



CHILD SAFEGUARDING STATEMENT & RISK ASSESSMENT

Campus Name:

Full address:

Child Safeguarding Statement

Limerick and Clare Education and Training Board's College of Further Education and Training, offers Further Education and Training provision to learners from Levels 1 to 6 on the National Framework of Qualifications (NFQ) and is therefore defined as a [Relevant Service](#) under the Children's First Act 2015.

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 \(2019\)](#), [Child Protection Procedures for Primary and Post Primary Schools \(Revised 2023\)](#), [Tusla Guidance on the preparation of Child Safeguarding Statements](#), and [Child Protection Procedures for Schools 2025](#)

Paul Patton, Director of Further Education and Training (FET), as registered provider, has agreed the Child Safeguarding Statement set out in this document.

Provider:

Paul Patton Director of FET (on behalf of Limerick and Clare ETB College of FET)
Limerick and Clare Education & Training Board,
Marshal House, Dooradoyle, Limerick V94 HAC4.

Tusla's Child Safeguarding Statement Compliancy Unit (CSSCU) have reviewed the Child Safeguarding Statement and Risk Assessment Template and have declared that this current Child Safeguarding Statement template has been deemed compliant. (Letter of Compliancy from CSSCU dated 17th April 2026 available on request).

All requirements stated in this template must be met to remain compliant.

1. The Director of FET has adopted and will implement fully and without modification the above requirements as part of this overall Child Safeguarding Statement.
2. The Designated Liaison Person (DLP) is _____
Date DLP appointed: _____
3. The Deputy Designated Liaison Person (Deputy DLP) is _____
Date DDLP appointed: _____
4. Relevant Person (Normally DLP) is _____

5. Relevant Person'sⁱ email contact details: _____
6. The Director of FET recognises that child protection and welfare considerations permeate all aspects of relevant FET provision and is reflected in FET provision policies, procedures, practices and activities. In its policies, procedures, practices and activities, each campus will adhere to the following principles of best practice in child protection and welfare:
- 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/or guardians and encourage their 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.
 - The FET provision will also adhere to the above principles in relation to any vulnerable adult
7. 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 this campus's FET provision, the ETB adheres 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 provision staff, which are published on the Department of Education and Youth (DEY) website;
 - In relation to the selection or recruitment of staff and their suitability to work with children, the ETB 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 DEY and available on the DEY 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 absent from school for child safeguarding reasons.
 - 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 Campus:
 - Has provided each member of staff with a copy of this Child Safeguarding Statement;
 - Ensures all new staff are provided with a copy of this Child Safeguarding Statement;
 - Encourages staff to avail of relevant training and keeps records of training completed by staff
8. The Director of FET (or his/her delegated staff member) maintains records of all staff training including FET Steering Group
- In relation to reporting of child protection concerns to Tusla, all campus staff are required to adhere to the procedures set out in the Child Protection Procedures for Schools 2025, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015;
 - There is a procedure in place to maintain a list of mandated persons within campus
 - In this campus, the above-named DLP as the relevant personⁱ (as defined in the Children First Act 2015) is to be the first point of contact in respect of this Child Safeguarding Statement;
 - All teaching and other staff employed by the ETB within FET are defined under the Children First Act 2015 as mandated persons;
 - In accordance with the Children First Act 2015 and the Addendum to Children First Act 2019 and 2025, the campus has carried out an assessment of any potential for harm to a child while attending FET provision or

participating in associated activities. A written assessment setting out the areas of risk identified and FET provision procedures for managing those risks is available from the above-named DLP;

- The various procedures referred to in this Statement can be accessed via the provision's shared online platforms, the DEY website or will be made available by the above-named DLP on request.

Note: The above is not intended as an exhaustive list. Also included in this section are other procedures/measures that are of relevance to this campus's provision.

- This statement has been provided to all members of campus staff 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.
- 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.

Date of Previous Review of this Child Safeguarding Statement and Risk Assessment by Director of FET:

This Child Safeguarding Statement was adopted and reviewed by the Director of FET

on: _____

Signed: _____

Director of Further Education and Training

Signed: _____

Provision Co-ordinator /Manager

Date: _____

Date: _____

For queries regarding this Child Safeguarding Statement please contact the College of FET Lead Representative as follows: Josephine Dempsey @ 086-4183811.

