Risk of harm not being recognised by school personnel Risk of harm not being reported properly and promptly by school personnel Risk of harm to students through bullying when away from home on school trips Risk of mishandling of students with challenging behaviour	The school has a Health and Safety policy The school has in place a Code of Behaviour for students All staff have been provided with the Child Safeguarding Statement and have had appropriate training. The school has an Anti-bullying policy and procedures in place which have been explained to the whole school community. School Personnel are required to adhere to the *Child Protection Procedures for Schools (2025)* and all registered teaching staff are

Prevention and dealing with bullying amongst students. Training of school personnel in child protection matters Care of students with specific vulnerabilities/ needs such as:- Students from ethnic minorities/migrants Members of the Traveller community Lesbian, gay, bisexual or transgender (LGBT) students Students perceived to be LGBT Students of minority religious faiths Students in care Students on CPNS Supporting students involved in misuse of Social Media Sanctioning students involved in misuse of Social Media	Risk of harm due to inadequate supervision of student Risk of harm to students through lack of understanding of specific needs, including sexual identity, religious and ethnic background Risk of harm to student Risk of harm caused by one student to another via inappropriate social media contact, texting, digital device or other Risk of harm to students by the use of inappropriate or over-harsh sanctions for bullying/misuse of social media	required to adhere to the *Children First Act 2015* The school has in place a mobile phone policy in respect of usage of mobile phones by students The school has in place an Acceptable Use policy in respect of usage of all Computers, Internet and Social Media The school has a code of conduct for school personnel (teaching and non-teaching staff) The school has appointed qualified Guidance teachers The school has recruited teachers with Special Education Needs training and qualifications The school appoints qualified SNA's where deemed necessary and funded by the DES The school has a Tour policy which covers protocols for overnight stays The school has a Special Educational Needs policy

		The school has an active Pastoral Team with particular understanding of the needs of the students in its care, including their background
		The school has a set of procedures in relation to the administration of medicines
Recruitment	**Potential Risks Associated**	**Mitigation of Risks**
Principal Deputy Principal(s) School Leadership Team Teachers SNA's Administration staff Caretaking Staff Housekeeping Staff Cleaning Staff Short or long-term Contractors	Risk of harm to students by personnel who are not qualified Risk of harm to students from personnel who have a history of unacceptable practices in previous employment Risk of harm to students from a member of personnel with a history of abuse Risk of harm to a student by a member of personnel unwilling to commit to the expected standards of the school Risk of harm due to external personnel working with students	The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting The school has an Employee Handbook and Induction programme for school personnel (teaching and non-teaching staff) When appointing, detailed references are sought The school has a rigorous interview process. A registered teacher is present at all times when external personnel are working with

		students.
	Risk of external personnel not being aware of safeguarding procedures	External personnel are made aware of the school's DLP and DDLP.
		External personnel are required to adhere to the school's Child Safeguarding Statement.
		No person commences employment until Garda vetting is completed and approved.
		The school adheres to Department of Education recruitment procedures.
		All visitors and contractors sign in and sign out at reception.
		Visitors wear identification while on the premises.
		Student teachers receive induction on school policies and procedures.
		Student teachers are made aware of the DLP and DDLP.
Sporting Activities	**Potential Risks Associated**	**Mitigation of Risks**

Travelling to matches Changing in school's changing room Changing in the changing rooms of other schools Annual School Spirit Day School trips involving overnight stay Administration of First Aid following a sports injury Use of external personnel to support sports and other extra-curricular activities Sports coaches Volunteers/Parents/Guardians in sports activities Student PE teachers Use of social media to record and comment on sporting events	Risk of a student being harmed by a member of school personnel, a member of staff of another organisation or other person while participating in sporting activities Risk of harm to student while student is receiving First Aid treatment Risk of harm due to inadequate code of behaviour Risk of harm in one-to-one coaching situation Risk of harm to student due to lack of experience of Student PE teachers Risk of harm caused by members 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 or a student circulating inappropriate material in relation to sporting	All staff and volunteers are Garda Vetted All staff have been provided with the Child Safeguarding Statement and have had appropriate training. School sports personnel are required to adhere to the *Child Protection Procedures for Schools (2025)* and also are required to adhere to the *Children First Act 2015* The school implements in full the Wellbeing Programme at Junior Cycle, incorporating PE The school has an Acceptable Use Policy in relation to the use of digital media The School has a Code of Behaviour, drafted in consultation with all stakeholders. The School has a supervision protocol for all major events. The school has a supervision protocol for transport to and from sporting activities Coaching Staff are trained in First Aid

	activities via social media, texting, digital device or other manner	The school has a Tour policy which covers protocols for overnight stays
		The school has in place a policy and procedures in respect of student teacher placements
		The school has in place a mobile phone policy in respect of usage of mobile phones by pupils The school has in place a Code of Behaviour for students

Examples of Activities, Risks and Procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive, and that the inclusion of an example of a policy or procedure on these lists does not make it mandatory. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as "any potential for harm".

Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to:

> Identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities.

> Identify and assess the adequacy of the various procedures already in place to manage those risks of harm.

> Identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

Online Safety

The Addendum to Children First: National Guidance for the Protection and Welfare of Children 2017 published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement and Risk Assessment.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

> Risk in the context of this Child Safeguarding Statement and Risk Assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in the Children First Act 2015: "harm" means, in relation to a child— (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

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

1. Daily arrival and dismissal of pupils

2. Recreation breaks for pupils

3. Classroom teaching

4. One-to-one teaching

5. One-to-one learning support

6. One-to-one counselling

7. Outdoor teaching activities

8. Online teaching and learning remotely

9. Sporting activities

10. School outings

11. School trips involving overnight stay

12. School trips involving foreign travel

13. Use of toilet/changing/shower areas in schools

14. Provision of residential facilities for boarders

15. Annual Sports Day

16. Fundraising events involving pupils

17. Use of off-site facilities for school activities

18. School transport arrangements including use of bus escorts

19. Care of children with special educational needs, including intimate care where needed

20. Care of any vulnerable adult students, including intimate care where needed

21. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required

22. Management of provision of food and drink

23. Administration of medicine

24. Administration of First Aid

25. Curricular provision in respect of SPHE, RSE, Stay Safe

26. Prevention and dealing with bullying amongst pupils

27. Training of school personnel in child protection matters

28. Use of external personnel to supplement curriculum

29. Use of external personnel to support sports and other extra-curricular activities

30. Care of pupils with specific vulnerabilities/needs

31. Pupils from ethnic minorities/migrants

32. Members of the Traveller community

33. Lesbian, gay, bisexual or transgender (LGBT) children

34. Pupils perceived to be LGBT

35. Pupils of minority religious faiths

36. Children in care

37. Children on Tusla's Child Protection Notification System (CPNS)

38. Children with medical needs

39. Recruitment of school personnel including teachers/SNAs, caretakers/secretaries/cleaners and sport coaches

40. External Tutors/Guest Speakers

41. Volunteers/Parents in school activities

42. Visitors/contractors present in school during school hours

43. Visitors/contractors present during after-school activities

44. Participation by pupils in religious ceremonies/religious instruction external to the school

45. Use of Information and Communication Technology by pupils in school, including social media

46. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.

47. Students participating in work experience in the school

48. Students from the school participating in work experience elsewhere

49. Student teachers undertaking training placement in school

50. Use of video/photography/other media to record school events

51. After-school use of school premises by other organisations

52. Use of school premises by other organisations during school day

53. Breakfast club

54. Homework club/evening study

55. Children attending boarding schools or living away from home

Examples of Risks of Harm

1. Risk of harm not being recognised by school personnel

2. Risk of harm not being reported properly and promptly by members of school personnel

3. Risk of harm where members of school personnel have not received appropriate training

4. Risk of child being harmed in the school by a member of school personnel

5. Risk of child being harmed in the school by another child

6. Risk of child being harmed in the school by a volunteer or visitor to the school

7. Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while a child is participating in out-of-school activities, e.g. school trip, swimming lessons

8. Risk of harm due to inappropriate use of online remote teaching and learning communication platform, such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms

9. Risk of harm due to bullying of a child

10. Risk of harm due to racism

11. Risk of harm due to inadequate supervision of children in school

12. Risk of harm due to inadequate supervision of children while attending out-of-school activities

13. Risk of harm due to inappropriate relationship/communications between a child and another child or adult

14. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school

15. Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities

16. Risk of harm to child while a child is receiving intimate care

17. Risk of harm due to inadequate code of behaviour

18. Risk of harm in one-to-one teaching, counselling, coaching situations

19. Risk of harm caused by a member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device, or other manner

20. Risk of harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

21. Risks where children are living away from home or attending boarding facilities

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

1. All school personnel are provided with a copy of the school's *Child Safeguarding Statement and Risk Assessment*

2. The *Child Protection Procedures for Schools 2025* are made available to all school personnel

3. School personnel are required to adhere to the *Child Protection Procedures for Schools 2025* and all registered teaching staff are required to adhere to the *Children First Act 2015* as well as supporting the continued implementation of the best practice guidance set out in *Children First: National Guidance for the Protection and Welfare of Children 2017* and its addenda, including *the Addendum to Children First 2019* and *2025*

