

CSS1

Child Safeguarding Statement and Risk Assessment

For:	Ratoath College	(School Name)
At:	Jamestown, Ratoath, Co. Meath	(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):

Seamus Meehan

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

John McCarthy

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

Name of Relevant Person

Seamus Meehan

(In schools this person is the DLP)

Relevant Person can be contacted on:

086 7966171	Smeehan.rth@lmetb.ie
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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:

Martin O'Brien CE LMETB

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 Garda vetting and recruitment circulars published by the Department of Education and Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.
- ~ A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

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

- ~ The school provides information and training to members of school personnel in relation to the identification of the occurrence of harm (as defined in the 2015 Act) as follows:
 - ~ The school has provided each member of school personnel, including any new members of school personnel, (employees and volunteers, board of management members, student teachers and those on work experience) with a copy of the school's Child Safeguarding Statement and Risk Assessment.
 - ~ The school ensures that members of school personnel have availed of relevant training and completed child protection training.
 - ~ The school encourages board of management members to avail of any relevant training and complete child protection training.
 - ~ The board of management ensures that records of all staff and board member child protection training are maintained.

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

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

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

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

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

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

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

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

Note: The procedures and measures in place outlined above, are not intended as 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
1.	Daily Arrival and Dismissal of Students. Break Times for Students	Risk of harm due to inadequate supervision of students in school. Risk of harm not being recognised by school personnel Risk of harm not being reported properly and promptly by members of school personnel	The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. All school personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment. The Child Protection Procedures for Schools 2025 are made available to all school personnel. School personnel are required to adhere to the Child Protection Procedures for Schools 2025 and all registered teaching staff are required to adhere to the Children First Act 2015 as well as supporting the continued implementation of the best practice guidance set out in Children First: National Guidance for the Protection and Welfare of Children 2017 and its addenda, including the Addendum to Children First 2019 and 2025

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
2.	Classroom teaching. One to one learning support. One to one counselling. One to one teaching. Homework club/evening study	Risk of harm not being recognised by school personnel. Risk of harm not being reported properly and promptly by members of school personnel. Risk of harm where members of school personnel have not received appropriate training. Risk of child being harmed in the school by a member of school personnel Risk of harm in one-to-one teaching, counselling, coaching situations.	The school has in place a code of behaviour for pupils. The school has a code of conduct for teaching school personnel provided by the Teaching Council. The school has in place a policy and clear procedures for one-to-one teaching activities The school has in place a policy and procedures for one-to-one counselling The school has a Guidance policy in place. In one to one teaching there is visibility/doors open/glass panels. The school adheres to the requirements of the Garda vetting legislation. The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment. All school personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment The Child Protection Procedures for Schools 2025 are

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			made available to all school personnel School personnel are required to adhere to the Child Protection Procedures for Schools 2025 and all registered teaching staff are required to adhere to the Children First Act 2015 as well as supporting the continued implementation of the best practice guidance set out in Children First: National Guidance for the Protection and Welfare of Children 2017 and its addenda, including the Addendum to Children First 2019 and 2025 The school ensures all new personnel are provided with a copy of the school's Child Safeguarding Statement and Risk Assessment The school encourages personnel to avail of relevant training. The school encourages board of management members to avail of relevant training. The school maintains records of all personnel and board member training. The school has a code of conduct for school personnel

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			(teaching and non-teaching staff). The school complies with the agreed disciplinary procedures for teaching staff.
3.	Prevention and dealing with bullying amongst pupils. Pupils of minority religious faiths. Pupils from ethnic minorities/migrants. Members of the Traveller Community. Sexism. Lesbian, gay, bisexual or transgender (LGBT) students. Pupils perceived to be LGBT Pupils of minority religious faiths	Risk of child being harmed in the school by another student. Risk of harm due to bullying of a student. Risk of harm due to racism. Risk of harm not being recognised by school personnel Risk of harm not being reported properly and promptly by members of school personnel. Risk of harm due to inadequate code of behaviour.	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 The school implements in full the SPHE programme. The school implements in full the Wellbeing Programme at Junior Cycle. The school has supervision procedures in place. The school has in place a code of behaviour for pupils. The school undertakes anti-racism awareness initiatives. The school has in place a Critical Incident Management Plan.
4.	Sporting Activities. School Outings. School trips involving overnight stays. School trips involving foreign travel. Outdoor teaching activities.	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while a child is participating in out-of-	The school has in place a code of behaviour for pupils. Adequate supervision. Garda vetting.

