



**An Roinn Oideachais
agus Óige**
Department of Education
and Youth

Child Protection Safeguarding Booklet



Child Protection Safeguarding Booklet

The board of management should refer to Chapter 9 of the procedures when developing and reviewing the school's Child Safeguarding Statement and Risk Assessment.

The templates in this booklet are provided to support schools in keeping children safe by ensuring that essential steps are taken and necessary information is recorded.

The templates are available to download from www.gov.ie/childprotectionschools. Please check this website regularly to ensure that you are using the most up to date versions available.

Templates

The following templates must be used

- CSS 1** Child Safeguarding Statement and Risk Assessment
- CSS 2** Review of the Child Safeguarding Statement and Risk Assessment
- CSS 3** Notification Regarding the board of management's Review of the Child Safeguarding Statement and Risk Assessment

Schools must provide a student-friendly version of the child safeguarding statement so that children know what to do or who to speak to if they have a concern. Please refer to chapter 9 for details of what needs to be included. The templates below can be used and edited to suit the school context.

- CSS 4(a)** Student-Friendly Child Safeguarding Statement – Primary
- CSS 4(b)** Student-Friendly Child Safeguarding Statement – Post-Primary

Additional Supports

The supports listed below are designed to assist schools in the essential actions of developing a Child Safeguarding Statement and Risk Assessment, conducting their annual review, and retaining details of training. The material within these supports can be used and/or edited as required to suit the individual needs of the school.

- CSS 5** Student Review of the Child Safeguarding Statement and Risk Assessment
- CSS 6** Staff Review of the Child Safeguarding Statement and Risk Assessment
- CSS 7** Parent/Carer Review of the Child Safeguarding Statement and Risk Assessment
- CSS 8** Record of Child Protection Training

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.

CSS1

Child Safeguarding Statement and Risk Assessment

For:	Ard Rí Community National School	(School Name)
At:	Balreask Old, Navan, Co. Meath, C15 F439	(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):

Darragh Roe (Principal)

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

Catherine Dooley (Deputy Principal)

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

Name of Relevant Person

Darragh Roe

(In schools this person is the DLP)

Relevant Person can be contacted on:

087 1341007

droe@lmetb.ie

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

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

Martin G. O'Brien

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

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

- ☒ Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations.
- ☒ Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children.
- ☒ Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters.
- ☒ Adopt safe practices to minimise the possibility of harm happening to children and protect members of school personnel from the necessity to take unnecessary risks that may leave themselves open to accusations of child abuse.
- ☒ Develop a practice of openness with parents and encourage parental involvement in the education of their children.
- ☒ Fully respect confidentiality requirements as set out in the Child Protection Procedures for Schools 2025 in dealing with child protection matters.
- ☒ Adhere to the above principles in relation to any vulnerable adult.

Procedures and Measures in Place

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

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

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

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

- ~ The school is required to adhere to the requirements of the Vetting Act. The selection or recruitment of staff and their suitability to work with children, requires the school to adhere to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.
- ~ A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

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

- ~ The school provides information and training to members of school personnel in relation to the identification of the occurrence of harm (as defined in the 2015 Act) as follows:
 - ~ The school has provided each member of school personnel, including any new members of school personnel, (employees and volunteers, board of management members, student teachers and those on work experience) with a copy of the school's Child Safeguarding Statement and Risk Assessment.
 - ~ The school ensures that members of school personnel have availed of relevant training and completed child protection training.
 - ~ The school encourages board of management members to avail of any relevant training and complete child protection training.
 - ~ The board of management ensures that records of all staff and board member child protection training are maintained.

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

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

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

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

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

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

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

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

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

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

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

Protocol authorising immediate action

The following protocol authorises immediate action under section 7.3.6 of the 'Child Protection Procedures for Schools 2025'. The procedures as set out in Chapter 7 of the Procedures should be followed in relation to the activation of this protocol.

