Maryfield College

CSS1 Child Safeguarding Statement and Risk Assessment

For:	**Maryfield College**
At:	**Glandore Road, Drumcondra, Dublin 9, D09AE64**

Maryfield College is a Post Primary 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):

Rebecca Carroll

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

Erinn O'Sullivan

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

Name of Relevant Person

Rebecca Carroll

(In schools this person is the DLP)

Relevant Person can be contacted on:

086 0285552	**rcarroll@maryfieldcollege.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:

Tracy Ennis

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, 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.

School Activities, Risks and Procedures

It is the responsibility of this school to ensure, as far as possible, that all risks and procedures that are relevant to our own circumstances have been identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

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 our risk assessment process, we have listed and reviewed all our 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 our 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. Maryfield College revised and adopted a new Acceptable Usage Policy in 2025. Our Acceptable Use Policy (AUP) developed using the Webwise Template and informs and guides remote or distance learning activity.

Definition of Risk

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.

	School Activity	Risks Identified	Procedures / Measures to Mitigate Risk
1	Daily arrival and departure of pupils	Inadequate supervision; pupil-on-pupil harm; harm by visitors or adults	Yard and corridor supervision policy; Child Safeguarding Statement and Risk Assessment; Child Protection Procedures for Schools 2025; Code of Behaviour; staff training
2	Recreation breaks for pupils	Bullying; racism; inadequate supervision; pupil-on-pupil harm	Yard and corridor supervision policy; Bí Cineálta Policy and Procedures; Code of Behaviour; anti-racism initiatives; staff supervision
3	Classroom teaching	Harm by school personnel or another student; safeguarding concerns not recognised	Child Protection Procedures for Schools 2025; Child Safeguarding Statement and Risk Assessment; Code of Conduct for Staff; SPHE and Wellbeing Programmes
4	One-to-one teaching	Harm in one-to-one situations; inappropriate communications; allegations against staff	One-to-one teaching procedures; Child Protection Procedures; Code of Conduct; appropriate visibility and record keeping
5	One-to-one learning support	Harm in one-to-one situations; vulnerability of students with SEN	SEN Policy; one-to-one teaching procedures; Child Protection Procedures
6	One-to-one counselling	Inappropriate relationships or communications; safeguarding disclosures not reported appropriately	Counselling procedures; Child Protection Procedures; trained personnel; Child Safeguarding Statement and Risk Assessment
7	Outdoor teaching activities	Inadequate supervision; harm by another student or adult	Health and Safety Policy; supervision arrangements; Child Protection Procedures
8	Online teaching and learning remotely	Unauthorised access; cyberbullying; inappropriate communication; unsupervised breakout rooms	Acceptable Use Policy; Office 365 protocols; mobile phone policy; Child Protection Procedures; online learning protocols
9	Sporting activities	Inadequate supervision; bullying; inappropriate conduct by adults; injury	Supervision procedures; Garda Vetting requirements; Health and Safety Policy; Code of Conduct
10	School outings	Harm by another student, staff member, volunteer or third party; inadequate supervision	School outings policy; risk assessments; supervision ratios; Child Protection Procedures

11	School trips involving overnight stay	Inadequate supervision; inappropriate contact; peer-on-peer harm	School tour procedures; risk assessments; supervision arrangements; Child Protection Procedures
12	School trips involving foreign travel	Safeguarding concerns while abroad; inadequate supervision	School tour procedures; risk assessments; parental consent; supervision protocols
13	Use of toilet/changing/shower areas	Bullying; inappropriate behaviour; privacy concerns	Supervision arrangements; Code of Behaviour; Child Protection Procedures
14	Annual Prefects Sports Day	Bullying; inadequate supervision; accidents; injury	Supervision policy; Health and Safety procedures; Code of Behaviour
15	Fundraising events involving pupils including sponsored walks	Inappropriate adult contact; inadequate supervision	Child Protection Procedures; supervision arrangements; Garda Vetting where applicable
16	Use of off-site facilities for school activities	Inadequate supervision; harm by adults or other students	Risk assessment procedures; school outings procedures; Child Protection Procedures
17	School transport arrangements including use of bus escorts	Inadequate supervision during transport; bullying; inappropriate interactions; risk of harm by another child or adult	Bus escorts briefed regarding safeguarding responsibilities; Child Protection Procedures; Code of Behaviour; supervision arrangements during school-related transport – 2 staff members assigned to each coach hired.
18	Care of children with special educational needs.	Increased vulnerability; medical vulnerabilities; intimate care risks	SEN Policy; Child Protection Procedures; Individual Care Plans; administration of medication procedures
19	Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Physical injury; inappropriate use of restraint; inadequate staff response; risks arising from challenging behaviour	Code of Behaviour; Understanding Behaviours of Concern and Responding to Crisis Situations guidance; staff training; incident recording procedures; Health and Safety Policy, NCSE Relate Model
20	Management of provision of food and drink	Allergy-related incidents; medical emergencies	Health and Safety Policy; Individual Healthcare Plans; administration of medication procedures, allergen list supplied by Food Village