4. A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons

5. The school implements in full the Stay Safe Programme

6. The school implements in full the Social, Personal, and Health Education (SPHE) curriculum

7. The school implements in full the Wellbeing Programme at Junior Cycle

8. School authorities have a code of behaviour and an anti-bullying policy in place in accordance with the department's "Bí Cineálta" procedures to prevent and address bullying in schools and as outlined in *Circular 55/2024*

9. The school has complied with the *Understanding Behaviours of Concern and Responding to Crisis Situations* developed by the Department of Education and Youth to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety

10. The school undertakes anti-racism awareness initiatives

11. The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.

12. The school has in place a policy and clear procedures in respect of school outings

13. The school has a health and safety policy

14. The school adheres to the requirements of the Garda vetting legislation

15. The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment

16. The school has a code of conduct for school personnel (teaching and non-teaching staff)

17. The school complies with the agreed disciplinary procedures for teaching staff

18. The school has a special educational needs policy

19. The school has an intimate care policy/plan in respect of students who require such care

20. The school has in place a policy and procedures for the administration of medication to pupils

21. The school has provided each member of school staff with a copy of the school's Child Safeguarding Statement and Risk Assessment

22. The school ensures all new personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment

23. The school encourages personnel to avail of relevant training

24. The school encourages board of management members to avail of relevant training

25. The school maintains records of all personnel and board member training

26. The school has in place a policy and procedures for the administration of First Aid

27. The school has in place a code of behaviour for pupils

28. The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents

29. The school has in place a policy governing the use of smartphones and tablet devices in the school by pupils as per *Circular 38/2018* and the national guidelines

30. The school has in place a Critical Incident Management Plan

31. The school has in place a Home School Liaison policy and related procedures

32. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum

33. The school has in place a policy and procedures for the use of external sports coaches

34. The school has in place a policy and clear procedures for one-to-one teaching activities

35. The school has in place a policy and procedures for one-to-one counselling

36. The school has in place a policy and procedures in respect of student teacher placements

37. The school has in place a policy and procedures in respect of pupils undertaking work experience in the school

38. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations

39. The school has in place a policy in relation to assisting members of school personnel in respect of disclosures of retrospective abuse

40. The school has considered the questions in *Appendix 1 of the Child Protection and Safeguarding Procedures for Boarding Facilities Associated with Recognised Schools 2023* and implemented the necessary risk mitigation measures

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

In undertaking this Child Safeguarding Statement and Risk Assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This Child Safeguarding Statement and Risk Assessment was reviewed by the board of management on _____ *(most recent review date)*.

Signed:* _____ Date: _____
Chairperson of the board of management

Signed:* _____ Date: _____
Principal/Secretary to the board of management

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on

_____ *(expected review date)*.

* Document to be printed and signed with original signatures

CSS 2
Review of the Child Safeguarding Statement and Risk Assessment

The *Child Protection Procedures for Schools 2025* require that the board of management must undertake a review of its Child Safeguarding Statement and Risk Assessment. **The following template must be used for this purpose.** The review must be completed every calendar 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 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 and Risk Assessment every two years.

As part of the overall review process, boards of management should also assess relevant school policies, procedures, practices and activities and 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 and *Children First National Guidance 2017, the Addendum to Children First (2019)* and *2025, Children First National Guidance 2017, the Addendum to Children First (2019)* and *(2025), and the Child Protection Procedures for Schools 2025.*

Designated Liaison Person

Name: _____

Date Appointed: _____

Relevant Person

(In schools this is the DLP)

Name: _____

Contact details: _____

Date Appointed: _____

Deputy Designated Liaison Person

Name: _____

Date Appointed: _____

Contact details for Tusla

Contact Name:

Address:

Contact Number:

Contact details for An Garda Síochána

Contact Name:

Address:

Contact Number:

Checklist for review of the Child Safeguarding Statement

1. When did the board first formally adopt a Child Safeguarding Statement and Risk Assessment in accordance with the *Child Protection Procedures for Schools 2025*? For most schools this will be March 2018, as outlined in Section 9.9 of the procedures.

