

CSS1

Pupil Safeguarding Statement and Risk Assessment

For:	Coláiste Clavin	(School Name)
At:	Enfield Road, Longwood , Co.Meath A83DX96	(School Address)

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

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

Name of the Designated Liaison Person (DLP):

Eimear Flanagan

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

Niamh Land

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

Name of Relevant Person

Niamh Land

(In schools this person is the DLP)

Relevant Person can be contacted on:

0469555018

Eflanagan.ccn@lmetb.ie

Under the Pupils 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 Pupil Safeguarding Statement. This person is nominated by the board of management to manage and provide oversight of pupil protection concerns/allegations of pupil abuse.

Name of Chairperson of the board of management, or in an ETB school the Chief Executive or their delegate:

Martin O'Brien

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 pupil 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 pupil protection and welfare. The school will:

- ☐ Recognise that the protection and welfare of pupils is of paramount importance; regardless of all other considerations.
- ☐ Fully comply with its statutory obligations under the Pupils First Act 2015 and other relevant legislation relating to the protection and welfare of pupils.
- ☐ Fully co-operate with the relevant statutory authorities in relation to pupil protection and welfare matters.
- ☐ Adopt safe practices to minimise the possibility of harm happening to pupils and protect members of school personnel from the necessity to take unnecessary risks that may leave themselves open to accusations of pupil abuse.
- ☐ Develop a practice of openness with parents and encourage parental involvement in the education of their pupils.
- ☐ Fully respect confidentiality requirements as set out in the Pupil Protection Procedures for Schools 2025 in dealing with pupil protection matters.
- ☐ Adhere to the above principles in relation to any vulnerable adult.

Procedures and Measures in Place

Our Pupil Safeguarding Statement and Risk Assessment has been developed in line with requirements under the Pupils First Act 2015, the *Pupils First: National Guidance 2017*, and *Pupil Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024)*, and the *Pupil Protection Procedures for Schools 2025*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard pupils while they are availing of our service:

Procedure for the Management of Allegations of Abuse or Misconduct against School Personnel Relating to a Pupil 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 pupil attending the school, the school is required to adhere to the relevant procedures set out in Chapter 7 of the *Pupil 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 Pupils

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 pupils, requires the school to adhere to the statutory vetting requirements of the National Vetting Bureau (Pupils 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 pupil safeguarding reasons.

Procedure for Provision of and Access to Pupil 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 Pupil Safeguarding Statement and Risk Assessment.

The school ensures that members of school personnel have availed of relevant training and completed pupil protection training.

The school encourages board of management members to avail of any relevant training and complete pupil protection training.

The board of management ensures that records of all staff and board member pupil protection training are maintained.

Procedure for the Reporting of Pupil Protection or Welfare Concerns to Tusla

All members of school personnel are required to adhere to the procedures set out in the *Pupil Protection Procedures for Schools 2025*, in relation to reporting of pupil 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 Pupil 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 Pupils First Act 2015, the Addendum to Pupils First 2019 and 2025, and the *Pupil Protection Procedures for Schools 2025*, the board of management carried out an assessment of any potential for harm to a pupil 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 Pupil Safeguarding Statement.

Note: The procedures and measures in place outlined above, are not intended as 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 Pupil 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.

Pupil Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1.	Daily arrival and dismissal of pupils	• Risk of harm due to inadequate supervision of pupils • Risk of harm by another pupil during arrival and dismissal times • Risk of harm by a visitor or volunteer on school premises • Risk of harm not being recognised or reported promptly	Appropriate supervision is provided during arrival and dismissal in line with the Health and Safety Policy and agreed supervision arrangements. Staff are vigilant to safeguarding concerns and implement the Code of Behaviour, Bí Cinéalta , and Inclusion Policy to prevent bullying, discrimination or exclusion. Any child protection concerns are reported without delay to the Designated Liaison Person (DLP) in accordance with the Child Protection Policy and statutory reporting procedures.
2.	Recreation breaks for pupils	• Risk of harm due to inadequate supervision during break times • Risk of harm due to bullying or racist behaviour by other pupils • Risk of harm not being recognised or reported	Recreation breaks are supervised in line with agreed supervision arrangements and the Health and Safety Policy . Staff actively promote positive behaviour and inclusion in accordance with the Wellbeing Policy, SPHE Programme, Bí Cinéalta , and Inclusion Policy . Incidents are recorded and managed in line with the Code of Behaviour and communicated to parents where appropriate.
3.	Classroom teaching	• Risk of harm due to inadequate supervision	All classroom teaching is delivered by staff who adhere to the Code of

