SCOIL NAOMH CÁRTHACH
BALLYFINANE N.S.
FIRIES
KILLARNEY
CO. KERRY
PHONE: 066-9764044

CSS1 - Child Safeguarding Statement and Risk Assessment

For:	Ballyfinane National School.
At:	Firies, Killarney, Co. Kerry V93 NP26.

This school is a Primary 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):

Catherine O'Shea

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

Moira O'Sullivan

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

Name of Relevant Person

Catherine O'Shea

(In schools this person is the DLP)

Relevant Person can be contacted on:

066-9764044	ballyfinanens@hotmail.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:

Mike Carroll

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.

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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

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- 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.

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Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1	Daily arrival, early-morning supervision and dismissal	Inadequate supervision; walking towards collection area, a child leaving or returning to the premises without an authorised adult and unclear handover arrangements. Collection area being a carpark and adjacent to a busy road.	Arrival and dismissal procedures; supervision in the mornings; parent communication and collection arrangements; Staff not to leave children unsupervised at dismissal, Junior & Senior Infant parents to collect children from the roadside entrance, 1st – 6th class children independently leave the school grounds and parents to collect children from the side gate of the school, Code of Behaviour; Bí Cineálta policy + coded gate exit.
2	Recreation breaks for pupils, yard, toilets and movement around the school	Inadequate supervision; bullying, racism or peer harm; harm in less visible areas. Misuse of Pe equipment.	Yard supervision rotas with staff visibility; toilet access arrangements; prompt incident reporting; Teacher bringing class to yard assumes responsibility until duty teacher5 is on yard; Code of Behaviour & Bí Cineálta policy. Pupil Care Plans where required Use of Pe equipment safely and spots to line up for safety.
3	Classroom teaching and general school activities	Harm by school personnel	2025 procedures; trained personnel; DLP/DDLP arrangements; Code of Conduct; Code of Behaviour; Bí Cineálta policy; Stay Safe and SPHE
4	One-to-one teaching, assessment, nurture and co-regulation	Harm or allegation arising in a one-to-one setting; inappropriate relationship or communication; inadequate visibility or record keeping.	Table between teacher & pupil. Glass in door or window through which teacher & pupils are visible. Another member of staff knows where the pupil is at all times. Open door in 1:1 situations.
5	Substitute/Temporary teachers – covering for teachers on sick leave, maternity leave or any other type of leave.	Harm to pupils	Child Safeguarding Statement to be made available to all substitute teachers. All substitute teachers garda vetted and have a statutory declaration. Substitute teachers are advised to not speak to pupils alone or be alone with pupils.
6	One-to-one appointments/meetings with psychologists, speech & language therapists, OT, play therapists	Harm to pupils	Child Safeguarding Statement to be made available to all external professionals. Use of room with open door and glass panel. Another member of staff knows where the pupil is at all times. Parental permission received beforehand. Staff aware of open door policy for 1:1 situations.

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
7	Outdoor learning, sporting activities, swimming, off-site facilities and school outings & tours	Harm to pupil, inadequate supervision; harm by school personnel, coach, volunteers, provider personnel or another child; concern not recognised while off site.	School outings and sporting activity procedures; appropriate pupil-staff ratios; risk assessment; named lead staff; attendance checks; vetted personnel where required; emergency contacts; Code of Behaviour; clear reporting route to the DLP. Venues/destination pre-approved for appropriateness.
8	Annual Sports Day, graduations, celebrations, fundraising and attending the hall for activities during school hours.	Harm by visitors or volunteers; inadequate supervision; unauthorised access to pupils; inappropriate photography or online sharing.	Event plan; designated pupil areas; visitor access controls; staff supervision; volunteer briefing; photography and media consent procedures; safeguarding reporting route; collection arrangements; Parent notification that parent has sole responsibility for the child for fundraisers/public events outside school hours. First Aid and Med. Brought on outings
9	Use of toilet, changing and intimate-care facilities	Harm during intimate care; lack of privacy or dignity; inadequate supervision; inappropriate peer behaviour; concern not recorded or reported.	Intimate Care and Toileting Policy; individual care plans; agreed staffing; dignity and privacy measures; records where required; parent consultation; safeguarding reporting procedures; appropriate access and supervision. Specific toilets assigned to staff & visiting personnel. Intimate Care Policy and regular review of pupil's needs. Another member of staff available if needed.
10	Care of pupils with specific vulnerabilities/ needs such as pupils from ethnic minorities, migrants EAL, Traveller Community, lesbian, gay, bisexual or transgender (LGBT) children, pupils perceived to be LGBT, pupils of minority religious faiths, children in care, children on CPNS, children with medical needs	Risk of harm to children who have vulnerabilities including medical needs.	The school a SEN policy; individual support and care plans; communication supports; trained staff; parent consultation; safeguarding training.
11	Reduced timetables and individualised attendance arrangements	Reduced contact with school may conceal welfare concerns; unclear arrival, departure or transport arrangements; inadequate recording or review.	Reduced School Day procedures agreed by parents. Reduced day referral to TUSLA as per guidelines; Defined handovers in care plan. Parents aware of attendance procedures. Early leaving recorded in Aladdin.

