



ST. TOLAS NATIONAL SCHOOL

Child Safeguarding Statement and Risk Assessment





Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement and Risk Assessment

For:	St. Tola's N.S.
At:	Killulagh, Delvin, Co. Westmeath N91XH26

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):

Eileen Smyth

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

Laura Kelleghan

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



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Name of Relevant Person

Eileen Smyth

(In schools this person is the DLP)

Relevant Person can be contacted on:

0449664457

principal@sttolas.com

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:

Fr. Seamus Heaney

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. Safeguarding is recognized as a shared responsibility of all members of the school community. 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:



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- 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.
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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.
- Child protection records, disclosures, reports and safeguarding concerns will be stored securely, retained in line with Department of Education guidance and GDPR requirements, and accessed only by authorised personnel on a strictly need-to-know basis.
- 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



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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. Safeguarding procedures and risk assessments may also be reviewed following any significant incident, allegation, concern or change in school practice.



Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1.	Training of school personnel in Child Protection matters	Level: High Harm to pupils not recognized or reported promptly	- All new staff, substitute teachers, SNAs, coaches and volunteers receive access to the school's Child Protection padlet on commencement. Whole school Oíde Training took place (07.11.25) - BoM training for Child Protection attended on 29.04.26 - Staff sign to confirm that they have read and understood the Child Safeguarding Statement and relevant policies. - DLP/DDLP maintain records of all safeguarding training attended by staff. - Mandatory reporting obligations are regularly reviewed with staff. - Staff are reminded annually of procedures for reporting disclosures, concerns and allegations. - Child protection updates and policy amendments communicated promptly to all staff. - Safeguarding procedures included in Substitute Teacher Information Folder. - Staff encouraged to complete Tusla Children First eLearning Programme every 3 years or as updated. - Regular child protection professional development and key reminders by DLP at staff meetings. - Annual review of policy.
2.	Recruitment of school personnel	Level: High Harm to pupils not recognized or reported promptly	- Vetting Procedures & interview process. - References are checked prior to appointment. - Teaching Council registration verified where applicable. - Identity verification completed before commencement. - Copy of Garda Vetting requested prior to appointment. - Child Safeguarding Statement, DES Procedures & National Guidance made available to all staff, including new & substitute staff via St. Tola's School Padlet



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			- Staff view online training offered by Tusla when necessary. - Regular child protection professional development and key reminders by DLP at staff meetings.
3.	Visitors to the school: reps, contractors, visitors to the school.	Level: High Harm by visitors/uninvited guests Harm or injury to pupils	- All visitors must ring the bell to speak with secretary prior to entry. - Visitors/contractors during school time are restricted to essential visitors/contractors only. - Visitors wear identification/visitor badges where appropriate. - Visitors are not permitted unsupervised access to pupils. - Staff challenge unknown or unaccompanied adults on school premises. - Emergency procedures communicated to contractors/visitors when necessary. - Full implementation of Closed Door Policy by staff and pupils. External doors monitored and secured during the school day.
4.	Daily arrival & dismissal of pupils	Level: High Harm from older pupils or unknown adults on the yard.	- Arrival supervised by Principal, SNA 's and SEN Teachers from 8.45am - Dismissal supervised by SEN, SNA and class teachers at 1.40pm and 2.40pm - One-to-one handover of infant pupils, ASD Class pupils to Parent/guardian, bus escort or designated collector. - Constant reminder to the school community of collection arrangements. - Clear communication to parents regarding supervision times. - Pupils instructed never to leave school grounds without permission.



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			- Safe traffic management procedures communicated regularly to parents. - Staff monitor designated collection points and bus areas. - Procedures in place for separated parents/custody arrangements where relevant. - SNA supervision of children with SEN needs - Designated collection zones for cars and buses (Depart at 2.40pm). Children who have not been collected will be brought into school and parents telephoned by a member of staff. Parents are regularly informed that no supervision is provided after 2.50pm.
5.	Late arrival/early departure of pupils	Level: Medium Harm to pupils	- Pupils who arrive late/depart early must be signed in/out by Parent/guardian on the sign in/sign out booklet, including reason for same. - Phone/Email verification with Parent/guardian where child is being collected by unknown adult/adolescent. - Late arrivals and early departures recorded on Aladdin and monitored by Principal and Attendance Monitoring Group.
6.	Break time/Playtime for pupils	Level: High Harm/injury to pupils	- External gates of junior area locked during breaktimes. - Fence placed between two external prefabs to restrict access to the carpark. - Yard Duty Rota established and regularly supervised by management. If the staff member is absent, alternative arrangements for supervision are to be made.



