

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

~~Colehill National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.~~

~~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 Colehill National School 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 **Brenda Lavelle**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Una Carrigy**
- 4 The Relevant Person is **Brenda Lavelle**
(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*

- 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 8th September, 2025

This Child Safeguarding Statement was reviewed by the Board of Management on 8th September, 2025..

Signed: Fr. Aislin Murray
Chairperson of Board of Management

Date: 8/09/25.

Signed: Brenda Lovelle
Principal/Secretary to the Board of Management

Date: 8/09/25

Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Sinneach's N.S., Colehill

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

1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Online teaching and learning remotely
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of toilet/changing/shower areas in the school
- Swimming
- Sports Activities
- Coaches
- Transition Year and Work Placement students
- Parent volunteers
- Tours
- Drama
- One-to-One tuition and/or Counselling
- Practice for Religious ceremonies
- Bus transport
- Display of photographs in school
- Display of photographs of children receiving sacraments in the Church
- Requests for photographs of children for various publications
- Use of mobile phones, laptops, Chromebooks, tablets and Internet Safety risks

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

- Daily arrival and dismissal of pupils: Potential for unsupervised access to others
- Recreation breaks for pupils: Inappropriate behaviour and/or language being used
- Online teaching and learning remotely: Risk of inappropriate online behaviour and infringement of privacy of pupil and/or pupil and/or their family
- Administration of First Aid: potential for allegation against staff member
- Curricular provision in respect of SPHE, RSE, Stay Safe: Pupil 'shocked' or 'upset' by content of class, Potential disclosure by pupil
- Prevention and dealing with bullying amongst pupils: Inappropriate behaviour by pupil and potential hurt caused to pupil.
- Training of school personnel in child protection matters: potential for staff members being unaware of current Child safeguarding legislation and requirements.
- Use of external personnel to supplement curriculum: Potential for non-adherence to Child safeguarding procedures.
- Use of toilet/changing/shower areas in the school: Inappropriate behaviour and/or language being used

- Use of toilet/changing/shower areas in the school: Strict rule of only one pupil in a toilet area at any time, Permission to leave class /yard to go to the toilet must be sought from the class teacher or teacher on yard duty.
- Swimming: 2 teachers accompany the children to pool. Two teachers supervise the children **during the lesson. The children change in cubicles; only siblings or children from the same class and gender are allowed to share a cubicle.** As per swimming pool policy, instructors are vetted and recording is prohibited
- Sports Activities: A schedule is drawn up to ensure that each child who is changing for P.E or Sports activities, has the privacy of changing in a particular toilet area. Coaches are vetted. Only team members are allowed into changing rooms in Sports Clubs. All parents are encouraged to support their children in a positive manner from the sideline. It is the parents' responsibility to arrange transport for their children to and from sporting activities
- In-School Coaches: Coaches are observed by the class teacher during all coaching sessions. They are made aware of school policy regarding professionalism. If a complaint is made, it is brought to their attention.
- Transition Year and Work Placement students: Transition Year and Work Placement students are made aware of school policy regarding professionalism.
- Parent volunteers: Parent volunteers are vetted through the Diocesan Office and are made aware of school policy regarding professionalism
- Tours: Strict supervision of children on tour by class teachers. High expectation of compliance by children with our Code of Behaviour
- Nativity Drama: It is arranged that a professional videographer record each drama on DVD for sale to the parents. We request that no other recording takes place. Access to the remainder of the school will be restricted to the public; classroom doors will be locked. Participating children are requested to return to their parents immediately after their performance on the night.
- One-to-One Tuition and/or Counselling: In so far as is practicable, in the case of children receiving Special Education teaching, pupils are taught in small groups. For individualised programmes, pupils are taken individually, with prior consent from their parents / guardians, with classroom door ajar at all times
- Practice for Religious ceremonies: The children are always accompanied by a teacher.
- Bus transport: Children must follow road safety rules, wear their seatbelts and remain seated at all times when the bus is travelling. A teacher always accompanies the children on the bus; Children must follow teacher's instructions.
- Display of photographs in school: Individual names are not displayed on photographs. The main front door is kept locked at all times. Visitors to the school gain admittance by appointment only, therefore the school corridor is not accessible to members of the public.
- Display of photographs of children receiving sacraments in the Church: Photographs are on display for the duration of the Sacrament Mass only and are immediately removed from the Church after the ceremony.
- Use of mobile phones, laptops, Chromebooks, tablets and Internet Safety risks: Children's usage of laptops and Chromebooks is supervised by the class teacher. We have a security filter on our internet access. Pupil's mobile phones are banned within the school grounds. We arrange professional talks for children in Senior classes on responsible usage of phones and Internet Safety.
- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015* and it's Addendum (2019)
- The school implements in full the Stay Safe Programme.
- The school implements in full the SPHE curriculum.

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. 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 (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* 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.

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.

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)*

Examples of School Activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one learning support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting activities

- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Breakfast club
- Homework club/evening study

Examples of Risks of Harm

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to 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
- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- 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
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

Examples of Procedures to address risks of harm

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*

- The school has in place a Critical Incident Management Plan
- The school has in place procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy/procedures for the use of external sports coaches
- The school has in place clear procedures for one-to-one teaching activities
- The school has in place a procedures for one-to-one counselling
- The school has in place procedures in respect of student teacher placements
- The school has in place procedures in respect of students undertaking work experience in the school

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

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

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

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

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <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?	N/a
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?	yes
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)	yes
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)	N/a
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?	N/a
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?	No
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	N/a

41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	N/a
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*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 JK John Linn Date 8/09/25

Chairperson, Board of Management

Signed Brenda Lavelle Date 8/9/25

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.