Schools Under the Patronage of an ETB

In the context of these procedures, where circumstances warrant it, as an essential precautionary measure in order to protect the children in the school, the school principal, having consulted with the employer ETB in relation to the given circumstances, will be authorised to direct an employee to immediately absent himself or herself from the school without loss of pay until the matter has been considered by the employer. It is very important to note that this action under the protocol is intended to be precautionary and not disciplinary. The action under this protocol is an interim measure pending the employer's further consideration of the matter.

The employee will be invited to a meeting with the principal, the purpose of which is to inform the employee of the allegation and the action being taken. The employee may be accompanied by an appropriate person of their choice and will be so advised.

In any event, the employee will also be advised of the matter, in writing. The principal shall make a record of the meeting which shall be retained on the relevant case file.

Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1.	Daily arrival/dismissal and late arrivals	Inadequate supervision; child going missing; unauthorised collection of pupils; risk of harm not being recognized or reported.	Yard Supervision arrangements; Child Safeguarding Statement; Code of Behaviour; Attendance Strategy; staff supervision rota; clear collection procedures
2.	Recreation breaks and yard time	Bullying, accidents, inappropriate behaviour between pupils, inadequate supervision	Bí Cineálta Policy; Code of Behaviour; supervision policy and duty rota; Child Safeguarding Statement
3.	Classroom teaching	Harm not recognised or reported; inappropriate conduct by adults or pupils	Child Safeguarding Statement; Child Protection Procedures 2025; Code of Conduct for staff; SPHE curriculum; teacher training
4.	One-to-one teaching/support	Allegations against staff; inappropriate interactions; lack of transparency	Open-door practice where possible; SEN Policy; Child Safeguarding Statement; record keeping; visibility through glass panels/open spaces
5.	Outdoor teaching activities School walks, nature walks, walking to town	Inadequate supervision; accidents; child separated from group	Health and Safety procedures; staff supervision; risk assessment prior to activities; emergency procedures
6.	Online teaching and learning	Cyberbullying; inappropriate online contact; misuse of technology; access by unauthorised persons	Acceptable Use Policy (AUP); Data Protection Policy; Child Safeguarding Statement; staff guidance on online safety; parental communication, All Aboard! Internet and Technology Use Agreement
7.	Use of ICT, social media and digital devices	Access to harmful content; cyberbullying; inappropriate online communications	Acceptable Use Policy; Data Protection Policy; staff monitoring; digital citizenship education; All Aboard! Internet and Technology Use Agreement

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
8.	Photography, video and media use	Misuse of images; breach of privacy; unauthorised sharing	LMETB Data Protection Policy; parental consent procedures; AUP; controlled storage and sharing of images
9.	Swimming activities	Inappropriate supervision in changing areas; accidents; transport issues	Swimming Policy; Child Safeguarding Statement; supervision procedures; use of vetted personnel; parental consent procedures
10.	Children visiting other schools- Primary or Post Primary	Child lost or separated; inadequate supervision; inappropriate contact by adults	School outing risk assessments; Child Safeguarding Statement; staff supervision ratios; emergency contacts; parental consent
11.	Sporting activities	Injury; inappropriate adult-child interaction; bullying	Bí Cineálta Policy; Code of Behaviour; supervision procedures; Garda vetting requirements for coaches; Health and Safety procedures
12.	School tours and outings	Child lost or separated; inadequate supervision; inappropriate contact by adults	School outing risk assessments; Child Safeguarding Statement; staff supervision ratios; emergency contacts; parental consent
13.	Use of toilets/changing facilities	Inappropriate behaviour; bullying; privacy concerns	Appropriate supervision arrangements; Intimate Care Policy; Child Safeguarding Statement; reporting procedures
14.	Sports Days	Inadequate supervision; injury; bullying	Supervision plan; Code of Behaviour; Health and Safety procedures; First Aid arrangements
15.	Fundraising activities involving pupils	Inappropriate contact with members of the public; inadequate supervision	Staff supervision; Child Safeguarding Statement; Code of Behaviour; parental consent where required