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
12	Management of challenging behaviours amongst pupils	Injury to pupils & staff	Health & Safety Policy, Code of Behaviour, Bi Cinnealta, NEPS and outside agencies recommendations. Working with parents and all stakeholders
13	Administration of medicine, first aid and response to medical needs	Harm to pupil	Administration of Medication and First Aid procedures; written parent authorisation; individual healthcare plans where required; secure storage, administration records, emergency procedures & confidentiality. Consult parents if in doubt
14	Provision of food and drink, including school meals	Neglect of dietary or medical needs; inappropriate supervision; harm by provider personnel or other children; concern not reported.	Allergy and healthcare information; food and supervision procedures; collection and handover arrangements.
14	Curricular provision in SPHE, RSE, Stay Safe and wellbeing education	Harm not recognised because required learning is not delivered; disclosure not responded to appropriately; content delivered without agreed safeguards.	Full implementation of SPHE, RSE and Stay Safe; school policies and annual planning; teacher training; parent communication; parental permission sought; visitor/external agency procedures; disclosure and reporting requirements.
15	Prevention and response to bullying, cyberbullying, racism and discriminatory behaviour	Bullying or harassment; racism; identity-based harm; online abuse; harm not recognised, recorded or addressed.	Bí Cineálta policy and procedures; Code of Behaviour; anti-racism and inclusion initiatives; pupil voice; monitoring and recording; parent communication; Stay Safe/SPHE; child protection referral where behaviour gives rise to a concern. Teacher/SNA observations on behaviour.
16	Use of ICT, internet, social media, digital devices, AI tools, chat gpt and remote learning	Access to harmful or sexual material; cyberbullying; grooming; inappropriate staff-pupil communication; unauthorised recording or sharing; unknown person accessing an online session.	Acceptable Use Policy, Code of Behaviour & Bi Cinnealta and CPD review for all staff. Filtering and monitoring; pupil device and smartphone rules; staff professional boundaries; approved platforms and accounts; supervision; reporting and takedown procedures; digital citizenship education. Use of mobile phones are not allowed in school or during any out of school activities by pupils
17	Photography, video and other media	Unauthorised image capture or publication; identification or targeting of a child; inappropriate sharing; misuse by school personnel, pupils or visitors.	Data protection procedures; parent consent arrangements; authorised devices/accounts; controlled access to recordings, event-specific instructions; no publication of identifying information contrary to consent.

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18	Use of external tutors, guest speakers, therapists, coaches and activity providers to supplement the curriculum	Harm by an external person; inadequate vetting, supervision or professional boundaries; unsuitable content; concern not reported.	External personnel and visitor procedures; vetting where required; credentials and programme approval; class teacher remains present unless an approved alternative arrangement applies; induction in safeguarding and reporting; access controls. Garda Vetting guidelines adhered to.
19	Volunteers and parents assisting with school activities	Harm by a volunteer; inadequate supervision; inappropriate communication or access; concern not recognised.	Volunteer selection, vetting where required, induction and code of conduct; defined role; staff supervision; no unsupervised access unless authorised; confidentiality and reporting briefing; all exit doors closed at all times to prevent unauthorised entry. Toileting procedures in place if outside school vicinity.
20	Visitors and contractors during the school day	Unauthorised access; harm by an unknown adult; pupil contact without supervision; photography or access to confidential information.	Controlled entry through reception; staff escort/supervision; restricted work areas; contractor scheduling; no unnecessary pupil contact; immediate reporting of concerns. Always with staff member where possible.
21	Recruitment and management of teachers, SNAs, secretarial, caretaking and cleaning personnel	Unsuitable person appointed; statutory vetting or recruitment safeguards not completed; allegation not managed promptly.	Vetting Acts and Department requirements; statutory declaration and undertaking; identity/reference checks; safe recruitment records; induction; Code of Conduct; Chapter 7 procedures; immediate-action protocol and disciplinary procedures.
22	Student teachers and persons undertaking work experience in the school	Harm by a placement student; insufficient knowledge of school procedures; inadequate supervision; inappropriate access or communication.	Placement agreement; vetting where required; induction and acknowledgement of safeguarding procedures; named supervising teacher; defined duties; no unsupervised access in the classroom; reporting route. All students over 16 years of age are Garda Vetted. Class teacher remains with student on placement at all times. Student work in small groups in communal e.g. reception area.
23	Care of pupils with specific vulnerabilities	Bullying, racism, discrimination, grooming or abuse; harm not recognised due to language, disability or communication needs; inappropriate relationship with an adult or peer.	Inclusive curriculum; EAL and communication supports; SEN and pastoral supports; pupil voice; Bí Cineálta procedures; anti-racism initiatives; DLP liaison with Tusla and relevant services; individual safeguarding planning where needed.

