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Child Safeguarding Statement and Risk Assessment

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| For: | St.Patrick's National School | |
| At: | Ballinamuck, Longford |) |

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):

Damien McIntyre

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

Marie Kenny

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

Name of Relevant Person

Damien McIntyre

(In schools this person is the DLP)

Relevant Person can be contacted on:

| | |
|------------|----------------------------|
| 0868773192 | principal@ballinamuckns.ie |
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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:

Mary McKenna

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.

Child Safeguarding Risk Assessment

| | List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|----|---------------------------------------|---|--|
| 1. | Daily arrival and dismissal of pupils | Risk of harm not being recognised by school personnel | <ul style="list-style-type: none"> • School uniform with crest to clearly identify children forming part of school community • Adequate supervision of children on yard. Yard rota drawn up at the beginning of each term. Two teachers and two SNAs' on yard duty each day. • <i>Improved communication networks in place through our Aladdin Connect App rolled out to parents/guardians for academic year 2022/23. The app allows school staff the ability to update parents on any after school activities where alternative pick up times for example have to be arranged.</i> |
| 2. | Recreation Breaks for Pupils | Risk of harm not being reported properly and promptly by school personnel | <ul style="list-style-type: none"> • Adequate supervision of children on yard. Yard rota drawn up at the beginning of each term. Two teachers and two SNAs' on yard duty each day. • The school has a Supervision Policy, an Anti-Bullying Policy and Code of Behaviour Policy in use in the school. Principal, Damien McIntyre organises and monitors the success and effective running of the yard rota. • Post COVID, one yard book is in operation for any incidents to be recorder (signed by class teacher) • Yard books to be stored in the office (updated September |

| | List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|--|---------------------------|---|--|
| | | | <p>2024)</p> <ul style="list-style-type: none"> • The school has a yard supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets etc. • The school implements in full the Stay Safe Programme and the S.P.H.E curriculum. • The school has a yard/playground/ classroom supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms, yard in the morning etc. All photocopying is done during teacher preparation time and should teacher need to leave the room for any reason appropriate cover should be provided. • Each play area is clearly marked on the yard and each class has a specific play area. • The school has a Health and Safety Policy (updated 4/12/24) Link to school website. https://ballinamuckns.ie/school-policy/https-ballinamuckns-ie-wp-content-uploads-2025-02-health-and-safety-1-1-pdf/ • On a wet day, there is a rota system allowing each class to get an opportunity to use the hall for an indoor break with supervision in place |

| | List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|----|--|---|---|
| | | | <ul style="list-style-type: none"> • Doors to buildings to be closed during break times (2025/2026) • Gate at gable of building A to remain closed (2025-2026) |
| 3. | Classroom Teaching | Risk of harm not being reported properly and promptly by school personnel | <ul style="list-style-type: none"> • All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> • The <i>Child Protection Procedures for Primary and Post-Primary Schools 2025</i> are made available to all school personnel • School Personnel are required to adhere to the <i>Child Protection Procedures for Primary Schools 2025</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i> and its Addendum (2019) • DLP and DDLP assigned and notices of same clearly displayed around the school • The school encourages staff to engage in relevant training and for the BOM to be kept up to date regarding any training in relation Child Protection (<i>All BOM members upskilled regarding their training April 2026</i>) • Pupils and parents made aware of child safeguarding statement and relevant school personnel to communicate any concerns. |
| 4. | Outside members of community/facilitators/volunteers | Risk of harm to child | <ul style="list-style-type: none"> • The school adheres to the requirements of the Garda Vetting legislation and relevant DES circulars in relation to recruitment and Garda Vetting. • All staff members adhere to Child Protection Procedures for |

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|--|---------------------------|---|--|
| | | | <p>Primary Schools 2017, revised Child Protection Procedures for Primary Schools 2025 and Children's First Act 2015</p> <ul style="list-style-type: none"> • All staff have received training in Children First • All staff engaged in Child Protection Training 16th October 2024 (St.Mary's N.S. Drumlish) Facilitator through Carrick Education Centre. • <i>Following collaboration with Parents Association a bus will be provided for all home matches (cumann na mbunscol) as opposed to carpooling to bring children to local GAA ground. (January 2024)</i> <ul style="list-style-type: none"> • The school adheres to the requirements of the Garda Vetting legislation and relevant DES circulars in relation to recruitment and Garda Vetting. • A visitor is always accompanied by a staff member. • Main door locked during school day with buzz/key pad system given to school staff and changed on a regular basis. • Drop Box fixed to outside wall of GP hall. Keys stored for entry and exit. Register kept in school. • Office relocated to front of main building • There is a 'sign in and sign out' book in operation in the school • The school has in place procedures in respect of students undertaking work experience in the school |

