



# Child Protection Statement and Risk Assessment

9 Mar 2026

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# CSS1

## Child Safeguarding Statement and Risk Assessment

<b>For:</b>	<b>Scoil Phádraig</b>	
<b>At:</b>	<b>Newport Road, Westport, Mayo. F28 V023</b>	

**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):

Fergus Seoighe

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

Sharon McGreal

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

### Name of Relevant Person

Fergus Seoighe

*(In schools this person is the DLP)*

### Relevant Person can be contacted on:

098 26027

info@spw.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, or in an ETB school the Chief Executive or their delegate:

Pearce O'Malley



*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 an 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	One to one teaching/group teaching and testing General classroom activities	<ul style="list-style-type: none"> <li>Harm by school personnel (interior and exterior school personnel)</li> </ul>	<ul style="list-style-type: none"> <li>Glass in window to be kept clear</li> <li>Each staff member is Garda Vetted (school secretary shall compile an annual list in October with Garda Vetting Codes and stored on Aladdin administration system)</li> </ul>
2	Swimming	<ul style="list-style-type: none"> <li>Members of the public, parents, pool staff, school personnel, helpers, peers, children and personnel from other schools.</li> </ul>	<ul style="list-style-type: none"> <li>The school is reviewing the following policies :               <ul style="list-style-type: none"> <li>Supervision policy</li> </ul> </li> <li>The school has an Intimate Care and Toileting Policy and is available to all staff, parents and school community</li> <li>Agreed pupil/ teacher ratio as below</li> <li>Parents and Guardians are asked to accompany teachers for supervision purposes to ensure this ratio</li> <li>SNAs shall not count for supervision purposes when they are working with children in the attending class</li> </ul>



3	Class Outings	<ul style="list-style-type: none"> <li>Members of the public, school personnel, helpers, peers, children and personnel from other schools.</li> </ul>	<ul style="list-style-type: none"> <li>Pupil/Teacher ratio supervision to be ensured 1:10 juniors and 1:12, 3rd to 6th- - discretion on above number advised after consultation with school principal/DP, depending on the context of outing</li> <li>Parents are invited to assist with pupil teacher ratio numbers and do not have to be Garda vetted as per Circular 0031/2016, section 6.4             <ul style="list-style-type: none"> <li>in the case of unpaid volunteers who assist the school on an occasional basis provided such assistance does not involve the coaching, mentoring, counselling, teaching or training of children or vulnerable persons</li> </ul> </li> <li>All staff have been given a copy of the child protection statement and risk assessment</li> <li>All staff Garda vetted.</li> <li>Children remain in the group at all times. If a child has to leave the group the child will be accompanied by one adult and two children minimum</li> <li>SNA's shall not count for supervision purposes when they are working with children in the attending class</li> </ul>
4	Visiting Professionals (e.g. coaches, S&L therapists, OTs)	<ul style="list-style-type: none"> <li>Protocol not being followed by all staff members (i.e. children not being left alone with visiting personnel)</li> <li>Harm to pupils by visiting teachers, professionals and workers</li> <li>Play Therapists</li> </ul>	<ul style="list-style-type: none"> <li>The class teacher is responsible for pupil supervision at all times during the visit of the professional in consultation with the SET teacher (e.g. where the visitor is working in a SET room). If the class teacher is not available another teacher will cover.</li> <li>Speech &amp; Language or other visits by professionals will normally happen in SET/Meeting rooms</li> <li>Play therapists will ensure that the window is kept clear and will be Garda vetted by their own organisation. Due to the sensitive nature of this work, a play therapist will follow the child protection procedures 2017.</li> <li>Garda vetted by own organisation</li> </ul>



5	Intimate care, toileting, changing children	<ul style="list-style-type: none"> <li>● Unclear protocols</li> <li>● School Personnel</li> </ul>	<ul style="list-style-type: none"> <li>● The school has an Intimate Care and Toileting Policy and is available to all staff, parents and school community</li> <li>● For one off accidents we recommend a ratio of two adults to one child; where a specific child with SNA access has daily toileting needs, the SNA will attend to the child with one other adult, and follow protocols agreed by parents/guardians and school.</li> </ul>
6	Sports Day	<ul style="list-style-type: none"> <li>● Uninvited people turning up for sports day</li> <li>● Other people at the sports facility on the day</li> <li>● <i>Cars: using staff cars for pupils injured or other additional needs.</i></li> </ul>	<ul style="list-style-type: none"> <li>● The class teacher stays with the class for the day.</li> <li>● For senior classes who are offsite at GAA pitch or other: if a child needs to get a drink or go to the bathroom they should always be sent in pairs.</li> <li>● Taxis should generally be used for transporting small numbers of children who may be injured with teachers. In the event that it is not suitable, the following should be adhered to:             <ul style="list-style-type: none"> <li>○ Staff members must sign Indemnity Declaration Form for Board of Management</li> <li>○ Staff must have Extended Class 1 insurance</li> <li>○ Staff must consult with Principal or Deputy Principal before using personal car on school business</li> <li>○ Two adults and two children will always travel in a car.</li> </ul> </li> </ul>
7	TY students, Teaching practice students, work experience students	<ul style="list-style-type: none"> <li>● Being left alone with a child</li> <li>● Awareness of child protection policy</li> </ul>	<ul style="list-style-type: none"> <li>● Teaching Practice students are Garda vetted with their colleges and should be made aware of the school's Child Safeguarding statement and Risk Assessment</li> <li>● Transition Year students will be Garda vetted through a joint Vetting agreement between Scoil Phádraig and the Post Primary school. They shall be made aware of the school's Child protection statement</li> <li>● TY students will always work with children or groups of children in the classroom setting under supervision of class teacher/SET and shall never withdraw pupils for one-to-one or group teaching</li> </ul>



