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Child Safeguarding Statement and Risk Assessment

For:	Ballyowen Meadows Special school	(School Name)
At:	Beechwood Court Stillorgan Co Dublin	(School Address)

This school is a: (tick appropriate) ☐ primary ☐ post-primary ☒ special school

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019) and 2025, Child Protection Procedures for Schools 2025 and Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024), the board of management has adopted the Child Safeguarding Statement and Risk Assessment set out in this document. [Children First National Guidance 2017.pdf](#)

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):

Thigam Padayachee

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

Wendy Kenny

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

Name of Relevant Person

Thigam Padayachee

(In schools this person is the DLP)

Relevant Person can be contacted on:

085 253 7060

Principal @bmss.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:

Patrick G. Kitterick

In the event that both DLP and DDLP are absent and unavailable, and where there is no staff member formally acting in their role, the chairperson of the board of management, or in an ETB school the chief executive or their delegate, assumes the role of DLP.

The board of management recognises that child protection and safeguarding permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In all of these, the school will adhere to the following principles of best practice in child protection and welfare. The school will:

- ☐ Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations.
- ☐ Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children.
- ☐ Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters.
- ☐ Adopt safe practices to minimise the possibility of harm happening to children and protect members of school personnel from the necessity to take unnecessary risks that may leave themselves open to accusations of child abuse.
- ☐ Develop a practice of openness with parents and encourage parental involvement in the education of their children.
- ☐ Fully respect confidentiality requirements as set out in the Child Protection Procedures for Schools 2025 in dealing with child protection matters.
- ☐ Adhere to the above principles in relation to any vulnerable adult.

Procedures and Measures in Place

Our Child Safeguarding Statement and Risk Assessment has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance 2017*, and *Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024)*, and the *Child Protection Procedures for Schools 2025*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

Procedure for the Management of Allegations of Abuse or Misconduct against School Personnel Relating to a Child Availing of Our Service

~ Where any member of school personnel is the subject of any investigation in respect of any act, omission or circumstance in relation to a child attending the school, the school is required to adhere to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Schools 2025* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.

Procedure for the Safe Recruitment and Selection of School Personnel to Work With Children

- ~ The school is required to adhere to the requirements of the Vetting Act. The selection or recruitment of staff and their suitability to work with children, requires the school to adhere to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.
- ~ A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

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

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

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

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

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

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

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

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

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

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

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

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

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

Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1.	Training of school personnel in Child Protection matters	School personnel not appropriately trained to recognise harm or report same promptly	-Child Safeguarding Statement & DES procedures made available to all staff -DLP& DDLP attend face to face training in 2025 procedures -All Staff trained in 2025 procedures -BOM records all staff and board training -Tusla Child Safeguarding online training module -Safety intervention training for all staff -SI Instructor on staff to provide In-house training, as required
2.	One to one teaching	Harm by school personnel	-School has policy in place for one to one teaching -2.1 policy in place -Whenever, 1.1 occurs open doors until 2.1 restored -Table between teacher/SNA and pupil -Observation window in door
3.	Care of Children with special needs, including intimate care needs	Harm by school personnel	-Policy on intimate care (contained within the BMSS Intimate care policy and Safeguarding Policy)
4.	Use of toilet, shower and changing areas	Inappropriate behaviour Harm by personnel	-Supervision policy BMSS Child Safeguarding Policy and Intimate care policy. No staff member alone with child.
5.	Curricular Provision in respect of SPHE, RSE, Stay Safe	Potential harm to pupils due to failure to teach same	-School implements SPHE, RSE, Stay Safe via two approaches. 1. Individually, to pupils through their PPP/IEP 2. At Class level through a topic approach

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			-Monitoring of implementation via medium planning & whole school plan.
6.	LGBT Children/Pupils perceived to be LGBT	Bullying	-Bi Cinealta Policy -Code of Behaviour
7.	Daily arrival and dismissal of pupils	Harm from other pupils, unknown adults in the car park and school entrance. Harm from buses and taxis in driveway	-Arrival and dismissal supervised by Teachers, SNAs and Bus Escorts -Staggered leaving times
8.	Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	-Health & Safety Statement and Policy -behaviour management plans -Code of Behaviour, incorporating school policy on Physical intervention and Safety intervention training
9.	Clinicians working directly with pupils	Harm to pupil from unidentified clinicians that the school has not been informed of in advance of their deployment to the school	-Identification cards where needed not known -visitors sign in and out policy
10.	Students participating in work experience	Harm to pupil Harm to student	-Student Placement Guidelines – close supervision by staff -Child Safeguarding policy
11.	Recreation breaks for pupils	Harm by pupil to other pupils Challenging behaviour	-Staggered times for use of playground -Supervision procedures in place -School rules -Code of behaviour -Bi Binealta policy