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
	Annual Sports Day. Fundraising events involving pupils. Use of off-site facilities for school activities.	school activities, e.g. school trip. Risks due to inadequate supervision. Risks from external adults. Inappropriate communication Online safety risks.. Risk of harm due to inadequate supervision of children while attending out-of-school activities.	Code of behaviour applies. AUP applies. The school has in place a policy and clear procedures in respect of school outings. The school has a health and safety policy. The school has in place a Critical Incident Management Plan.
5.	Use of toilet/changing/shower areas	Risk due to inadequate supervision; inappropriate behaviour.	Supervision policy includes these areas. Staff follow procedures. Anti-bullying policy applies. Behaviour expectations communicated.
6.	Online teaching and learning remotely. ICT and social media use. Online remote teaching and learning platforms. Use of Information and Communication Technology by pupils in school, including social media.	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. 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 Risk from inappropriate online use. Access to harmful content. Inappropriate communication.	The school has in place a code of behaviour for pupils. 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 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 The school has in place a Critical

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		Risk of harm due to inappropriate relationship/communications between a child and another child or adult Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school	Incident Management Plan Only approved platforms used. Students supervised. SPHE/Wellbeing digital safety education. Filtering of internet.
7.	Care of children with special educational needs, including intimate care where needed.	Risk to vulnerable students. Risk during intimate care.	SEN policy. Intimate care plans. Trained staff. Garda vetting.
8.	Administration of First Aid. Administration of medicine.	Risk due to inappropriate contact; incorrect medication.	First Aid procedures. Medication administration procedures. Only trained staff administer. Records kept.
9.	Visitors/contractors on site. Use of external personnel to supplement curriculum. Use of external personnel to support sports and other extra-curricular activities. External Tutors/Guest Speakers. Use of video /photography /other media to record school events.	Risk of harm by visitors/contractors. Unsupervised access. Risk of harm by external tutors/coaches. Inappropriate communication.	Sign-in procedures. Visitor ID provided. Supervision required. Garda vetting where appropriate. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum. The school has in place a policy and procedures for the use of external sports coaches.
10.	Training of school personnel in Child Protection matters. Recruitment of school personnel including	Harm not recognised or reported promptly. Risk of harm where members of school	All school personnel are provided with a copy of the school's Child Safeguarding

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
	teachers/SNAs, caretakers/secretaries/cleaners and sport coaches. Volunteers/Parents in school activities.	personnel have not received appropriate training. Risk of child being harmed in the school by a member of school personnel. Risk of child being harmed in the school by another child. Risk of child being harmed in the school by a volunteer or visitor to the school	Statement and Risk Assessment. The Child Protection Procedures for Schools 2025 are made available to all school personnel. School personnel are required to adhere to the Child Protection Procedures for Schools 2025 and all registered teaching staff are required to adhere to the Children First Act 2015 as well as supporting the continued implementation of the best practice guidance set out in Children First: National Guidance for the Protection and Welfare of Children 2017 and its addenda, including the Addendum to Children First 2019 and 2025. The school adheres to the requirements of the Garda vetting legislation. The school adheres to the relevant Department of Education and Youth circulars in respect of recruitment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
11.	Management of Challenging Behaviour and Use of Physical Intervention.	Risk of emotional or physical harm during incidents involving distressed behaviour. Risk of inappropriate use of physical intervention. Risk of inadequate recording or follow-up.	The school has in place a code of behaviour for pupils. Behaviour plans for identified pupils. Physical intervention used only as last resort and in line with policy. Immediate recording of incidents. Parent communication; regular review through SEN and Care Teams; supervision during transitions. 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.
12.	SPHE and RSE Curriculum Delivery. Wellbeing policy and curriculum in place	Risk of pupils receiving inaccurate or insensitive content. Risk of inadequate teacher preparation. Risk of discomfort or distress among pupils.	The school implements in full the Social, Personal, and Health Education (SPHE) curriculum. Approved resources used. Clear protocols for handling disclosure. Teacher CPD. Lessons aligned with national curriculum specifications and wellbeing framework.
13.	Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Risk of unfair or inconsistent disciplinary measures. Risk of harm during supervised detentions. Risk of pupils being isolated without appropriate oversight.	Sanctions applied according to policy. <u>Detention</u> rooms supervised by staff. Removal from class only with other staff oversight. Logs maintained for serious sanctions.