| | List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|----|--|--|--|
| 5. | School Trips (swimming lessons, school tour) | 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 | <ul style="list-style-type: none"> The school has a policy on 'School outings' and supervision on school outings specific to the risk identified above. Extra staff members are allocated for attendance of school outings All areas of tour destinations are checked previous to booking Regular roll call is taken for out of school activities. Roll call must be taken at 10:20am daily. A child turning up to school after this time will be marked absent. |
| 6. | Relationships between children | Risk of child being harmed by another child (children) | <ul style="list-style-type: none"> The school has a Supervision Policy, an Anti-bullying policy and a Code of Behaviour Policy in use in the school. The school, in addition to fully implementing the Stay safe programme and the SPHE curriculum has intermittingly outside agencies coming in to speak to the children and teachers to compliment the teaching of our SPHE policy. <i>SPHE policy reviewed September 2023</i> In addition, we engage in talks from speakers on topics including bullying (<i>Cybersafe Ireland provide training for children from 3rd to 6th class every second year</i>) <i>The school has a yard/playground/ classroom supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.</i> <i>Bí Cinéalta Policy in place and reviewed annually (following</i> |

| | List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|----|---|---|--|
| | | | <i>consultation with all stakeholders)</i> |
| 7. | Relationships between child and teacher | Risk of harm to child | <ul style="list-style-type: none"> • Every September class teachers draw up class contracts on behaviour/rules with children. Expectations are clearly set out. Positive reinforcement/praise is promoted in each class. This is reviewed termly by the class teachers • Initiated from the beginning of academic year 2022/23, the theme of bullying is to be taught throughout the month as a whole class measure (Restorative practice to be taught each September going forward) • 10 extra minutes of discretionary curriculum time allocated to physical recreation for the best behaved line of the week (also crosses over with presentation of work/handwriting policy) • The school implements the full Stay Safe and S.P.H.E curriculum. • The BOM has adopted the Parental Complaints Procedures 2024 • The BOM has adopted circular 49/2018 • The BOM has adopted the Working Together Document 2024 • Teachers are reminded of the code of professional conduct when carrying out their professional duties |

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|----|---------------------------|---|--|
| 8. | Use of I.T | Risk of harm to child | <ul style="list-style-type: none"> • AUP policy reviewed annually and communicated to school community on website • Google Classroom gives class teacher the security feature to monitor any child that has access to an ipad and ensure any research or websites accessed by children are clearly monitored • Website content filtering system in line with DES guidelines • Phones not permitted – clear mobile phone policy • Regular communication with home in relation to staying safe online • Speakers into discuss online safety yearly • Following ‘Oide’ (Teacher Support Training Body) in-school support on 25/2/25, the school has moved to Google Workspace and switched email address from ballinamucknschool@gmail.com to office@ballinamuckns.ie. This is in keeping with best practice around the area of GDPR and online security. |
| 9. | SEN / one to one teaching | Risk of harm to child | <ul style="list-style-type: none"> • The school will devise a policy in this area, the school has a special education policy which is currently under review. • The school has in place a policy and procedures for the administration of medication to pupils • It is procedure that all children in this category are collected from their classes and returned by the SEN teacher • Open door policy / floor to ceiling window |

| | List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|-----|---------------------------|---|---|
| 10. | Intimate Care Needs | Risk to child | <ul style="list-style-type: none"> The school has an intimate care policy which is in use and effective PPE is available on site |

| | List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|-----|---|---|---|
| 11. | Behaviour of children | Risk to child or to other children | <ul style="list-style-type: none"> This policy is reviewed at a staff meeting once per year and is effective in practice. It will be reviewed in the light of experience. The principal will visit classes once a year to engage with the children on the content. |
| 12. | One to one teaching/counselling | Risk of harm to child | <ul style="list-style-type: none"> The following procedures are in place. Doors open. All sessions are timetabled. Two teachers present where feasible. Timetables are followed and hanging in the staffroom. All changes are made to master copy in staffroom where necessary. The school complies with the agreed disciplinary procedures for teaching staff. |
| 13. | School personnel communicating with pupils with inappropriate manner via social media, texting, digital device or other manner. | Risk of harm to child | <ul style="list-style-type: none"> Copies of teacher code of conduct given to staff/copies of section 24/2009 made available to all staff. The school complies with the agreed disciplinary procedures for teaching staff. |

