CSS1

Child Safeguarding Statement and Risk Assessment

For:	**Portlaw National School**	*(School Name)*
At:	**Connolly Rd., Portlaw, Co. Waterford**	*(School Address)*

This school is a: (tick appropriate) ☒primary ☐post-primary ☐ special school

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019) and 2025, Child Protection Procedures for Schools 2025 and Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024), the board of management has adopted the Child Safeguarding Statement and Risk Assessment set out in this document.

The board of management has adopted and will implement fully and without modification the department's Child Protection Procedures for Schools 2025 as part of this overall Child Safeguarding Statement and Risk Assessment.

Name of the Designated Liaison Person (DLP):

Karen Doyle

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

Aileen O'Dwyer

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

Name of Relevant Person

Karen Doyle

(In schools this person is the DLP)

Relevant Person can be contacted on:

051387454	school@portlawns.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:

Mary Dunne

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.

This statement will be published on the school's website and will be made available on request by the school. It will be provided to all members of school personnel, the parents' association, 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. Parents / guardians dropping pupils to school after 9:10am Parents/guardians collecting pupils during the school day Visitors to the school	Risk of harm to pupils from adults and other pupils Risk of harm due to inadequate supervision Risk of harm not being recognised or reported by school personnel School access doors left open Fire exit doors being used for school access 'Stranger' attempting to access the school – risk of harm to pupils and staff Parents / guardians remaining on school grounds after drop off or collection times Pupils arriving late to school / parents dropping children after 9:10am School is located across four separate buildings within one grounds	Supervision Policy Health & Safety Policy ISMT / SNAs on yard duty from 9am. Wet days – the doors are open from 9am and staff are available to supervise pupils from 9am (*Croke Park Duty*) Regular reminders to parents and pupils that supervision begins at 9am and pupils should not enter school grounds before this time without prior arrangement. Pupils are expected to exit the building in an orderly manner and leave the school grounds following dismissal. Junior classes are escorted by staff to the school gates to meet parents / guardians. On wet days, parents collect JI and SI pupils from the access door in the Infant corridor (Main building) Staff and pupils are asked to close all access doors when not in use (Signage on all access doors) Fire exit doors are only for emergency use. CCTV is in place for security purposes Stranger protocol in place. School personnel will wear a lanyard with a badge identifying them as a staff member. Visitors to the school are requested to sign the visitor's book and wear a visitor's lanyard. Pupils are not permitted to open outside access doors – school personnel only Parents are requested to leave the school grounds once they have dropped their child to school. Parents are requested to contact the office if they wish to speak to school personnel and not to enter the school buildings without prior arrangements. (Report to the office via main door) Early collections are via the office.

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
2.	Recreation breaks for pupils	Flight risk pupils Risk of children leaving the yard Inadequate supervision Risk of child being harmed by another child Risk of harm not being recognised or reported by school personnel	Supervision Policy Health & Safety Policy Yard duty rota to be followed Gate in main yard to be kept closed. Yard boundaries to be supervised. *Stop, Think, Do* programme is implemented
3.	Classroom teaching	Risk of child being harmed by another child or a member of school personnel	The Child Protection Procedures for Schools 2025 are made available to all school personnel. 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. The school has provided each member of school staff with a copy of the school's Child Safeguarding and Risk Assessment Policy. Teachers will store this copy in their folder for substitute teachers.
4.	One-to-one teaching and interaction Pupil reporting or chatting to a staff member after class has dismissed. SET Group teaching	Risk of child being harmed by another child or a member of school personnel Groups of children returning to class unaccompanied	Child safeguarding procedures and practices as listed at No.3 above Supervision Policy One-to-one teaching takes place within the classroom / in SET rooms with the door open where appropriate. There are glass panels in classroom doors. Space left between staff member and pupil.

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			Pupils on their own are always escorted by school personnel back to class. SET groups escorted to and from class at the teachers' discretion.
5.	Outdoor teaching activities	Risk of harm not recognised by school personnel Risk of harm by another child or adult – member of school personnel, volunteer, visitor to the school	Supervision policy Child safeguarding procedures and practices as listed at No.3 above
6.	Online teaching & remote learning (if required)	Risk of harm due to inappropriate use of online remote teaching and learning communication platform	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
7.	Sporting activities Annual Get Active Week	Risk of child being harmed by another child, a member of school personnel, volunteer, a member of staff of another organisation	Supervision policy Code of Behaviour / Bí Cineálta Policy The school adheres to the requirements of the Garda Vetting legislation
8.	School outings	Risk of child being harmed by another child, a member of school personnel, volunteer, a member of staff of another organisation Risk of harm due to inadequate supervision	Supervision policy Code of Behaviour / Bí Cineálta Policy Appropriate pupil to adult ratio School personnel must be present at all times during outings.
9.	Use of toilet areas in the school	Child leaving the classroom to use an external toilet – risk of child leaving the building Children using the toilet during breaks Risk of harm to pupils from other pupils or adults	Supervision policy External access doors to all school buildings to be kept closed when not in use Code of Behaviour
10.	Fundraising events involving pupils Annual Fun Run	Risk of child being harmed by another child, a member of school personnel, volunteer, a member of staff of another organisation	Supervision policy Adequate supervision by school personnel