			<ul style="list-style-type: none"> <li>• Other children or an adult are always present in the case of a transition year student</li> <li>• AP II to liaise with work experience student prior to commencement</li> </ul>
8	Arrival, Dismissal & Breaks (weather) and yard supervision	<ul style="list-style-type: none"> <li>• Being left alone with a child</li> <li>• That children are left unsupervised</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision policy (plus procedure for sick children) in review and shall be communicated to staff.</li> <li>• Child never left alone unsupervised</li> <li>• Parents provide a written slip to indicate reason to stay off the yard</li> <li>• Procedure re 'sick' children going out to yard, awareness for parents - bench outside Room 4</li> <li>• Parents who wish to collect children early at break time, must report to the office first, where the secretary will issue them with an early collection slip when child is collected at yard time</li> </ul>
9	Regulation stations/ sensory breaks/ movement breaks etc	<ul style="list-style-type: none"> <li>• Physical contact with the children</li> <li>• Being alone with the child</li> </ul>	<ul style="list-style-type: none"> <li>• Be visible to the public - all windows in rooms to be kept completely clear</li> <li>• Communicate with parents that their children will be engaging in regulation stations etc.</li> </ul>
10	Use of ICT and Mobile Phones/Social Media	<ul style="list-style-type: none"> <li>• Bullying, grooming, exposure to inappropriate material</li> <li>• Children taking inappropriate footage/ audio of</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory Stay Safe Programme taught every 2 years</li> <li>• Relevant School policies (Anti-bullying, Mobile Phone included in AUP)</li> <li>• Children supervised when using ICT</li> <li>• Close links with parents and authorities.</li> <li>• Information sessions for parents and staff as part of SPHE</li> <li>• Children are not permitted to bring smartphones/watches or any kind of phone or smartwatch or device that may access the internet or record video or audio footage. If a parent requires a child to bring a phone to school for after school</li> </ul>



		<p>other children and posting to social media</p>	<p>collection purposes, a child may bring a non-smart or “dumb” phone to school, which must be presented to the teacher, and the phone will be locked in the filing cabinet and child must request it at the end of the day. This shall become official practice from September 1st, 2022.</p> <ul style="list-style-type: none"> <li>• Permission to bring a non-smart phone to school must be requested in writing by parent/guardian and phone must be presented to teacher, and phone will be locked in the filing cabinet and child must request it at the end of the day.</li> </ul>
11	When children are hurt - during school/on outings	<ul style="list-style-type: none"> <li>• School personnel and first responders</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to Supervision and First Aid Policies.</li> <li>• TY or TP students will not be asked to administer first aid.</li> <li>• Teachers or SNAs will have another adult present when administering first aid in a sensitive area</li> </ul>
12	After school activities	<ul style="list-style-type: none"> <li>• School personnel, general public, relevant organisers/supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• After school groups shall be Garda vetted by the school unless they have been Garda Vetted by their organisation</li> </ul>
13	Administration of medicine and first aid	<ul style="list-style-type: none"> <li>• Harm by school personnel/ parent/visiting coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Administration of medicine policy available and will be updated as necessary</li> <li>• First aid policy reviewed, available and updated as necessary</li> <li>• Some staff have been trained on the use of Defibrillator</li> <li>• First Aid training for staff shall be provided by Board of Management in due course</li> </ul>



14	Adults on the school premises	<ul style="list-style-type: none"> <li>Harm by school personnel, parents, strangers, invited guests etc.</li> </ul>	<ul style="list-style-type: none"> <li>School procedure for casual callers, invited guests, members of the school community i.e. parents, BoM etc - must report to the office.</li> <li>Parents reminded in the newsletter that it is school policy to report to the office first when collecting children/ dropping off messages to children/ coming into presentations and talks to children.</li> </ul>
15	Securing the school	<ul style="list-style-type: none"> <li>Harm by Visitors, Parents, Strangers etc...</li> </ul>	<ul style="list-style-type: none"> <li>New infant parents information day emphasise times of school supervision &amp; that parents must report to the office.</li> <li>Every staff member has the authority to question a parent/visitor's motive at gate / fence / school perimeter in good faith</li> <li>Front door is put on mag lock at 9am</li> <li>Out-of-hours surveillance by security company</li> </ul>
16	Access to School from Greenway (mornings & evenings)	<ul style="list-style-type: none"> <li>Harm by Visitors, Parents, Strangers etc...</li> </ul>	<ul style="list-style-type: none"> <li>Camera installed at back gate</li> <li>Parents advised in newsletter not to bring children to the school before 8:35am and to collect children at 1.25pm and 2:25pm</li> <li>Parents are not to drive into school during morning drop-off and afternoon pick-up for safety reasons</li> </ul>
17	Substitute teachers/SNAs	Harm by the Substitute Teacher	<ul style="list-style-type: none"> <li>All substitute teachers and SNAs are Garda Vetted</li> <li>Pack for substitute teachers will be developed (A-Z Pack)</li> <li>Aladdin shall include a section for substitute teachers to assist with collection of infants at home time i.e. who can collect them / who is going to after school (printed from Aladdin)</li> <li>List of identified adults who collect Infants to be provided by parents. It is the responsibility of parents to inform school/update Aladdin if there is a change to pick up arrangements/ person collecting</li> </ul>