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		Risk of escalation during interventions	Appeals process in place; communication with parents where appropriate.
14.	Student Use of Personal Digital Devices and Social Media	Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school. Risk of cyberbullying, image misuse, online grooming, or inappropriate contact. Risk of exposure to harmful content. Risk of harm due to inappropriate relationship/communications between a child and another child or adult Risk of covert recording.	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 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 Acceptable Use Policy enforced; restricted phone use during school day; digital citizenship education; sanctions for breaches; reporting procedures for online incidents; parent communication on device expectations; filtering on school networks.
15.	Students on Work Experience in External Settings. Students participating in work experience in the school.	Risk of inadequate supervision off-site. Risk of inappropriate contact with adults. Risk of unsafe environments. Risk of unclear reporting channels. Risk of harm due to inappropriate relationship/communications between a child and another child or adult	Vetting checks for high-risk placements; student briefing; named supervisor in placement; contact from school; immediate reporting procedures; review after placement; SEN considerations included in planning.
16.	Student Teachers and External Trainees on Placement	Risk of unsupervised one-to-one contact. Risk of uncertainty about reporting responsibilities. Risk of inappropriate communication or boundaries.	Induction including safeguarding procedures; placement teachers supervised by qualified staff.

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			No unsupervised access. Adherence to Code of Professional Conduct. Reporting of concerns through DLP. Monitoring by cooperating teachers.
17.	After-school use of school premises by other organisations Use of school premises by other organisations during school day	Risk of external users having unsupervised access to pupils. Risk of non-compliance with safeguarding standards. Risk of unclear responsibility during activities.	Vetting requirements for relevant organisations; designated access routes; no shared use during curricular time; monitoring by caretaker/management.
18.	Children with medical needs.	Risk of harm not being recognised by school personnel. Risk of harm not being reported properly and promptly by members of school personnel. Risk of harm where members of school personnel have not received appropriate training. Risk of child being harmed in the school by a member of school personnel.	The school has in place a policy and procedures for the administration of medication to pupils. The school has in place a policy and procedures for the administration of First Aid
19.	Care of pupils with specific vulnerabilities/needs including intimate care where needed.	Risk of harm to children with special educational needs who have particular vulnerabilities, including medical vulnerabilities. Risk of harm not being recognised by school personnel. Risk of harm not being reported properly and promptly by members of school personnel. Risk of harm where members of school personnel have not received appropriate training.	The school has a special educational needs policy. The school has an intimate care policy/plan in respect of students who require such care.

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		Risk of child being harmed in the school by a member of school personnel. Risk of harm to child while a child is receiving intimate care.	
20.	School transport arrangements including use of bus escorts	Risk of harm not being recognised by school personnel. Risk of harm not being reported properly and promptly by members of school personnel. Risk of harm where members of school personnel have not received appropriate training.	The school adheres to the requirements of the Garda vetting legislation. All staff to carry out training and records kept of all training undertaken.

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 Children 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 children 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 Children 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 Children 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 Children First: National Guidance for the Protection and Welfare of Children 2017* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child 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 activities.

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 3rd June 2026 (*most recent review date*)

Signed:*		Date: 3-6-26
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Chairperson of the board of management

Signed:*		Date: 3-6-26
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Principal/Secretary to the board of management

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on June 2027 (*expected review date*)

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 and/or the school website), providing a link to the Children First National Guidance 2017 [Children First National Guidance 2017.pdf](#), and stating the number and location of hard copies of these procedures available in the school.

Location of Copies of the Child Protection Procedures and Children First Guidance.

Copies of the Child Protection Procedures for Primary and Post-Primary Schools and the Children First: National Guidance (2017) are available to all staff and relevant stakeholders.

A Hard copy of these documents is kept in the school office.

All relevant documents are accessible on the school's website for ease of reference.

The procedures are also available online from the Department of Education at:
<https://www.gov.ie/childprotectionschools>

A copy of *Children First: National Guidance for the Protection and Welfare of Children (2017)* is available at:

<https://www.gov.ie/en/publication/20ea3-children-first-national-guidance-2017/>

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CSS 2

Review of the Child Safeguarding Statement and Risk Assessment

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 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:	Seamus Meehan
Date Appointed:	1 st September 2019

Relevant Person

(In schools this is the DLP)

Name:	Seamus Meehan
Contact details:	Smeehan.rth@lmetb.ie / 01 8254102
Date Appointed:	

Deputy Designated Liaison Person

Name:	John McCarthy
Date Appointed:	1 st September 2019

Contact details for Tusla

Contact Name

Duty Social Worker

Address

Meath Enterprise Centre
Trim Road
Navan
Co Meath
C15 FV1C

Contact Number

046 9098560

Contact details for An Garda Síochána

Contact Name

Duty Secretary / Sergeant

Address

Frederick Street,
Ashbourne,
Co. Meath,
A84 P891

Contact Number

01 8010600

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:

3rd of June 2026

- 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.

Main reception and student entrance and exit point.