Child Protection Statement and Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
12.	Classroom teaching	Harm by pupil to other pupils and staff	-Class Placements Policy -Use of additional classroom for pupils on an individual basis -Code of Behaviour -Health and Safety Statement and Policy -Classroom organised to meet the needs of pupils with ASD -Supervision procedures in place -School rules - Bi Cinealta policy
13.	School-based activity	Harm to pupil – possible flight risk	-Code of Behaviour & Supervision policy, Health & Safety Statement and Policy
14.	Outdoor teaching activities, school outings and use of off-site facilities	Harm to pupil from unknown adults Harm by pupil to others Possible flight risk	-Balanced approach to inclusion and consideration of health and safety risks -Code of Behaviour -Staffing ratio planned in advance to ensure high level of supervision
15.	School transport arrangements including use of bus escorts	Harm to pupil Harm by pupil Harm by Bus Escorts Harm by Bus Driver Failure of transport provider to follow appropriate child protection requirements	-Transport Policy -Bus escorts given regular Child Protection training -Seating plan for pupils designed to prioritise safety -Safety intervention training for staff -Reporting procedure for incidents -1:1 Bus Escort, if required and sanctioned -1:1 taxi, if required and sanctioned -Parents are requested to bring and collect child from school in some cases -All school staff receive satisfactory Garda vetting -Supervision provided by Bus Escort -Reporting to Bus Éireann and transport provider

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
16.	Administration of Medicine	Harm to pupil Unauthorised access to stored medications	-Administration of Medication Policy & Medication plan -Health and Safety Statement -Health and safety Officer -Supervision Policy -Locked medications cabinet in supervised location
17.	Administration of First Aid	Harm to pupil	-Health and Safety Statement -First Aid Training for all Staff
18.	Prevention and dealing with bullying amongst pupils	Harm to pupil Harm by pupil	-Child Safeguarding Statement and Policy - Bi Cinealta Policy -Code of Behaviour
19.	Recruitment of school personnel including - • Teachers • SNA's • Caretaker/Secretary/Cleaner • Volunteers • Visitors/contractors present During school hours	Harm not recognised or properly or promptly reported due to failure to follow appropriate vetting procedures in recruitment	-Child Safeguarding Statement & DES procedures made available to all staff -Staff to view Tusla training module & any other online training offered by Oide & NCSE -Vetting Procedures All volunteers must be vetted All visitors must sign in/out the visitors' book visitors to make appointments Identity Badge for Visitors No child is ever left unsupervised by school staff
20.	Use of Information & communication Technology by pupils in school	Bullying Access to inappropriate content	-AUP/Digital technology policy -Bi Cinealta policy -Code of Behaviour -Supervision Policy
21.	Use of Digital technologies Staff accessing Office 365 outside of the school building	Photographs and storage of same Confidentiality breach of personal details etc	-AUP/Digital Technologies policy Data protection policy Code of Behaviour Parent consents
22.	Use of Digital Technology by pupils on school bus	Access to inappropriate content	-Transport Policy -Digital media and Acceptable Usage Policy

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			-Code of Behaviour -Supervision Policy
23.	Use of video/photography/other media to record school events	Exposure/breach of confidentiality Harm to pupil by posting images on-line	-Parent Guidelines – memo from School Management -Parent permission sought for the use of images of child -Data protection policy
24.	Management of provision of food and drink	Food allergies	-parents send in food and drink. -food company providing snacks are given instructions for individual pupils needs -no nuts policy in school -health and safety policy
25.	Children in care	Risks where children are living away from home in care facility	-feedback from care facility every morning when child is dropped off -report back in book - communication with parents maintained

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 10 June 2026 (*most recent review date*)

Signed:*	<i>Patrick G. Kitterick (signed displayed in school)</i>	Date: 10/06/2026
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Chairperson of the board of management

Signed:*		Date: 10/06/2026
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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 June 2027 (*expected review date*)

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

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.

Hard copies of Child Protection Procedures for schools 2025 are available in the principal's office.

Online access to:

Link to [Children First National Guidance 2017.pdf](#)

www.gov.ie/childprotectionschools

https://assets.gov.ie/static/documents/09fe3ad4/Child_Protection_Procedures_for_Schools_2025.pdf

Will be in Teacher's , SNAs and office folders on SharePoint and on school website www.bmss.ie