| | List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|-----|--|---|---|
| | | | <ul style="list-style-type: none"> Administration only access to Aladdin (Secretary, principal, deputy) and password protected system. Caretaker here after school hours. |
| 14. | School personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner. | Risk of harm to child | <ul style="list-style-type: none"> Details of teaching code of conduct to staff section 24/2009 made available to all staff All laptops, chromebooks and ipads are to be used for school specific purposes only. AUP policy updated annually |
| 15. | Afterschool | Risk of harm to child | <ul style="list-style-type: none"> Principal check carried out to ensure Ballinamuck Aftercare CLG have their own risk assessment in place |
| 16. | Administration of Medicine | Risk of harm to child | <ul style="list-style-type: none"> Policy in place and ratified at BoM meeting 20/05/26 Storage of medicine decided upon case by case following discussion with teacher and parent taken on board any medical advice. Medicine to be out of reach of children unless it has been agreed that a child must store in their bag (e.g inhaler) |
| 17. | | | |

| | List of School Activities | Risks Identified Against Each School Activity | Procedures/Measures in place to Mitigate Risk |
|-----|---------------------------|---|---|
| 18. | | | |
| 19. | | | |
| 20. | | | |

Additional pages may be added as required

Examples of Activities, Risks and Procedures

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

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

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

- > Identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities.
- > Identify and assess the adequacy of the various procedures already in place to manage those risks of harm.
- > Identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

Online Safety

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

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

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

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

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils
3. Classroom teaching
4. One-to-one teaching
5. One-to-one learning support
6. One-to-one counselling
7. Outdoor teaching activities
8. Online teaching and learning remotely
9. Sporting activities
10. School outings
11. School trips involving overnight stay
12. School trips involving foreign travel
13. Use of toilet/changing/shower areas in schools
14. Provision of residential facilities for boarders
15. Annual Sports Day
16. Fundraising events involving pupils
17. Use of off-site facilities for school activities
18. School transport arrangements including use of bus escorts
19. Care of children with special educational needs, including intimate care where needed
20. Care of any vulnerable adult students, including intimate care where needed
21. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
22. Management of provision of food and drink
23. Administration of medicine
24. Administration of First Aid
25. Curricular provision in respect of SPHE, RSE, Stay Safe
26. Prevention and dealing with bullying amongst pupils
27. Training of school personnel in child protection matters
28. Use of external personnel to supplement curriculum
29. Use of external personnel to support sports and other extra-curricular activities
30. Care of pupils with specific vulnerabilities/needs
31. Pupils from ethnic minorities/migrants
32. Members of the Traveller community

33. Lesbian, gay, bisexual or transgender (LGBT) children
34. Pupils perceived to be LGBT
35. Pupils of minority religious faiths
36. Children in care
37. Children on Tusla's Child Protection Notification System (CPNS)
38. Children with medical needs
39. Recruitment of school personnel including teachers/SNAs, caretakers/secretaries/cleaners and sport coaches
40. External Tutors/Guest Speakers
41. Volunteers/Parents in school activities
42. Visitors/contractors present in school during school hours
43. Visitors/contractors present during after-school activities
44. Participation by pupils in religious ceremonies/religious instruction external to the school
45. Use of Information and Communication Technology by pupils in school, including social media
46. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
47. Students participating in work experience in the school
48. Students from the school participating in work experience elsewhere
49. Student teachers undertaking training placement in school
50. Use of video/photography/other media to record school events
51. After-school use of school premises by other organisations
52. Use of school premises by other organisations during school day
53. Breakfast club
54. Homework club/evening study
55. Children attending boarding schools or living away from home

Examples of Risks of Harm

1. Risk of harm not being recognised by school personnel
2. Risk of harm not being reported properly and promptly by members of school personnel
3. Risk of harm where members of school personnel have not received appropriate training
4. Risk of child being harmed in the school by a member of school personnel
5. Risk of child being harmed in the school by another child
6. Risk of child being harmed in the school by a volunteer or visitor to the school

7. Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while a child is participating in out-of-school activities, e.g. school trip, swimming lessons
8. Risk of harm due to inappropriate use of online remote teaching and learning communication platform, such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
9. Risk of harm due to bullying of a child
10. Risk of harm due to racism
11. Risk of harm due to inadequate supervision of children in school
12. Risk of harm due to inadequate supervision of children while attending out-of-school activities
13. Risk of harm due to inappropriate relationship/communications between a child and another child or adult
14. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
15. Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities
16. Risk of harm to child while a child is receiving intimate care
17. Risk of harm due to inadequate code of behaviour
18. Risk of harm in one-to-one teaching, counselling, coaching situations
19. Risk of harm caused by a member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device, or other manner
20. Risk of harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
21. Risks where children are living away from home or attending boarding facilities

