Scoil an Chlochair
Convent Primary School

Child Safeguarding Statement and Risk Assessment

For: Convent Primary School at Bathview, Mallow, Co. Cork P51D958
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): Sheila O'Connor**
- **Name of the Deputy Designated Liaison Person (Deputy DLP/DDLP): Jennifer O'Farrell**
- **In the absence of the DLP, the Deputy DLP shall assume responsibilities of the DLP**
- **Name of Relevant Person Sheila O'Connor**
- **Relevant Person can be contacted on: 022/42211 or info@conventps.ie**

Under the Children First Act 2015 Relevant Person means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the Child Safeguarding Statement. This person is nominated by the board of management to manage and provide oversight of child protection concerns/allegations of child abuse.
Name of Chairperson of the board of management, (BOM): John Lucey
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 school personnel and their suitability to work with children, requires the school to adhere to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.
A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The following measures are in place for all eventualities:

- All school personnel are provided with a copy of the school's Child Safeguarding Statement & Risk Assessment
- The Child Protection Procedures for Schools 2025 are made available to all school personnel in the school office
- 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
- 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. See Appendix 4
- The school has a code of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff and non-teaching staff
- The school has in place a Code of Behaviour for pupils
- The school has in place a Critical Incident Management Plan
- The school has in place a policy in relation to assisting members of school personnel in respect of disclosures of retrospective abuse.

List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in Place to Mitigate Risk
Teaching, Learning and School Operation 1. Daily arrival and dismissal of pupils 2. Recreation breaks for pupils 3. Classroom teaching 4. One-to-one teaching and learning support 5. One-to-one counselling 6. Outdoor teaching activities 7. Annual Sports Day 8. Sporting activities 9. School outings 10. Homework club 11. Extracurricular activities	• Risk of harm due to inadequate supervision of children in school • Risk of child being harmed in the school by another child • Risk of harm where members of school personnel have not received appropriate training • Risk of harm due to inadequate code of behaviour • Risk of harm not being recognised by school personnel • Risk of child being harmed in the school by a member of school personnel • Risk of harm not being reported properly and promptly by members of school personnel • Risk of harm due to inappropriate relationship/communications between a child and another child or adult	• The school has an Arrival Dismissal and Supervision Policy in place to ensure appropriate supervision of children during assembly, dismissal and breaks. • The school has a health and safety policy • The school adheres to the requirements of the Garda vetting legislation • The Homework Club operates under a separate Code of Behaviour. All pupils participating in Homework Club are expected to adhere to this code at all times. • All doors to be closed at 9am, no visitors are allowed walk through corridors. Signage is in place • Any children arriving late must be accompanied to the front door and use the intercom to gain access.
Pupil Behaviour Management 12. Prevention and dealing with bullying amongst pupils 13. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required 14. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	• Risk of harm due to bullying of a child • Risk of harm due to inadequate supervision of children in school • Risk of child being harmed in the school by another child • Risk of harm where members of school personnel have not received appropriate training • Risk of harm due to inadequate code of behaviour • Risk of harm not being reported properly and promptly by members of school personnel • Risk of harm due to inappropriate relationship/communications between a child and another child or adult • Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities • Risk of child being harmed in the school by a member of school personnel	• The school has a code of behaviour • The school encourages personnel to avail of relevant training • The school encourages board of management members to avail of relevant training • The school maintains records of all personnel and board member training • 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
Pupil Personal Care and Medical Needs 15. Use of toilet/changing/shower areas in schools 16. Care of children with special educational needs, including intimate care where needed 17. Administration of medicine 18. Administration of First Aid 19. Children with medical needs	• Risk of harm due to inadequate supervision of children in school • Risk of harm to child while a child is receiving intimate care • Risk of harm not being recognised by school personnel • Risk of harm where members of school personnel have not received appropriate training • Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities • Risk of child being harmed in the school by a member of school personnel • Risk of harm not being reported properly and promptly by members of school personnel • Risk of harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner	• The school has in place a policy and procedures for the administration of First Aid • The school has a health and safety policy • The school encourages personnel to avail of relevant training • The school encourages board of management members to avail of relevant training • The school maintains records of all personnel and board member training • The school has in place a policy and procedures for the administration of medication to pupils • The school has an intimate care policy/plan in respect of students who require such care

