Pelletstown Educate Together National School

Child Safeguarding Statement and Risk Assessment

10th September 2026

Child Safeguarding Statement and Risk Assessment

For: **Pelletstown Educate Together National School** *(School Name)*

At: **Rathborne Vale, Ashtown, Dublin 15 D15X63X** *(School Address)*

This school is a: *(tick appropriate)*

Primary ✓ Post-Primary ☐ Special School ☐

In accordance with the requirements of the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children 2017*, *the Addendum to Children First (2019)* and 2025, *Child Protection Procedures for Schools 2025* and *Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed.* (Tusla, 2024), the board of management has adopted the Child Safeguarding Statement and Risk Assessment set out in this document.

The board of management has adopted and will implement fully and without modification the department's *Child Protection Procedures for Schools 2025* as part of this overall Child Safeguarding Statement and Risk Assessment.

Name of the Designated Liaison Person (DLP):

Caitríona Ní Cheallaigh

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

Aoife Byrne

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

Name of Relevant Person

Caitríona Ní Cheallaigh

(In schools this person is the DLP)

Relevant Person can be contacted on:

principal@pelletstownetns.com

01-5413000

(insert phone & email)

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:

Ray Renaghan

In the event that both DLP and DDLP are absent and unavailable, and where there is no staff member formally acting in their role, the chairperson of the board of management, or in an ETB school the chief executive or their delegate, assumes the role of DLP.

The Board of Management recognises that child protection and safeguarding permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In all of these, the school will adhere to the following principles of best practice in child protection and welfare. The school will:

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

Procedures and Measures in Place

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

- ➢ **Procedure for the Management of Allegations of Abuse or Misconduct against School Personnel Relating to a Child Availing of Our Service**

~ Where any member of school personnel is the subject of any investigation in respect of any act, omission or circumstance in relation to a child attending the school, the school is required to adhere to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Schools 2025* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website

- ➢ **Procedure for the Safe Recruitment and Selection of School Personnel to Work With Children**

~ The school is required to adhere to the requirements of the Vetting Act. The selection or recruitment of staff and their suitability to work with children, requires the school to adhere to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, and to the wider duty of care guidance set out in relevant Carda vetting and recruitment circulars published by the Department of Education and Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.

~ A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

- ➢ **Procedure for Provision of and Access to Child Safeguarding Training and Information, Including the Identification of the Occurrence of Harm**

~ The school provides information and training to members of school personnel in relation to the identification of the occurrence of harm (as defined in the 2015 Act) as follows:

~ The school has provided each member of school personnel, including any new members of school personnel, (employees and volunteers, board of management members, student teachers and those on work experience) with a copy of the school's Child Safeguarding Statement and Risk Assessment.

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

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

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

- **Procedure for the Reporting of Child Protection or Welfare Concerns to Tusla**

~ All members of school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Schools 2025*, in relation to reporting of child protection concerns to Tusla. Mandated reporting applies to all registered teachers and any other mandated person who may be employed by the school, for example a chaplain or nurse. A full list of those people who are mandated persons is set out in Appendix 1 procedures.

- **Procedure for Maintaining a List of the Persons (if any) in the Relevant Service Who Are Mandated Persons**

~ There is a procedure in place to maintain a list of mandated persons. Schools may on occasion employ additional staff who are mandated by virtue of their profession. This list will include all registered teachers and identify additional employees that are not registered teachers.

- **Procedure for Appointing a Relevant Person (In schools this person is the DLP)**

~ There is a procedure in place for appointing a relevant person.

The various procedures referred to in this Child Safeguarding Statement and Risk Assessment can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

In accordance with the Children First Act 2015, the Addendum to Children First 2019 and 2025, and the *Child Protection Procedures for Schools 2025*, the board of management has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.