Contact Details for Tusla:

[Local Social Worker Contact Link](#)

Contact Details for An Garda Síochána

[Local Garda Station Contact Link](#)

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an Aontas Eorpach
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College of FET Campus RISK ASSESSMENT

- Please review template below along with the Child Safeguarding Statement annually and update where needed;
- Use rows at the end to add any additional risks identified, risk rating, owners, procedure and action required to address sameⁱⁱ

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) and in The Child Protection Procedures for Schools 2025.

				Risk Level					
	Risk	Likely 1-5	Impact 1-5	H	M	L	Owner	Procedure	Action Required

1.	Risk of harm to child not being recognised by college personnel or reported.	1-2	2-3			6	All Staff, Management Safeguarding Working Group Corporate Services Communications.	<ul style="list-style-type: none"> • Training of staff; • DLP Training; • Safety Statement and Risk Assessment in place - Home (hseland.ie) Children First training; • Child Safeguarding on provision and management agendas - FMG and provision; • Compliancy documents available on www.collegeofFET.ie; • Staff verification procedure; • Compliancy rollout briefing sessions; • Annual reviews; • Privacy Engine reminders; • Training reports generated and reviewed; • College Personnel are required to adhere to the gov.ie - Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023) (www.gov.ie) • Child Protection Procedures for Schools 2025, and • All registered teaching staff are required to adhere to the <i>Children First Act 2015</i>; <ul style="list-style-type: none"> • Reporting procedure in place. How do I make a mandated report to Tusla? Tusla - Child and Family Agency; • Case File records securely maintained; 	<p>Region wide briefings to be organised where needed</p> <p>Uploading of relevant documentation to website.</p> <p>Privacy Engine process to be reviewed and communicated.</p> <p>Training reports generated and reviewed regularly by Corporate Services /Management/Safeguarding Working group.</p> <p>Safeguarding on Staff meeting agendas.</p> <p>Ongoing Monitoring and Evaluation support from QA.</p> <p>Compliancy Checklist (updated to include 2025 guidelines requirements) to be completed campus wide annually and submitted to the Child Protection Lead Representative for approval by DOF.</p>
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	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
									Annual review of Mandatory templates.
2.	Risk of harm due to inappropriate relationships/communications between child and a member of college personnel including use of social media.	2	5		10		All Staff, Teachers, Mandated Persons, Learners.	<ul style="list-style-type: none"> • Staff Garda Vetting; • Staff Training; • Staff subject to HR disciplinary procedures; • Consent training for staff and learners; • SPHE in YR; • Supervision; • Learner Charter/Code of Conduct; • Discipline procedure; • Teaching Council Code of Conduct for Staff; • Additional risk assessment may take place for where a particular learner is deemed to increase this risk; • AUP policy; • Mobile Phone Policy; • Safeguarding Statement and Risk Assessment made available to all staff; 	Ongoing review of documentation and procedures. Training/Communication to staff.
3.	Risk of harm to a child by a member of staff	2	5				All Staff, Teachers, Mandated Persons, Learners, DLP, Management, HR	<ul style="list-style-type: none"> • Mandatory Privacy Engine Tusla Training for Staff; • Mandatory Training for DLP/DDLP/all Management; • CPOR Compliancy Process in place; • FET CPOR Case File review group in place; 	Ongoing review of training needs and provision of same Privacy Engine monitoring Training records maintained Supports and guidance provided by College of FET Child Safeguarding Lead Representative

	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
4.	Risk of harm due to inappropriate relationship/communications between child and another child/learner.	2	5		10		All Staff. Teachers, Mandated Persons, Learners	<ul style="list-style-type: none"> • Training for all staff; • DLP Training; • Consent training for YR learners; • SPHE in YR; • Supervision; • Learner Charter; • Code of Conduct; • Discipline procedure; • Additional risk assessment may take place where a particular learner is deemed to increase this risk; 	Ongoing review of documentation and procedure. Training/Communication to staff. Review of Consent training Active* Consent - Ireland's national resource hub on consent (consenthub.ie)
5.	Risk of harm to learners with SEN who have vulnerabilities						Staff/Management	<ul style="list-style-type: none"> • Garda vetting of staff; • Equality Policy; • Dignity Charter; • Guidelines on working with Learners who have disability; 	Ongoing training where required.
6.	Risk of child being harmed in the College by volunteer or visitor to the College. Visits In: <ul style="list-style-type: none"> • Guest speakers • Interpreters • Open Events • Contractors 	1-2	5		10		Visitor Organiser All staff Learners.	<ul style="list-style-type: none"> • H&S procedures: Visitor sign in; • Staff member attends with visitor; • Reporting procedures in place; • Supervision Procedures; • DLP in place; • CPOR Process in place; 	Review of documentation and procedures Training/Communication to staff and learners. Review Supervision Procedures where necessary. Review staff identification procedures i.e., name badges and lanyards.