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		• Risk of inappropriate interaction between pupil and school personnel • Risk of harm due to inappropriate access to digital devices • Risk of harm not being recognised or reported	Professional Conduct for Teachers. Staff remain alert to indicators of abuse or neglect and follow the school's Child Protection Policy and statutory reporting procedures. The school implements in full the SPHE curriculum, Stay Safe Programme, RSE Policy, and Junior Cycle Wellbeing Programme, supporting pupils' understanding of personal safety, respectful relationships and help-seeking.
4.	One-to-one teaching	• Risk of harm in one-to-one teaching situations • Risk of inappropriate relationship or communication between pupil and adult • Risk of harm not being recognised or reported	One-to-one teaching, learning support and counselling are conducted in accordance with the school's policies and clear procedures for one-to-one teaching and counselling, ensuring transparency, appropriate visibility and professional boundaries at all times. Staff adhere to the Code of Professional Conduct for Teachers and Codes of Conduct for school personnel. Any safeguarding concern arising is reported without delay to the DLP in line with the Child Protection Procedures (revised 2023).
5.	One-to-one learning support	• Risk of harm in one-to-one support situations	Learning support is provided in line with the Special Educational Needs Policy and

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		• Risk of harm to pupils with SEN due to particular vulnerabilities • Risk of inappropriate interaction or communication	Inclusion Policy. One-to-one arrangements follow agreed school procedures to ensure pupil safety and dignity. Any concerns are reported to the DLP in accordance with the Child Protection Policy .
6.	One-to-one counselling	• Risk of harm due to inadequate supervision • Risk of harm by another pupil • Risk of harm not being recognised or reported	One-to-one teaching, learning support and counselling are conducted in accordance with the school's policies and clear procedures for one-to-one teaching and counselling , ensuring transparency, appropriate visibility and professional boundaries at all times. Staff adhere to the Code of Professional Conduct for Teachers and Codes of Conduct for school personnel . Any safeguarding concern arising is reported without delay to the DLP in line with the Child Protection Procedures (revised 2023) .
7.	Outdoor teaching activities	• Risk of harm due to inadequate supervision • Risk of harm by another pupil • Risk of harm not being recognised or reported	Outdoor and sporting activities are planned and supervised in accordance with the Health and Safety Policy . Behaviour expectations are governed by the Code of Behaviour and Bí Cinéalta . Where external sports coaches are engaged, the school applies its policy and procedures for the use of external

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			sports coaches, including compliance with Garda vetting legislation and relevant Department of Education circulars.
8.	Online teaching and learning remotely	• Risk of harm due to inappropriate use of online teaching platforms • Risk of unauthorised access to online lessons • Risk of inappropriate communication or behaviour online • Risk of harm not being recognised or reported	Online teaching and learning is conducted in accordance with the school's Acceptable Use Policy, Digital Learning Strategy, and policy governing the use of smartphones and tablet devices (Circular 38/2018). The Acceptable Use Policy, including arrangements for remote learning, is communicated to parents. All online communication is conducted via approved platforms, with appropriate supervision and access controls, and personal data is managed in line with the Data Protection Policy.
9.	Sporting Activities	• Risk of harm due to inadequate supervision while attending out-of-school activities • Risk of harm by school personnel, external staff or other persons • Risk of harm not being recognised or reported	Sporting activities are supervised in accordance with the Health and Safety Policy. Behaviour standards are governed by the Code of Behaviour and Bí Cinéalta. External coaches are engaged in line with the school's policy and procedures for the use of external sports coaches, including compliance with Garda vetting legislation.

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
10.	School trips	Risk of harm due to inadequate supervision while attending out-of-school activities	School trips are organised in accordance with the school's policy and clear procedures for school outings and the LMETB Educational Tours and Field Trips Policy . Risk assessments, supervision ratios and parental communication are clearly established.