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 Child Safeguarding Statement and Risk Assessment will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

Child Safeguarding Risk Assessment

List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
Daily arrival and dismissal of pupils	Risk of child being harmed while on school grounds	Staff monitoring points of access during morning 'meet and greet' of pupils' arrival.
Recreation break for pupils	Risk of child being harmed while in the school yard	Access points to the school closed. Adequate supervision by members of school personnel (ANAs and teaching staff).
Classroom teaching	Risk of child being harmed in the school by member of school personnel or by another child.	Glass panel in all classroom doors. Supervision of pupil interactions by staff. Garda vetting of all staff
One-to-one teaching (e.g. support teaching)	Risk of harm in one-to-one teaching/counselling/coaching situations	Glass panel in all support room doors. Garda vetting of all staff
One-to-One counselling	Risk of harm in one-to-one teaching/counselling/coaching situations	Garda vetting of all staff. Insurance of counsellor providing service.
Online teaching and learning remotely	Risk of harm due to inappropriate use of online teaching and learning communication platform	Procedures for online learning set out in the school's Remote Learning Policy. Online safety lessons in the school's AUP.
Outdoor teaching activities	Risk of child being harmed while on the school grounds	Access points to the school closed. Adequate supervision by members of school personnel
Sporting activities	Risk of child being harmed in the school/on the school grounds by member of school personnel or by another child. Risk of harm due to bullying of child	Garda vetting of all staff. Supervision of pupil interactions by staff and Bí Cineálta Policy adhered to.
Sports day (on PETNS campus)	Risk of child being harmed in the school by volunteer or visitor to the school	Supervision of pupil activities involving external personnel
Sports day (in St. Oliver Plunkett's Eoghan Ruadh GAA Club)	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participating in out of school activities.	Supervision of pupils, including PETNS staff providing supervision at the GAA club toilets.
Fundraising events involving pupils	Risk of child being harmed in the school by volunteer or visitor to the school	Supervision of pupil activities involving external personnel
Used of off-site facilities for school activities	Risk of child being harmed by others using the facility	Supervision of pupils at all times of members of school personnel
Swimming lessons (Cruidín, Kingfisher, Kookaburra 1st and 2nd Class)	Risk of child being harmed by personnel working in swimming pool Risk of child being harmed by members of school personnel or volunteers in changing rooms/showers/pool area.	Supervision of pupils swimming lessons by school personnel in pool area/changing room area. Swimming policy Garda vetting of all PETNS staff and all PETNS volunteers

Horse-riding lessons (Cruidín, Kingfisher and Kookaburra)	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participating in out-of-school activities.	Supervision of horse-riding lessons by PETNS Staff Garda vetting of all PETNS staff and all PETNS volunteers
Gymnastics lessons in Sport Ireland Campus (Cruidín, Kingfisher and Kookaburra)	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participating in out-of-school activities.	Supervision of Gymnastics lessons by PETNS Staff Garda vetting of all PETNS staff and all PETNS volunteers
School tours/outings	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participating in out-of- school activities	Garda vetting of all PETNS staff. Supervision of pupils by PETNS staff. On tours where pupils may not be supervised by PETNS staff at all times, the following protocols will be in place; -PETNS will verify that the partner venue has a Child Safeguarding Statement and Risk Assessment -Buddy systems whereby no pupils will be alone -Pupils informed of where PETNS staff will be stationed (staff will be clearly identifiable in hi-vis jackets), should they require assistance -Parents/carers informed and explicit consent gained for such a trip in advance
School transport arrangements – private transport for school tours	Risk of child being harmed by school transport providers	Supervision of pupils by school personnel whist on transport
School transport arrangements – public transport for school tours	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participating in out-of-school activities	Supervision of pupil interactions with each other, and with members of the public
School transport arrangements for pupils in Autism class, including use of bus escorts	Risk of child being harmed by school transport providers Risk of child being harmed by school's bus escort	Garda Vetting of transport provider by Bus Eireann Garda Vetting of bus escort by the school
Use of off-site facilities for school activities – e.g. Rathborne Vale green and Reilly's Community Garden	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child is participating in out-of-school activities	Supervision of pupils at all times of members of school personnel
Use of toilets in schools during teaching time	Risk of child being harmed in the school by member of school personnel or by another child.	Teacher supervision to ensure only one child in a cubicle at a time
Use of toilets in school during yard time	Risk of child being harmed in the school by member of school personnel or by another child.	Staff member accompanying child(ren) into the building to provide supervision