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
16.	School transport arrangements for trips and offsite activities	Inappropriate behaviour on transport; inadequate supervision during travel	Clear supervision procedures; staff accompaniment where appropriate; safeguarding measures communicated to transport providers
17.	School transport arrangements including use of bus escorts, private bus operators and pupil collection/drop-off arrangements	Inadequate supervision; risk of child being harmed by another child or adult while travelling; risk of a child being collected by an unauthorised person inappropriate behaviour on transport; inadequate supervision during travel; risk of a child being left unsupervised during transfer between school and transport	Special Educational Needs Policy; Child Safeguarding Statement; Bí Cineálta Policy; Code of Behaviour
18.	Children with SEN and additional care needs	Increased vulnerability to harm; communication difficulties; intimate care needs	Special Educational Needs Policy; Intimate Care Policy; Administration of Medication Policy; Child Safeguarding Statement
19.	Administration of medication	Incorrect administration; inadequate records; medical emergency	LMETB Administration of Medication Policy; individual healthcare plans; staff training; record keeping
20.	Administration of First Aid	Inappropriate one-to-one situations; inadequate treatment	First Aid procedures; incident reporting; supervision arrangements; appropriate staff training
21.	SPHE, RSE and Stay Safe lessons	Sensitive disclosures not recognised or reported appropriately	RSE Policy; SPHE curriculum; Child Protection Procedures 2025; reporting procedures for disclosures; School implements in full the Stay Safe Programme and SPHE curriculum
22.	Prevention and management of bullying	Bullying, cyberbullying, racist incidents, discriminatory behaviour	Bí Cineálta Policy; Code of Behaviour; AUP; GMGY and anti-racism education; reporting and recording procedures

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
23.	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Risk of injury to pupils or staff; risk of inappropriate use of restraint; risk of emotional harm to pupils.	Child Safeguarding Statement; Code of Behaviour; Bí Cineálta Policy; SEN Policy; incidents recorded and reported appropriately; 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.
24.	Application of sanctions under Code of Behaviour	Inappropriate sanctions; emotional harm	Code of Behaviour; Bí Cineálta Policy; fair procedures; proportional responses
25.	Visiting the Principal's Office	Allegations against staff; inappropriate interactions; lack of transparency	Open-door practice where possible; SEN Policy; Child Safeguarding Statement; record keeping; visibility through glass panels/open spaces
26.	Pupils with specific vulnerabilities (medical, social, cultural)	Increased risk of discrimination, bullying or neglect	SEN Policy; Administration of Medication Policy; Bí Cineálta Policy; attendance supports; Home-School communication
27.	Pupils from minority ethnic groups, Traveller community and minority faiths	Racism, discrimination, exclusion	Bí Cineálta Policy; anti-racism initiatives; inclusive school practices; safeguarding reporting procedures, GMGY curriculum; School undertakes antiracism awareness initiatives.
28.	LGBTQ+ pupils or pupils perceived to be LGBTQ+	Bullying, discrimination, emotional harm	Bí Cineálta Policy; Code of Behaviour; SPHE and RSE curriculum; staff awareness and inclusion practices;

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			School undertakes anti-racism awareness initiatives.
29.	Children in care or on Tusla's Child Protection Notification System (CPNS)	Increased vulnerability and safeguarding concerns	Compliance with Child Protection Procedures 2025; liaison with Tusla and relevant agencies; secure record keeping
30.	Recruitment of school personnel including teachers/SNAs, Caretakers / secretaries / cleaners and sport coaches	Unsuitable adults gaining access to children	Garda Vetting; Department recruitment procedures; reference checks; safeguarding induction; School has provided each member of school staff with a copy of the school's Child Safeguarding Statement and Risk Assessment
31.	Student teachers on placement	Inappropriate practice due to lack of awareness	Child Safeguarding Statement provided; induction procedures; supervision by mentor teacher
32.	Training of school personnel	Failure to recognise or report concerns	Mandatory safeguarding training; review of Child Safeguarding Statement; staff induction procedures; School encourages personnel to avail of relevant training; School maintains records of all personnel and board member training
33.	External tutors, speakers and visitors	Child harmed by external adult; inappropriate access to pupils	Visitor sign-in procedures; supervision by school staff; Garda Vetting where applicable; Child Safeguarding Statement
34.	Volunteers and parents assisting in school	Inappropriate interaction with pupils; unclear boundaries	Staff supervision; visitor procedures; Garda Vetting where appropriate; safeguarding guidance provided
35.	Contractors present during school hours	Unsupervised access to children; inappropriate interaction	Signing-in procedures; restricted access; supervision and monitoring by staff

