



Loreto Secondary School St. Michael's, Navan

CSS1

Child Safeguarding Statement and Risk Assessment

For:	Loreto Secondary School, St. Michael's, Navan	<i>(School Name)</i>
At:	Convent Road, Navan, Co.Meath, C15YF83	<i>(School Address)</i>

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):

Andrea Finlay-Kajic

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

John Fitzpatrick

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

Name of Relevant Person

Andrea Finlay-Kajic

(In schools this person is the DLP)

Relevant Person can be contacted on:

085-1262928

afinlaykajic@loretonavan.ie

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:

Paschal Marry

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.

Child Protection Statement and Risk Assessment

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

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

Note: The procedures and measures in place outlined above, are not intended as an exhaustive list. Individual boards of management shall also include in this section such other procedures and measures that are of relevance to the school.

This statement has been published on the school's website or will be made available on request by the school. It has been provided to all members of school personnel, the parents' association (if any), the patron and parents. A copy of this statement and risk assessment will be made available to Tusla and the department if requested.

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

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 pupils	Risk of harm due to bullying Risk of harm due to inadequate supervision Unauthorised adults on premises	Staff supervision at - S & S (before and after school) Supervision of blocks and toilets and grounds
2	Recreation breaks for pupils	Risk of harm due to inadequate supervision Bullying or peer conflict where child being harmed in school by another child Pupils leaving school grounds Student accessing inappropriate content on social media on phones/devices	Supervision rota in yard and on all blocks Designated safe zones (lunchtime clubs etc) Bí Cineálta policy enforced Acceptable usage policy enforced
3	Classroom teaching	Harm by school personnel Inappropriate staff-pupil interaction Peer bullying Risk of inadequate code of behaviour.	Vetting by Teaching Council/College The school personnel adhere to code of conduct. Glass in classroom doors
4	One to one teaching	Harm by school personnel Risk of isolation with staff Allegations of misconduct Breach of confidentiality	Glass panels in doors Record of sessions maintained Parental consent for support sessions Staff training on safeguarding
5	One to one counselling	Harm by school personnel Risk of isolation with staff Allegations of misconduct Breach of confidentiality	Glass panels in doors Record of sessions maintained Parental consent for support sessions Staff training on safeguarding
6	One to one learning support	Harm by school personnel Risk of isolation with staff Allegations of misconduct Breach of confidentiality	Glass panels in doors Record of sessions maintained Parental consent for support sessions

Child Protection Statement and Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			Staff training on safeguarding
7	Outdoor teaching activities	Inadequate supervision Pupils wandering off Injury without supervision	Risk assessment before activity Adequate pupil/staff ratio Student attendance records First Aid training
8	Online teaching and learning activities	Cyberbullying Sharing of inappropriate content Uninvited person gaining access to lesson link Students left unsupervised in breakout rooms	Acceptable Use Policy (AUP) signed by students and parents Use of school-approved platforms Monitoring of online sessions Digital safety education SPHE
9	Remote learning	Cyberbullying Sharing of inappropriate content Uninvited person gaining access to lesson link Students left unsupervised in breakout rooms	Acceptable Use Policy (AUP) signed by students and parents Use of school-approved platforms Monitoring of online sessions Digital safety education SPHE
10	Use of mobile phones by students during school activities	Cyberbullying Sharing of inappropriate content Uninvited person gaining access to lesson link Students left unsupervised in breakout rooms	Acceptable Use Policy (AUP) signed by students Use of school-approved platforms Monitoring of online sessions Digital safety education SPHE

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
11	Sporting Activities	Harm to pupils Physical injury Inappropriate changing room supervision Inadequate supervision Children leaving the grounds without permission	Policy and procedures in place The school adheres to Garda vetting legislation and relevant DEY circulars in relation to recruitment and Garda Vetting.

Child Protection Statement and Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			Teacher is present when coach is working with children Qualified coaches, vetted and trained in safeguarding Separate changing facilities monitored First aid provision Supervision and adherence to sports safety guidelines
12	School Outings	Interactions with the public Pupils getting lost Contact with strangers Inadequate supervision by teachers/SNA Risk of harm by another person whilst out participating in out of school activities	Detailed risk assessment Signed parental consent Clear supervision and headcount procedures and attendance records maintained Adequate supervision Emergency contact procedures
13	Schools trips involving overnight stay	Inappropriate supervision Bullying or peer abuse Staff-student boundary issues Risk of harm by another person whilst on school trip Student accessing inappropriate content on social media on phones/devices	Meeting with parents/guardians and students prior to the trip. Consent forms and contract for code of behaviour signed. Adequate staff-to-student ratio with vetted staff Clear Code of Behaviour and supervision plan Separate sleeping arrangements for staff and students
14	Schools trips involving foreign travel	Inadequate supervision Missing child abroad Exposure to harm in unfamiliar environment Communication breakdown Staff-student boundary issues Contact with strangers Risk of harm by another person whilst on school trip	Parental consent and emergency contact protocols Consent forms and contract for code of behaviour signed Risk assessment and itinerary shared with parents Staff trained in safeguarding The school has in place a Critical Incident Management Plan