Date first Child Safeguarding Statement and Risk Assessment adopted by the school:

2(a) Where is the Child Safeguarding Statement and Risk Assessment displayed in the school? For example, in a prominent place near the main entrance to the school.

(b) Is there a student-friendly version, with a photograph of the Designated Liaison Person, displayed beside the Child Safeguarding Statement and Risk Assessment?

❑ Yes

(c) Other than displaying in a prominent place near the main entrance to the school, how have students been made aware of the student-friendly version?

❑ Displayed at all student entrances

❑ On school website

❏ School journal

❏ Other: *(please state)*

3. Has the board used the most recent *Child Safeguarding Statement and Risk Assessment Template* and formally adopted, without modification, the *Child Protection Procedures for Schools 2025?*

❏ Yes

What is the date of the previous review of the Child Safeguarding Statement and Risk Assessment?

Date:

4. Has the Board included 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 (2019)?*

❏ Yes

5. Is there a written protocol in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons in line with Appendix C of the *Child Protection Procedures for Schools 2025?*

❏ Yes

6. Has the Board reviewed and updated the written assessment of risk as part of this overall review (for example, to include shower facilities, changing rooms, swimming, online engagements to facilitate learning). Boards should refer to the Child Safeguarding Statement and Risk Assessment Template for examples.

❏ Yes

Date of this review:

7. How has the Board ensured that the Child Safeguarding Statement and Risk Assessment is provided to the patron, the the parents' association and all parents of children in the school? Give dates of emails/letters/texts/links provided.

8. How has the Board sought the feedback of parents, students and school personnel (teaching and non-teaching) on the Child Safeguarding Statement and Risk Assessment?

   Has the school engaged with each of the above through, for example, a meeting or survey. The support documents CSS 5, CSS 6 and CSS 7 can be used to support this engagement. Details of how feedback was sought should be outlined below.

(a) Parents

(b) Students

(c) School Personnel

9. Outline any aspects of the school's Child Safeguarding Statement and Risk Assessment and/or its implementation that require further improvement, including any complaints or suggestions for improvements, which the Board has identified:

10. Outline details of how areas for improvement have been adequately addressed including whether an action plan with appropriate timelines has been put in place:

11. Has the template for *Notification regarding the board of management's review of the Child Safeguarding Statement and Risk Assessment* been used to inform the school community and relevant parties that they have fulfilled their statutory obligation to annually review the school's Child Safeguarding Statement and Risk Assessment?

   ❑   Yes   ❑   No   ❑   N/A

Training

12. Give details of when the DLP and DDLP most recently attended child protection training for DLP/DDLPs:

DLP: [   ]   Date: [   ]
DDLP: [   ]   Date: [   ]

13. Give details of child protection training attended by any members of the Board and dates attended:

[   ]

14. How has the Board ensured that all school personnel (including new school personnel, temporary staff and substitutes) have been made aware of their responsibilities under the *Child Protection Procedures for Schools 2025* and the Children First Act 2015? For example, completing e-learning or other training, use of department's supports for school personnel when reviewing the Child Safeguarding Statement and Risk Assessment, induction/mentoring system for new personnel, or other measures. How are records of the training completed maintained by the school?

[   ]

Child Protection Oversight Report (CPOR)

15. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at every ordinary meeting of the Board held since the last review of the Child Safeguarding Statement was undertaken which contains all the information required under each of the four headings set out in Section 12.3 of the *Child Protection Procedures for Schools 2025*?

    ❑　Yes　　　❑　No

16. Since the Board's last review of the Child Safeguarding Statement, if there have been cases presented for oversight as part of the CPOR, has the Board been provided with and reviewed all records relevant to the CPOR?

    ❑　Yes　　　❑　No　　　❑　N/A

17. Have these cases been anonymised and redacted as necessary?

    ❑　Yes　　　❑　No　　　❑　N/A

18. Since the Board's last review Child Safeguarding Statement, if there have been cases presented for oversight as part of the CPOR, do the minutes of the board meeting:

(a) specify the anonymised documents provided to the board as part of the CPOR

❑ Yes ❑ No ❑ N/A

(b) use unique codes to record child protection matters?

❑ Yes ❑ No ❑ N/A

19. The board has undertaken the review of the Child Safeguarding Statement and Risk Assessment and has issued/published notification confirming same.