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
36.	Visitors/contractors present during after-school activities	Risk of child being harmed by a visitor or contractor; inappropriate access to pupils; inadequate supervision.	Child Safeguarding Statement; visitor sign-in procedures; Garda Vetting requirements complied with where applicable; staff supervision; safeguarding responsibilities communicated to external personnel.
37.	Homework Club / After-school activities	Inadequate supervision; inappropriate interactions	Child Safeguarding Statement; supervision procedures; attendance records; vetted personnel
38.	Bedtime stories/ Open Evening (or similar initiatives where children and parents attend events in the evening)	Unsupervised access to children; inappropriate interaction	Staff supervision
39.	Use of school premises by external organisations	Child harmed by non-school personnel; unclear safeguarding responsibilities	Service-level agreements where relevant; Garda Vetting requirements; supervision procedures; safeguarding responsibilities clearly communicated
40.	Attendance monitoring	Educational neglect not identified	Statement of Strategy for School Attendance; liaison with parents/guardians; referrals where appropriate
41.	Management of disclosures of abuse	Delay or failure in reporting concerns	Child Safeguarding Statement; Child Protection Procedures 2025; staff training
42.	Records management and information sharing	Disclosure of confidential information; failure to share safeguarding concerns appropriately	LMETB Data Protection Policy; Child Protection Procedures 2025; secure storage of records
43.	Management of provision of food and drink	Risk associated with allergies, medical conditions, choking, food hygiene, exclusion or bullying.	Healthy Eating Policy; Administration of Medication Policy; staff awareness of dietary and medical needs; supervision during eating times; communication with parents/guardians

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			regarding allergies and care plans.
44.	Participation by pupils in religious ceremonies / religious instruction external to the school	Risk of inadequate supervision; risk of child becoming separated from the group; risk of child being harmed by another child or adult during off-site activities.	Child Safeguarding Statement; parental consent procedures; staff supervision; risk assessment of activity; Code of Behaviour; safeguarding arrangements agreed with host organisation.

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:
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Chairperson of the board of management

Signed:*		Date:
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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*

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

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

- Principal and Deputy Principal has hard copies of the Child Protection Procedures and Children First Guidance.
- All teaching and support staff have access to the Child Protection Procedures and Children First Guidance are available of Staff SharePoint
- Child Protection Procedures are available at:
https://assets.gov.ie/static/documents/09fe3ad4/Child_Protection_Procedures_for_Schools_2025.pdf
- Children First Guidance is available at:
https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf



Child safeguarding is what we do in our school to keep children and young people safe from harm.

We teach the **Stay Safe Programme** to help you feel safe at school and in your life outside of school too.

We also think about other ways to keep everyone safe and we write these down. This is called our **Child Safeguarding Statement**.

We check this every year. When we do this we will ask you what you think about safeguarding in our school.



If someone says or does something to hurt you or makes you feel uncomfortable, you can tell an adult that you trust.

Who to go to:

☒ Any trusted adult

For example, a teacher, SNA, secretary or the principal

What we will do:

- ☒ Listen and understand
- ☒ Guide or look for help

Every school has a person in charge of child safeguarding. This person is called the **Designated Liaison Person** or **DLP**. The DLP for our school is Máistir Darragh. 