21	Administration of Medicine	Incorrect administration; medical risk to student	Administration of Medication Policy and procedures; staff training; parental consent; record keeping
22	Administration of First Aid	Inappropriate treatment; inadequate supervision	Health and Safety statement including the provision of first procedures; trained personnel; incident recording procedures.
23	Curricular provision in respect of SPHE and RSE	Failure to support wellbeing; safeguarding concerns not identified	SPHE curriculum; Senior Cycle SPHE; Junior Cycle Wellbeing Programme; Child Protection Procedures. SPHE training for all staff teaching SPHE & RSE
24	Prevention and dealing with bullying amongst pupils	Bullying; cyberbullying; discriminatory bullying; racism	Bí Cineálta Policy and Procedures; Code of Behaviour; SPHE Programme; reporting and investigation procedures
25	Training of school personnel in child protection matters	Risks not recognised; risks not reported appropriately; staff uncertainty regarding procedures	Child Protection Procedures for Schools 2025; training records for DLP, DDLP. Staff and BOM members; new staff induction procedures; ongoing CPD
26	Use of external personnel to supplement curriculum	Harm by external personnel; inappropriate communication with students	Garda Vetting requirements; supervision arrangements; Child Protection Procedures
27	Use of external personnel to support sports and other extra-curricular activities	Harm by external adults; inappropriate relationships; inadequate safeguarding oversight	All external personnel including PE teachers, sports coaches, dance instructors, drama facilitators, musical directors and other programme providers are Garda Vetted prior to commencement; supervision by school personnel; Child Protection Procedures
28	Care of pupils from ethnic minorities/migrants	Racism; exclusion; bullying	Anti-racism initiatives; Bí Cineálta procedures; Child Protection Procedures
29	Care of members of the Traveller community	Discrimination; bullying; exclusion	Anti-racism initiatives; Bí Cineálta procedures; Code of Behaviour
30	Care of LGBT pupils	Bullying; discriminatory behaviour; exclusion	Bí Cineálta procedures; Wellbeing Programme; SPHE curriculum, participation in annual Stand Up Awareness Week

31	Care of pupils perceived to be LGBT	Bullying; discriminatory behaviour	Bí Cineálta procedures; Wellbeing Programme; SPHE curriculum, participation in annual Stand Up Awareness Week
32	Care of pupils of minority religious faiths	Discrimination; exclusion; bullying	Equality and inclusion measures; Bí Cineálta procedures, Intercultural Events.
33	Care of children in care	Increased vulnerability; safeguarding concerns not recognised	Child Protection Procedures; liaison with relevant agencies; pastoral supports
34	Care of children on the Child Protection Notification System (CPNS)	Significant child protection concerns not managed appropriately	Child Protection Procedures; DLP and DDLP processes
35	Care of children with medical needs	Medical harm; increased vulnerability	Individual Healthcare Plans; administration of medication procedures; First Aid procedures
36	Recruitment of teachers/SNAs	Unsuitable personnel gaining access to children	Garda Vetting legislation; Department recruitment procedures; reference checking
37	Recruitment of caretakers/secretaries/cleaners	Unsuitable personnel gaining access to children	Garda Vetting legislation; recruitment procedures
38	Recruitment of sports coaches	Unsuitable personnel gaining access to children	Garda Vetting requirements; supervision arrangements; recruitment procedures
39	External tutors/guest speakers	Inappropriate communication; harm by visiting adults	Visitor procedures; supervision by school personnel; Garda Vetting requirements where applicable
40	Volunteers/parents involved in school activities	Inappropriate adult interaction with students	Supervision procedures; Child Protection Procedures; Garda Vetting where applicable
41	Visitors/contractors present during school hours	Harm by visitors; unsupervised access to students	All visitors report to Reception and sign in. Contractors and maintenance personnel are accompanied by caretaking staff throughout their visit. Visitors attending on school business are accompanied by the Principal, Deputy Principal or designated staff member.

