

Lucan East ETNS

Child Safeguarding Statement and Risk Assessment

Lucan East ETNS is a primary school providing primary education to pupils from Junior Infants to 6th Class.

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 East ETNS 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** **Grainne McManus**
- 3 **The Deputy Designated Liaison Person (Deputy DLP) is** **Simon Moloney**
- 4 **The Relevant Person is** **Grainne McManus**
(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and can 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 1st October 2024.

This Child Safeguarding Statement was reviewed by the Board of Management on 1st October 2024.

Signed: Gm' Connack
Chairperson of Board of Management

Date: 1st October 2026

Signed: Grainne H. Hayes
Principal/Secretary to the Board of Management

Date: 1st October 2026

Child Safeguarding Risk Assessment

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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of Lucan East ETNS.

List of school activities	The school has identified the following risk of harm in respect of its activities	The school has the following procedures in place to address the risks of harm identified in this assessment -
Daily Arrival of Pupils	Children leaving area or hurting themselves before supervision	Pupils are told not to come to school until 8.30 am Pupils are supervised on the yard by a teacher and SNAs from 8.30 – 8.40 am.
Daily Dismissal of Pupils	Child leaving school with incorrect adult	- Parents must let the school know who is collecting their child. - If an unknown adult comes to collect a child and the school has not been informed beforehand by parents, the class teacher calls the parents to confirm the child has permission to go with that adult - If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, teacher must not allow the child to go with the adult and must refer to the DLP/DDLP immediately. - Children from 2nd-6th class are permitted to walk home with written permission from parents/guardians. Students can walk with older siblings if they have written permission from their parents. - Infants line up inside the gate and are individually called by their teachers at collection times. - If a child is not collected from school and left for more than 30 minutes the DLP or DDLP is contacted. Before going to the DLP/DDLP the teacher rings parent/guardian and the emergency contacts on the database. - Children being released early from school, during school hours need to be signed out at the office. Parents wait at the office for children. - After-school teachers will compile a list of children's names and the names of who walks and adults who will be collecting them upon registration

Recreation breaks for pupils	- Safety during break times in the yard - Ensuring no children leave the yard - Safety during indoor play times	- Pupils are supervised on yard by teachers and SNAs. - Teachers who are not on supervision wait with their class until teacher on yard supervision is present. - Staff move, intervene and support children during yard time. - First aid kits are brought to the yard by SNAs. - When weather prevents children from going outdoors the staff members on yard duty for that day will supervise students in their classrooms. - Different sports activities and toys are available in yards to help children be active, safe and engaged at yard time. - If it rains after children are already in the yard, supervising teachers organise the safe return to class of children and supervise them indoors with SNAs. - Each yard has a book for the teacher on duty to record incidents/accidents. Significant incidents are recorded on Aladdin and/or in the accident book. Class teachers are informed of incidents when collecting their class. - Email is sent home when a child gets a bump to the head. - If an injury is deemed serious contact Gráinne/Simon and get the help of a first aider on the staff and follow emergency procedures. SNAs and HSCL have first aid training.
Small group and one to one teaching	Ensure safety of children and staff at all times.	- Glass panels must be left clear in doors of all support rooms. One to one sessions must be visible through the glass panel. - Parents are informed and provide written consent if children attend support on a regular basis.
School events held outside the school grounds, e.g. school tours, swimming lessons, sports events, sports day, concerts, etc.	Children are more at risk in unfamiliar environments	- Pupil-teacher/adult ratio is reduced to 15:1 for school events held outside school grounds to maximise supervision. - Pupils are closely supervised by LEETNS staff when transitioning from one area to another (e.g. going to the toilets, going to and from the bus) and when interacting with staff from the establishment they are visiting. - When children are using changing rooms and toilets they must be supervised by one teacher and another adult. - Adult volunteers on trips will be informed that pictures may only be taken by staff members. - Supports are put in place for children with individual care plans or who are flight risks. - Only those with Garda vetting can accompany children to the toilet and all adults understand this before leaving for the match/event

Use of toilets/ changing/toileting of pupils with intimate care needs	Due to intimate nature of this risk to child and risk of allegations made about staff	- One child allowed to go to each classroom toilet at a time. - Two children allowed to go to each PE hall toilet during PE lessons and at yard times. - Children who need assistance with toileting/changing during the school day are accompanied/assisted by two staff members.
Application of sanctions under the school's Code of Behaviour	Risk it would not be communicated properly to all staff and therefore not followed correctly. If not implemented there is a risk to pupils	- All staff will be informed of the Code of Behaviour at staff induction at the beginning of each school year - Any long term sub/staff member that joins after the date of this induction day will be informed of this policy and provided with a copy as soon as possible following their start date. - A copy of this policy is available to all staff on the drive - A copy of this policy is on the school website.
Administration of Medicine	Risk of incorrect administration of medicine	See procedures in Administration of Medicine Policy and Emergency Medication Policy on Aladdin
Administration of First Aid/ Accidents and injuries on site	Important to have procedure to reduce risk to pupils and to ensure good first aid procedures in place for when accidents happen	- See Accidents and Procedures Policy on Aladdin - Gloves to be worn by any staff members cleaning cuts - Alcohol-free wipes and plasters available in first aid kits. - Parents to be informed of known serious injuries sustained during school time. - AED (defibrillator) available outside the PE hall toilets, affixed to the wall and is known to staff. - At least three staff members will have occupational first aid training and there will be bi-annual first aid training opportunities for the appointed members. - Accidents/injuries that occur in school time will be recorded by relevant staff in the accident and yard books.
Curricular Provision	Reduce risk to children in life by teaching them about staying safe.	- School implements SPHE, RSE, Stay Safe in full in all classes. See SPHE plan and RSE policy