- (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

☒ School journal

☐ Other: (please state)

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: 28th August 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

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: 3rd June 2026

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

The Board ensured that the Child Safeguarding Statement and Risk Assessment were shared with all relevant stakeholders by circulating draft documents to staff, the Parents' Association, all parents, and the Student Council for review and feedback. Following ratification by the Board of Management on the 3-6-26, the final ratified documents will be issued to Patrons, all staff, all parents and the Parents' Association via Compass/email. In addition, hard copies will be displayed prominently at the front and back entrances of the school, the documents will be uploaded to the school website, and a child-friendly version will be printed and displayed throughout the school and included in students' dialann to ensure accessibility for all members of the school community.

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

Last year's Child Safeguarding Statement and Risk Assessment and draft version of this year's Risk Assessment, which reflects an updated template and revised format introduced in line with the 2025 Child Protection Procedures was emailed to Parents on the 21st of May for observations, suggestions, or recommendations. These policies were also discussed at a Parent Association meeting held on the 13th of May 2026.

(b) Students

Last year's Child Safeguarding Statement and Risk Assessment and draft version of this year's Risk Assessment, which reflects an updated template and revised format introduced in line with the 2025 Child Protection Procedures was discussed and student's observations, suggestions, or recommendations were sought at a Student Council meeting on the 30th of April 2026.

(c) School Personnel

Last year's Child Safeguarding Statement and Risk Assessment and draft version of this year's Risk Assessment, which reflects an updated template and revised format introduced in line with the 2025 Child Protection Procedures was emailed to Parents on the 21st of May for observations, suggestions, or recommendations. These policies were also discussed at a staff meeting held on the 5th of May 2026.

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:

N/A

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: Seamus Meehan

Date: 9-10-2025

DDLP: John McCarthy

Date: 9-10-2025

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

WEBINAR: "Child Protection Procedures 2025 – what ETB Board of Management members need to know". This webinar was introduced by Paul Fields, Director of Schools in ETBI and co-presented Susan McGann, Eoghan Ó Ceallaigh and Fiona Temple, who are principals in ETB schools. The webinar took place on Wednesday April 15th, 2026, from 19:00 to 20:00.

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?

The school, LMETB and the Board of Management ensure that all staff are Garda vetted, have completed Children First training, and that records of this training are

maintained, while the Child Safeguarding Statement and Risk Assessment are shared with all stakeholders who are given the opportunity to review them, and all new personnel are supported through a structured induction and mentoring system to ensure full awareness of their safeguarding responsibilities.

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 a manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records.

Child protection files are securely stored in a locked, fireproof cabinet located in the principal's office, which is itself secured with a keypad entry system.

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 College fully adheres to all Child Protection Procedures, with the Principal acting as Designated Liaison Person (DLP) presenting a Child Protection Oversight Report (CPOR) at each Board of Management meeting, and ensuring that all practices are implemented in line with the *Child Protection Procedures for Schools 2025*.

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.

The Board is satisfied that Social, Personal and Health Education (SPHE), Relationships and Sexuality Education (RSE), and the Wellbeing curriculum are fully planned for and delivered in Ratoath College. These programmes are embedded as core components of the school's provision and are formally timetabled for all relevant year groups, with their delivery clearly accounted for on the school timetable. The Board maintains oversight of the school timetable and ensures that all relevant policies underpinning these areas are regularly reviewed and formally ratified, in line with its governance responsibilities.

For primary schools, it should confirm that:

- a. Aspects of all three strands (SPHE, RSE, Wellbeing) are covered each year.
- b. 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. Schools will be informed if, in the future, the Department approves an alternative or replacement to the Stay Safe Programme.
- c. The school plan outlines provision for RSE across each of the different class levels/stages.
- d. The date of the most recent policy review or curricular implementation is noted.

For post-primary schools, it should confirm that:

- e. The Wellbeing Programme for Junior Cycle is being implemented.
- f. RSE and SPHE are being appropriately delivered.
- g. 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 managed by the HR Section of LMETB, which ensures that all statutory Garda vetting requirements are fully met, while Ratoath College works closely with the HR section in LMETB to ensure full compliance for all staff and, where appropriate, visitors. The Board of Management is satisfied that the statutory requirements for Garda Vetting are met.

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

The Board of Management is satisfied that the Department's requirements in relation to the provision of a child protection statutory declaration and the associated form of undertaking have been fully met.

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

The Board of Management is satisfied that thorough recruitment and selection procedures are in place, with all elements of staff recruitment managed and implemented by the HR Department of LMETB, and that the school works closely in partnership with them throughout the process.