			Access to students is always supervised. Garda Vetting completed for service providers who frequently visit the school incl. IT service providers and utility service maintenance providers.
42	Visitors/contractors present during after-school activities	Inappropriate access to students	Visitor management procedures; supervision arrangements; restricted access to students
43	Participation by pupils in religious ceremonies/religious instruction external to the school	Inadequate supervision; safeguarding concerns off-site	School outings procedures; supervision arrangements; Child Protection Procedures
44	Use of Information and Communication Technology by pupils, including social media	Cyberbullying; inappropriate content; online exploitation; misuse of devices	Acceptable Use Policy; Microsoft 365 protocols; mobile phone policy including the use of mobile phone pouches for storage; Child Protection Procedures
45	Application of sanctions under the Code of Behaviour, including detention and confiscation of phones	Inappropriate application of sanctions; inadequate supervision	Code of Behaviour; disciplinary procedures; safeguarding oversight
46	Students participating in work experience in the school	Inappropriate contact with younger students; safeguarding concerns	Work experience procedures; supervision arrangements; Child Protection Procedures
47	Students from the school participating in work experience elsewhere	Harm by employers or others; inadequate supervision	Work experience policy; employer safeguards; reporting procedures
48	Student teachers undertaking training placement in school	Safeguarding responsibilities not understood	Student teacher placement procedures; new staff induction; Child Protection training and supervision; Garda Vetting required from HEI and where applicable Statutory Declaration and Form of Undertaking completed.
49	Use of video/photography/other media to record school events	Misuse of images; privacy concerns; inappropriate circulation of materials	Acceptable Use Policy; GDPR requirements; Code of Behaviour; school procedures governing photography and media use

50	After School Study	Inadequate supervision; one-to-one situations; inappropriate communication	After-school study is supervised by registered teachers who are Garda Vetted through Teaching Council registration. Child Protection Procedures, Code of Conduct and supervision arrangements apply throughout study sessions.
51	Participation in evening school events, shows, musicals etc.	Inadequate supervision; changing room concerns; inappropriate adult contact	Event-specific risk assessments; supervision arrangements; Child Protection Procedures; Code of Behaviour
52	Attendance at after-school events/shows/musicals etc.	Harm by another student or adult; inadequate supervision	Supervision arrangements; Child Protection Procedures; Code of Behaviour
53	After-school use of school premises by other organisations	Risk of harm by external adults; unauthorised access to students; safeguarding procedures not aligned with school requirements	Written agreements with external organisations namely licence agreement; Garda Vetting requirements where appropriate; safeguarding assurances; restricted access arrangements.
54	Use of school premises by other organisations during the school day	Inappropriate access to students; risk of harm by visitors or external personnel	Visitors sign in and are supervised at all times; contractors are accompanied by caretaking staff; visitors attending meetings are accompanied by the Principal, Deputy Principal or designated staff member; Child Protection Procedures

Additional Safeguarding Measures

In addition to the procedures already listed;

- The Child Protection Procedures for Schools 2025 are made available to all school personnel.
- All school personnel are provided with a copy of the Child Safeguarding Statement and Risk Assessment through the schools digital learning platforms and school website and school office.
- All new personnel are provided with a copy of the Child Safeguarding Statement and Risk Assessment through the schools digital learning platforms and school website and school office.
- School personnel are required to adhere to 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 and guidance set our 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.

- A written protocol is in place authorising immediate action where an employee may need to be immediately absent from school for child safeguarding reasons.
- The school complies with the Department of Education and Youth guidance Understanding Behaviours of Concern and Responding to Crisis Situations.
- The school maintains records of all safeguarding training completed by staff and Board members.
- The school has a policy in relation to assisting members of school personnel who receive disclosures of retrospective abuse.

This Child Safeguarding Statement and Risk Assessment was reviewed by the board of management on 17th November 2026

Signed:*	Tracy Ennis	**Date**: 17/11/2026.

Chairperson of the board of management

Signed:*	Rebecca Carroll Rebecca Carroll	**Date**: 17/11/2026.

Principal/Secretary to the board of management

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again in November 2027

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

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

www.gov.ie/childprotectionschools

www.maryfieldcollege.ie

Children_First_National_Guidance_2017.pdf

One hard copy of the Children First Guidance is in the school's main office.

One hard copy of the Children First Guidance is in the staff room.

One hard copy the Children First Guidance is in the office of the Principal.

One hard copy of the statement is located at the main school entrance.

One hard copy of this statement is located at the main student entrance.