Management of provision of food and drink	Risk of child being harmed in the school by member of school personnel or by another child.	Garda vetting of hot lunch operative
Participation of pupils in religious ceremonies/religious instruction external to the school (organised by parent body)	Risk of child being harmed in the school by personnel associated with religious instruction	Instruction to take place in classroom with glass panel in door. Classes only to be held if there is more than 1 child present. Garda vetting of personnel providing religious ceremony preparation.
Recruitment of school personnel, including teachers, ANAs, caretakers, secretaries, cleaners and bus escorts	Risk of child being harmed in the school by a member of school personnel	Garda vetting of all staff. Yearly review of Child Protection Safeguarding Statement and Risk Assessment. Child Protection documents to hand in all rooms in the school
School cleaners	Risk of child being harmed in the school by volunteer or visitor to the school	School cleaners only work in the school outside of school hours
Training of school personnel in child protection matters	Risk of harm where members of school personnel have not received appropriate training	DLP and DDLP Training in childprotection matters All staff training in child protection matters
Care of children with A.E.N. including intimate care where needed	Risk of harm to children with additional educational needs who have particular vulnerabilities, including medical vulnerabilities Risk of harm to child while a child is receiving intimate care	Garda vetting of all staff. Implementation of school Inclusion and AEN policy and Intimate Care Policy outlining procedures to be followed.
Care of children who require physical interventions, in order to ensure their safety and safety of others	Risk of child being harmed by member of school personnel	Implementation of the school's Relationships and Code of Positive Behaviour policy Implementation of Behaviours of Concern policy. CPI Safety Intervention Training for teachers and ANAs. Garda vetting of all staff.
Care of children who require support/supervision if they leave the teaching environment unaccompanied	Risk of harm to children with additional educational needs who require supervision to ensure their health and safety Risk of harm to other children due to lack of supervision when staff members need to provide supervision to another pupil	Implementation of school Inclusion and AEN policy to support pupil. Teacher/ANA to provide supervision to child who has left the teaching environment, whilst also seeking immediate support for additional staff members to supervise other pupils.
Care of pupils with specific vulnerabilities/needs	Risk of child being harmed in the school by a member of school personnel or by another child. Risk of harm due to bullying of child.	Garda vetting of all staff. Supervision of pupils interactions. Implementation of Bí Cineálta policy Implementation of Ethical Education curriculum

Changing of pupils clothes (because of toileting accident/fall in yard etc.)	Risk of child being harmed in the school by a member of school personnel	Garda vetting of all staff. Pupil to change themselves alone. Procedure if pupil requires assistance: 2 adults should always be present if children's clothes are being changed (ref. Intimate Care Policy). Parents informed by class teacher at end of day.
Administration of medicine	Risk of child being harmed in the school by a member of school personnel	Garda vetting of all staff. Implementation of administration of medication policy outlining procedures to be followed.
Administration of first-aid	Risk of child being harmed in the school or on school grounds by a member of school personnel	Garda vetting of all staff. Administration of first-aid to take place in an open classroom/space. 6 staff members are trained as First Aid Responders. The remainder of the staff are certified in basic first aid. Staff training in Epilepsy and Buccolam Administration Administration of medication policy. Emergency medical response plan for individual pupils.
Curricular provision in respect of SPHE – RSE, Stay Safe	Risk of harm where members of school personnel have not received appropriate training	Implementation of SPHE policy outlining age-appropriate curriculum to be followed. Training for teachers in the PCF. Child Protection training for all staff.
Prevention and dealing with bullying amongst pupils	Risk of child being harmed in the school by another child	Implementation of the school's Relationships and Code of Positive Behaviour policy Implementation of Bí Cineálta policy and procedures
Management of challenging behaviour among pupils, including appropriate use of restraint where required	Risk of child being harmed in the school by a member of school personnel or by another child	Implementation of the school's Relationships and Code of Positive Behaviour policy Implementation of Behaviours of Concern policy. Relevant training for staff. Garda vetting of all staff.
Pupils from ethnic minorities/migrants	Risk of harm due to racism	The school undertakes anti-racism awareness initiatives Implementation of Bí Cineálta policy
Members of the traveler community	Risk of harm due to racism	The school undertakes anti-racism awareness initiatives Implementation of Bí Cineálta policy

