



Child Safeguarding Statement



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St. Fintan's Road, Sutton,
Dublin 13.



info@sps.ie

**School Patron/s: Board of
Governors**

Author: Ronan Walsh

Approved: May 2026

Review Date: May 2027

Child Safeguarding Statement

Sutton Park School, St. Fintan's Road, Sutton, Dublin 13, D13 PY92 is a multi-denominational, co-educational primary and post-primary school providing primary and post-primary education to pupils from Junior Infants to Sixth Year.

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 of Sutton Park has adopted the Child Safeguarding Statement and Risk Assessment set out in this document.

The board of management has adopted and will implement fully and without modification the department's Child Protection Procedures for Schools 2025 as part of this overall Child Safeguarding Statement and Risk Assessment.

Name of the Designated Liaison Person (DLP):

Ronan Walsh

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

Claire Kiernan

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

Name of Relevant Person

Ronan Walsh

(In schools this person is the DLP)

Relevant Person can be contacted on:

+353 (01) 8322940

ronan.walsh@sps.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:

Jeremy Carkner

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, assumes the role of DLP.

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all school 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 child 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 as set out in the Child Protection Procedures for Schools 2025 in dealing with child protection matters.
- ensure that regardless of age, ability or disability, race, religion or belief, gender identity, sexual orientation and socio-economic background, all children shall have a positive and enjoyable learning experience in a safe and child centred environment.
- Sutton Park School acknowledges that young children, children with disabilities and/or AEN, LGBTQ+ children and those from ethnic minority communities can be particularly vulnerable to harm and accepts responsibility to take reasonable and appropriate steps to safeguard their welfare.
- 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:

The following procedures/measures are in place:

- **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. A full list of those people who are mandated persons is set out in Appendix 1 procedures; [Appendix 1](#).

- **Key Principles for Reporting of Concerns**

- School personnel are especially well placed to observe changes in children's behaviour, their lack of development or outward signs of abuse.
- In any situation where a member of school personnel receives an allegation or has a suspicion that a child may have been abused or neglected, is being abused or neglected, or is at risk of abuse or neglect, they shall, without delay, report the matter to the designated liaison person (DLP).
- In all circumstances, where the DLP is unsure whether a report is required, they should contact Tusla for advice.
- Where a concern relates to the DLP, the member of school personnel shall report the matter to the chairperson of the board of management.
- All school personnel must always have due regard to the need for confidentiality. Requirements of confidentiality, as outlined in the [Child Protection Procedures for Schools 2025](#), do not prevent the DLP from communicating with parents in relation to their child.
- All school personnel should be aware that section 17 of the Children First Act 2015 makes it an offence for a person to disclose information to a third party which has been shared by Tusla during the course of an assessment arising from a mandated report, save in accordance with law, or unless Tusla has given that person written authorisation to do so. Failure to comply with this section of the Act is an offence liable to a fine or imprisonment for up to six months or both.
- Where a child transfers from or leaves a school and where the DLP has previously made a child protection report relating to that child or is aware that a child protection report relating to that child has been made by a member of school personnel to Tusla in the past, the DLP should inform Tusla of the child's transfer/move.
- Failure by any member of school personnel to report a matter to Tusla where advised by Tusla to do so or to otherwise fail to comply with these procedures is a serious matter. It may also be a disciplinary matter and should be reported to and dealt with separately by the employer in accordance with the relevant disciplinary 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.

- 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.
- The various procedures referred to in this Statement can be accessed via the school's website, the [gov.ie](https://www.gov.ie) website or will be made available on request by 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.

This Child Safeguarding Statement was reviewed and adopted by the Board of Management on 28th May 2026.

Signed 

Chairperson of Board of Management

Date: 28th May 2026

Signed: 

Head of School /Secretary to the BOM

Date: 28th May 2026

Child Safeguarding Risk Assessment

Written Assessment of Risk at Sutton Park School

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1.	Daily registration and dismissal of students Recreation breaks for students	Risk of harm due to inadequate supervision of children in school Risk of child being harmed in the school by another child Risk of harm due to bullying of child	The school has a Health and Safety policy. The school has grounds supervision procedures to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. The school has a Bi Cinealta which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> . The Bi Cinealta policy is reviewed annually and is published on the school website. Year Heads and Form Tutors will review the Bi Cinealta Policy with all pupils at the start of each school year. The school implements a Code of Behaviour for students.
2.	Classroom teaching Outdoor teaching activities Sporting activities	Risk of harm not being recognised by school personnel.	The school has in place a policy and clear procedures in respect of school outings. The school has an Additional Educational Needs (A.E.N.) policy and procedures. Student Support Plans are