18	Recruitment and selection of staff	<ul style="list-style-type: none"> <li>• Harm by school personnel</li> <li>• Harm not being recognised/ reported promptly</li> </ul>	<ul style="list-style-type: none"> <li>• All staff are Garda vetted before they are employed.</li> <li>• Child protection course has been completed by all and is done so every 3 years in January</li> </ul>
19	Buses, tours & outings	<ul style="list-style-type: none"> <li>• Harm by bus driver, helpers</li> </ul>	<ul style="list-style-type: none"> <li>• No child to return to bus alone</li> <li>• Bus driver vetted by own organisation</li> <li>• Safe drop off and pick up location – inside school grounds</li> </ul>
20	Yard accidents – i.e. child needing to be changed, needing medical attention	<ul style="list-style-type: none"> <li>• Harm by teacher/SNA</li> </ul>	<ul style="list-style-type: none"> <li>• Yard supervision under review</li> <li>• For one off accidents, ratio of two adults to one child when changing - class teacher is alerted and arranges another adult to assist</li> <li>• 1st-6th class go to the bathroom to check themselves for any cuts. Teacher/SNA will stand outside the bathroom door and check the cut if there is one, for cleaning in presence of another adult if it is in a sensitive place.</li> <li>• For Infants pupils the Teacher/SNA will attend to child in the presence of a second child on the yard</li> </ul>
21	Teacher absence from Classroom	<ul style="list-style-type: none"> <li>• Children unsupervised</li> </ul>	<ul style="list-style-type: none"> <li>• Cover provided by neighbouring teachers/SETs for short periods only</li> </ul>
22	Use of the School lift	<ul style="list-style-type: none"> <li>• Children unsupervised</li> </ul>	<ul style="list-style-type: none"> <li>• Children may only use the lift when accompanied by an adult and there must be two children minimum</li> <li>• Adult must be accompanied by at least 2 children</li> </ul>



23	School Staff familiarity with Child Protection Procedures	<ul style="list-style-type: none"> <li>• Staff turnover</li> <li>• New staff and present staff being up to date and revising with Child Protection Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Staff will complete the Oide Child Protection Webinar every other year.</li> <li>• Child protection course has been completed by all and is done so every 3 years in January</li> <li>• Secretary will provide Child Safeguarding Statement and Risk Assessment to Teaching Practice students to visitors and substitute staff</li> <li>• DP will provide Child Safeguarding Statement and Risk Assessment to Teaching Practice students</li> <li>• Assistant Principal II will provide each TY student with Child Safeguarding Statement and Risk Assessment.</li> </ul>
24	Online Learning	<ul style="list-style-type: none"> <li>• Harm to children learning online</li> <li>• Chat rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will complete the suite of lessons on internet safety from the Stay Safe programme and at every internet safety day.</li> <li>• Garda annual visit on internet safety, when available.</li> <li>• Children, parents and teachers will make themselves familiar and abide by the "Remote Learning in Scoil Phádraig" section in the Acceptable Usage Policy</li> </ul>



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 09 March 2026 (*most recent review date*)

*Pearce O'Malley*

Date: 9 Mar 2026

Signed: Pearce O'Malley

Chairperson of the Board of Management

*Fergus Seoighe*

Date: 9 Mar 2026

Signed: Fergus Seoighe

Principal/ Secretary to the Board of Management

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on: 1 March 2027 (*expected review date*)

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

Policy Details

Name: Child Protection Policy

Owner: Sharon McGreal

Approved: 2026-03-18

Last Reviewed: 2026-03-18

Next Review: 2027-03-01

Status:  Up to date



## 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](http://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.

The Child Protection Procedures 2025 are available from the Department of Education and Youth website [www.gov.ie/childprotectionschools](http://www.gov.ie/childprotectionschools) and [www.scoilphadraig.ie](http://www.scoilphadraig.ie).  
The Children First National Guidance 2017 is available here:  
[Children First National Guidance 2017.pdf](#).

There are 3 copies of each of the Child Protection Procedures 2025 available in hard copy from the school principal, as well as a copy of the The Children First National Guidance 2017.