Lesbian, Gay, Bisexual or Transgender (LGBT) children	Risk of harm due to homophobia/bullying	The school undertakes LGBTQ+ awareness initiatives Implementation of Bí Cineálta policy
Pupils perceived to be LGBT	Risk of harm due to homophobia/bullying	The school undertakes LGBTQ+ awareness initiatives Implementation of Bí Cineálta policy
Pupils of minority religious faith	Risk of harm due to racism/bullying	The school undertakes anti-racism awareness initiatives Implementation of Bí Cineálta policy
Children in care	Risk of harm to children with particular vulnerabilities	Garda Vetting of all staff. Staff awareness of pupils with particular vulnerabilities – liaise with Tusla in respect of such pupils.
Children on Tusla's Child Protection Notification System (CPNS)	Risk of harm to children with particular vulnerabilities	Garda Vetting of all staff. Staff awareness of pupils with particular vulnerabilities – liaise with Tusla in respect of such pupils.
Application of sanctions under the school's Relationships and Code of Positive Behaviour including detention of pupils, confiscation of phones etc.	Risk of child being harmed in the school by school personnel	Garda vetting of all staff. Implementation of Relationships and Code of Positive Behaviour policy outlining appropriate procedures and sanctions
Transition year students participating in work experience in the school	Risk of child being harmed in the school by volunteer or visitor to the school	The school has a policy in place in respect of personnel undertaking work experience in the school
Student teachers undertaking training placement in the school	Risk of child being harmed in the school by volunteer or visitor to the school	The school has a policy in place in respect of personnel undertaking work experience in the school
Trainee Additional Needs Assistants undertaking placement in the school	Risk of child being harmed in the school by volunteer or visitor to the school	The school has a policy in place in respect of personnel undertaking work experience in the school.
Use of video/photography/other media to record school events	Risk of child being harmed by member of school personnel and others accessing/circulating inappropriate or potentially inappropriate material via social media, texting, digital device or other manner	School events to be recorded by members of school personnel/ designated recording personnel only. Families reminded not to use media to record school events. *If a member of school personnel uses a personal device for such, they must upload onto the school drive (only) within a week and delete permanently from personal device. (Staff formally reminded of this termly, and incidentally throughout the year).*

After school use of premises by after-school care provider School Kids Aloud (pupils being collected at various times)	Risk of child being harmed by School Kids Aloud personnel.	Childcare provided in hall and classroom with glass panel in door. School Kids Aloud to provide confirmation to BOM that all their staff are Garda vetted.
After school use of premises for extracurricular activities not run by school personnel – e.g. French, Spanish, Zumba, Science and Basketball (pupils all collected at the same time)	Risk of child being harmed by personnel running extra-curricular activities	Activities to take place outdoors in open space, hall or in classrooms with glass panel in door. Garda vetting of provider
Homework club/After school activities run by school personnel (pupils all collected at the same time)	Risk of child being harmed in the school by member of school personnel or by another child	Garda vetting of all staff. Supervision of pupil interactions. After-school extra-curricular activities to take place in classroom with glass panel in the door, or outdoor open space.
Involvement of external personnel to supplement the curriculum (*regular basis*) during the school day – e.g. Music teacher, sports coaches etc.	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of external personnel used to supplement the curriculum. Members of school personnel always present for the duration of activity. Sign-in facility at reception
Involvement of personnel to supplement the curriculum (*one-off visit*) e.g. Community Gardaí, Mobile Library	Risk of child being harmed in the school by volunteer or visitor to the school	School personnel always present for the duration of the activity to supervise the interactions of such personnel with the pupils.
Involvement of external personnel to support sports and other extra-curricular activities	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of external personnel used to supplement the curriculum. Members of school personnel always present for the duration of activity. Sign-in facility at reception
Visits from external agencies/community members – Tusla (Social worker/EWO), Staff from Educate Together National office, Visiting Teacher for the Deaf/Blind, Barnardos, PDST personnel, DoE Inspectorate, Pastoral worker, residents' association members.	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
Visits from book company representatives, sales representatives	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
Delivery companies, bin collections, contractors and maintenance workers	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school, where relevant. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)