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			• Appropriate supervision arrangements are maintained during transitions between activities and movement around the school. SEN Team to organize and to accommodate dispersal at hometime. • Accidents/incidents recorded and monitored for recurring concerns. First aid administered on yard/outside school office. • Zones allocated for supervision where appropriate. • During breaktimes, pupils are only permitted to re-enter the school building to use the toilet. Children receive a stamp on exit and re-entry from an adult/designated supervisor. • SNA access for designated pupils • Supervision Policy, Code of Behaviour & Bí Cineálta Policy • Record keeping systems, including Aladdin.
7.	Afterschool Club (Lego Club, Homework Club)	Level: High Harm to pupils	• All Afterschool activities to be sanctioned by the BoM & Property Commission. • Adequate Insurance in place. • Clear transfer-of-care arrangements between school and afterschool personnel. • Attendance registers maintained by afterschool providers. • Emergency contact details accessible to afterschool staff. • Behaviour and safeguarding concerns communicated promptly to Principal/DLP. • Vetting Procedures • Child Safeguarding Statement • Appropriate supervision



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
8.	Classroom & one-to-one teaching	Level: Medium Harm by school personnel	- One-to-one teaching timetabled and recorded where possible. - Parents informed where ongoing one-to-one support is required. - Staff avoid situations where they are isolated with pupils unnecessarily. A communicated plan in place to address these high risk situations. - Visibility panels/glass panels maintained and unobstructed. - Glass in classroom doors - Appropriate seating arrangements (Table between teacher and pupil/distance/space between parties to mitigate risk. - Special Educational Needs Policy
9.	Sensory Room	Level: High Harm by school personnel	- Special Educational Needs Policy - Timetables maintained for use of sensory room. - Staff maintain appropriate professional boundaries at all times. - Individual pupil plans/risk assessments followed where applicable. - Glass in Sensory Room door to remain uncovered when in use. - Door to be left open (when appropriate) when one to one teaching/movement breaks are happening. - Appropriate supervision arrangements are maintained during transitions between activities and movement around the school.
10.	Classroom Teaching	Level: Medium Harm by student/teacher/non-school personnel	- Adequate supervision at all times – Teachers should not leave their classrooms during teaching time - Vetting procedures in place - Child Safeguarding statement is visible. Communication in relation to safeguarding at Monday Reflections and Assemblies. - Code of Behaviour



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
11	Movement Breaks	Level: Medium/High Harm by school personnel Harm to pupils	• Special Educational Needs Policy • SNA Policy. • Whole-school timetabling • Movement Breaks hosted in public and circulation areas. • Doors left open during gym times when necessary. • Appropriate supervision arrangements are maintained during transitions between activities and movement around the school.
12	Care of children with special needs, including intimate care needs	Level: High Harm to pupil Harm by school personnel	• Special Educational Needs Policy • Intimate Care Policy available and Intimate care plans developed in consultation with parents/guardians where necessary. • Records maintained of intimate care support provided. • Child Safeguarding statement and DES procedures made available to staff. • 2 adults present when toileting is required by children in ASD class. • Respect for pupil privacy and dignity maintained at all times.



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
13	Managing children of challenging behavior, including appropriate use of restraint.	Level: High Harm to pupil Harm by school personnel	• SNA Policy • Understanding Behaviours of Concern. • Staff involved in physical intervention will receive appropriate guidance and/or training where required. • Restrictive practices only used as a last resort and in line with policy. • Incidents recorded and reviewed by school leadership. • Parents informed following significant behavioural incidents/restraint. • Individual behaviour support plans developed where appropriate. • De-escalation approaches prioritised: Language, safe space. • Incredible Years & FRIENDS Programmes taught and utilized. • Liaison with external agencies – NEPS, CAMHS, TUSLA
14	Use of toilet areas in school	Level: High Harm to pupils Harm by school personnel/other pupils.	• Rota system for pupil use of toilets implemented by school staff • Separate classroom-based toilets for girls and boys • Toilets checked regularly by staff. • Pupils informed of reporting procedures if they feel unsafe. • Clear expectations regarding respectful behaviour communicated to pupils. • Pupils not permitted to re-enter school building from break etc. unless permission sought from a school adult (teacher/SNA). Adopt the message: Stop, ask first, then go. • Rules/Procedures communicated to pupils from staff.



