



CASTLETROY COLLEGE



Child Safeguarding Statement & Risk Assessment

Child Safeguarding Statement – Castletroy College

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Castletroy College 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 2017 as part of this overall Child Safeguarding Statement.
2. The Designated Liaison Person (DLP) is Brian O'Donoghue.
3. The Deputy Designated Liaison Person (DDLP) is Majella Hanrahan.
4. 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 student with a special vulnerability.

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 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.

- In relation to the selection or recruitment of staff and their suitability to work with children, Limerick & Clare Education & Training Board 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 DES and available on the DES 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
 - Ensures that staff complete mandatory training and encourages staff to avail of additional training
 - Encourages Board of Management members to avail of relevant training
 - Castletroy College maintains records of all staff 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 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the above-named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, 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 attached as an appendix to these procedures.
- The various procedures referred to in this Statement can be accessed via the DES website or will be made available on request by the school.

This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the patrons. 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.

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 policy was adopted by the Board of Management on 22/09/2025.

Signed: *Dr Angela Canny*
Chairperson of Board of Management

Signed: *Brian O Donoghue*
Principal

Date: 22/09/2025

Date of next review: September 2026

Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require 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 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

Signed: *Dr Angela Canny*

Chairperson of Board of Management

Signed: *Brian O Donoghue*

Principal

Date: 22/09/2025

Date of next review: September 2026

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	Yes
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	No
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	No
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
17. 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?	Yes
18. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
19. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
20. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	No
21. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	Yes
22. Has the Board ensured that the Parents' Association has been provided with the school's Child Safeguarding Statement?	Yes
23. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
24. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes

	Yes/No
25. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school?	Yes
26. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
27. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
28. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
29. Has the Board sought the feedback of students in relation to the school's child safeguarding arrangements?	Yes
30. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
31. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
32. 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
33. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes
34. 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?*	Yes
35. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
36. 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?*	Yes
37. 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)?*	Yes

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

Notification regarding the Board of Management's review of the Child Safeguarding Statement

Ms Bernadette Cullen CE,
Limerick and Clare Education and Training Board,
Marshal House,
Dooradoyle Road,
Co. Limerick.

The Board of Management of Castletroy College, wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 22/09/2025.
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website www.education.ie

Signed: *Dr Angela Canny*

Signed: *Brian O Donoghue*

Chairperson of Board of Management

Principal

Date: 22/09/2025

Date: 22/09/2025

Date of next review: September 2026

ASSESSMENT OF RISK

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;

Castletroy College

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*.

Castletroy College, Safeguarding Risk Assessment

	Activity	Risk Identified	Level of Risk L/M/H	Procedure in Place to manage the risk
1	Interactions between teachers and students including but not limited to: ▪ Classroom teaching ▪ After school /evening study ▪ Outdoor extra-curricular & co-curricular activities ▪ Sporting Activities	▪ Risk of student being harmed in the school by a member of school personnel ▪ Risk of harm due to inappropriate relationship/communications between a student and an adult		▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement ▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel ▪ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>. ▪ The School complies with the agreed disciplinary procedures for teaching staff ▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.
2	Interaction between students including but not limited to: ▪ Recreation breaks for students Movement between classes ▪ Use of toilets ▪ Use of PE changing rooms ▪ Outdoor teaching activities ▪ Sporting Activities	▪ Risk of harm due to inadequate supervision of students ▪ Risk of harm due to bullying of student ▪ Risk of student being harmed in the school by another student ▪ Risk of harm due to inappropriate relationship/communications between a student and another student		▪ The school ensures appropriate supervision of students during breaks. ▪ The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ▪ The school has in place a code of behaviour for students ▪ The school has procedures in respect of changing rooms.