International visitors – e.g. Global schools, DCU partners etc. *(one-off visits)*	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
HSE vaccinations	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Parents/carers to sign documentation for administration of vaccinations. Vaccinations to take place in room with glass panel in door and more than one pupil present at a time.
HSE hearing and vision tests	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Parents/carers to sign documentation permitting hearing and vision testing of their child. Testing to take place in room with glass panel in door and more than one pupil present at a time.
Annual book fair	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils are supervised by their parents/carers when visiting the book fair.
Volunteers/parents in school activities	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of family volunteers if on an on-going basis.
Visitors/contractors present in school during school hours	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in facility at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
Visitors/contractors present during after-school activities	Risk of child being harmed in the school by volunteer or visitor to the school	Appointments made in advance. Sign-in facility at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
BOM and PTA members attending meetings/visiting the school	Risk of child being harmed in the school by volunteer or visitor to the school	BOM and PTA meeting held outside school hours when children are not present. When visiting the school during school hours they are accompanied by a member of school personnel.

Prospective parents visiting the school	Risk of child being harmed in the school by volunteer or visitor to the school	When visiting the school during school hours they are accompanied by a member of school personnel.
School concerts (Winter concerts, Art Exhibitions, Seachtain na Gaeilge, end-of-year etc.)	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils supervised at all times by member of school personnel
Fundraising events (PTA cake sales, Spinathon, swap shop events)	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils supervised at all times by member of school personnel
Official school photographs	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils supervised at all times by member of school personnel or PTA/parent volunteer Sign-in facility at reception
Parent/carer accompanying their child into school if the child requires additional support with transition	Risk of child being harmed in the school by volunteer or visitor to the school	Other pupils supervised at all times by members of school personnel

Risk in the context of this Child Safeguarding Statement and 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 the Children First Act 2015: "harm" means, in relation to a child— (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

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

10th September 2026 *(most recent review date).*

Signed:* Date: 10/9/26

Chairperson of the board of management

Signed:* Caitríona Ní Cheallaigh Date: 10/9/26

Principal/Secretary to the board of management

* Document to be printed and signed with original signatures

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on: September 2027

Appendix 1: Location of copies of the Child Protection Procedures and Children First Guidance

This may be in the form of specifying the online location for the procedures (Department of Education and Youth website www.gov.ie/childprotectionschools, 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.

1. Child Protection Procedures 2025 can be found online here: www.gov.ie/childprotectionschools

2. The Child First National Guidelines 2017 can be found online here: https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf

3. Hard copies of the Child Protection Procedures 2025 are available at the school. There are 3 hard copies available in the following locations;
(i) Principal's office
(ii) Secretary's office
(iii) Staffroom

Appendix 2: Student-friendly child safeguarding statement (CSS4)

Educate Together NS

Belletstown



Child Safeguarding in our School

Child Safeguarding is what we do in our school to keep children safe from harm.

We teach **Stay Safe** to help you feel safe in school and outside of school.

We also think about other ways to keep you safe and we write these down. This is called our **Child Safeguarding Statement**. We check this every year and when we do, we will ask you what you think about safeguarding in our school

If someone says or does something to you that hurts you, or makes you feel uncomfortable, you can **tell an adult** that you trust.

Who should I talk to?

Talk to any trusted adult. For example, a teacher, ANA, secretary, caretaker, or the Principal

What will they do to help me?

We will listen and understand
We will look for help

Every school has a person in charge of child safeguarding. This person is called the **Designated Liaison Person** or DLP. The DLP for our school is the **Principal, Caitriona.**



Appendix 3: Protocol authorising immediate action

The following protocol authorises immediate action under section 7.3.6 of the 'Child Protection Procedures for Schools 2025'. (Appendix 3 of the procedures)

The procedures as set out in Chapter 7 of the Procedures should be followed in relation to the activation of this protocol.

Primary schools other than those under the patronage of an ETB

In the context of these procedures, where circumstances warrant it, as an essential precautionary measure in order to protect the children in the school, the chairperson of the board of management is authorised by the school authority to direct an employee to immediately absent himself or herself from the school without loss of pay until the matter has been considered by the employer. It is very important to note that the action under the protocol is intended to be precautionary and not disciplinary. The action under this protocol is an interim measure pending the employer's further consideration of the matter.