❑ Yes ❑ No ❑ N/A

Reporting

20. Where are all records relating to child protection filed and stored in a secure manner? For example, stored securely in the principal's office in such as manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records.

21. How does the Board ensure that child protection procedures in relation to reporting to Tusla/An Garda Síochána are followed in full? The Board should indicate that the DLP follows the procedures outlined in the *Child Protection Procedures for Schools 2025* for reporting of all child protection concerns.

Curriculum

22. The Board should outline the steps it has taken to ensure that the SPHE, RSE, and Wellbeing curriculum is appropriately planned for and delivered to the children and young people in the school.

For **primary schools**, it should confirm that:

> Aspects of all three strands (SPHE, RSE, Wellbeing) are covered each year.
> The Stay Safe programme is taught in its entirety in one year – at least once during infants, 1st/2nd class, 3rd/4th class, and 5th/6th class. Schools will be informed if, in the future, the Department approves an alternative or replacement to the Stay Safe Programme.
> The school plan outlines provision for RSE across each of the different class levels/stages.
> The date of the most recent policy review or curricular implementation is noted.

For **post-primary schools**, it should confirm that:

> The Wellbeing Programme for Junior Cycle is being implemented.
> RSE and SPHE are being appropriately delivered.
> The date of the most recent policy review or curricular implementation is noted.

Vetting and Recruitment

The board should be satisfied that procedures to ensure that all statutory requirements in relation to vetting, statutory declarations and forms of undertaking are met. The board should refer to the school's recruitment procedures about how references of all school personnel are checked and how vetting outcomes are managed before appointment or work in the school is undertaken. Schools under the aegis of Education and Training Boards (ETB) should outline how they adhere to ETB recruitment processes.

If joint agreements are used for the visiting coaches or for school placement students, this should be included. If the school is part of teacher sharing arrangements (see section 10.2 of the procedures), the vetting oversight actions taken should be included.

23. The Board should indicate how it is satisfied that:

(a) the statutory requirements for Garda Vetting are met.

(b) the department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking are met.

(c)   thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers).

Statement by the Board

The Board should make an overall statement as to its satisfaction that the Child Safeguarding Statement and Risk Assessment and child protection procedures are being fully and adequately implemented by the school.

Signed:*   Date:

Chairperson of the board of management

* Document to be printed and signed with original signatures

CSS 3
Notification Regarding the Board of Management's Review of the Child Safeguarding Statement and Risk Assessment

This template must be used by the board of management to inform the school community and relevant parties that they have fulfilled their statutory obligation to annually review the school's Child Safeguarding Statement and Risk Assessment.

To:

The board of management of
wishes to inform you that:

(a) The board of management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of _____ *(date)*.

(b) This review was conducted in accordance with the board of management's review of the Child Safeguarding Statement and Risk Assessment published on www.gov.ie/childprotectionschools.

Signed:* _____   Date: _____
Chairperson, board of management

Signed:* _____   Date: _____
Principal/Secretary to the board of management

* Doiciméad le priontáil agus le síniú le sínithe bunaidh

CSS 8
Record of Child Protection Training

Boards of management must ensure that all school personnel and board of management members have the necessary familiarity with the *Child Protection Procedures for Schools 2025* to enable them to fulfil their responsibilities. The board of management shall ensure that all school personnel attend appropriate child protection training and retain a record of this training. Please refer to *Child Protection Procedures for Schools 2025* Chapter 11 Training and Supports for information on training and supports available.

This template can be used by schools if they wish or they can use any other method of recording the training.

School Name:

This master list will contain details of all child protection training undertaken by all members of school personnel.

The term "school personnel" as used in these procedures is a generic term that refers to all adults who are or were involved in the operation of the school. This includes employees and volunteers, board of management members, student teachers and those on work experience.

No:	Name – Member of School Personnel	Position in School eg Chairperson of BOM, Principal/ Deputy, Teacher	Mandated Person Yes/No	Title of Training Undertaken and Date Attended		
				Tusla Training	Oide Training	Other Relevant Training
	Example: Sean Adams	Teacher	Yes	Children First eLearning Programme 21.02.25	Child Protection Procedures for Schools 2025 28.10.25	NEPS Trauma Informed Practice 02.01.26

No:	Name – Member of School Personnel	Position in School eg Chairperson of BOM, Principal/ Deputy, Teacher	Mandated Person Yes/No	Title of Training Undertaken and Date Attended		
				Tusla Training	Oide Training	Other Relevant Training