List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in Place to Mitigate Risk
Care of pupils with specific vulnerabilities/ needs such as 20. Pupils from ethnic minorities/migrants 21. Members of the Traveller community 22. Lesbian, gay, bisexual or transgender (LGBT) children 23. Pupils perceived to be LGBT 24. Pupils of minority religious faiths 25. Care of pupils with specific vulnerabilities/needs 26. Children in care 27. Children on Tusla's Child Protection Notification System (CPNS)	• Risk of Risk of harm due to bullying of a child • Risk of harm due to racism • Risk of harm due to inappropriate relationship/communications between a child and another child or adult • Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities	• 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 • The school undertakes anti-racism awareness initiatives
External School Activities 28. Use of off-site facilities for school activities 29. Participation by pupils in religious ceremonies/religious instruction external to the school	• Risk of harm due to inadequate supervision of children while attending out-of-school activities • Risk of harm where members of school personnel have not received appropriate training • Risk of harm due to inadequate code of behaviour • 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	• Teachers to accompany pupils who are altar serving into the sacristy and altar serving pupils to wait in pews when ready before mass starts. • External personnel must not be left unsupervised with pupils. A member of staff must be present at all times during any interaction between external personnel and pupils.
Recruitment and Training 30. Training of school personnel in child protection matters 31. Recruitment of school personnel including teachers/SNAs, caretakers/secretaries /cleaners and sport coaches	• Risk of harm not being recognised by school personnel • Risk of harm where members of school personnel have not received appropriate training • Risk of harm not being recognised by school personnel • Risk of harm not being reported properly and promptly by members of school personnel	• The school adheres to the requirements of the Garda vetting legislation • The school has a health and safety policy • The school encourages personnel to avail of relevant training • The school encourages board of management members to avail of relevant training • The school maintains records of all personnel and board member training • The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment • The school has an intimate care policy/plan in respect of students who require such care • The school ensures all new personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment

List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in Place to Mitigate Risk
External Personnel 32. Use of external personnel to supplement curriculum 33. Use of external personnel to support sports and other extra-curricular activities 34. External Tutors/Guest Speakers 35. Visitors/contractors present in school during school hours 36. School transport arrangements including use of bus escorts	• Risk of harm due to inadequate supervision of children in school • Risk of child being harmed in the school by another child • Risk of child being harmed in the school by a volunteer or visitor to the school • Risk of harm due to inadequate code of behaviour	• The school adheres to the requirements of the Garda vetting legislation • External personnel must not be left unsupervised with pupils. A member of staff must be present at all times during any interaction between external personnel and pupils. • The school adheres to the requirements of the Garda vetting legislation
Curriculum 37. Curricular provision in respect of SPHE, RSE, Stay Safe	• Risk of harm not being recognised by school personnel	• The school implements in full the Stay Safe Programme • The school implements in full the Social, Personal, and Health Education (SPHE) curriculum • The school encourages personnel to avail of relevant training • The school encourages board of management members to avail of relevant training • The school maintains records of all personnel and board member training
Students on Placement 38. Students participating in work experience in the school 39. Student teachers undertaking training placement in school	• Risk of child being harmed in the school by a volunteer or visitor to the school • Risk of harm due to inappropriate relationship/communications between a child and another child or adult • Risk of harm due to inadequate supervision of children in school	• The school has in place a policy and procedures in respect of pupils undertaking work experience in the school • The school has in place a policy and procedures in respect of student teacher placements • The school adheres to the requirements of the Garda vetting legislation • The school has a Safety Statement and a health and safety policy
40. Management of provision of food and drink	• Risk of harm where members of school personnel have not received appropriate training • Risk of harm due to inadequate supervision of children in school • Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities	• The school has a health and safety policy • The school has a Healthy Eating Policy