The employee will be invited to a meeting with the chairperson of the board of management is authorised by the school authority to direct an employee to the allegation and the action being taken. The employee may be accompanied by an appropriate person of their choice and will be so advised.

In any event, the employee will also be advised of the matter, in writing. The chairperson of the board of management shall also make a record of the meeting which shall be retained on the relevant case file.

Appendix 4: Review of the Child Safeguarding Statement and Risk Assessment (CSS2)

The Child Protection Procedures for Schools 2025 require that the board of management must undertake a review of its Child Safeguarding Statement and Risk Assessment. The following template must be used for this purpose. The review must be completed every calendar 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 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 and Risk Assessment every two years.

As part of the review process, the Board of Management of Pelletstown ETNS will use the suggested approaches outlined in CSS5, CSS6 and CSS7 of the Child Protection Safeguarding Booklet for the student review, staff review and parent/carer review of the Child Safeguarding Statement.

As part of the overall review process, boards of management should also assess relevant school policies, procedures, practices and activities and 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 Children First National Guidance 2017, the Addendum to Children First (2019) and 2025, Children First National Guidance 2017, the Addendum to Children First (2019) and (2025), and the Child Protection Procedures for Schools 2025.

Designated Liaison Person

Name:	Caitríona Ní Cheallaigh
Date Appointed:	31st August 2015

Relevant Person *(In schools this is the DLP)*

Name:	Caitríona Ní Cheallaigh
Contact details:	01-5413000/principal@pelletstownetns.com
Date Appointed:	31st August 2015

Deputy Designated Liaison Person

Name:	Aoife Byrne
Date Appointed:	31st August 2016

Contact details for Tusla

Contact Name:	Dublin North Dedicated Contact Point
Address:	Child & Family Agency, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin
Phone no:	01-8708000

Contact details for An Garda Síochana

Contact Name:	Cabra Garda Station Address
Address:	Navan Road, Dublin 7, D07XN61
Phone no:	01666740

Checklist for review of the Child Safeguarding Statement

1. When did the board first formally adopt a Child Safeguarding Statement and Risk Assessment in accordance with the Child Protection Procedures for Schools 2025? For most schools this will be March 2018, as outlined in Section 9.9 of the procedures.

Date first Child Safeguarding Statement and Risk Assessment adopted by the school:

March 2018

2(a) Where is the Child Safeguarding Statement and Risk Assessment displayed in the school? For example, in a prominent place near the main entrance to the school.

The Child Safeguarding Statement and Risk Assessment is displayed in the main foyer area of the school, with posters on all access doors notifying the school community of it's location, including a QR code to view the policy.

(b) Is there a student-friendly version, with a photograph of the Designated Liaison Person, displayed beside the Child Safeguarding Statement and Risk Assessment?

☒ Yes

(c) Other than displaying in a prominent place near the main entrance to the school, how have students been made aware of the student-friendly version?

☒ Displayed at all student entrances
☒ On school website
☒ Other: (please state)

The student-friendly version of the policy is displayed in all classrooms, in corridors throughout the school and in the PE hall area

3. Has the board used the most recent Child Safeguarding Statement and Risk Assessment Template and formally adopted, without modification, the Child Protection Procedures for Schools 2025?

☒ Yes

What is the date of the previous review of the Child Safeguarding Statement and Risk Assessment?

Date: 6th November 2025

4. Has the Board included a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First (2019)?

☒ Yes

5. Is there a written protocol in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons in line with Appendix C of the Child Protection Procedures for Schools 2025?

☒ Yes – See appendix 3 of policy

6. Has the Board reviewed and updated the written assessment of risk as part of this overall review (for example, to include shower facilities, changing rooms, swimming, online engagements to facilitate learning). Boards should refer to the Child Safeguarding Statement and Risk Assessment Template for examples.

☒ Yes

Date of this review: 10th September 2026

7. How has the Board ensured that the Child Safeguarding Statement and Risk Assessment is provided to the patron, the parents' association and all parents of children in the school? Give dates of emails/letters/texts/links provided.

