



Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

Portlaw NS is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Portlaw NS 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 2023)* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Karen Doyle
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Nicola Fox
- 4 The Relevant Person is Karen Doyle
(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. This person can also be the DLP)
- 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 17/09/25.

This Child Safeguarding Statement was reviewed by the Board of Management on 17.09.25

Signed: Mary Anne

Chairperson of Board of Management

Date: 17/9/2025

Signed: Karen Doyle

Principal/Secretary to the Board of Management

Date: 17/9/25



Child Safeguarding Risk Assessment

Written Assessment of Risk of Portlaoigh National 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 2017*, the following is the Written Risk Assessment of Portlaoigh NS.

List of School Activities	Risk Level	The school has identified the following risk of harm	How the school will address the identified harm
Training of school Personnel in Child Protection matters.	Low	Harm may not be recognised or reported promptly.	Child Safeguarding Statement & DES procedures made available to all staff. DLP & DDLP to attend <i>Oide</i> face to face training. All staff to view Tusla training module and <i>Oide</i> webinar BOM to record all records of staff training.
One to one teaching and interaction; children reporting or chatting to a teacher after class has dismissed.	High	Harm by school personnel.	Child Safeguarding Practices; windows in classroom doors, doors open where appropriate, space be left between teacher and child.
Care of children with Special needs including intimate care needs.	High	Harm by school personnel.	Child Safeguarding Practices & Intimate Care Needs Policy.
Curricular provision in respect of SPHE, RSE and Stay Safe.	Low	If these were not taught.	School implements SPHE, RSE and Stay Safe in full.
LGBT children perceived to be LGBT.	Medium	Bullying.	Anti-Bullying & Code of Behaviour.
Pupils from minority backgrounds.	Medium	Bullying.	Anti-Bullying & Code of Behaviour

Recruitment of new staff	Medium	Harm not recognised or promptly reported.	Child Safeguarding Statement & DES procedures made available to all staff. All staff to view Tusla and <i>Oide</i> training module.
Managing challenging behaviour amongst pupils, including appropriate use of restraint.	High	Injury to pupils and staff.	Code of Behaviour Health and Safety Policy SNAs and Special Class teachers staff trained in MAPA in 2024 only to be used if child is an imminent danger to himself or another child and needs to be moved.
Sports Coaches	High	Harm to pupils	Garda vetting and Child Safeguarding Practices in place.
Volunteers/Parents	High	Harm to pupils	Garda vetting procedures. Child Safeguarding Practices in place.
Use of ICT or social media in school.	High	Bullying	Anti-Bullying Policy, Code of Behaviour & Acceptable Usage Policy
School outings	High	Risk of child being harmed by a member of school personnel, member of staff of another organisation or other person while child participating in activities off the school site.	Code of Behaviour Supervision Policy Appropriate pupil to adult ratio
Annual Sports Events and Outings	High	Harm to pupils	Code of Behaviour & Garda vetting procedures for volunteers.
Administration of Medicine	H High	Harm to pupils	Substance Abuse Policy Administration of Medication Policy
Administration of First Aid	H High	Harm to pupils	Trained member of staff to administer first aid.

			2 adults or pupils to be present.
Participation by pupils in religious ceremonies/religious instruction external to the school	High	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	Garda vetting procedures, Parish practices & child to adult ratio.
Student teachers undertaking training placement in school	M	Risk of child being harmed in the school by volunteer or visitor to the school	Safeguarding Statement made available and Child Safeguarding Practices
A child leaving the classroom to use an external toilet.	M	Child leaving the school. Risk of harm to pupils from other pupils and adults.	Code of Behaviour External Doors closed at all times to deny access to school.
Children using toilets during the breaks.	H	Risk of harm from being Unsupervised; bullying & injury.	Supervision Policy.
A child being sent on a message alone to prefabs or other school buildings.	H	Child leaving the school. Risk of harm to pupils.	Only send children in pairs.
Children not respecting the boundaries of the yard at break times	H	Risk children leaving The school. Being unsupervised.	Supervision Policy Staff to review adequate supervision on an on-going basis. Staff to enforce boundaries.
School playground before 9.00am	H	Risk of harm to pupils from adults and other children.	Parents to be reminded of their responsibility for their own children until 9.00 am. Teachers on duty from 9.00am and parents to vacate the yard.
Parents dropping pupils to school after 9.10am.	H	Risk of harm to children with parents walking around the school.	Remind parents to report to school via the front door after 9.10am.
No phone line between schools and prefabs.	L	Risk of harm to child through limited communication.	Staff can have mobiles on their desk.
Green School street clean ups.	H	Risk of harm	Code of Conduct Supervision Policy

		from members of the public.	Adult to pupil ratio
School access doors left open – especially at infants, next to first class and the upper school.	H	Risk of harm from people entering the school unnoticed.	External Doors closed at all times to deny access to school.
Pupils opening doors for adults who visit the school.	H	Risk of harm from School visitors.	External Doors closed at all times to deny access to school. Through SPHE reinforce with pupils that only secretary allows adults into the school.
Groups from SET going back to class unaccompanied	M	Risk of harm to pupils When unsupervised.	Supervision Policy. Children on their own are always escorted to and from class. SET groups escorted to and from class at teachers discretion.
Access to school on wet mornings when doors open from 9am.	M	Risk of harm from School visitors.	Supervision Policy. Principal, Deputy & Assistant Principals will supervise Main Building, Top Buildi & Modular as per morning duty rota. Teachers to supervise as part of Croke Park Hours.
Parents collecting child early.	L	Risk of harm from School visitors.	Secretary to collect children from the class and deliver to parent at the front door.
Parents using Junior infants emergency fire exit door for collection, messages and drop off.	L	Risk of harm from School visitors. Risk of child leaving school through the door.	Signage on the Door to read; 'Exit door only. Report to Office'. Parents must communicate via intercom at the front door.
Students participating in work experience in the school	M	Risk of child being harmed in the school by volunteer or visitor to the school	Safeguarding Statement made available and Child Safeguarding Practices
Use of school premises by other organisation during school day	H	Risk of harm to children from visitors to the school.	Visitors can only access the school hall via external black door. Cannot wait in school corridors to

			collect children using the hall.
“Stranger” attempting to access the school	H	Risk of harm to staff and pupils.	Additional CCTV added to the school. All classrooms can be locked. Stranger protocol in place.
A child attempting to violently hurt themselves or others.	M	Risk of harm to staff and pupils.	Behavioural Policy. Staff empowered to move child to ‘safe space’ before phoning the child’s parents to collect them.
Covid 19	M	Risk of harm to school community.	HSE guidance followed and implemented as soon as possible,
Risks of online learning remotely	M	Risk of harm to staff and pupils.	Children should not be alone with any device. A parent or other caregiver should be in the same room as the child if he/she is engaging in asynchronous online class. A staff member should never arrange to speak to a single pupil in an online forum Where a meeting takes place between a family and a teacher, it should be recorded or minuted and stored. Anti-Bullying Policy Acceptable Usage Policy Code of Behaviour

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 2017*

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.



Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Y
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Y
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Y
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	Y
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Y
7. Has the DLP attended available child protection training?	Y
8. Has the Deputy DLP attended available child protection training?	Y
9. Have any members of the Board attended child protection training?	Y
10. Has the school appointed a DLP and a Deputy DLP?	Y
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	Y
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Y
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Y
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Y

17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	Y
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	Y
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Y
20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Y
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	Y
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Y
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
24. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	N
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	Y
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Y
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Y
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	N/A
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Y
33. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Y
34. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	Y
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	N/A
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Y
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	N/A
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	Y



39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	N/A
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	N/A

*In schools where the ETB is the employer, the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed Mary Turner Date 17/9/2025

Chairperson, Board of Management

Signed Karen Doyle Date 17/9/2025

Principal/Secretary to the Board of Management

Note: Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.