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

1. All school personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment
2. The Child Protection Procedures for Schools 2025 are made available to all school personnel
3. School personnel are required to adhere to the Child Protection Procedures for Schools 2025 and all registered teaching staff are required to adhere to the Children First Act 2015 as well as supporting the continued implementation of the best practice guidance set out in Children First: National Guidance for the Protection and Welfare of Children 2017 and its addenda, including the Addendum to Children First 2019 and 2025
4. A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons
5. The school implements in full the Stay Safe Programme
6. The school implements in full the Social, Personal, and Health Education (SPHE) curriculum


7. The school implements in full the Wellbeing Programme at Junior Cycle
8. School authorities have a code of behaviour and an anti-bullying policy in place in accordance with the department's 'Bí Cineálta' procedures to prevent and address bullying in schools and as outlined in Circular 55/2024
9. The school has complied with the Understanding Behaviours of Concern and Responding to Crisis Situations developed by the Department of Education and Youth to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety
10. The school undertakes anti-racism awareness initiatives
11. The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
12. The school has in place a policy and clear procedures in respect of school outings
13. The school has a health and safety policy
14. The school adheres to the requirements of the Garda vetting legislation
15. The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment
16. The school has a code of conduct for school personnel (teaching and non-teaching staff)
17. The school complies with the agreed disciplinary procedures for teaching staff
18. The school has a special educational needs policy
19. The school has an intimate care policy/plan in respect of students who require such care
20. The school has in place a policy and procedures for the administration of medication to pupils
21. The school has provided each member of school staff with a copy of the school's Child Safeguarding Statement and Risk Assessment
22. The school ensures all new personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment
23. The school encourages personnel to avail of relevant training
24. The school encourages board of management members to avail of relevant training
25. The school maintains records of all personnel and board member training
26. The school has in place a policy and procedures for the administration of First Aid
27. The school has in place a code of behaviour for pupils
28. The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
29. The school has in place a policy governing the use of smartphones and tablet devices in the school by pupils as per Circular 38/2018 and the national guidelines
30. The school has in place a Critical Incident Management Plan
31. The school has in place a Home School Liaison policy and related procedures

32. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
33. The school has in place a policy and procedures for the use of external sports coaches
34. The school has in place a policy and clear procedures for one-to-one teaching activities
35. The school has in place a policy and procedures for one-to-one counselling
36. The school has in place a policy and procedures in respect of student teacher placements
37. The school has in place a policy and procedures in respect of pupils undertaking work experience in the school
38. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
39. The school has in place a policy in relation to assisting members of school personnel in respect of disclosures of retrospective abuse
40. The school has considered the questions in Appendix 1 of the Child Protection and Safeguarding Procedures for Boarding Facilities Associated with Recognised Schools 2023 and implemented the necessary risk mitigation measures


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

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

This Child Safeguarding Statement and Risk Assessment was reviewed by the board of management on 20/5/26 (most recent review date)

| | | |
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| Signed:* |  | Date: 20/5/26 |
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Chairperson of the board of management

| | | |
|-----------------|---|----------------------|
| Signed:* |  | Date: 20/5/26 |
|-----------------|---|----------------------|

Principal/Secretary to the board of management

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on March 2027 (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](#), and stating the number and location of hard copies of these procedures available in the school.

=> see link above
=> 6 hard copies, located in the school office.

CSS 2

Review of the Child Safeguarding Statement and Risk Assessment

The Child Protection Procedures for Schools 2025 require that the board of management must undertake a review of its Child Safeguarding Statement and Risk Assessment. The following template must be used for this purpose. The review must be completed every calendar year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement and Risk Assessment every two years.

As part of the overall review process, boards of management should also assess relevant school policies, procedures, practices and activities and their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and Children First National Guidance 2017, the Addendum to Children First (2019) and 2025, Children First National Guidance 2017, the Addendum to Children First (2019) and (2025), and the Child Protection Procedures for Schools 2025.