Patron -10th September 2026 (Relevant Office Form: https://forms.cloud.microsoft/Pages/ResponsePage.aspx?id=9suV6pIrgUqC2YoBv_FvcWk0sIvm8FpDt3-TRFkmiGZUQk1ORVE5VFdUSk1IRVVHQktaUlY2WUgwSi4u)

PTA – 10th September 2026 by Email

Parents – 10th September 2026 on Aladdin

8. How has the Board sought the feedback of parents, students and school personnel (teaching and non-teaching) on the Child Safeguarding Statement and Risk Assessment?
Has the school engaged with each of the above through, for example, a meeting or survey. The support documents CSS 5, CSS 6 and CSS 7 can be used to support this engagement. Details of how feedback was sought should be outlined below.

(a)Parents

September 2026- Information provided to parents/carers at annual class meetings.
2nd September 2026: Google Form survey sent to parents/carer

(b) Students

8th September 2026 – Focus groups with pupils from each class

(c) School Personnel

25th August 2026 – Staff Meeting
2nd September 2026: Google Form survey sent to all staff

9. Outline any aspects of the school's Child Safeguarding Statement and Risk Assessment and/or its implementation that require further improvement, including any complaints or suggestions for improvements, which the Board has identified:

There were no suggestions for updates or improvements in September 2026.

10. Outline details of how areas for improvement have been adequately addressed including whether an action plan with appropriate timelines has been put in place:

N/A

11. Has the template for Notification regarding the board of management's review of the Child Safeguarding Statement and Risk Assessment been used to inform the school community and relevant parties that they have fulfilled their statutory obligation to annually review the school's Child Safeguarding Statement and Risk Assessment?

☒ Yes ☐ No ☐ N/A

Training

12. Give details of when the DLP and DDLP most recently attended child protection training for DLP/DDLPs:

DLP: Caitríona Ní Cheallaigh	Date: 18th September 2025
DDLP: Aoife Byrne	Date: 9th September 2026

13. Give details of child protection training attended by any members of the Board and dates attended:

Child Protection training for Boards of Management (facilitated by Educate Together) – 2st May 2026

Tusla Children First E-learning module May 2026

14. How has the Board ensured that all school personnel (including new school personnel, temporary staff and substitutes) have been made aware of their responsibilities under the Child Protection Procedures for Schools 2025 and the Children First Act 2015? For example, completing e-learning or other training, use of department's supports for school personnel when reviewing the Child Safeguarding Statement and Risk Assessment, induction/mentoring system for new personnel, or other measures. How are records of the training completed maintained by the school?

E-learning module

DLP Training 18/09/2025

DDP Training 09/09/2026

Whole-staff Child Protection training (Oide) on 01/12/25

Induction system for new personnel - Deputy Principal

Record of training maintained on personnel file

Child Protection Oversight Report (CPOR)

15. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at every ordinary meeting of the Board held since the last review of the Child Safeguarding Statement was undertaken which contains all the information required under each of the four headings set out in Section 12.3 of the Child Protection Procedures for Schools 2025?

☒ Yes ☐ No

16. Since the Board's last review of the Child Safeguarding Statement, if there have been cases presented for oversight as part of the CPOR, has the Board been provided with and reviewed all records relevant to the CPOR?

☒ Yes ☐ No ☐ N/A

17. Have these cases been anonymised and redacted as necessary?

☒ Yes ☐ No ☐ N/A

18. Since the Board's last review Child Safeguarding Statement, if there have been cases presented for oversight as part of the CPOR, do the minutes of the board meeting:

(a) specify the anonymised documents provided to the board as part of the CPOR
☒ Yes ☐ No ☐ N/A

(b) use unique codes to record child protection matters?
☒ Yes ☐ No ☐ N/A

19. The board has undertaken the review of the Child Safeguarding Statement and Risk Assessment and has issued/published notification confirming same.
☒ Yes ☐ No ☐ N/A

Reporting

20. Where are all records relating to child protection filed and stored in a secure manner? For example, stored securely in the principal's office in such as manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records.