Child Protection Statement and Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
15	Use of toilet/changing/shower areas in school	Peer-on-peer abuse/bullying Inappropriate adult access Privacy violations	Supervision policies without invading privacy Restricted access for staff except in emergencies Clear anti-bullying and reporting procedures
16	Annual Sports Day	Bullying or exclusion Physical injury combined with neglect Unsupervised movement	Adequate supervision and first aid provision Inclusive participation guidelines Clear boundaries and staff presence in changing areas
17	Fundraising events involving pupils	Harm to children by school personnel/volunteer/other child/visitor	The school personnel adheres to codes of conduct. The school adheres to the requirements of the Garda Vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Bí Cinéalta Policy Code of Behaviour
18	Use of off site facilities for school activities	Interactions with the public Pupils getting lost Contact with strangers Inadequate supervision by teachers/SNA Risk of harm by another person whilst out participating in out of school activities	Detailed risk assessment Signed parental consent Clear supervision and headcount procedures and attendance records maintained Adequate supervision Emergency contact procedures
19	School transport arrangements including Bus escorts	Harm to children by school personnel/volunteer/other children Road Safety risks	The school personnel adheres to codes of conduct. The school adheres to the requirements of the Garda Vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting. Child Safeguarding Statement. Bí Cinéalta Policy Code of Behaviour

Child Protection Statement and Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
20	Care of children with special educational needs, including intimate care where needed	Risk of harm to children who have vulnerabilities Breach of dignity Inappropriate physical contact during intimate care. Lack of consent	Intimate care policy with parental agreement. Care plan incorporating student voice. Two-adult rule Staff training in SEN and safeguarding

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
21	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Injury to pupils and staff	Health and Safety Policy Code of Behaviour Policy Bí Cineálta Policy
22	Administration of medicine	Members of staff have inadequate training. Risk of incorrect dosage or wrong pupil Risk of unauthorized administration Risk of failing to provide medication if required in emergency scenario	Written parental consent and medical instructions required. Secure storage of medication Designated trained staff for administration of medications
23	Administration of First Aid	Risk of inadequate response to injury Risk of inappropriate physical contact	First Aid training for staff First Aid kits accessible Record of all First Aid incidents maintained
24	Curricular provision in respect of SPHE, RSE	Non-Teaching of same Risk of inappropriate content delivery Risk of pupil disclosure not handled correctly	School implements SPHE, RSE Revised and reviewed SPHE Policy Age appropriate DEY approved curriculum
25	Prevention and dealing with bullying amongst pupils	Risk of harm not being recognised by school staff. Risk of emotional/physical harm to pupils by another pupil Risk of underreporting or inadequate response	Bí Cineálta Policy implemented Regular awareness programs for pupils Clear reporting and investigation procedures using our student friendly reporting system Restorative Practice Awareness Week Bullying Awareness Week

Child Protection Statement and Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			Information shared at assemblies Daily Tutor time Student Leader Induction Activities
26	Training of school personnel in child protection matters	Risk of staff not recognising signs of abuse Risk of non-compliance with legal obligations	Mandatory Child Protection training & Tusla eLearning. Designated Liaison Person (DLP) in school DDL in school Annual review of Child Safeguarding Statement
27	Use of external personnel to supplement curriculum	Harm to pupils	All external personnel engaged within the school are Garda vetted. Pupils are always supervised by a class teacher when engaging with an external teacher. School Safeguarding Statement
28	Use of external personnel to support sports and other extra curricular activities	Risk of inappropriate interaction with pupils by volunteer or visitor Risk of lack of vetting	Garda Vetting for all external personnel Teacher present during sessions External personnel briefed on school policies
29	Care of pupils with specific vulnerabilities/needs such as -Pupils from ethnic minorities/migrants -Members of the Travelling Community -Lesbian, gay, bisexual or transgender (LGBT) children -Pupils perceived to be LGBT -Pupils of minority religious faiths -Children in care -Children on TUSLA Child Protection	Risk of harm to the child from other children in the school Risk of harm due to bullying Risk of harm not being reported promptly by school personnel. Isolation or targeted bullying (incl. racist harassment) going unreported due to language/cultural barriers. Missed or delayed disclosure/identification of harm because indicators aren't understood or communication is limited	Bí Cineálta Policy Code of Behaviour Child protection Procedures SPHE lessons on bullying at all class levels Restorative Practice is implemented Attendance support via Tusla Education Support Service (TESS) EWO collaboration for early intervention on attendance concerns. Bí Cineálta policy explicitly includes homophobic & transphobic bullying. Curriculum (SPHE/Wellbeing)