	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
7.	Visiting youths U18s: <ul style="list-style-type: none"> • TY • YR • Pathways • Work experience • Family learning • PLC U18s • Music Generation etc. 	1-2	5		10		Staff and Organisers of the visit in.	<ul style="list-style-type: none"> • The College has a Health and Safety policy and procedures in respect of visitors; • Adequate supervision by tutor, mentor, parent/guardian; • Risk assessment of the event; • Parent/Guardian permission for U18s to participate in event; • Garda Vetting of staff; • The College is subject to HR disciplinary procedures for staff; • Reporting procedures in place; • Work Placement Policy; 	Review of documentation and procedures. Training/Communication to staff.
8.	Transport on bus; risk of harm to U18s due to bullying, misuse of technology, inappropriate conduct.	4-5	3	12-16			Staff Learners.	<ul style="list-style-type: none"> • The College has a Health and Safety policy and procedures in respect of trips and supervision including: 1. Risk assessment of the trip. 2. Parent/guardian permission for U18s to participate in the trip; • Adequate supervision organised; • Code of Behaviour for learners; • Acceptable Use Policy for technology & devices; • Class contracts in use; • Bus Policy in place; • The College is subject to HR disciplinary procedures for staff; • The College is subject to the ETB Critical Incident Management Plan; • Reporting procedures in place; 	Review of documentation and procedures. Training/Communication to staff. Induction of learners to Acceptable Use Policy for Technology and Devices, Learner Charter, Class Contracts, Code of Conduct, Anti-bullying, Discipline procedure: Learner Charter , College of FET Bus Policy.
9.	Use of technology and online: risk of harm.	4-5	4-5	25			All Staff and Learners.	<ul style="list-style-type: none"> • Acceptable Use Policy for technology & devices; • IT support – blocking content; • Induction of learners to learner charter; 	Review of documentation and procedures

	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
								<ul style="list-style-type: none"> • Class contracts; • Code of Conduct; • Anti-bullying; • Discipline procedure; • Mobile Phone Policy; • Supervision; • Reduced class sizes where applicable; • AISS Mental Health and wellbeing Learner Support budget support budget for training events; • CPD Information on ‘supports available for learners i.e., Talk online Advice and Support for Young People Jigsaw • SPHE and wellbeing programmes; • Programme provisions have a code of behaviour which includes the use of mobile phones and mobile devices by learners; • Learners and staff are only permitted to use approved College accounts and platforms for college related business and activities; • Teaching personnel are expected to adhere to the Teaching Council’s Code of Conduct; • AI Forum meetings; • The College is subject to HR disciplinary procedures for staff; 	Training/Communication to staff. Induction of learners to AUP, Learner Charter, Class Contracts, Code of Conduct, Anti-bullying, Discipline procedure.
10.	Risk of harm due to Bullying.	4-5	5	25			All Staff and Learners.	<ul style="list-style-type: none"> • The College has a “Learner Charter” in place that includes the FET anti-bullying policy. www.collegeoffet.ie/charter/; • FET Learner Code of Conduct is in place; • Acceptable Use Policy for technology and devices; 	Review of documentation and procedures. Training/Communication to staff/learners Information – focus day.

	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
								<ul style="list-style-type: none"> • There is a FET Learner discipline Procedure and FET Learner Complaints Procedure; • Reporting procedures in place; • Training of staff; • Information for Learners – Induction; • Induction of Learners to Learner charter; • Class contracts; • Code of Conduct; • Reduced class sizes where applicable YR; • AISS including “My Mind” supports; • SPHE for YR; 	
11.	Risk of harm due to Racism.	4-5	5	20			All Staff and Learners.	<ul style="list-style-type: none"> • Obligations under Public Sector Duty Framework (Public Sector Duty eLearning - IHREC - Irish Human Rights and Equality Commission); • Acceptable Use Policy for technology and devices www.collegeoffet.ie/charter/ ; • The College has a “Learner Charter” in place; • FET Learner Code of Conduct is in place; • There is a FET Learner discipline Procedure and FET Learner Complaints Procedure; • Reporting procedures in place at provision level; • Training of staff; • Information for Learners – Induction; 	Review of documentation and procedures. Training/Communication Information – focus day.
12.	Risk of harm due to inadequate supervision in college: Adults mixing with youths in common areas - risk of harm.	1-2	5		10		All Staff.	<ul style="list-style-type: none"> • All College personnel are provided with a copy of the College Safeguarding Risk Assessment. Circulated in email and in print at front door; 	Review of documentation and procedures. Annual Compliancy checklist review.

