

Lucan Community College Child Safeguarding Statement and Risk Assessment

Coláiste Phobail Leamhcáin
Lucan Community College



The Designated Liaison Person (DLP) is

Principal: Diane Birnie

The Deputy Designated Liaison Person (Deputy DLP) is Deputy Principal: Gráinne Malone

Last Updated: 14 October 2024

Reviewed annually or as required

Child Safeguarding Statement

Lucan Community College is a post-primary school providing post-primary education to students from First Year to Leaving Certificate Year.

Lucan Community College strives to create a supportive, safe and friendly environment for all students and persons working with students but in particular for the children and young people using our facilities and services so that the children feel secure, knowing that if they have concerns, they will be listened to with understanding and respect and their concerns will be addressed. This Child Safeguarding Statement focuses on how Lucan Community College complies with best practice in child safety policies and procedures. The policy can be used as a working guide for all personnel employed by DDLETB working in Lucan Community College for anyone who visits Lucan Community College and for any agency or organisation that interacts with the students of Lucan Community College, for implementing, monitoring and reviewing the Child Safeguarding Statement and for complying with the relevant legislative requirements.

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 \(2019\)](#), [the Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Lucan Community College has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Principal: Diane Birnie
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Deputy Principal: Gráinne Malone
- 4 The Relevant Person is Principal: Diane Birnie
(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)
- 5 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

6 The following procedures/measures are in place:

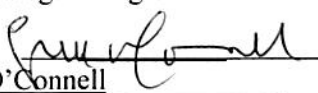
- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school’s Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school’s procedures for managing those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school’s website, the gov.ie website or will be made available on request by the school.

Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

7 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

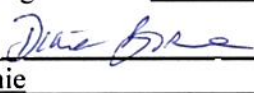
8 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on the date shown below.

Signed: 
Guss O’Connell

Chairperson of Board of Management

Date: 14 October 2024

Signed: 
Diane Birnie

Principal/Secretary to the Board of Management

Date: 14 October 2024

Child Safeguarding Risk Assessment

Written Assessment of Risk of Lucan Community College

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Lucan Community College.

1. List of school activities

1. Daily arrival and dismissal of students
2. Recreation breaks for students
3. Classroom teaching
4. Various one-to-one situations
 - a. One-to-one teaching
 - b. One-to-one counselling
 - c. Homework club/evening study
 - d. State Examinations – special centres and external supervisors
 - e. In-house exams – special centres
 - f. In-house oral exams
 - g. Extra-curricular activity
 - h. Getting a sick student home safely
5. Outdoor teaching activities
6. Sporting Activities
7. School outings
8. School trips involving overnight stay
9. School trips involving foreign travel
10. Use of toilet/changing/shower areas in schools
11. Annual Sports Day
12. Fundraising events involving students
13. Use of off-site facilities for school activities
14. School transport arrangements for outside activities
15. Care of students with special educational needs, including intimate care where needed
16. Management of challenging behaviour amongst students
17. Managing provision of food and drink
18. Administration of Medicine
19. Administration of First Aid
20. Curricular provision in respect of SPHE, RSE
21. Prevention and dealing with bullying amongst students
22. Training of school personnel in child protection matters
23. Use of external personnel to supplement curriculum
24. Use of external personnel to support sports and other extra-curricular activities and to supervise students on trips and tours
25. Care of students with potential specific vulnerabilities/ needs such as
 - a. Students from ethnic minorities/migrants
 - b. Members of the Traveller community
 - c. Lesbian, gay, bisexual or transgender (LGBT), etc. children
 - d. Students perceived to be LGBT
 - e. Students of minority religious faiths

- f. Children in care
 - g. Children on CPNS (child protection notification system)
 - h. Children with medical needs
26. Recruitment of school personnel including -
- a. Teachers/SNA's
 - b. Caretaker/Secretary/Cleaners
 - c. Sports coaches
 - d. External Tutors/Guest Speakers
 - e. Volunteers/Parents in school activities
 - f. Visitors/contractors present in school during school hours
 - g. Visitors/contractors present during after school activities
 - h. Musicians
 - i. Students on teacher placement practice
 - j. Language Assistants
27. Use of Information and Communication Technology by students in school including social media
28. Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.
29. Students participating in work experience in the school
30. Students from the school participating in work experience elsewhere
31. Student teachers undertaking training placement in school
32. Use of video/photography/other media to record school events
33. After school use of school premises by other organisations
34. Use of school premises by other organisation during school day
35. Homework club/evening study
36. School trips involving student exchange
37. External visitors for school events – musical, open day, PTMs, information evenings, etc.
38. Events where children of staff are present e.g. at Christmas
39. Managing a situation where there are legal proceedings in relation to a parent/guardian accessing a child while in school or at school events
40. Guardianship arrangement – ensuring all staff are familiar with procedures
41. Attendance at Parent Teacher Meetings by people other than parents/guardians
42. Additional challenges as a result of school closure and remote learning and student support including online teaching
43. Additional challenges as a result of Covid-19 return to the workplace protocols.