Child Protection Statement and Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
	Notification System (CPNS) -Children with medical needs	Discriminatory bullying and exclusion leading to reduced attendance. Stereotyping by peers/adults Homophobic/transphobic bullying Elevated ongoing risk of significant harm if plans not followed or information not shared appropriately. Staff unaware of CPNS status or protective actions required.	DLP maintains secure knowledge of any CPNS status and the Child Protection Plan requirements Ensures relevant staff are briefed on a need-to-know basis. Prompt liaison with Social Worker; use of Tusla portal out-of-hours numbers where urgent. Enhanced monitoring, attendance tracking and pastoral check-ins document and report any deterioration without delay

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
30	Recruitment of school personnel including -Teachers/SNAs -Caretaker/Secretary/Cleaners -Sports Coaches -External Tutors/Guest Speakers -Volunteers/Parents in school activities -Visitors/contractors present during school hours -Visitors/contractors present during after school activities	Unsuitable adults gaining access to children due to weak vetting or poor reference checks. Contractors/volunteers present without safeguarding induction or supervision. Unsupervised access to students where harm could occur Inappropriate interactions with pupils	Garda Vetting completed before commencement for all relevant roles Robust recruitment and vetting procedures Induction includes Child Safeguarding Statement, DLP/DDLP contacts External facilitators working directly with students require garda vetting. Volunteers always supervised by staff Clear visitor sign-in/out procedures

Child Protection Statement and Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
31	Use of ICT by pupils in school including social media	Risk of harm caused by student accessing/circulating inappropriate material via social media, texting, digital device or other manner	Acceptable Use Policy (AUP) signed by students Use of school-approved platforms Monitoring of online sessions Digital safety education SPHE
32	Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc	Risk of harm due to student not being contactable by home	Parent contacted if mobile confiscated - opportunity to talk to student Discretionary application of code of behaviour sanctions re mobiles
33	Students participating in work experience in the school	Harm by student Confidentiality	Child Safeguarding Statement The school adheres to the requirements of Garda vetting legislation and relevant DEY circulars in relation to recruitment and Garda Vetting. Supervised by teachers and staff
34	Students from the school participating in work experience elsewhere	Exposure to unsafe environments Lack of supervision Risk of harm from by another adult	List of recommended placements in locality Work Experience Record in journal and with Work Experience Coordinator (information of employer, address, type of work, times of work) Parental consent Regular check-ins by school staff
35	Student teachers undertaking training placement in school	Inappropriate conduct Unsupervised teaching	Garda Vetting required Placement monitored by supervising teacher Clear safeguarding induction
36	Use of video/photography/other media to record school events	Misuse of student images Breach of privacy	Parental consent for media use Staff control over recording devices Images stored securely (on Unique school Cloudcam) and not on personal device

Child Protection Statement and Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
37	Use of school premises by other organisations during the school day	Access to restricted areas Unmonitored contact with students	Mandatory sign-in at reception Visitor badge Escort by staff when in student areas Vetting as required
38	Evening Study	Reduced supervision ratios Risk of bullying or harm	Staff present at all times Attendance register maintained Parents contacted if students do not present - communication required for early release Clear behaviour policy enforced

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 activity.

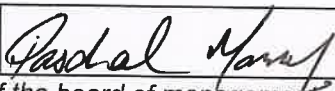
Risk in the context of this Child Safeguarding Statement and Risk Assessment is the risk of 'harm' as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in the Children First Act 2015: 'harm' means, in relation to a child— (a) assault, ill-treatment 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.

Child Protection Statement and Risk Assessment

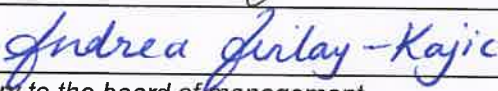
In accordance with Section 11 of the Children First Act 2015 and with the requirements of Chapter 9 of the Child Protection Procedures for Schools 2025, the following is the written Child Safeguarding Statement and Risk Assessment.

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 22.10.2026 (most recent review date)

Signed:*		Date: 22.10.2026.
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Chairperson of the board of management

Signed:*		Date: 22.10.2026
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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 Sep 2027 (expected review date)

Loreto Secondary School

St. Michael's

Navan, Co. Meath.

Tel: 046 902 3830

Appendix - 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.

Staff Digital Handbook - online

Staffrooms - both main and secondary room (2)

School Offices (Reception, Secretary, Bursar office) (3)

Principal's Office (1)

Deputy Principal(s) Office (3)

Year Head Offices (6)

Programmes Coordinator Office (1)

Online Location

[Child Protection Procedures - Gov.ie](#)