Prevention and dealing with bullying amongst pupils	Risk to children if they are experiencing bullying and it is not being dealt with	- Bí Cineálta policy, Code of Behaviour and Inclusion Policy are implemented throughout the school. - Allegations of bullying are recorded and kept in principals office. - Bí Cineálta policy on our school website to inform parents - Variety of strategies are used to promote wellbeing and mental health including restorative practice, to facilitate conflict resolution and to create an open respectful culture where students are enabled to approach staff with concerns. - Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries. Restorative practice and conflict resolution strategies are employed to investigate and resolve conflict. - Supervision is provided throughout the school day. - The school a-bullying programme is supported by the teaching of SPHE, RSE and the Stay Safe Programme.
Children presenting with social, emotional, behavioural or medical needs in school	Risk to the social and emotional well being of the child if not addressed	- Concerns relating to social, emotional, behavioural or medical needs are communicated to parents. Information is also recorded on Aladdin. - Children are provided with additional support in school through the Continuum of Support through in-class support or withdrawal. Staff discuss concerns and learning targets with parents and formulate student support plans, signed by parent(s). - Learning targets are regularly monitored to track progress. - Individual care plan/Behaviour plans completed for children with additional vulnerabilities to ensure that extra support is in place within the school environment as required. The specific strategies outlined in this care plan will be monitored and reviewed on a regular basis to ensure the needs and supports identified are current and appropriate. - The school may recommend onward referral (e.g. to the Primary Care Team, the School Age Disability Team, NEPS, GP or CAMHS) for children presenting with significant difficulties.
Training of school personnel in child protection matters	Important to lesson risks to children and to ensure good practice is in place in the school	- Child Safeguarding Statement & risk assessment given to all staff in September each year. - DLP & DDLP to attend face to face training when available. - All Staff complete online Child Protection Training every second year. - BOM records all staff and board training.

Use of and recruitment of personnel	If legislation is not followed this would pose a risk to students	- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting for the use of external personnel, the recruitment of school personnel and for any volunteers or contractors present in school during school hours and after school activities (i.e. teachers, SNA's, secretary, caretaker, cleaners, external tutors/coaches, volunteers, contractors, people completing work experience).
Student teachers undertaking training placement in school	Risk to students if unqualified teachers are not familiar with procedures	- Student teachers will provide proof of Garda Vetting (see above). - Student teachers will be mentored and supported by the class/support teacher throughout their time in the school. - Student teachers will not be solely responsible for the teaching of the children. - Student teachers will be supervised by the class teacher at all times i.e. teacher stays in class or sits outside classroom with door open.
Interaction with visitors to the school	LEETNS staff must be aware of visitors to the school.	- Visitors to the school must check in at reception and sign in to our Visitors' Book. - Front entrance to the school has a magnetic lock so visitors must be provided with access by staff. - Persons administering external programmes (e.g. GAA) through another body will provide the school with a copy of their Garda vetting and any appropriate insurance. - Children are closely supervised by staff members during all school events in which visitors are invited into the school, (e.g. Intercultural Day, Science Week, Sports Day, School Performances)
Use of ICT by pupils in school	Risks of harm to students when using the internet in school.	- Use of electronic devices in school is guided by the school's Acceptable Usage Policy, Anti-Bullying Policy and Code of Behaviour. - Use of electronic devices is monitored and supervised by staff. - School internet is provided by PDST Technology in Ed. which filters content and blocks unsuitable websites. - Inappropriate content which appears through the school internet is logged and reported to our internet provider (technologyineducation@pdst.ie;cc principal@lucaneastet.ie) - Cyber safety talks for parents are arranged on a biannual basis. Cyber safety awareness is raised among students through teaching and learning activities. - Issues of online safety are taught through the full implementation of the SPHE curriculum and through the

		school's participation in specific annual whole school events i.e. Safer Internet Day.
Use of video, photography or other media to record school events	Risk to pupils if used incorrectly.	- Written parental permission to take photos/videos of children is obtained by the school at enrolment - Class teachers check Aladdin at the beginning of the year to see if any of their students do not have permission to be in school photos/videos. - Children's names are not published with photos uploaded to the school website/instagram page and children's faces are concealed in photos online. - Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices, smart watches) unless under the supervision of an adult. - Children are not permitted to use camera phones during the school day or school events (see Use of Devices Policy).
Data protection	Risk of information leak if correct procedures are not followed	- Confidential documents relating to children in the school are stored securely in the school. - Hard copies are stored in locked filing cabinets in the classrooms, support rooms, storerooms or offices - Soft copies are stored in a secure, password protected, online database. - Sensitive word documents are password protected. - Documents are shared with staff on a need to know basis. - Parental permission is obtained before the transfer of information (i.e. between the school and previous/prospective schools, between the school and other professionals). - Shredder used for the disposal of sensitive documents

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)

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.

Signed Gm Conmack
Chairperson, Board of Management

Date: 1st October 2026

Signed Gáirne H. Haines
Principal/Secretary Board of Management

Date: 1st October 2026

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?	Yes

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?*	N/A
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	N/A
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)	Yes
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)	N/A
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? Completed on 3/10/2025	to be complete at assembly 2/10/26
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and 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

Signed GMC Connack
Chairperson, Board of Management

Signed Grainne H. Davis Date 30th Sept. '26
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.

Mandatory Template 4: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Educate Together

The Board of Management of Lucan East ETNS wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 1st October 2025.
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website www.education.ie

Signed Gm^c Conmack
Chairperson, Board of Management

Date: 30th Sept. 2026

Signed Grainne H. Haller
Principal/Secretary Board of Management

Date: 30th Sept. 2026