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
11.	School trips involving overnight stay	- Risk of harm due to inadequate supervision out of school - Risk of harm in one-to-one situations - Risk of harm while receiving intimate care - Risk of inappropriate relationship/communications	Trips planned in line with LMETB Educational Tours and Field Trips Policy, with detailed risk assessment, supervision planning, and emergency procedures guided by the Critical Incident Management Plan. Staff adhere to Codes of Conduct and Child Protection Policy. Intimate care, where required, is delivered in line with Intimate Care Policy/Plan, ensuring dignity and safeguarding. Any safeguarding concern is reported immediately to the DLP.

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
12.	School trips involving foreign travel	• Risk of harm due to inadequate supervision • Risk of harm by personnel from other organisations • Risk of harm not being reported promptly	Managed according to LMETB Educational Tours and Field Trips Policy with enhanced planning, safeguarding oversight, parental consent, and emergency procedures. All staff comply with Codes of Conduct and Child Protection Procedures (2023). Safeguarding concerns are reported without delay to the DLP.
13.	Annual Sports Day	• Risk of harm due to inadequate supervision • Risk of harm by visitors or volunteers • Risk of harm not being recognised or reported	Supervised in line with Health and Safety Policy. External personnel engaged according to school procedures and Garda vetting requirements. Behaviour expectations managed via Code of Behaviour and Bí Cinéalta.
14.	Fundraising events involving pupils	• Risk of harm due to inadequate supervision • Risk of harm by volunteers or visitors • Risk of harm outside school premises	Planned and supervised according to Health and Safety Policy and Code of Behaviour.

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			Safeguarding responsibilities communicated and adhered to. Child protection concerns reported to DLP in line with Child Protection Policy.
15.	Use of off-site facilities for school activities	• Risk of harm due to inadequate supervision out of school • Risk of harm by staff of another organisation • Risk of harm not being reported	Off-site facilities are used in accordance with the LMETB Educational Tours and Field Trips Policy and the school's supervision and risk assessment procedures.
16.	School transport arrangements including use of bus escorts	• Risk of harm due to inadequate supervision • Risk of harm by another pupil • Risk of harm not being recognised or reported	Transport arrangements are supervised in line with agreed school procedures. Behaviour expectations are governed by the Code of Behaviour, and safeguarding concerns are reported in line with the Child Protection Policy.
17.	Care of pupils with special educational needs, including intimate care where needed	• Risk of harm to pupils with SEN with particular vulnerabilities • Risk of harm while pupil is receiving intimate care • Risk of harm not being recognised or reported	Supports are provided in accordance with the Special Educational Needs Policy, Inclusion Policy, and Intimate Care Policy. Staff remain mindful of increased vulnerability and report concerns promptly.

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
18.	Care of any vulnerable adult students, including intimate care where needed	• Risk of harm while receiving intimate care • Risk of harm due to inappropriate relationship/communications	Where applicable, care is provided in line with the Child Protection Policy , Intimate Care Policy , and Health and Safety Policy , ensuring dignity and safeguarding.
19.	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	• Risk of harm due to inadequate code of behaviour • Risk of pupil being harmed by school personnel • Risk of harm not being reported	Challenging behaviour, including the appropriate use of restraint where required, is managed in accordance with the Code of Behaviour , Suspension and Expulsion Policy , Bí Cinéalta , Understanding Behaviours of Concern and Responding to Crisis Situations and agreed disciplinary procedures.
20.	Management of provision of food and drink	• Risk of harm to pupils with medical vulnerabilities • Risk of harm not being recognised	Food and drink provision is managed in line with the Health and Safety Policy , with due regard to medical needs and safeguarding considerations.
21.	Administration of Medicine	• Risk of harm to pupils with medical vulnerabilities • Risk of harm not being recognised or reported	Medication is administered strictly in accordance with the Administration of Medications in Schools Policy . Records are maintained and staff