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
15	Administration of First Aid & Medication	Level: Medium Harm to pupil. Harm by school personnel	- Administration of First Aid & Medication Policy - First aid & medication administered by trained school personnel in public areas. Basic first aid packs are located inside each exit door. - Medication stored securely and accessed only by authorised personnel. - Written parental consent obtained for administration of medication. - Accident/incident records maintained and reviewed. - Emergency care plans in place for pupils with specific medical needs. - First Aid Training is kept up to date. - Procedures in line with SNA Policy. - Child Safeguarding Statement & DES procedures made available to all staff. Keep records.
16	Prevention and dealing with bullying amongst pupils, including during classroom teaching	Level: High Harm to pupil Harm by other pupils	- Bí Cineálta Policy - Code of Behaviour - Full implementation of Stay Safe Programme, in line with SPHE Policy. - Anonymous reporting opportunities discussed with pupils where age appropriate. - Ongoing monitoring of online/cyberbullying concerns. - Pupil voice and wellbeing initiatives promoted. - Engagement of external speakers, including Community Gardaí, Online Cyber Safe Bullying Talks. - Regular review of bullying incident records - Reporting of instances of bullying at each Board of Management meeting - Regular reminders of Bí Cineálta motto's and communication at assemblies



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
17	Sports Coaches	Level: High Harm to pupil	• Vetting Procedures in place. Records kept onsite. • Coaches informed of school safeguarding and behaviour expectations before commencing activities. • Appropriate pupil-to-adult ratios maintained. • Emergency medical/contact information accessible during activities. • Risk assessments completed for sporting events and school trips. • Child Safeguarding Statement and Risk assessment available to all. • Sports Coaches work under the direct supervision of the designated teacher
18	Sporting Activities (including swimming)	Level: Medium Harm by school personnel/sports coaches Harm and/or injury to pupils	• Vetting Procedures in place for staff. • Detailed risk assessments completed prior to outings. • Emergency procedures and first aid arrangements established. • Headcounts conducted regularly during trips. • Staff maintain access to emergency contact details and mobile phones. • Clear arrangements for pupils with additional care needs. • Child Safeguarding Statement & Supervision policy apply. • Sporting activities take place in designated areas of school building/grounds and sport facilities at specified time. • School personnel supervision in swimming changing area • School personnel assistance for individual children with significant additional needs in swimming cubicle area, two people present when required.
19	Participation in Inter-School Matches	Level: Medium	• Vetting Procedures in place. • Child Safeguarding Statement is available.



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		Harm by school personnel/referees/other attendees Harm and/or injury to pupils	• Use of designated sport facilities at specified times • Supervision Policy • Two St. Tola's N.S. personnel present at all times • Bus system to transport pupils to/from inter-school matches
20	Sports Day	Medium Harm by current pupils, school personnel, older past pupils or unknown adults on the school premises	• Vetting Procedures • Child Safeguarding Statement • Sporting activities take place in designated areas of school building/grounds and sport facilities at specified times • Supervision Policy • Whole-school timetabling & record of attendance
21	Visiting school's/ holding sport's events on site e.g. – Patricia Smyth Memorial Blitz Day	Level: Medium	• Vetting Procedures • Child Safeguarding Statement • Sporting activities take place in designated areas of school building/grounds and sport facilities at specified times • List to include all adults who will be attending with the invited school (these persons must be Garda Vetted if school volunteers and must supply Garda Vetting letters to their own school prior to attending.