3	Daily arrival and dismissal of students	▪ Risk of harm due to inadequate supervision of students entering and leaving school.		▪ The school ensures appropriate supervision of students for daily arrival and dismissal as per the allocation provided under the Supervision & Substitution Scheme of the Department of Education and Skills.
4	One-to-one meetings with students including but not limited to : one to one teaching	▪ Risk of harm in one-to-one teacher - student situation		▪ The school has in place a policy and procedures for one-to-one meetings with students
5	One-to-one meetings with students including but not limited to : One-to-one counselling	▪ Risk of harm in one-to-one teacher – student situation		▪ The school has in place a policy and procedures for one-to-one meetings with students
6	School outings	▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending out of school activities		▪ The school has in place an Educational School Tours / Trips and Extra-curricular Sporting Activities Policy and clear procedures in respect of same.
7	School trips involving overnight stay	▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending out of school activities		▪ The school has in place an Educational School Tours / Trips and Extra-curricular Sporting Activities Policy and clear procedures in respect of same.
8	School trips involving foreign travel	▪ Risk of student being harmed by a member of staff of another		▪ The school has in place an Educational School Tours / Trips and Extra-curricular

		organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending out of school activities		Sporting Activities Policy and clear procedures in respect of same.
9	Use of off-site facilities for school activities	▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities ▪ Risk of harm due to inadequate supervision of students while attending an off-site facility		▪ The school has in place an Educational School Tours / Trips and Extra-curricular Sporting Activities Policy and clear procedures in respect of same.
10	Annual Sports Day	▪ Risk of harm due to inadequate supervision of students while attending out of school activities ▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities		▪ The school has in place an Educational School Tours / Trips and Extra-curricular Sporting Activities Policy and clear procedures in respect of same.
11	School transport arrangements	▪ Risk of student being harmed while student is travelling to/from a school activity.		The school ensures appropriate supervision of students while student is travelling to/from a school activity as per the allocation provided under the Supervision & Substitution Scheme of the Department of Education and Skills.
12	Management of challenging behaviour amongst students,	▪ Risk of student being harmed in the school by a member of school personnel		▪ The school has in place a code of behaviour for students

	including appropriate use of restraint where required	▪ Risk of student being harmed in the school by another student		▪ <i>The school does not have a restraint policy (ETBI to advise)</i>
13	Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.	▪ Risk of harm due to inadequate code of behaviour		▪ The school has in place a code of behaviour for students ▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students
14	Care of students with special educational needs, including intimate care where needed.	▪ Risk of harm to students with SEN who have particular vulnerabilities ▪ Risk of harm to student while a student is receiving intimate care		▪ The school has a Additional Educational Needs policy. ▪ The school has an intimate care plan in respect of students who require such care if and when the need arises
15	Care of students with specific vulnerabilities/ needs including: ▪ Students from ethnic minorities/migrants ▪ Members of the Traveller community ▪ Lesbian, gay, bisexual or transgender (LGBT) students and students perceived to be LGBT ▪ Students of minority religions ▪ Children in care ▪ Children on CPNS	▪ Risk of student being harmed in the school by a member of school personnel ▪ Risk of student being harmed in the school by another student ▪ Risk of harm due to bullying of student		▪ The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> ▪ The school has in place a code of behaviour for students ▪ The school implements in full the SPHE curriculum
16	Administration of Medicine	▪ Risk of harm to student due to medical emergency		▪ The school has in place procedures for the administration of prescription medication to students

				▪ The school does not administer non-prescription medicines to students.
17	Administration of First Aid	▪ Risk of harm to student due to medical emergency		▪ The school has in place procedures for the administration of First Aid ▪ A number of staff members are trained in First Aid – an up to date record of qualified staff is circulated to all staff at least once a year.
18	Curricular provision in respect of SPHE, RSE	▪ Risk of harm to student pertaining to subject content		▪ The school implements in full the SPHE curriculum ▪ The school has an RSE Policy ▪ The school implements in full the Wellbeing Programme at Junior Cycle ▪ The school implements in full the Lifeskills Programme at Senior Cycle
19	Participation by students in religious ceremonies/religious instruction external to the school	▪ Risk of harm due to bullying of student		▪ The school has a Religious Education Policy ▪ The school has an Anti-bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>
20	Use of Information and Communication Technology by students in school	▪ Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school		▪ The school has in place an Acceptable Usage Policy in respect of usage of ICT by students ▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students
21	Students participating in work experience in the school	▪ N/A		▪ The school does not facilitate work experience for our own students.