This list is not exhaustive and will be reviewed annually

2. The school has identified the following risk of harm in respect of its activities -

- 1. Risk of harm not being recognised by school personnel
- 2. Risk of harm not being reported properly and promptly by school personnel
- 3. Risk of child being harmed in the school by a member of school personnel
- 4. Risk of child being harmed in the school by another child
- 5. Risk of child being harmed in the school by volunteer or visitor to the school
- 6. Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip

7. Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, or students being left unsupervised for long periods of time in breakout rooms
8. Risk of harm due to bullying of child
9. Risk of harm due to racism
10. Risk of harm due to inadequate supervision of children in school
11. Risk of harm due to inadequate supervision of children while attending out of school activities
12. Risk of harm due to inappropriate relationship/communications between child and another child or adult
13. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
14. Risk of harm to children with SEN who have particular vulnerabilities including medical vulnerabilities
15. Risk of harm to child while a child is receiving intimate care
16. Risk of harm due to inadequate or inappropriate implementation of code of behaviour
17. Risk of harm in one-to-one teaching, counselling, coaching situation
18. Risk of harm caused by member of school personnel communicating with students in an inappropriate manner via social media, texting, digital device or other manner
19. Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
20. Risk of harm to students during periods of school closure or restrictions during a pandemic.

This list is not exhaustive and will be reviewed annually

3. The school has the following procedures in place to address the risks of harm identified in this assessment -

1. All school personnel are provided with a copy of the school's Child Safeguarding Statement
2. The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel on the school network or if requested in hard-copy.
3. School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015* and its Addendum (2019)
4. The school implements in full the SPHE curriculum at Junior Cycle and the RSE curriculum at Senior Cycle
5. The school implements in full the Wellbeing Programme at Junior Cycle
6. The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
7. The school undertakes anti-racism awareness initiatives
8. The school has a 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.
9. The school has in place a policy and clear procedures in respect of school outings
10. The school has in place a policy and clear procedures in respect of overnight stays, foreign travel and student exchanges
11. The school has a Health and Safety policy
12. The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting

In undertaking this 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 risk assessment has been completed by the Board of Management on the specified date. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: 

Guss O'Connell

Signed: 

Diane Birnie

Date: 14 October 2024

Date: 14 October 2024

Chairperson, Board of Management

Principal/Secretary to the Board of Management

13. The school has codes of conduct for school personnel (teaching and non-teaching staff)
14. The school complies with the agreed disciplinary procedures for teaching staff
15. The school has a Special Educational Needs/Inclusion policy
16. The school is developing an intimate care policy/plan in respect of students who require such care
17. The school is developing a policy and procedures for the administration of medication to students
18. The school –
 - i. Has provided each member of school staff with a copy of the school’s Child Safeguarding Statement
 - ii. Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement
 - iii. Encourages staff to avail of relevant training
 - iv. Encourages board of management members to avail of relevant training
 - v. Maintains records of all staff and board member training
19. The school has trained a team of people for the appropriate administration of First Aid
20. The school has in place a code of behaviour for students
21. The school has in place an ICT policy in respect of usage of ICT by students and staff
22. 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
23. The school has in place a policy governing the use of mobile/smart phones and tablet devices in the school by students as per circular 38/2018
24. The school has in place a Critical Incident Management Plan
25. The school has in place procedures for the use of external persons to supplement delivery of the curriculum
26. The school has in place procedures for the use of external sports coaches
27. The school has in place a policy and clear procedures for one-to-one teaching activities
28. The school has in place a policy and procedures for one-to-one counselling
29. The school has in place a policy and procedures in respect of student teacher placements
30. The school is developing a policy for fundraising events involving students
31. The school has in place a policy and procedures in respect of students undertaking work experience in the school
32. The school has in place a policy and procedures in respect of students of the school undertaking work experience in external organisations
33. The school has in place a policy and procedure in respect of students undertaking voluntary work in external organisations
34. The school has in place a CCTV system and a CCTV policy
35. The school ensure that visitors sign the visitors book at the front office and are made aware of our child safeguarding statement
36. The school has developed remote systems during the period of school closure to ensure that child protection concerns are managed and reported appropriately and that student support systems can still operate.

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Schools (revised 2023)*

Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Yes
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
4. Does the school's Child Safeguarding Statement include 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)	Yes
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Yes
7. Has the DLP attended available child protection training?	Yes
8. Has the Deputy DLP attended available child protection training?	Yes
9. Have any members of the Board attended child protection training?	Yes
10. Has the school appointed a DLP and a Deputy DLP?	Yes
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	Yes
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Yes
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Yes
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	Yes
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	Yes
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Yes

20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	N/A
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	Yes
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
24. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	No
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	N/A
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	N/A
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	Yes
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
33. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Yes
34. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	Yes
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	Yes
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	N/A
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

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

Signed  Date 14 October 2024

Chairperson, Board of Management

Signed  Date 14 October 2024

Principal/Secretary to the Board of Management

Note: Where a school is undertaking its first review, references in this checklist to the “last review” shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.