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
22	Outdoor teaching activities & school outings (Ogles, sch. tours)	Level: High Harm by school personnel/outing venue personnel Harm and/or injury to pupils	• Selection of accessible & visible outdoor areas on school grounds for outdoor teaching • Whole-school timetabling for PE & Daily Mile • Careful selection of venues & grouping of pupils for onsite and offsite learning • School Tours/Outings Policy & Pupil mobile phone protocol
23	Play Therapy in small group & one-to-one settings	Level: High Harm by therapists Harm to pupils	• Use of accredited and supervised therapists only. • Service agreements/safeguarding expectations agreed in advance. • Therapy sessions scheduled to avoid isolated areas where possible. • Concerns arising during sessions communicated through DLP procedures. • Vetting Procedures in place. • Child Safeguarding Statement communicated and visible during sessions. • Use of Parent/guardian consent forms & review meetings • Regular liaison with Principal/SEN Team • Whole-school timetabling & record of attendance • Door left open or Glass in meeting room doors • Appropriate seating arrangements



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
24	Post-Primary students participating in work experience in the school	Level: Low Harm by post-primary students Harm to pupils	• Vetting Procedures • Child Safeguarding Statement and risk assessment visible and communicated to the students. • Post-Primary students work under the direct supervision of the designated teacher.
25	Student teachers undertaking training placement in school	Level: Medium Harm by student teachers Harm to pupils	• Vetting Procedures • Child Safeguarding Statement • Student teachers work under the direct supervision of the designated teacher
26	Use of Information and Communication Technology by pupils in school	Level: Medium Harm by fellow pupils Bullying	• Firewall system & non-access to social media by pupils at school • Internet Acceptable Usage Policy • Smartphone, Smartwatch & Tablet Device Policy • ICT Policy • Cyber Bullying Awareness sessions for middle & senior pupils & parents/guardians • The school monitors emerging online technologies, including AI-enabled platforms and applications, and promotes safe, age-appropriate use. • Liaison with Community Gardaí • Bí Cineálta Policy • Code of Behaviour



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
27	Online/Remote Teaching and Learning	Level: High • Harm through inappropriate online contact • Unauthorised access to online lessons • Recording or sharing of lessons/images • Cyberbullying	• School-approved online platforms only are used. • Teachers use professional school email accounts only. • Parents informed of acceptable online behaviour expectations. • Breakout rooms supervised where used. • Recording of lessons prohibited unless approved by school management. • Online lessons conducted in group settings where possible. • Internet Acceptable Usage Policy communicated annually. • Staff maintain professional boundaries in all online communication. •
28	Use of social media & online platforms outside of school	Level: High Exposure to age-inappropriate online content Harm by fellow pupils Cyber bullying Harm by persons known & unknown Grooming	• SPHE Curriculum & Stay Safe Programme • Staff guidance regarding professional online communication with pupils. School personnel will not communicate privately with pupils using personal phones, personal email accounts, social media platforms, messaging apps, or gaming platforms. • All electronic communication with pupils must occur through approved school communication channels. • Digital citizenship and online safety explicitly taught. • Parents provided with online safety guidance/resources. Third-party publication or distribution of pupil images without appropriate consent is prohibited. • Monitoring/filtering systems reviewed regularly. • Cyber Bullying Awareness & Digital Health education for middle & senior pupils & parents/guardians • Address via School Assemblies & Class Talks • Bí Cineálta Policy • Code of Behaviour



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			Liaison with Community Gardaí
29	Use of video/photography/other media to record school events	Level: Medium Harm to pupils	- Written parent/guardian consent for images of his/her child to be taken and how they may be used. Recorded on the Aladdin software package. This will be updated every September. - Photography/videography of school activities and events undertaken by school personnel and used in compliance with school policy - Pupil images and names do not co-appear on school website, other media - Parents/guardians not permitted to take photographs/videos at school activities and events of children other than their own, without the consent of the other parent(s)/guardian(s). Photos of children's work, over shoulder. - Secure storage of digital images/videos. - School devices used for official photography where possible. - Images removed promptly upon withdrawal of parental consent.
30	School-based and Church-based religious ceremonies/religious instruction & celebration of the sacraments	Level: High Harm to pupils	- Vetting Procedures - Child Safeguarding Statement - Church personnel work under the direct supervision of the designated teacher - Whole-school timetabling