In a locked filing cabinet in the locked storeroom of the school (R113) in such as manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records.

21. How does the Board ensure that child protection procedures in relation to reporting to Tusla/An Garda Síochána are followed in full? The Board should indicate that the DLP follows the procedures outlined in the Child Protection Procedures for Schools 2025 for reporting of all child protection concerns.

The DLP follows the procedures outlined in the Child Protection Procedures for Schools 2025 for reporting of all child protection concerns

Curriculum

22. The Board should outline the steps it has taken to ensure that the SPHE, RSE, and Wellbeing curriculum is appropriately planned for and delivered to the children and young people in the school.

Development, ratification and implementation of the SPHE - including Stay Safe, Walk Tall, RSE and wellbeing programme (Weaving Wellbeing). The Principal reviews Cúntas Míosiúils to oversee the implementation of same. The APII post holder with responsibility for SPHE provides an annual report to the BOM in June of every year, informing the BOM of the implementation of SPHE, RSE and Wellbeing programmes. Aspects of all three strands (SPHE, RSE, Wellbeing) are covered each year. The Stay Safe programme is taught in its entirety in one year - at least once during infants, 1st/2nd class, 3rd/4th class, and 5th/6th class. The school plan outlines provision for RSE across each of the different class levels/stages. The date of the most recent policy review or curricular implementation is noted.

Vetting and Recruitment

The board should be satisfied that procedures to ensure that all statutory requirements in relation to vetting, statutory declarations and forms of undertaking are met. The board should refer to the school's recruitment procedures about how references of all school personnel are checked and how vetting outcomes are managed before appointment or work in the school is undertaken. Schools under the aegis of Education and Training Boards (ETB) should outline how they adhere to ETB recruitment processes.

If joint agreements are used for the visiting coaches or for school placement students, this should be included. If the school is part of teacher sharing arrangements (see section 10.2 of the procedures), the vetting oversight actions taken should be included.

23. The Board should indicate how it is satisfied that:

(a) the statutory requirements for Garda Vetting are met.

Garda Vetting is undertaken for all members of school personnel. This is conducted via the Teaching Council for members of the teaching staff. For all other school employees, and any other volunteers/tutors/coaches who require Garda Vetting, this is processed through Educate Together for the National Vetting Bureau and sent directly back to the school's specific vetting email address

(b)the department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking are met.

Statutory declarations and forms of undertaking are met. Staff must provide these to the Principal prior to commencement of their work in the school. For teachers, the form of undertaking is incorporated into their appointment form

(c)thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers).

Thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers) and references are checked for all employees prior to the offer of a position of employment

Statement by the Board

The Board should make an overall statement as to its satisfaction that the Child Safeguarding Statement and Risk Assessment and child protection procedures are being fully and adequately implemented by the school.

The Board of Management is satisfied that the Child Safeguarding Statement and Risk Assessment and child protection procedures are being fully and adequately implemented by the school, as outlined in the checklist for review above. The Board of Management is fully committed to Child Safeguarding and ensuring that the school is compliant with the Child Protection procedures for schools

Signed*:
Chairperson of the board of management
Date: 10/9/26

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

Appendix 5: Notification Regarding the Board of Management's Review of the Child Safeguarding Statement and Risk Assessment (CSS 3)

This template must be used by the board of management to inform the school community and relevant parties that they have fulfilled their statutory obligation to annually review the school's Child Safeguarding Statement and Risk Assessment.

To: whom it may concern,

The board of management of:

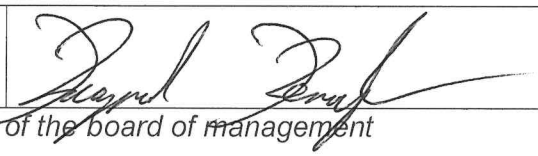
Pelletstown Educate Together National School

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 (date):

10th September 2026

(b) This review was conducted in accordance with the board of management's review of the Child Safeguarding Statement and Risk Assessment published on www.gov.ie/childprotectionschools .

Signed:*		**Date**: 10/9/26

Chairperson of the board of management

Signed:*	Caitríona Ní Cheallaigh	**Date**: 10/9/2026

Principal/Secretary to the board of management

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