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			adhere to agreed procedures.
22.	Administration of First Aid	• Risk of harm while pupil is receiving intimate care • Risk of harm not being recognised or reported	First Aid is administered in line with the school's policy and procedures for the administration of First Aid and the Health and Safety Policy . Safeguarding concerns are reported to the DLP.
23.	Curricular provision in respect of SPHE, RSE, Stay Safe	• Risk of harm not being recognised or reported • Risk of harm due to inadequate code of behaviour	The school implements in full the SPHE curriculum, RSE Policy, Stay Safe Programme, and Wellbeing Programme , supporting pupil awareness of safety, relationships and wellbeing.
24.	Prevention and dealing with bullying amongst pupils	• Risk of harm due to bullying • Risk of harm due to racism • Risk of harm not being reported promptly	Bullying is addressed through the Anti-Bullying Policy, Bí Cinéalta, Code of Behaviour , and anti-racism initiatives, in line with Department of Education procedures.
25.	Training of school personnel in pupil protection matters	• Risk of harm not being recognised • Risk of harm not being reported properly	All staff are provided with the Child Safeguarding Statement and have access to the Child Protection Procedures (revised 2023) . Staff and Board members

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			are advised of training, and records are maintained.
26.	Use of external personnel to supplement curriculum	• Risk of harm by visitors or volunteers • Risk of inappropriate communications • Risk of harm not being reported	External personnel operate under the school's policy and procedures for the use of external persons , including Garda vetting and safeguarding requirements.
27.	Use of external personnel to support sports and other extra-curricular activities	• Risk of harm in one-to-one coaching situations • Risk of harm by personnel from other organisations	Operate in line with school policies and Garda vetting. Staff maintain supervision and professional boundaries; concerns reported to DLP.
28.	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) pupils • Pupils perceived to be LGBT • Pupils of minority religious faiths • Pupils in care • Pupils on CPNS • Pupils with medical needs	• Risk of harm due to bullying • Risk of harm due to racism • Risk of harm not being recognised • Risk of harm to pupils with particular vulnerabilities	Supported through Inclusion Policy, Bí Cinéalta, Anti-Bullying Policy, SPHE, Wellbeing Policy, and Home School Liaison Policy. Staff alert to risks and report concerns immediately to DLP.

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
29.	Recruitment of school personnel	• Risk of pupil being harmed by a member of school personnel • Risk of harm not being recognised or prevented	Recruitment procedures comply with Garda vetting legislation , relevant Department of Education circulars, and the Child Protection Policy . All staff receive the Child Safeguarding Statement on appointment.
30.	Check and Connect	• Risk of pupil being harmed by a member of school personnel • Risk of harm not being recognised or prevented	Check and Connect support is provided on a one-to-one basis by designated staff in accordance with the school's Child Safeguarding Statement, Child Protection Policy , and policy and clear procedures for one-to-one teaching and support. Staff delivering Check and Connect are alert to indicators of abuse, neglect or other safeguarding concerns and are required to report any concerns without delay to the Designated Liaison Person (DLP) in line with the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and the Children First Act 2015 .

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	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
31.	Use of toilet/changing/shower areas	• Risk of harm due to inadequate supervision • Risk of harm while pupil is receiving intimate care • Risk of inappropriate behaviour between pupils	Supervision arrangements are in place for sensitive areas in accordance with the yard/playground supervision policy and Health and Safety Policy. Where intimate care is required, it is delivered in line with the Intimate Care Policy/plan, respecting dignity and safeguarding requirements.

Additional pages may be added as required

Examples of Activities, Risks and Procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Pupils First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive, and that the inclusion of an example of a policy or procedure on these lists does not make it mandatory. 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 pupils 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 Pupils 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:

- > Identify, as required under the Pupils First Act, 2015, any risks of harm that may exist in respect of the school's activities.
- > Identify and assess the adequacy of the various procedures already in place to manage those risks of harm.
- > Identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

Online Safety

The *Addendum to Pupils First: National Guidance for the Protection and Welfare of Pupils* 2017 published in January 2019 clarifies that organisations providing relevant services to pupils should consider the specific issue of online safety when carrying out their risk assessment and preparing their Pupil Safeguarding Statement and Risk Assessment.