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			Appropriate seating arrangements
31	Annual Retreat for Confirmation candidates	Level: Medium Harm to pupils	- Clear supervision arrangements communicated in advance. - Attendance registers maintained during off-site events. - Emergency contacts and medical information accessible to supervising staff. - Parents/Guardians are encouraged to transport their own child to and from religious events wherever possible. <u>Where school transport is arranged:</u> Supervision by school staff or authorised adults will be in place. All supervising adults will be Garda Vetted. Children will only travel with prior written parental consent. <u>For the annual 6th Class retreat:</u> - Parental consent is required before participation. Clear communication with parents about all transport and supervision arrangements. All facilitators and volunteers are Garda Vetted in advance. Joint supervision between the three parish schools is organised and agreed upon. Appropriate adult-to-child ratios will be maintained. A designated Child Safeguarding Lead will be available throughout the retreat.
32.	Confessions in school (Christmas, Confirmation, Easter, First Confession)	Level: Medium Harm to pupils	- Church personnel/Priests work under the direct supervision of the designated teacher - Garda Vetting in place for relevant personnel - Staff are present during ceremonies and appropriate supervision is required. - Safeguarding Statement is visible.



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33	Changing of PE Gear/Sports Gear	Level: High	- Children must change inside the designated areas. Toilets and Store room can be used as the designated areas. - Children change singly – 2 toilets - Staff supervise in a manner that respects dignity and privacy. - Pupils reminded regularly about appropriate behaviour and privacy expectations. - Any safeguarding concerns arising in changing arrangements reported immediately. - Lists of pupils for changing are devised by the class teacher and pupils designated to each area for changing during class time and with Teacher supervision of the whole class - Pupils may not change in pairs or groups - A younger & an older child should NEVER change in the same area - The class teacher must supervise the full class group until all children have changed and have left the classroom. - SNA can assist in supervision where required and appropriate, while ensuring dignity, privacy and safeguarding procedures are maintained.
34	Transport – use of staff & parent's cars.	Level: High Harm to pupil	- Staff transporting pupils is not permitted unless prior approval has been obtained from school management and parental consent is in place. - Transport arrangements communicated clearly to parents in advance. - Alternative approved transport arrangements (Bus – private operator) should be used wherever possible to minimise risk to pupils and staff. - Written parental consent retained for each transport event where applicable. - Drivers should avoid use of mobile phones while transporting pupils except in emergencies and in compliance with road safety laws. - Pupils should sit in the rear seats where possible. - Clear procedures in place for emergencies/breakdowns during transport.



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			- School management informed immediately of any change to agreed transport arrangements. - No unauthorised stops or route changes permitted unless required for safety reasons. - Appropriate adult supervision ratios maintained during transport to events/activities. - Parents transporting pupils on behalf of the school must be authorised in advance and provide evidence of a valid driving licence, insurance, and roadworthy vehicle where required. - A risk assessment must be completed before any transport arrangement is approved. - Wherever possible, two adults should be present during transport arrangements involving pupils. - Pupils should never be transported alone in a vehicle unless exceptional circumstances apply and these have been authorised by management. - Appropriate seat belts and child safety restraints must be used at all times in line with legal requirements. - Staff and volunteers must follow the school's safeguarding and child protection policies during all transport activities. - Records of journeys, permissions, and emergency contact details should be maintained. - Any accidents, incidents, concerns, or allegations arising during transport must be reported immediately in accordance with safeguarding and health & safety procedures.
35	Volunteers/Parents Assisting with School Activities	Level: Medium Harm to pupils by volunteers/visitors.	- Volunteers supervised by school personnel at all times. - Garda Vetting completed where required. - Child Safeguarding Statement made available to volunteers. - Volunteers do not work alone with pupils.



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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			Principal approves all volunteer participation.
36	Fundraising Events/School Celebrations	Level: Medium Harm to pupils by unknown adults/visitors	- Supervision Policy implemented during all events. - Clear entry/exit procedures in place. - Visitors restricted to designated areas. - Staff assigned supervisory duties. - Parents reminded regarding photography protocols.
37	Use of school premises by External Group – Afterschool service (Kids. Inc)	Level: High Harm to pupils by external personnel	- External organisations must provide safeguarding statement and insurance. - Garda Vetting confirmation required where children are involved. - Written agreement regarding safeguarding responsibilities in place. - School facilities used only in designated areas. - Principal/BoM/Patron approval required.
38	Peer-on-Peer Abuse / Harmful Sexual Behaviour	Harm to pupils by other pupils including bullying, coercion, harmful sexual behaviour, inappropriate online behaviour, image sharing or physical aggression.	- Bí Cineálta Policy - Supervision Policy - SPHE/RSE/Stay Safe programmes - Clear reporting pathways for pupils - Prompt recording and response procedures - Parent communication procedures - Liaison with Tusla/Gardaí where appropriate



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.