Designated Liaison Person

| | |
|-----------------|--------------------------------|
| Name: | Damien McIntyre |
| Date Appointed: | 1 st September 2020 |

Relevant Person

(In schools this is the DLP)

| | |
|------------------|--------------------------------|
| Name: | Damien McIntyre |
| Contact details: | 0868773192 |
| Date Appointed: | 1 st September 2020 |

Deputy Designated Liaison Person

| | |
|-----------------|--------------------------------|
| Name: | Marie Kenny |
| Date Appointed: | 1 st September 2020 |

Contact details for Tusla

Contact Name

Tusla Offices

Address

Primary Care Centre, Harbour Rd., Mullingar

Contact Number

044 9353999

Contact details for An Garda Síochána

Contact Name

Garda on duty

Address

Granard Garda Station, Longford

Contact Number

043 6687660

Checklist for review of the Child Safeguarding Statement

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

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

March 2018

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

Noticeboard on wall in main entrance to school

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

Yes

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

Displayed at all student entrances

On school website

School journal

Other: (please state)

DLP discussion with all children including Student Council

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

Yes

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

Date: March 2025

4. Has the Board included a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First (2019)?)

Yes

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

Yes

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

Yes

Date of this review: 20/05/26

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

June newsletter 3/6/26
Scheduled emails to patron 3/6/26
Scheduled emails to PA 3/6/26
Website 3/6/26

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

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

(a) Parents

Google form questionnaire (33 responses)

(b) Students

Discussion
Google form questionnaire

(c) School Personnel

Croke park meetings
Google form questionnaire

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

Issues with car parking arrangements
Funding received in amount of €60k from Longford Co.Council Community Involvement Scheme to reconfigure car park

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

See above.
Work scheduled for Summer 2026

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

Yes No N/A

Training

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

| | |
|----------------------|-------|
| DLP: Damien McIntyre | Date: |
|----------------------|-------|

| | |
|-------------------|-------|
| DDLP: Marie Kenny | Date: |
|-------------------|-------|

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

| |
|---|
| CPSMA training in Longford Arms Hotel 27/4/26 |
|---|

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

| |
|--|
| Staff informed through induction, training, annual review, records securely maintained |
|--|

Child Protection Oversight Report (CPOR)

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

Yes No

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

Yes No N/A

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

Yes No N/A

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

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

Reporting

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

Stored securely in the principal's office in such as manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records

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

The DLP follows the procedures outlined in the Child Protection Procedures for Schools 2025 for reporting of all child protection concerns.

Curriculum

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

SPHE and RSE policies are up to date and taught appropriately at all class levels
Consent forms(5th & 6th) and or notification of RSE content (infants to 4th) sent out to parents
Wellbeing is part of the schools current School Self Evaluation
A wellbeing committee is in place in the school
Friends for Life Programme (2nd to 6th) and Fun Friends (Infants to 1st) delivered in the school
A wellbeing week is held the first week in June each year

For primary schools, it should confirm that:

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

For post-primary schools, it should confirm that:

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

Vetting and Recruitment

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

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

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

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

No person is appointed to, or engaged in, work in the school until appropriate vetting has been received and verified in line with the National Vetting Bureau Legislation and Department of Education requirements. Records of vetting are maintained securely by the principal on behalf of the Board.

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

Statutory declarations and associated forms of undertaking are completed for all relevant personnel prior to commencement of employment, in accordance with Department of Education procedures, and that records are retained securely in the school

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

The Board ensures that thorough recruitment and selection procedures are applied to all school personnel, including employees and volunteers, in line with the Department of Education guidance, with appropriate references, qualifications, vetting and suitability checks completed prior to engagement.

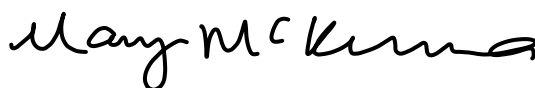
Statement by the Board

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

The Board of Management is satisfied that the Child Safeguarding Statement and Risk Assessment, together with the Child Protection Procedures for Schools 2025, are being fully and effectively implemented throughout the school. The Board confirms that appropriate oversight, training, and review processes are in place to support compliance with statutory requirements and to promote a safe environment for all pupils. The Board will continue to monitor implementation on an ongoing basis and is committed to maintaining the highest standards of child protection and safeguarding practice.

Signed*:

Chairperson of the board of management



Date:

20/5/26

**Document to be printed and signed with original signatures*

CSS 3

Notification Regarding the Board of Management's Review of the Child

Safeguarding Statement and Risk Assessment

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

To: School Community



The board of management of:

St.Patrick's N.S., Ballinamuck, Longford


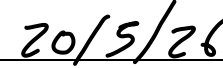
wishes to inform you that:

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

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

| | | | |
|-----------------|---|--------------|---|
| Signed:* |  | Date: |  |
|-----------------|---|--------------|---|

Chairperson of the board of management

| | | | |
|-----------------|---|--------------|---|
| Signed:* |  | Date: |  |
|-----------------|---|--------------|---|

Principal/Secretary to the board of management

** Document to be printed and signed with original signatures*