22	Students from the school participating in work experience elsewhere	▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience		▪ The school has in place procedures in respect of students of the school undertaking work experience in external organisations ▪ It is the full responsibility of parents/guardians to organise work experience for students in TY and Fifth Year
23	Recruitment of school personnel including - ▪ Teachers ▪ SNAs ▪ Admin staff ▪ Caretaker ▪ Cleaners	▪ Risk of student being harmed in the school by a member of school personnel who has not been Garda Vetted		▪ LCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting ▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to school personnel. ▪ All new staff are provided with a copy of the school's Student Safeguarding Statement ▪ The Student Safeguarding Statement is displayed prominently at the entrance of the school ▪ The school ensures that mandated staff complete their mandatory training and encourages staff to avail of additional training
24	Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities ▪ Sports coaches ▪ External Tutors/Guest Speakers ▪ Volunteers/Parents in school activities	▪ Risk of student being harmed in the school by volunteer or visitor to the school		▪ The school has in place a Visiting Speakers Policy for the use of external persons to supplement delivery of the curriculum ▪ All external sports coaches are Garda vetted ▪ Parents/Guardians who volunteer are required to undergo Garda Vetting through LCETB.

25	Fundraising events involving students	▪ Risk of student being harmed while on fundraising activities external to the school		▪ The school has in place procedures in respect of students of the school undertaking fundraising activities external to the school
26	Use of video/photography/other media to record / at school events	▪ Risk of inappropriate use of student image by a third party		▪ The school has in place an ICT policy in respect of usage of ICT by students ▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students
27	Use of student images for PR purposes	▪ Risk of inappropriate use of student image by a third party		▪ Opt-in / out questions on the school enrolment form for parents/guardians to indicate preferences re student images.
28	Third level Student teachers / students undertaking training placement in school	▪ Risk of student being harmed by a third level work placement student /student teacher		▪ The school has in place a policy and procedures in respect of student teacher placements ▪ All third level student teachers /work placement students are Garda vetted prior to commencement
29	After school use of school premises by other organisations	▪ N/A		▪ N/A
30	Use of school premises by other organisations during school day	▪ N/A		N/A
31	Non-curricular related visitors / contractors present in school during school hours	▪ Risk of student being harmed in the school by a visitor/contractor to the school		▪ The school has a Health and Safety policy. ▪ LCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting ▪ The Student Safeguarding Statement is displayed prominently at the entrance of the school

32	Non-curricular related visitors / contractors present during/ after school activities	Risk of student being harmed in the school by a visitor/contractor to the school		- The school has a Health and Safety policy. - LCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting - The Student Safeguarding Statement is displayed prominently at the entrance of the school
33	Use of Information and Communication Technology by staff	- Risk of harm caused by member of school personnel communicating with students in an appropriate manner via social media, texting, digital device or other manner - Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner	In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks 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 School Personnel to the greatest possible extent. This risk assessment has been completed by the Board of Management on 22/09/2025. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.	- The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement - The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel - School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>. School personnel are expected to adhere to the Teaching Council's Code of Conduct. - The school complies with the agreed disciplinary procedures for teaching staff.
34	Reporting	- Risk of harm not being recognised by school personnel - Risk of harm not being reported properly and promptly by school personnel	Signed: <i>Dr Angela Canny</i> Chairperson of Board of Management Date: 22/09/2025 Date of next review: September 2026	- The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement - The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel - School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and</i>