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 of Ratoath College confirms that it has completed its annual review of the Child Safeguarding Statement and Risk Assessment in accordance with the requirements of the Child Protection Procedures for Schools 2025 and the Children First Act 2015.

Following this review, the Board is satisfied that the Child Safeguarding Statement and Risk Assessment are fully in place and that the child protection procedures are being fully and adequately implemented across all areas of the school's operations.

In reaching this conclusion, the Board confirms that:

- **Garda Vetting:** Appropriate Garda vetting procedures are in place for all relevant personnel, including teaching staff, SNAs, ancillary staff, volunteers, and external contractors, in line with statutory requirements.
- **Reporting Procedures:** Clear procedures are in operation to ensure that child protection concerns are reported promptly to Tusla and/or An Garda Síochána, as

required, with the Designated Liaison Person (DLP) and Deputy DLP fulfilling their roles in accordance with the 2025 procedures.

- Compliance and Oversight: The Board maintains active oversight of child safeguarding practices through regular reporting from the Principal/DLP, ensuring adherence to national procedures, circulars, and best practice guidance.
- Risk Assessment and Preventative Measures: The Board has reviewed and updated the written risk assessment, including considerations such as online safety, as required under the procedures.
- Annual Review and Engagement: The Board has undertaken the required annual review, including engagement with parents, staff, and students where appropriate, to ensure that safeguarding practices remain robust, current, and responsive.

The Board is satisfied that systems are in place to ensure the ongoing monitoring, review, and continuous improvement of safeguarding practices, and that the school is compliant with the Child Protection Procedures for Schools 2025 and all associated legislative and policy requirements.

Signed*:

Chairperson of the board of management



Date:

31 June 2026

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



Child Safeguarding in our School



Child safeguarding is what we do in our school to keep children and young people safe from harm.

We think about how to keep everyone safe and we write down how we will do that.

This is called our **Child Safeguarding Statement**. We check this every year. When we do this we will ask you what you think about safeguarding in our school. It is important that you feel safe at school and in your life outside of school too.



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

Who to go to:

☒ **Any trusted adult**

For example, your Year Head or Tutor, a teacher, SNA, the Principal or Deputy

What we will do:

- ☒ Listen and understand
- ☒ Guide or 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



Seamus Meehan Principal & DLP

CSS 3

Notification Regarding the Board of Management's Review of the Child

Safeguarding Statement and Risk Assessment

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: Patrons of Ratoath College

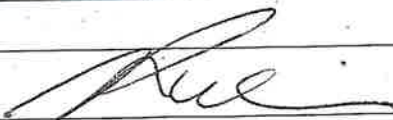
The board of management of:

Ratoath College

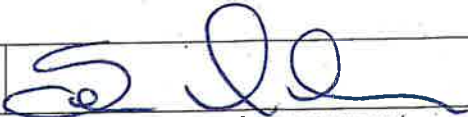
wishes to inform you that:

- (a) The board of management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of **3rd June 2026** (date).

- (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: 3/6/26
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Chairperson of the board of management

Signed:*		Date: 3/6/26
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Principal/Secretary to the board of management

* Document to be printed and signed with original signatures

CSS 3

Notification Regarding the Board of Management's Review of the Child

Safeguarding Statement and Risk Assessment

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: Staff of Ratoath College.

The board of management of:

Ratoath College

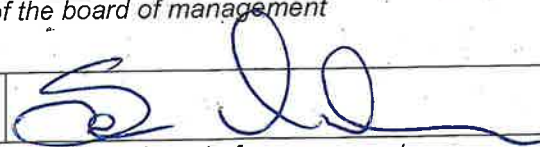
wishes to inform you that:

- (b) The board of management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of **3rd June 2026** (date).

- (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: 3/6/26
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Chairperson of the board of management

Signed:*		Date: 3/6/26
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Principal/Secretary to the board of management

* Document to be printed and signed with original signatures

CSS 3

Notification Regarding the Board of Management's Review of the Child

Safeguarding Statement and Risk Assessment

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: Parents / Guardians of Ratoath College

The board of management of:

Ratoath College

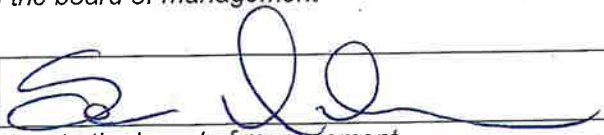
wishes to inform you that:

- (c) The board of management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of **3rd June 2026** (date):

- (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: 3/6/26
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Chairperson of the board of management

Signed:*		Date: 3/6/26
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Principal/Secretary to the board of management

* Document to be printed and signed with original signatures