	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
								<ul style="list-style-type: none"> • Staff participate in Privacy Engine training with HR; • Mandated training by DLP/DDLP; • Named DLP/DDLP at the front of building; • The Child Safeguarding Procedures for Schools 2025 are made available to all College personnel; • Teaching personnel are expected to adhere to the Teaching Council's Code of Conduct. Updated Code of Professional Conduct - Teaching Council; • Reporting procedure in place. How do I make a mandated report to Tusla? Tusla - Child and Family Agency; • The College implements in full the SPHE, RSE, Stay Safe curriculum with Youthreach; • The Learner Charter is in place and communicated to staff and learners. Learner Charter College of FET; • Supervision of children and learners is in place; • All staff are vetted; • Timetabler is used to manage groups and locations; 	
13.	Trips out with U18s: Risk of harm.	1-2	4-5		10		Co-ordinators Teachers Supervisors.	<ul style="list-style-type: none"> • The College has a Health and Safety policy and procedures in respect of trips and supervision including: 1. Risk assessment of the trip. 2. Parent/guardian permission for U18s to participate in the trip; • Sample permission letter available; • Adequate supervision organised; 	Ongoing review of documentation and procedures. Communication to staff.

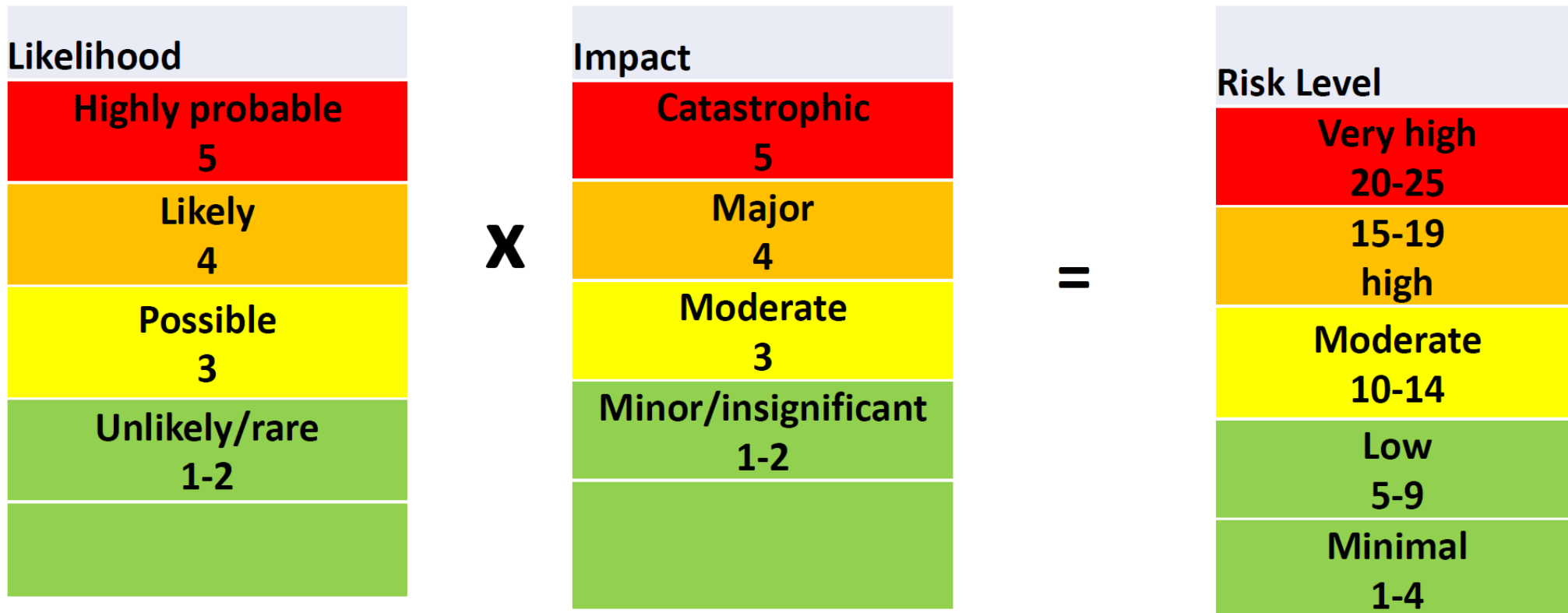
	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
								<ul style="list-style-type: none"> The College has a Code of Behaviour; College is subject to HR disciplinary procedures; Bus policy in place; The College is subject to the ETB Critical Incident Management Plan; Reporting procedures in place; 	
14.	Outside Centres: Risk of harm <ul style="list-style-type: none"> Outreach Community Ed Hotels etc. 	1-2	5		10		Teacher/Mentor Co-ordinator DLP.	<ul style="list-style-type: none"> Staff Garda Vetting; The College has a Safeguarding policy and procedures applicable to all delivery and locations; Adequate supervision required; Risk assessment of the venue; Parent/guardian permission for U18s to participate; Code of Behaviour for learners; The College is subject to HR disciplinary procedures for staff; The College is subject to the ETB Critical Incident Management Plan; Reporting procedures in place; 	Review of documentation and procedures. Training/Communication to staff.
15.	Risk of harm to child while a child is receiving intimate care.	2	5		10		SNA, Staff and Learners, Co-Ordinators.	<ul style="list-style-type: none"> The College has an Active Inclusion Support Service with associated policy in place; Intimate care will only be provided by an SNA(s) suitably qualified, who is allocated to a learner under agreed terms and conditions; Learners have support from their course co-ordinator; 	Ongoing review of documentation and procedures. Communication to staff.