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

Risk in the context of this Pupil Safeguarding Statement and Risk Assessment is the risk of 'harm' as defined in the Pupilren First Act 2015 and not general health and safety risk. The definition of harm is set out in the Pupilren First Act 2015: 'harm' means, in relation to a pupil— (a) assault, ill-treatment or neglect of the pupil in a manner that seriously affects or is likely to seriously affect the pupil's health, development or welfare, or (b) sexual abuse of the pupil, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

Examples of School Activities which schools may draw from, as appropriate

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils
3. Classroom teaching
4. One-to-one teaching
5. One-to-one learning support
6. One-to-one counselling
7. Outdoor teaching activities
8. Online teaching and learning remotely
9. Sporting activities
10. School outings
11. School trips involving overnight stay
12. School trips involving foreign travel
13. Use of toilet/changing/shower areas in schools
14. Provision of residential facilities for boarders
15. Annual Sports Day
16. Fundraising events involving pupils
17. Use of off-site facilities for school activities
18. School transport arrangements including use of bus escorts
19. Care of pupils with special educational needs, including intimate care where needed
20. Care of any vulnerable adult students, including intimate care where needed
21. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
22. Management of provision of food and drink
23. Administration of medicine
24. Administration of First Aid
25. Curricular provision in respect of SPHE, RSE, Stay Safe
26. Prevention and dealing with bullying amongst pupils
27. Training of school personnel in pupil protection matters
28. Use of external personnel to supplement curriculum
29. Use of external personnel to support sports and other extra-curricular activities
30. Care of pupils with specific vulnerabilities/needs
31. Pupils from ethnic minorities/migrants
32. Members of the Traveller community

33. Lesbian, gay, bisexual or transgender (LGBT) pupils
34. Pupils perceived to be LGBT
35. Pupils of minority religious faiths
36. Pupils in care
37. Pupils on Tusla's Pupil Protection Notification System (CPNS)
38. Pupils with medical needs
39. Recruitment of school personnel including teachers/SNAs, caretakers/secretaries/cleaners and sport coaches
40. External Tutors/Guest Speakers
41. Volunteers/Parents in school activities
42. Visitors/contractors present in school during school hours
43. Visitors/contractors present during after-school activities
44. Participation by pupils in religious ceremonies/religious instruction external to the school
45. Use of Information and Communication Technology by pupils in school, including social media
46. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
47. Students participating in work experience in the school
48. Students from the school participating in work experience elsewhere
49. Student teachers undertaking training placement in school
50. Use of video/photography/other media to record school events
51. After-school use of school premises by other organisations
52. Use of school premises by other organisations during school day
53. Breakfast club
54. Homework club/evening study
55. Pupils attending boarding schools or living away from home

Examples of Risks of Harm

1. Risk of harm not being recognised by school personnel
2. Risk of harm not being reported properly and promptly by members of school personnel
3. Risk of harm where members of school personnel have not received appropriate training
4. Risk of pupil being harmed in the school by a member of school personnel
5. Risk of pupil being harmed in the school by another pupil
6. Risk of pupil being harmed in the school by a volunteer or visitor to the school

7. Risk of pupil being harmed by a member of school personnel, a member of staff of another organisation or other person while a pupil is participating in out-of-school activities, e.g. school trip, swimming lessons
8. 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
9. Risk of harm due to bullying of a pupil
10. Risk of harm due to racism
11. Risk of harm due to inadequate supervision of pupils in school
12. Risk of harm due to inadequate supervision of pupils while attending out-of-school activities
13. Risk of harm due to inappropriate relationship/communications between a pupil and another pupil or adult
14. Risk of harm due to pupils inappropriately accessing/using computers, social media, phones and other devices while at school
15. Risk of harm to pupils with special educational needs who have particular vulnerabilities, including medical vulnerabilities
16. Risk of harm to pupil while a pupil is receiving intimate care
17. Risk of harm due to inadequate code of behaviour
18. Risk of harm in one-to-one teaching, counselling, coaching situations
19. Risk of harm caused by a member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device, or other manner
20. Risk of harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
21. Risks where pupils are living away from home or attending boarding facilities

These are examples of policies and procedures that may be used to address Risks of Harm

1. All school personnel are provided with a copy of the school's Pupil Safeguarding Statement and Risk Assessment
2. The Pupil Protection Procedures for Schools 2025 are made available to all school personnel
3. School personnel are required to adhere to the Pupil Protection Procedures for Schools 2025 and all registered teaching staff are required to adhere to the Pupils First Act 2015 as well as supporting the continued implementation of the best practice guidance set out in Pupils First: National Guidance for the Protection and Welfare of Pupils 2017 and its addenda, including the Addendum to Pupils First 2019 and 2025
4. A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for pupil safeguarding reasons
5. The school implements in full the Stay Safe Programme
6. The school implements in full the Social, Personal, and Health Education (SPHE) curriculum