		Risk of harm not being reported properly and promptly by school personnel. Risk of harm due to children inappropriately accessing / using computers, social media, phone and other devices while at school.	drafted and stored centrally and communicated to all relevant school personnel to ensure continuity of care. The Student Support Team, SNAs and Learning Resource staff closely monitor the pastoral needs of such students and promptly address concerns and issues as they arise.
3.	Online teaching and learning	Risk of harm due to inappropriate use of online teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms. 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.	The school has an Acceptable Usage Policy in place governing the use of smart phones and tablet devices in the school by students as per circular 0038/2018 to include provision for online teaching and learning and has communicated this policy to parents. All school personnel and students must adhere to the principles outlined in the school's Acceptable Usage policy, which is published on the school website, in the staff handbook, student handbook and on student year teams. Pupils and parents / guardians must on admission read the ICT acceptable usage agreement, and Year Heads and Form Tutors will review the ICT Code with pupils at the start of each school year.
4.	One-to-one teaching One-to-one learning support	Risk of child being harmed in the school by a member of school personnel	The school has in place clear procedures for one-to-one teaching and activities and, in particular, ensures that all one-to-one rooms have visibility for both student and

	One-to-one counselling	Risk of harm in one-to-one teaching, counselling, coaching.	teacher / counsellor via windows installed in doors or open-door policy and practice – this is for the protection of both student and teacher. The school has in place a Counselling Policy and clear procedures for one-to-one counselling.
5.	Care of children with AEN including, where necessary, intimate care. Care of any vulnerable adult students including, where necessary, intimate care. Management of challenging behaviour among students	Risk of harm to children with AEN who have vulnerabilities, including medical vulnerabilities.	The school implements individual intimate care plans in respect of students who require such care
6.	Administration of medicines and First Aid	Risk of harm to child while a child is receiving first aid or intimate care. Risk of harm to a child if medicines are not administered appropriately.	The school has in place a policy and procedures for the administration of first aid and medications to students.
7.	School outings School trips involving overnight stay School trips involving international travel	Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while participating in out of school activities e.g. school trip, swimming lessons.	The school has in place a policy and clear procedures in respect of school outings. Staff will ensure appropriate checks are conducted into all aspects of off- site trips. Staff will confirm that sleeping arrangements can accommodate children in proximity to supervising staff.

	Use of toilet / changing facilities Use of off-site facilities for school activities School transport arrangements including use of bus escorts Participation by students in religious ceremonies / instruction external to the school	Risk of harm due to inadequate supervision of children while attending out of school activities.	Staff will ensure that there is provision for gendered sleeping quarters for students as appropriate. Staff will ensure that all transport used is compliant with statutory requirements. Staff will ensure that any accompanying adults are Garda vetted All students participating in external religious ceremonies are always accompanied by a member of the Sutton Park School staff. All transport is sourced and co-ordinated centrally through the school's business office using trusted service providers. Whether transport is provided by private bus companies or by Dublin Bus (through third party providers), the school seeks written confirmation that all bus drivers have been Garda vetted. The school has in place a Critical Incident Management Plan.
8.	Use of external personnel to supplement curriculum. Use of external personnel to support sports and other extra-curricular activities.	Risk of child being harmed in the school by a volunteer or visitor to the school.	The school has in place procedures for the use of external persons to supplement delivery of the curriculum. Guest speakers are required to register as visitors at reception on arrival and when they are addressing pupils, there will always be a member of staff present. The school has in place procedures for the use of external sports coaches

			The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting.
9.	Curricular provision in respect of SPHE, RSE, Stay Safe programmes Prevention and management of bullying amongst students Training of school personnel in child protection matters	Risk of harm due to inappropriate relationship / communications between child and another child or adult. Risk of harm caused by member of school personnel accessing / circulating inappropriate material via social media, texting, digital device or other manner. Risk of harm due to inadequate implementation of code of behaviour. Risk of child being harmed in the school by a member of school personnel. Risk of harm not being reported properly and promptly by school personnel.	The school implements in full the Stay Safe Programme The school implements in full the SPHE curriculum at Junior and Senior Cycle. The school implements in full the Wellbeing Programme at Junior Cycle. The school has an Anti-Racism Policy and undertakes anti-racism awareness initiatives. All school personnel (including new staff) are provided with a copy of the school's <i>Child Safeguarding Statement</i>. The <i>Child Protection Procedures for Primary and Post-Primary Schools 2025</i> are made available to all school personnel
10.	Care of pupils with specific vulnerabilities / needs such as: Students from ethnic minorities Members of the Traveller Community LGBTQ+ children	Risk of harm to children with AEN or who have particular vulnerabilities, including medical vulnerabilities Risk of harm due to bullying of child Risk of harm due to racism	The school has a Bi Cinealta Policy and holds an annual Bullying Awareness Week. The school has an LGBTQ+ policy and will ensure that all allegations of homophobic or gender-based bullying are investigated as per the school's Bi Cinealta Policy.