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
11.	Use of off-site facilities for school activities	Risk of child being harmed by another child, a member of school personnel, volunteer, a member of staff of another organisation or another person	Supervision policy Adequate adult to child ratio Code of Behaviour
12.	School transport arrangements including use of bus escorts	Risk of child being harmed by another child, a member of school personnel, a member of staff of another organisation	Child safeguarding procedures and practices as listed at No.3 above The school adheres to the requirements of the Garda Vetting legislation.
13.	Care of children with special educational needs, including intimate care when needed. Children with medical needs	Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities Risk of harm to a child while a child is receiving intimate care	Child safeguarding procedures and practices as listed at No.3 above Intimate Care Needs Policy Special Education Needs Policy
14.	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required.	Risk of child being harmed by another child or a member of school personnel Risk of injury to pupils and staff	Child safeguarding procedures and practices as listed at No.3 above Code of Behaviour including Behaviours of Concern and Crisis Situations
15.	Management of provision of food and drink	Risk of harm to pupils.	Supervision policy Pupils remain seated while eating.
16.	Administration of medicine	Risk of harm to pupils	Administration of medication policy
17.	Administration of First Aid	Risk of harm to pupils	Trained members of staff to administer First Aid
18.	Curricular provision in respect of SPHE(Wellbeing), RSE, Stay Safe	Curriculum not being implemented Risk of harm due to inappropriate communications between a	The school implements in full the SPHE (Wellbeing) curriculum. The Stay Safe Programme is implemented in all classes in January of each school year.

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		child and another child or adult	Primary RSE Language Grid (Oide) to be used. Whole school interventions and programmes: Stop, Think, Do (JI – 2nd - from September in each school year) Weaving Well-Being (3rd – 6th - from September in each school year) Zones of Regulation (ongoing)
19.	Prevention and dealing with bullying amongst pupils	Risk of harm due to bullying of a child	Code of Behaviour Bí Cineálta Policy
20.	Training of school personnel in child protection matters	Risk of harm where members of school personnel have not received appropriate training Risk of harm not being reported properly and promptly by members of school personnel	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.
21.	Use of external personnel to supplement curriculum. External tutors / Guest speakers	Risk of harm to the pupil	Adequate supervision by school personnel. Supervision policy The school adheres to the requirements of the Garda Vetting legislation.
22.	Use of external personnel to support sports and other extra-curricular activities	Risk of harm to the pupil	Adequate supervision by school personnel. Supervision policy The school adheres to the requirements of the Garda Vetting legislation.
23.	Pupils from ethnic minorities / migrants / minority religious faiths	Risk of harm due to bullying of a child or racism	Code of Behaviour Bí Cineálta Policy Implementation of SPHE (Wellbeing) Curriculum Diversity Week (January)
24.	LGBT children / perceived LGBT children	Risk of harm due to bullying	Code of Behaviour Bí Cineálta Policy Implementation of SPHE (Wellbeing) Curriculum

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
25.	Recruitment of school personnel including teachers / SNAs, secretaries / cleaners / caretakers	Risk of Risk of harm not recognised by school personnel Risk of harm not being reported properly and promptly	The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment. The school ensures that all new personnel are provided with the school's Child Safeguarding Statement and Risk Assessment
26.	Volunteers / parents in school activities	Risk of harm to pupils	The school adheres to the requirements of the Garda Vetting legislation as relevant Adequate supervision by school personnel
27.	Visitors / contractors present in school during school hours	Risk of harm to pupils	All visitors must present themselves to the secretary's office, sign in/out, use a visitor's badge Adequate supervision by school personnel as required
28.	Use of Information and Communication technology by pupils in the school, including social media.	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school	Pupil personal smart devices, including phones and smart watches are not permitted in school. The school has an Acceptable Use Policy in place and has communicated this to parents. The school has a pupil-friendly version of the Acceptable Use Policy, revised and signed by all pupils from 2nd – 6th class Adequate supervision by school personnel
29.	Application of sanctions under the school's Code of Behaviour including detention of pupils etc	Risk of child being harmed by another child or a member of school personnel	Supervision policy
30.	Students participating in work experience in the school.	Risk of harm to pupils	The school adheres to the requirements of the Garda Vetting legislation Supervision Policy
31.	Student teachers undertaking training placement in the school	Risk of harm to pupils	The school adheres to the requirements of the Garda Vetting legislation Supervision Policy

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32.	Use of video / photography / other media to record school events	Inappropriate use of images	Permission obtained from parents / guardians Internet Acceptable Usage Policy
33.	After-school use of school premises by other organisations	Risk of harm to children	Other organisations should forward their Child Safeguarding Policy to Portlaw NS. Any incidents should be reported to the DLP/DDLP.
34.	Use of school premises by other organisations during the school day	Risk of harm to pupils	Adequate supervision by school personnel
35.	Breakfast club	Risk of harm to pupils by another pupil or school personnel	Supervision policy Breakfast club rota for supervision Pupils attending are permitted to enter the building supervised from 8:50am. Pupils are not permitted to leave breakfast club before yard supervision begins at 9am. Parents/guardians are reminded of the above.
36.	Participation by pupils in religious ceremonies / religious instruction external to the school	Risk of harm to child by another child, a member of school personnel, a member of staff of another organisation or other person	Garda vetting procedures as required Child safeguarding and protection practices and procedures – School & Parish Adequate pupil / staff ratio
37.	Communication between school buildings	Currently no phone line or internal communication system between the 4 school buildings Risk of harm due to limited / delayed communication Pupils being sent on messages between buildings – risk of harm to pupils by another pupil or adult / risk of pupils leaving the school grounds	Staff are permitted to use their mobile phones for the purposes of school business communications between buildings / to request support or report an emergency Pupils capable of delivering messages are to be sent in pairs

Additional pages may be added as required

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.

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 21/09/2026. *(most recent review date)*

Signed:*	Mary Dunne	**Date**: 21/9/2026.

Chairperson of the board of management

Signed:*	Karen Doyle	**Date**: 21/09/2026.

Principal/Secretary to the board of management

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on September 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

Available online (Department of Education and Youth website)

www.gov.ie/childprotectionschools

Children_First_National_Guidance_2017.pdf

Hard copies available in the Principal's Office and the Staffroom.