Child Safeguarding Statement – Key Points in respect of St. Tola's N.S.

- The **Child Safeguarding Statement** has been in operation since **11 March 2018** and is reviewed annually by all school personnel and the Board of Management.
- The school's **Designated Liaison Person (DLP)** is **Eileen Smyth**, and notices displaying this information are placed throughout the school.
- All staff members are **Garda vetted** and are required to adhere to:
 - the **Child Protection Procedures for Primary and Post-Primary Schools 2025**, and
 - the **Children First Act 2015**.
- All school personnel receive access to and guidance on the school's:
 - Child Safeguarding Statement & Risk Assessment.
 - Child Protection Procedures,
 - Safeguarding policies and resources.



Child Safeguarding Statement and Risk Assessment

- These are available in hard copy, digitally on the school drive, via email, and through the school's Child Protection Padlet.
- Staff, substitute teachers, and temporary personnel are informed of safeguarding procedures upon arrival and sign annually to confirm they have read and understood safeguarding requirements.
- Safeguarding reminders, updates, and mandated reporting obligations are regularly addressed during staff meetings and Croke Park meetings.
- The school maintains confidential safeguarding records in line with **GDPR** and Department of Education guidance. The DLP/DDLP securely records all child protection concerns and actions taken.
- The school promotes:
 - a culture of openness, listening, and pupil voice,
 - inclusive and anti-racist practices,
 - awareness that safeguarding concerns may arise both inside and outside school settings,
 - the principle that “it could happen here.”
- Annual safeguarding reviews include consultation with staff and the Board of Management.

Policies and Procedures Supporting Safeguarding

The following policies and procedures are in place to address risks of harm and support child safeguarding:

- Stay Safe Programme
- SPHE Curriculum
- Bí Cineálta / Anti-Bullying Procedures and Code of Behaviour
- Understanding Behaviours of Concern and Responding to Crisis Situations guidance
- Yard and playground supervision procedures
- Supervision Policy
- Health and Safety Statement
- Critical Incident Management Plan
- Internet Safety and Acceptable Use Policy
- Mobile Phone Policy (pupils are not permitted to have mobile phones in school)
- Remote Learning Policy
- Intimate Care Needs Policy
- Administration of Medicines Policy
- Physical Intervention with Pupils Policy



- SEN Policy
- Procedures for school outings and external activities
- Procedures for one-to-one teaching activities
- Procedures for student teacher placements, work experience, and external sports coaches
- Garda Vetting and safe recruitment procedures
- Code of Conduct for all school personnel and disciplinary procedures for teaching staff.

Additional Safeguarding Measures

- Yard supervision rotas are organised and monitored by **Ms. Wilkinson** and **Ms. Smyth**.
- Internet Safety Workshops for pupils and parents are organised annually.
- The school encourages all personnel and Board members to undertake relevant safeguarding training and maintains records of completed training.

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.



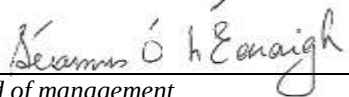
Child Safeguarding Statement and Risk Assessment

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.

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.

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 in September 2026

Signed:*		Date: 09/2026
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Chairperson of the board of management

Signed:*		Date: 09/2026
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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 September 2027



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

providing a link to the Children First National Guidance 2017 [Children First National Guidance 2017.pdf](#), and stating the number and location of hard copies of these procedures available in the school.

The Child Protection Procedures and Children First Guidance are available in the following locations:

- Online through the gov.ie website. www.gov.ie/childprotectionschools
- 1 x Hardcopy stored in the staffroom.
- 1 x Hardcopy in the Principal's office.
- Available to all staff via our school Child Protection Padlet.. +