	Students of minority religious faiths Children in care Children on the Child Protection Notification System (CPNS) Children with additional medical needs		School implements its anti-racism policy fully. The school has a Child Safeguarding Statement and complies with the Child Protection Procedures for Primary & Post-Primary schools 2025.
11.	Recruitment of school personnel including: Teachers / SNA's Caretakers Administration / Business staff Cleaning staff Sports Coaches External Tutors / Guest Speakers	Risk of child being harmed in the school by a member of school personnel. Risk of harm not being reported properly and promptly by school personnel.	School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2025</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i> and its Addendum (2019) All School personnel receive training on the Children First Act 2015 and the Child Protection Procedures for Primary and Post-Primary Schools 2025 through TUSLA's Universal e-Learning Programme, the Staff Handbook and at whole school staff meetings at the beginning of each academic year. All school personnel will be made aware that the Designated Liaison Person is the Head of School and of his role. School personnel will also be made aware of who the deputy Designated Liaison Person is and of her role.
12.	Volunteers / Parents in school activities	Risk of child being harmed in the school by a volunteer or visitor or contractor to the school	All parents/volunteers (in particular Board and PTA members) involved in any capacity in the operation of this school are required to be Garda vetted in order to

	Visitors / Contractors present in school during school hours Visitors / Contractors present during school activities		volunteer for any school activity such as themed weeks, cake sales, school trips and sporting activities etc The school ensures that all Board of Management members avail of Child Protection training and maintains records of all staff and Board member training.
13.	Use of ICT by students in school, including social media.	Risk of harm due to bullying of child. Risk of harm caused by member of school personnel accessing / circulating inappropriate material via social media, texting, digital device or other manner. 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.	The school has an Acceptable Usage Policy in place governing the use of smart phones and tablet devices in the school by students as per circular 0038/2018 to include provision for online teaching and learning and has communicated this policy to parents. All school personnel and students must adhere to the principles outlined in the school's Acceptable Usage policy, which is published on the school website, in the staff handbook and on student Year teams. Pupils and parents / guardians must on admission read the ICT acceptable usage agreement, and Year Heads and Form Tutors will review the ICT Code with pupils at the start of each school year.
14.	Application of sanctions under the school's Code of Behaviour.	Risk of harm due to inadequate implementation of code of behaviour.	The school has a Code of Behaviour for school personnel (teaching and non-teaching staff). The school complies with the agreed disciplinary procedures for teaching staff.

15.	Students participating in work experience in the school/ Students undertaking training placement in school	Risk of child being harmed in the school by a member of school personnel. Risk of harm due to inappropriate relationship / communications between child and another child or adult.	The school has in place clear procedures in respect of students undertaking work experience in the school. The school has in place clear procedures in respect of student teacher placements. Student teachers will be under the guidance of a mentor and are Garda vetted.
16.	Students from the school participating in work experience elsewhere	Risk of harm not being reported properly and promptly by school personnel. Risk of harm due to inappropriate relationship / communications between child and another child or adult.	The school has in place clear procedures in respect of pupils of the school undertaking work experience in external organisations.
17.	Use of video / photography / other media to record school events	Risk of harm caused by member of school personnel accessing / circulating inappropriate material via social media, texting, digital device or other manner.	Recording of school events is only done with prior parent/guardian consent and the Acceptable Usage Policy is applied in all cases. Sharing of any images and recordings is done with the prior consent of any and all subjects of such images and recordings and is conducted for educational and/or school purposes only.
18	After school hours - use of school premises by other organisations Use of school premises by other organisations during the school day	Risk of child being harmed by a member of staff of another organisation. Risk of harm due to inadequate supervision of children in school.	The school's business office keeps a record of all external organisations and clubs accessing and using the campus after school hours. All School personnel receive training on the Children First Act 2015 and the Child Protection Procedures for

	Homework club / evening study		Primary and Post-Primary Schools 2025 through TUSLA's Universal e-Learning Programme, the Staff Handbook and at whole school staff meetings at the beginning of each academic year.
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Online Safety

The *Addendum to Children First: National Guidance for the Protection and Welfare of Children 2017* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement and Risk Assessment.

Risk in the context of this Child Safeguarding Statement and Risk Assessment is the risk of 'harm' as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in the Children First Act 2015: 'harm' means, in relation to a child— (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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 28th May, 2026.

Signed:*		Date: 28/05/2026
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Chairperson of the board of management

Signed:*		Date: 28/05/2026
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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 27th May, 2027. *(expected review date)*

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