List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in Place to Mitigate Risk
Visitors, Volunteers and External Use of School 41. Volunteers/Parents in school activities 42. Visitors/contractors present during after-school activities 43. After-school use of school premises by other organisations 44. Use of school premises by other organisations during school day 45. Fundraising events involving pupils	• Risk of harm due to inadequate supervision of children in school • Risk of child being harmed in the school by a volunteer or visitor to the school • Risk of harm due to inappropriate relationship/communications between a child and another child or adult • 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	• The school adheres to the requirements of the Garda vetting legislation • The school has a Safety Statement and a health and safety policy • Generally, the school is not used by other organisations. • Permission has to be sought from the BOM • All external organisations must provide evidence of appropriate insurance cover before delivering services, programmes, or activities involving pupils. • All visitors to the school are required to sign in upon arrival and sign out upon departure using the designated visitor register. • All visitors and contractors present on the school premises during the school day must be accompanied by a member of staff and must not have unsupervised access to pupils • Tradespeople and maintenance people are asked to attend the school after school hours where possible. • Caretaker/Staff member to accompany any essential tradesperson e.g. plumber, carpenters working during school time.
ICT, Social Media 46. Use of Information and Communication Technology by pupils in School, including social media 47. Online teaching and learning remotely 48. Use of video/photography/other media to record school events	• Risk of harm due to inappropriate use of online remote teaching and learning communication platform, such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms • Risk of harm not being recognised by school personnel • Risk of harm where members of school personnel have not received appropriate training • Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school • Risk of harm due to inadequate code of behaviour • Risk of harm in one-to-one teaching, counselling, coaching situations • Risk of child being harmed in the school by a member of school personnel • 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 • Risk of harm due to inappropriate relationship/communications between a child and another child or adult	• 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 • 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 • Risk of harm due to inadequate supervision of children in school • Risk of harm due to inappropriate use of online remote teaching and learning communication platform, such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms • Risk of harm where members of Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school • Risk of harm due to inadequate code of behaviour

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.

17. Review of this Policy

This Child Safeguarding Statement and Risk Assessment was reviewed by the board of management on **15th October 2026. It** will be reviewed in Term 1 in the 2028/2029 School Year or sooner if national guidance changes. The review will include consultation with staff, parents/guardians and Board of Management

Ratification

This policy was ratified by the Board of Management on 15th October 2026

Signed _____ Chairperson, Board of Management

Signed _____ Principal/Secretary, Board of Management

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

Appendix 1 – Location of copies of the Child Protection Procedures and Children First Guidance

Copies of the Child Protection Procedures and Children First Guidance are available as follows:

- A hardcopy of the Child Protection Procedures and Children First Guidance is available in the school office.
- A copy is available online on the Department of Education and Youth website www.gov.ie/childprotectionschools
- All staff members receive a link to a digital copy by email.
- In the Child Protection Folder available on the school SharePoint.

Copies of the Child Safeguarding Statement and Risk Assessment documents are available as follows:

- In all classrooms
- In the staffroom
- In corridors
- In offices
- At every entrance to the school
- On the school website
- In the policy folder on SharePoint

Appendix 2: Protocol authorising immediate action

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

Primary schools other than those under the patronage of an ETB

In the context of these procedures, where circumstances warrant it, as an essential precautionary measure in order to protect the children in the school, the chairperson of the board of management is authorised by the school authority to direct an employee to immediately absent himself or herself from the school without loss of pay until the matter has been considered by the employer. It is very important to note that the action under the protocol is intended to be precautionary and not disciplinary. The action under this protocol is an interim measure pending the employer's further consideration of the matter. The employee will be invited to a meeting with the chairperson of the board of management is authorised by the school authority to direct an employee to the allegation and the action being taken. The employee may be accompanied by an appropriate person of their choice and will be so advised. In any event, the employee will also be advised of the matter, in writing. The chairperson of the board of management shall also make a record of the meeting which shall be retained on the relevant case file.

Appendix 3: 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.

Dear School Community,

The board of management of the Convent Primary School 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 **15th October 2026**

(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 _____ Chairperson, Board of Management

Signed _____ Principal/Secretary, Board of Management

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

Appendix 4: Pupil Friendly Child Safeguarding Statement and Risk Assessment

Child Safeguarding in our School

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

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

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

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

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

Who to go to:	What we will do:
☑ **Any trusted adult** For example, a teacher, SNA, secretary/caretaker or the principal	☑ Listen and understand ☑ Guide or look for help

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

Sheila O'Connor