	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
16.	AT THE TIME OF 1-2-1 One-2-one: Risk of harm <ul style="list-style-type: none"> • Guidance • AISS • Mentoring etc. 	1-2	5		10		Teacher/Mentor Co-ordinator DLP.	<ul style="list-style-type: none"> • Garda Vetting in place; • College staff are aware of their obligations in relation to child Safeguarding and one-to-one sessions; • The College uses timetabler to record room bookings. One-2-one rooms booked at reception; • Records are kept of meetings; • All rooms have glass on doors for visibility; • Appropriate parental consent is in place; • Mentoring Training; • Boundaries training; 	Ongoing review of documentation and procedures. Communication to staff. Ongoing review of CPD requirements.
17.	Retrospective One-2-one: disclosures/reporting of harm <ul style="list-style-type: none"> • Guidance • AISS • Mentoring etc. 	3-4	5	16			Teacher/Mentor Co-ordinator DLP.	<ul style="list-style-type: none"> • College staff are aware of their obligations in relation to child Safeguarding and one-to-one sessions; • Training; • Learners advised that teacher/mentor may have to disclose information to 3rd party; • Records are kept of meetings; • Appropriate parental consent is in place; • Reporting procedures in place; • Learner supports available – my mind, signposting to other supports; • Employee Assistance Programme for staff available through HR; 	Ongoing review of documentation and procedures. Communication to staff. Ongoing review of CPD requirements.
18.	Risk of harm caused by member of Campus personnel accessing / circulating inappropriate material via social media, texting, digital device or other manner.	2	5		10			<ul style="list-style-type: none"> • The College has in place an AUP in respect of usage of ICT by learners; • Programme provisions have a code of behaviour which includes the use of mobile phones and mobile devices by learners; 	Ongoing review of documentation and procedures. Communication to staff.

	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
								<ul style="list-style-type: none"> Learners and staff must use approved College accounts and platforms for college related business and activities; Teaching personnel must adhere to the Teaching Council's Code of Conduct; The College is subject to HR disciplinary procedures for staff; 	
Please use space below for additional risks identified (if any) when carrying out annual assessment									
	RISK	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
19.									
20.									

	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
21.									
22.									

	Risk	Likely 1-5	Impact 1-5	Risk Level			Owner	Procedure	Action Required
				H	M	L			
23.									
24.									



ⁱ 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.

ⁱⁱ Refer to [DEY Child Safeguarding Statement and Risk Assessment](#) for further examples of Activities, Risks and Procedures which can be adapted as relevant to your Campus