# Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

## Child Safeguarding Statement

Drumshanbo Vocational School is a post-primary school providing primary/post-primary education to pupils from First Year to Leaving Certificate Year.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post Primary Schools (revised 2025) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of [insert school name] has agreed the Child Safeguarding Statement set out in this document.

1 The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post Primary Schools (revised (2025)* as part of this overall Child Safeguarding Statement

2 The Designated Liaison Person (DLP) is Declan Conboy

3 The Deputy Designated Liaison Person (Deputy DLP) is Siobhan Evans

4 The Relevant Person is Declan Conboy (The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)

5 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

6 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.

- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie website.

- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-

  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training

- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

- All registered teachers employed by the school are mandated persons under the Children First Act 2015.

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

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

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

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

This Child Safeguarding Statement was adopted by the Board of Management on 01-10-2026.

This Child Safeguarding Statement was reviewed by the Board of Management on 01-10-2026 [most recent review date].

Signed: _____ Signed: _____

Chairperson of Board of Management Principal/Secretary to the Board of Management

Date: 1/10/2026. Date: 1.10.26

## Written Assessment of Risk of Drumshanbo Vocational School

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Drumshanbo Vocational School.

| 1. List of school activities | 2. The school has identified the following risk of harm in respect of its activities – | 3. The school has the following procedures in place to address the risks of harm identified in this assessment - |
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| Daily arrival and dismissal of students | Potential harm arising from unsupervised student arrival, dismissal, welfare concerns or safeguarding incidents. | Staff supervision rota operates before and after school. Supervision is provided from 8.00am for early bus arrivals and throughout the school from 8.35am onwards. Staff supervise entrances, exits and gathering areas. Welfare concerns are reported through the child protection procedures. |
| Travel on school buses and hired commercial buses | Risk of harm during transport to and from school activities. | Students must follow the Code of Behaviour. Licensed transport providers are used. Staff accompany students where appropriate. Safeguarding concerns are reported and addressed through the school procedures. |
| Recreation breaks for students | Risk of bullying, accidents or inappropriate behaviour during break times. | Yard supervision and duty schedules ensure staff supervision. Designated areas are supervised. The Bí Cineálta and the Code of Behaviour applies, incidents are investigated and recorded where necessary. |
| Classroom teaching | Risk of inappropriate conduct, boundary breaches or safeguarding concerns. | Teachers comply with Children First 2015, Child Protection Procedures for Schools and the Child Safeguarding Statement. Staff receive child protection training and maintain professional boundaries. |

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| One-to-one teaching including suppor for SEN students | Risk associated with one-to-one interaction between staff and students. | Clear procedures are in place. Teaching occurs in suitable locations with visibility panels, open doors or nearby staff presence. Sessions are known to management and professional boundaries are maintained. |
| One-to-one counselling / working alone with children | Risk associated with individual counselling sessions. | Counselling takes place in designated rooms balancing confidentiality and safeguarding. Records are maintained and concerns are referred immediately to the DLP. |
| Supervised evening study | Risk of inadequate supervision or safeguarding concern during study periods. | Designated staff supervise study sessions. Attendance is monitored and school safeguarding procedures apply. |
| Supervised homework club | Risk of harm during homework club activities. | Activities are supervised by school personnel. Attendance is monitored and behaviour expectations are governed |
| Lunchtime Social Hub and lunchtime activities | Risk of bullying, exclusion or inappropriate behaviour during lunchtime activities. | Activities are supervised by staff. |
| Extra-curricular activities including sports and external coaches | Risk arising from sports activities, external personnel and travel. | External coaches receive a Safeguarding induction and Garda Vetting requirements are met. Activities are supervised, attendance recorded, collection arrangements clarified and risk assessments are completed where required. |
| Co-curricular activities such as debating, language clubs and maths clubs | Risk of harm during organised student activities. | Activities are supervised by staff and operate under the Child Safeguarding Statement, Bí Cineálta, and the Code of Behaviour procedures. |

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| School tours, trips, outings, overnight trips and foreign travel | Risk of harm during off-site and overnight activities. | Educational Outings Policy is implemented. Parental consent is obtained, risk assessments are completed, supervision ratios are maintained. |
| Outside speakers, presenters and curriculum enrichment personnel | Risk arising from interaction with external visitors. | Visitors are approved by management, supervised by school staff at all times and informed of safeguarding expectations. Garda Vetting applies where appropriate. |
| School ancillary staff including office, canteen and caretaking staff | Risk arising from staff interaction with students. | Staff receive safeguarding training, copies of the Child Safeguarding Statement and guidance under Children First. Recruitment and vetting procedures are followed. |
| Use of toilets, changing areas an shower rooms | Risk to student safety, privacy and dignity. | Staff supervise surrounding areas. Student dignity is respected while maintaining appropriate monitoring and reporting procedures. |
| Intimate care of students with specia educational needs | Risk during intimate care procedures. | An intimate care policy is being implemented. Care follows agreed plans, parental consultation and safeguarding requirements. Records are maintained where appropriate and dignity is prioritised. |
| Students reporting sick to the Main Office | Risk related to illness, distress or vulnerability. | Clear procedures are in place. Students are supervised, parents contacted where necessary and welfare concerns managed appropriately. |