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24	Children in care and children on Tusla's Child Protection Notification System	Significant information not shared with appropriate personnel; safety plan not implemented; concern not reported; confidentiality breached.	Strict need-to-know arrangements; secure child protection records; DLP liaison with Tusla; implementation of agreed plans; staff briefing limited to necessary information; prompt reporting of new concerns.
25	School transport, taxis & buses	Harm by an adult or another child; inadequate handover or supervision; child left unaccounted for; concern not passed to school.	Approved transport, attendance and handover checks; emergency contacts; conduct expectations; prompt incident reporting to the school/DLP; liaison with provider and parents. Parents notify school of arrangements especially if person is new.
26	Participation in religious ceremonies or instruction outside the school	Inadequate supervision; harm by another adult or child; concern not promptly recognised or reported.	Advance planning; parent information/consent; appropriate supervision; agreed transport and handover; external venue safeguards; reporting arrangements.
28	After-school activities and transitioning to the hall for these activities	Harm by provider personnel, inadequate supervision; unclear handover; concern not reported to Tusla or school DLP; inappropriate use of premises.	List of names provided by Puffins Childcare Ltd/ external activity provider, collection and access controls, parental guidance re change in arrangements, prompt reporting of concerns to Tusla and documented notification to school DLP.
29	Use of school premises by other organisations during or outside school hours	Contact between pupils and unrelated users; unauthorised access; concern arising on premises not notified; inadequate safeguarding arrangements.	Board-approved licence/agreement; organisation's safeguarding and vetting assurances; restricted areas and times; separate access where possible; named contacts; incident and concern notification procedure; secure records and equipment.
30	Communication with parents and sharing safeguarding information	Parent not appropriately informed; informing a parent creates additional risk; confidentiality or data protection breach; inaccurate or incomplete record.	Chapter 5 communication requirements; DLP decision and written record; consultation with Tusla where appropriate; secure communication methods; factual records; need-to-know disclosure; complaints procedures.
31	Child protection records, case files and Board oversight	Loss, unauthorised access, incomplete records or inability to locate records; identifiable child discussed unnecessarily; inadequate Board oversight.	2026 case-file and oversight booklets; unique codes; secure/robust locked/digital storage with controlled access; DLP/DDLP handover; retention and transfer procedures; CPOR at each Board meeting; accurate confidential minutes.

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32	Training and induction of school personnel and Board members	Harm not recognised or reported properly and promptly; new, substitute or temporary personnel unaware of their duties.	Induction before or at commencement; access to CSS1 and 2025 procedures; completion of relevant training; DLP briefing; substitute information pack; maintained training register; periodic reminders and updates.
33	Adult disclosures of retrospective childhood abuse	Disclosure not handled sensitively; possible current risk to children not identified; required report not made; confidentiality or record-keeping failure.	Chapter 3 procedures; Addendum to Children First 2025; immediate consideration of current risk to children; support for the adult to report; mandated-person duties where applicable; secure factual records; Tusla consultation/reporting as required.
34	Complaints, allegations or suggestions relating to safeguarding arrangements	Concern treated only as a complaint and not as a child protection matter; delayed response; deficiency not corrected.	All safeguarding concerns immediately referred to DLP; complaint and child protection processes distinguished; allegations against personnel handled under Chapter 7; matters and actions reported to the Board as required; annual review action plan.
35	Training of school personnel in child protection matters	Harm not recognised or reported promptly	Child Safeguarding Statement and DES procedures made available to all staff. DLP & DDLP to attend Oide face to face training. All staff to view Tusla training module and Oide. All training recorded.
36	Pupils in the office with an adult	Harm to pupil	Adequate space between adult and pupil. Glass in window and door, 1:1 with open door through which adult and pupil are visible.
37	Homework Club (when applicable)	Harm to pupil	The school will provide each member, including all new staff, with a copy of the Child Safeguarding Statement.

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 the 8th of October 2026.

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RATIFICATION

This statement was ratified by the Board of Management on 7-10-2026

This statement will be reviewed on October 2027

Date of Review	Date of Review	Date of Review	Date of review

Signed: Mike Carroll
Mike Carroll
Chairperson of B.O.M.

Date: 07/10/2026

Signed:
Catherine O'Shea
Principal

Date: 7.10.2026

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Appendix - Location of copies of the Child Protection Procedures & 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 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.

- **Copies of Child Protection & Children First Guidance are available on the Department of Education and Youth website using the following links;**

  https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf

  and

  https://www.gov.ie/en/department-of-education/policy-information/child-protection-procedures-in-schools/

- **Copies of the school's Child Safeguarding Statement & Risk Assessment can be found in the following locations in Ballyfinane National School;**

  - All guidance books located in the office
  - Copy in reception area
  - Copy in Office
  - Copy in Staff Room
  - Copy in Junior Room
  - Copy in Senior Room
  - Copy in SEN Room
  - Copy in Nurture Room