7. The school implements in full the Wellbeing Programme at Junior Cycle
8. School authorities have a code of behaviour and an anti-bullying policy in place in accordance with the department's 'Bí Cineálta' procedures to prevent and address bullying in schools and as outlined in Circular 55/2024
9. The school has complied with the Understanding Behaviours of Concern and Responding to Crisis Situations developed by the Department of Education and Youth to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety
10. The school undertakes anti-racism awareness initiatives
11. The school has a yard/playground supervision policy to ensure appropriate supervision of pupils during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
12. The school has in place a policy and clear procedures in respect of school outings
13. The school has a health and safety policy
14. The school adheres to the requirements of the Garda vetting legislation
15. The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment
16. The school has a code of conduct for school personnel (teaching and non-teaching staff)
17. The school complies with the agreed disciplinary procedures for teaching staff
18. The school has a special educational needs policy
19. The school has an intimate care policy/plan in respect of students who require such care
20. The school has in place a policy and procedures for the administration of medication to pupils
21. The school has provided each member of school staff with a copy of the school's Pupil Safeguarding Statement and Risk Assessment
22. The school ensures all new personnel are provided with a copy of the school's Pupil Safeguarding Statement and Risk Assessment
23. The school encourages personnel to avail of relevant training
24. The school encourages board of management members to avail of relevant training
25. The school maintains records of all personnel and board member training
26. The school has in place a policy and procedures for the administration of First Aid
27. The school has in place a code of behaviour for pupils
28. 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
29. The school has in place a policy governing the use of smartphones and tablet devices in the school by pupils as per Circular 38/2018 and the national guidelines
30. The school has in place a Critical Incident Management Plan
31. The school has in place a Home School Liaison policy and related procedures

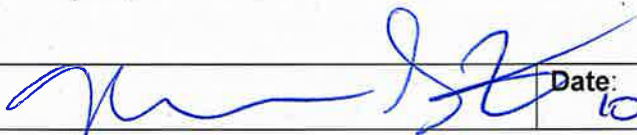
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32. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
33. The school has in place a policy and procedures for the use of external sports coaches
34. The school has in place a policy and clear procedures for one-to-one teaching activities
35. The school has in place a policy and procedures for one-to-one counselling
36. The school has in place a policy and procedures in respect of student teacher placements
37. The school has in place a policy and procedures in respect of pupils undertaking work experience in the school
38. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
39. The school has in place a policy in relation to assisting members of school personnel in respect of disclosures of retrospective abuse
40. The school has considered the questions in Appendix 1 of the Pupil Protection and Safeguarding Procedures for Boarding Facilities Associated with Recognised Schools 2023 and implemented the necessary risk mitigation measures

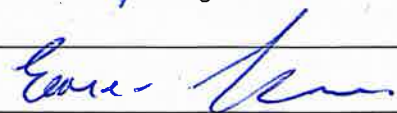
In accordance with Section 11 of the Pupils First Act 2015 and with the requirements of Chapter 9 of the Pupil Protection Procedures for Schools 2025, the following is the written Pupil Safeguarding Statement and Risk Assessment.

In undertaking this Pupil 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 Pupil Safeguarding Statement and Risk Assessment was reviewed by the board of management on 10/6/2026. (most recent review date)

Signed:*		Date: <u>10/6/26</u>
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Chairperson of the board of management

Signed:*		Date: <u>10/6/26</u>
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Principal/Secretary to the board of management

This Pupil Safeguarding Statement and Risk Assessment is expected to be reviewed again on 10/6/27. (expected review date)

* Document to be printed and signed with original signatures

Appendix - Location of copies of the Pupil Protection Procedures and Pupils First Guidance

Link to Procedures www.gov.ie/pupilprotectionschools also available on the school website www.colaisteclavin.ie

link to the Pupils First National Guidance 2017 [Pupils First National Guidance 2017.pdf](#)