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| Administration of medication | Risk of incorrect administration or safeguarding concerns. | Medication Administration Policy applies. Written parental consent is required, medication is securely stored and records are maintained. |
| Administration of First Aid | Risk during medical treatment or first aid interventions. | First Aid Policy is implemented. Trained personnel provide treatment, incidents are recorded, parents informed where appropriate and safeguarding considerations remain central. |
| School open days for prospectiv students | Risk relating to visitors and student interaction. | Visitors are supervised throughout events and restricted to designated areas. Staff oversee all the activities. |
| Management of challenging behaviou among students | Risk of harm resulting from behavioural incidents. | Code of Behaviour is implemented consistently. Positive behaviour management and de-escalation strategies are used. Serious incidents are recorded and referred as appropriate. The Trauma/Crisis Response Plan supports significant incidents. |
| Prevention and management of bullying among students | Risk of bullying and peer-to-peer harm. | The Bí Cineálta policy is implemented and reviewed annually. SPHE and Wellbeing programmes promote positive relationships. Reports of bullying are investigated and addressed. |

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| Training of school personnel in child protection matters | Risk arising from insufficient safeguarding awareness. | Staff receive Children First guidance and Child Protection training. They review the Safeguarding Statement annually. Staff and Board members are encouraged to complete relevant child protection training. |
| Care of students with specifi vulnerabilities or additional needs | Increased safeguarding risks for vulnerable students. | Wellbeing Programme, SPHE curriculum and SEN Policy are implemented. Students have access to pastoral care, counselling and support systems. Inclusion is promoted through Anti-Bullying measures. |
| Outside contractors working in the school | Risk arising from contractor access to the school environmen | Contractors are managed under Health and Safety procedures. Student access is restricted, contractors are monitored and safeguarding expectations communicated. |
| Risk of injury from schoolbags left i corridors | Physical injury due to trip hazards. | Students are encouraged to use the bag racks. Staff monitor corridors and reinforce safe storage practices. |
| Recruitment of school personnel and volunteers | Risk arising from unsuitable adults working with students. | Garda Vetting legislation and Department requirements are implemented. References and qualifications are checked and safeguarding induction is provided. |
| Use of ICT by students, teachers and other adults in school | Risk of online harm, cyberbullying or inappropriate ICT use. | ICT Acceptable Use Policy and Mobile Phone Policy are implemented. Safe online behaviour is promoted, approved platforms are used and concerns are addressed through established procedures. |

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| Use of ICT for online teaching and learning | Risk arising from online interaction and remote learnin environments. | Activities are governed by the ICT Acceptable Use Policy. Professional boundaries are maintained, approved platforms are used and concerns are reported appropriately. |
| Use of video, photography and other media | Risk relating to inappropriate recording, storage or sharing o images. | ICT Acceptable Use Policy and Mobile Phone Policy regulate use. Appropriate permissions and safeguarding requirements are observed. |
| Application of sanctions under the Code of Behaviour, including detention and confiscation of devices | Risk of inappropriate or disproportionate sanctions. | Clear procedures are outlined in the Code of Behaviour and Mobile Phone Policy. Sanctions are applied fairly, consistently and proportionately while protecting student wellbeing and dignity. |
| Students participating in work experience. | Risk arising during external placements. | Work Experience Policy applies. Students receive preparation and guidance. Employers are informed of expectations and concerns are reported to the school immediately. |
| Student teachers undertaking training and placement in the school | Risk associated with trainee teachers working with students. | Student teachers complete induction, receive safeguarding information and work under guidance and supervision |
| Outside individuals or groups hirin school facilities | Risk relating to external use of school premises | User groups must comply with school safeguarding and Health and Safety requirements. Access is restricted to agreed areas and supervision responsibilities are clearly assigned. |

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| Use of off-site facilities for schoo activities | Risk associated with activities away from the school campus. | Risk assessments are undertaken, supervision ratios maintained, attendance recorded and emergency procedures communicated in line with Educational Outings and Health and Safety policies. |
| General child protection risk across al school activities | General safeguarding and child protection risks. | All personnel receive the Child Safeguarding Statement and Children First guidance. Staff undertake training, follow reporting procedures and refer concerns immediately to the Designated Liaison Person (DLP). |

**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not genera health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*

In undertaking this 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.

**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. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as "any potential for harm". Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

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

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

Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act, 2015 and not general health and safety risk. The definition of harm is set out in chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

**Examples of School Activities**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to one learning support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of Medicine

- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Pupils perceived to be LGBT
  - Pupils of minority religious faiths
  - Children in care
  - Children on Tusla's Child Protection Notification System (CPNS)
  - Children with medical needs
- Recruitment of school personnel including -
  - Teachers/SNAs
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school

- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Breakfast club
- Homework club/evening study

**Examples of Risks of Harm**

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation

- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

**Examples of Procedures to address risks of harm**

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school undertakes anti-racism awareness initiatives
- 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.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- 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
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement

- Encourages staff to avail of relevant training
- Encourages board of management members to avail of relevant training
- Maintains records of all staff and board member training

- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- 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 smart phones and tables devices in the school by pupils as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison policy and related procedures
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations