
CITY OF DUBLIN FET COLLEGE, BALLYFERMOT ROAD, SOUTHWEST CAMPUS

Child Protection Procedures

**Child Safeguarding Statement and Risk Assessment for
Ballyfermot College of Further Education**

POLICIES AND PROCEDURES

2025 – 2027

Version History

| Version | Date | Revision Description | Originator |
|----------------|-------------|--|-------------------|
| 1 | June 2023 | P/DP Draft for Discussion | P/DP |
| 2 | Jan 2024 | Staff Consultation, Dec 2023 | P/DP |
| 3 | Mar 2024 | Approved by BOM | P/DP |
| 4 | August 2025 | Update for staff consultation prior to ratification by the BOM | P/DP |

Contents

| | | |
|----|--|----|
| 1. | List of College Activities | 3 |
| 2. | The College has identified the following risk of harm in respect of its activities | 4 |
| 3. | The college has the following procedures in place to address the risks of harm identified in this assessment | 11 |
| 4. | City of Dublin FET College, Ballyfermot, Southwest Campus Child Safeguarding Statement..... | 13 |
| 5. | Checklist for Review of the Child Safeguarding Statement | 15 |
| 6. | Notification regarding the Board of Management's review of the Child Safeguarding Statement..... | 18 |
| 7. | References and Source Documentation | 19 |

Contents

Written Assessment of Risk at City of Dublin FET College, Ballyfermot, Southwest Campus in accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the Child Protection Procedures for Schools (2025), the following is the Written Risk Assessment of Ballyfermot Campus.

1. List of College Activities

General Activities

- Building opening and closing hours
- Building facilities are clearly marked to include classrooms, toilets, and specialist rooms
- Classroom teaching is conducted as per agreed maximum class sizes
- Administration of First Aid
- Unsupervised study during college opening hours
- Use of Information and Communication Technology by students
- Use of video/photography/other media to record college events

Specific Activities

- Life Drawing
- Media Content
- Media Images
- Health and Social Care Work Experience
- Health and Social Care curriculum
- Students WhatsApp Groups
- End of Year Music Gigs
- End of Year Industry Events

The following activities are facilitated

- Outdoor teaching activities occur from time to time
- Sports activities
- Fundraising
- Out of College activities, including day trips, overnight, foreign travel, and Erasmus+ work experience
- Guest speakers and external training
- Seminars and Conferences
- Open, registration and interview days

To support Out of College Activities

- Off-site facilities may be used
- Public or private transport may be used
- Specific arrangements for students with disabilities are put in place

Student support and welfare

- Promotion of an environment which upholds the dignity and respect of the student and which supports every individual's right to study and/or work in an environment which is free of any form of harassment, intimidation, or bullying.
- Provision of a pastoral care structure
- Implementation of the Code of Conduct
- Implementation of the Dignity and Respect Policy
- Provision of guidance and counselling
- Provision of disability support

Staff Support

- Recruitment of college personnel including
- Teachers/tutors
- Educational Support Workers
- Student teacher placement
- Caretaker/Secretary/Cleaners
- External Tutors/Guest Speakers/Trainers
- External Authenticators/Examiners
- Visitors/contractors present in college during college hours
- Training of personnel in child protection matters

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

| Activities | Risk of Harm | Low, Medium or High |
|--|--|---------------------|
| General Activities include: | | |
| Access to building and facilities (to include classroom, toilet, and specialist rooms) during building opening and closing hours | Risk of student being harmed in the College by a member of the College personnel and/or another student and/or visitor to the college. | Low |
| Classroom teaching is conducted as per agreed maximum class sizes. | Risk of student being harmed due to inadequate supervision and/or inappropriate relationships between college staff/student and / or student/student. | Low |
| Unsupervised study during college opening hours. | Risk of student being harmed in the college by a member of the college personnel and/or another student and/or visitor to the college. | Low |
| Administration of First Aid. | Risk of incorrect administration of First Aid | Low |
| Use of information and communication technology by staff and/or students. | Risk of harm caused by a member of the college community in accessing/circulating inappropriate material via social media, text, WhatsApp, digital device or other manner. | Moderate |
| Use of video/photography/other media to record college events. | Risk of harm due to lack of signed consent granting permission to use photo/video/other media. | Low |

| Activities | Risk of Harm | Low, Medium or High |
|--|--|---------------------|
| Specific Activities include: | | |
| Life Drawing (Figure Studies): A key subject within Art and Animation curriculum is the study the life form. This involves drawing life models both clothed and unclothed. | Risk of a student being exposed to unclothed Life Models in the classroom. Information is provided to prospective students on what to expect in Life Drawing classes. This information is available in the Prospectus and on the website and at induction and is designed to mitigate against any potential conflict with those under 18. In addition, students will be asked to sign a policy document at the start of the academic year indicating that they are aware that Life Drawing will involve unclothed models. Life drawing classes are fully supervised with notices on the door to indicate that Life Drawing is taking place inside. | Low |
| Media Content. A key object of media classes is to discuss, critique and deconstruct media content. Sometimes this content can be challenging for under 18's. | Risk of students being exposed to adult content both in print and video format. Video and media content will only be shown in accordance with film censorship guidelines. | Low |
| Media Images: Use of video/photography/other media to record college events. | Risk of harm due to lack of signed consent granting permission to use photo/video/other media. | Low |
| Health and Social Care students unsupervised during Work Experience and being exposed to assisting with bed baths on their own. | Risk of harm when Health and Social Care students complete Work Experience that involves patient handling in and out of beds, giving patients bed baths, or the potential of an assault by a patient. Students are expected to always be supervised during Work Experience so that they are not directly exposed to dealing with nudity and can conduct their placement in a safe and supportive manner. If this protocol is broken students are aware of how to contact the college to ensure that they are not left unaccompanied on Work Experience. | Low |
| Health and Social Care students being exposed to curriculum that may trigger traumatic memories in under 18's. | Risk of harm due to curriculum content on Health and Social Care courses triggering memories of traumatic experiences in under 18's. At all times teachers will flag content prior to discussion. Guidance counsellors are available to students to support them with these experiences. | Low |

| | | |
|--|--|------------------------|
| <p>Use of Student WhatsApp Groups. Students in classes set up their own WhatsApp groups. These are outside the remit of the college and are self-driven by the students. Some of this content can be questionable and disturbing for students.</p> | <p>Risk of harm to students in WhatsApp groups in relation to the posting of inappropriate or disturbing content. The college can only advise students of the dangers of these WhatsApp groups and encourage students through the Students Council, to think before they post.</p> | <p>Moderate</p> |
| <p>End of year Music gigs. End of year music gigs are usually held in public houses or night club venues.</p> | <p>Risk of exclusion from end of year gigs if a student is under 18. This means that they will not be able to complete their end-of-year assessment if they are under 18. Course co-ordinators to arrange suitable assessment/venue to include under 18's.</p> | <p>Low</p> |

| Activities | Risk of Harm | Low, Medium or High |
|---|--|-----------------------|
| Out of College Educational Activities: | | |
| <ul style="list-style-type: none"> • Outdoor teaching and educational activities occur from time to time • Sports activities • Fundraising • Out of College Educational activities, including day trips, overnight and foreign travel and Erasmus+ work experience • Guest speakers and external training • Seminars and Conference • Open, registration and interview days • Work experience | Risk of students being harmed due to inadequate planning, preparation and/or training in advance of the activity. | Low / Moderate |
| | Risk of a student being harmed due to inadequate supervision. | Low / Moderate |
| | Risk of student being harmed by a member of the college personnel and/or a member of staff of another organisation and/or another person while a student is participating in an Out of College activity. | Low / Moderate |
| | Risk of student being harmed due to inadequate application of the Code of Conduct | Low / Moderate |

| Activities | Risk of Harm | Low, Medium or High |
|--|---|-----------------------|
| To Support Out of College Educational Activities: | | |
| <ul style="list-style-type: none"> Off-site facilities may be used. Public or private transport may be used. | Risk of student being harmed by a member of the college personnel, a member of staff of another organisation or other person due to inadequate planning or preparation. | Low / Moderate |
| <ul style="list-style-type: none"> Specific arrangements for students with disabilities are put in place. | The risk of students being harmed due to lack of Service Level Agreements (SLA). | Low / Moderate |

| Activities | Risk of Harm | Low, Medium or High |
|--|--|----------------------|
| Student Support and Welfare: | | |
| <ul style="list-style-type: none"> • Pastoral care structure • Guidance and counselling • Disability support • Prevention and dealing with bullying amongst students • Implementation of Code of Conduct • Care of students with specific vulnerabilities/needs such as: <ul style="list-style-type: none"> ○ Students from ethnic minorities/migrants ○ Members of the Traveller community ○ Lesbian, gay, bisexual or transgender (LGBT) students ○ Students perceived to be LGBT ○ Students in care | <p>Risk of student being harmed by a member of the college community due to inadequate policies and procedures, poor implementation of same and insufficient guidance and training.</p> <p>Staff recruitment is supervised by the City of Dublin ETB who ensure that all staff are appropriately Garda Vetted.</p> <p>All staff are asked to complete the Childrens First training every year.</p> <p>The college has created myCampus.ie for students. This site contains all the necessary policies and procedures that a student will need to follow within BCFE. This site also provides students with the details of how to access students' supports and hosts valuable content in relation to for example: LGBTQI and Active Consent etc.</p> | Moderate |
| <ul style="list-style-type: none"> • One-to-one or small group and Student Support | <p>Risk of student being harmed by a member of the college community due to inadequate policies and procedures, poor implementation of same and insufficient guidance and training.</p> | Moderate |
| <ul style="list-style-type: none"> • One-to-one and small group counselling | <p>Risk of student being harmed.</p> | Moderate |
| <ul style="list-style-type: none"> • Individual care plans are put in place for students with disabilities | <p>Risk of harm due to inadequate plan or the plan not being followed.</p> | Low/ Moderate |

| Activities | Risk of Harm | Low, Medium or High |
|---|--|---------------------|
| Staff Supports: | | |
| Recruitment of college personnel including - <ul style="list-style-type: none"> • Teachers/tutors • Educational Support Workers • Student teacher placement • Porters/Admin/General Operatives • External Tutors/Guest Speakers/Trainers • External Authenticators/Examiners • Visitors/contractors present in college during college hours • Training of college personnel in child protection matters | Risk of student being harmed by a member of the college community due to inadequate policies and procedures, poor implementation of same and insufficient guidance and training. | Low |

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

General Activities

The following policies and procedures are in place to address the risks of harm as identified in section 2. The college has adopted all the overarching policies and procedures of City of Dublin ETB. This list is not exhaustive.

| City of Dublin FET College, Ballyfermot, Southwest Campus | City of Dublin ETB Policies & Procedures |
|---|--|
| Applications and Admissions Policy & Procedures | Data Protection |
| Attendance Policy | Data Processing Policy |
| Code of Conduct Policy | Equal Opportunities and Dignity and Respect at Work Charter |
| Student Retention Policy | CDETБ Level Quality Assurance Procedures |
| Dignity and Respect Policy | CDETБ Policy on Blended Learning |
| Access to Education for All Policy | QA Guidelines on Assessment Malpractice for College of Further Education |
| Computer Usage Policy | |

Staff related statement

- All college personnel are provided with a copy of the school's *Child Safeguarding Statement*.
- The *Child Protection Procedures for Schools (2025)* are made available to all college personnel
- College personnel are required to adhere to the *Child Protection Procedures for Schools (2025)* and all registered teaching staff are required to adhere to the *Children First Act 2015*.
- The college in conjunction with the City of Dublin ETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
- The college, in conjunction with the City of Dublin ETB has a code of conduct for school personnel (teaching and non-teaching staff) and complies with the agreed disciplinary procedures for teaching and non-teaching staff.
- The college in conjunction with the City of Dublin ETB provides training to BOM where relevant i.e. Child Protection
- The college has a procedure in place to deal with staff absences.

Important Note: It should be noted that at risk in the context of a 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 Schools (2025)*.

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 college and to ensure that adequate procedures are in place to manage all the risks identified. While it is not possible to foresee and remove all risk of harm, the college has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on DATE, TBC. It shall be reviewed as part of the College's annual review of its Child Safeguarding Statement.

Signed: _____

Date: _____

Chairperson, Board of Management

Signed: _____

Date: _____

Principal/Secretary to the Board of Management

4. City of Dublin FET College, Ballyfermot, Southwest Campus Child Safeguarding Statement

City of Dublin FET College, Ballyfermot, Southwest Campus is a Further Education and Training College providing post-primary education to pupils who have completed their Leaving Certificate.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Schools 2025 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of City of FET College, Ballyfermot, Southwest Campus 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 Schools 2025 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Cecilia Munro
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Kenneth Rea
- 4 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.

- 5 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 Schools 2025 and to the relevant agreed disciplinary procedures for school staff which are published on the DES 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 DES and available on the DES 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 Schools 2025, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the school's child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, 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 attached as an appendix to these procedures.
- The various procedures referred to in this Statement can be accessed via the school's website, the DES 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, other procedures/measures that are of relevance to the school in question.

- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) 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.
- 7 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 [date].

Signed: _____

Date: _____

Chairperson, Board of Management

Signed: _____

Date: _____

Principal/Secretary to the Board of Management

5. Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Schools (2025)* require the Board of Management to 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 college 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 college in question.

As part of the overall review process, Boards of Management should also assess relevant college 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 college's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Schools (2025)*.

| | Yes /No / NA |
|--|--------------|
| 1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures Schools 2025'? | |
| 2. As part of the college's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Schools 2025'? | |
| 3. Does the college's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? | |
| 4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review? | |
| 5. Has the DLP attended available child protection training? | |
| 6. Has the Deputy DLP attended available child protection training? | |
| 7. Have any members of the Board attended child protection training? | |
| 8. Are there both a DLP and a Deputy DLP currently appointed? | |
| 9. Are the relevant contact details (Tusla and An Garda Siochana) to hand? | |
| 10. Has the Board arrangements in place to communicate the college's Child Safeguarding Statement to new college personnel? | |
| 11. Is the Board satisfied that all college personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Schools 2025' and the Children First Act 2015? | |
| 12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken? | |
| 13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Siochana by the DLP? | |
| 14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made? | |

| | Yes /No / NA |
|---|--------------|
| 15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of college personnel? | |
| 16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report? | |
| 17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Siochana were appropriately followed in each case reviewed? | |
| 18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of college personnel against whom an allegation of abuse or neglect has been made?* | |
| 19. Were child protection matters reported to the Board appropriately recorded in the Board minutes? | |
| 20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely? | |
| 21. 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 'Child Protection Procedures for Schools 2025'? | |
| 22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Schools 2025' were subsequently issued by the DLP? | |
| 23. Has the Board ensured that the Parents' Association (if any), has been provided with the college's Child Safeguarding Statement? | |
| 24. Has the Board ensured that the patron has been provided with the college's Child Safeguarding Statement? | |
| 25. Has the Board ensured that the college's Child Safeguarding Statement is available to parents on request? | |
| 26. Has the Board ensured that the Stay Safe programme is implemented in full in the college? (applies to primary colleges) | |
| 27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the college? (applies to post- primary colleges) | |
| 28. Has the Board ensured that the SPHE curriculum is implemented in full in the college? | |
| 29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all college personnel (employees and volunteers)? * | |
| 30. 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? * | |
| 31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the college in relation to all college personnel (employees and volunteers)?* | |
| 32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the college's Child Safeguarding Statement? | |

| | Yes / No / NA |
|---|---------------|
| 33. Has the Board sought the feedback of parents in relation to the college's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Schools 2025' | |
| 34. Has the Board sought the feedback of pupils in relation to the college's child safeguarding arrangements? | |
| 35. Is the Board satisfied that the 'Child Protection Procedures for Schools 2025' are being fully and adequately implemented by the college? | |
| 36. Has the Board identified any aspects of the college's Child Safeguarding Statement and/or its implementation that require further improvement? | |
| 37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the college's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement? | |
| 38. Has the Board ensured that any areas for improvement that were identified in any previous review of the college's Child Safeguarding Statement have been adequately addressed? | |

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

Signed: _____

Date: _____

Chairperson, Board of Management

Signed: _____

Date: _____

Principal/Secretary to the Board of Management

6. Notification regarding the Board of Management's review of the Child Safeguarding Statement

To:.....

The Board of Management of **City of Dublin FET College, Ballyfermot, Southwest Campus** wishes to inform you that:

- The Board of Management's annual review of the colleges' Child Safeguarding Statement was completed at the Board meeting of _____ [date].
- 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: _____

Date: _____

Chairperson, Board of Management

Signed: _____

Date: _____

Principal/Secretary to the Board of Management

7. References and Source Documentation

1. City of Dublin FET College, Southwest Campus, Ballyfermot Road, 2024, Student Attendance & Retention Policy (2024–2026) - [Link](#)
2. Department of Education, 2025, Child Protection Procedures for Schools (2025) - [Link](#)
3. Education and Training Boards Ireland, 2021, Adult Safeguarding Policy and Procedure - [Link](#)
4. Gov.ie, 2019, Child Protection Procedures in Schools - [Link](#)
5. Irish Statute Book, 2015, Children's First Act - [Link](#)
6. Irish Statute Book, 2012, National Vetting Bureau (Children and Vulnerable Persons) Acts - [Link](#)
7. Tusla, 2017, Children First: National Guidance for the Protection and Welfare of Children - [Link](#)
8. Tusla, 2015, Tusla Guidance on the Preparation of Child Safeguarding Statements - [Link](#)