

# Monaghan Institute Child Safeguarding Statement

Monaghan Institute is a Further Education College providing FET courses to learners (aged 16 years and over) at QQI Level 5 and 6.

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 Primary and Post Primary Colleges (Revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Monaghan Institute has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Colleges (Revised 2023) as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is: Martina Rooney, Director
3. The Deputy Designated Liaison Person (Deputy DLP) is Rynagh Mc Nally, Deputy Director
4. The Board of Management recognises that child protection and welfare considerations permeate all aspects of College life and must be reflected in all College policies, procedures, practices and activities. In its policies, procedures, practices and activities, the College will adhere to the following principles of best practice in child protection and welfare:

Monaghan Institute 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/guardians of learners who are under 18 years of age/vulnerable adults and
- fully respect confidentiality requirements in dealing with child protection matters.

Monaghan Institute 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 College, the College adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Colleges (Revised 2023) and to the relevant agreed disciplinary procedures for College 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 College 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) Monaghan Institute -

- Has provided each member of staff with a copy of the College's Child Safeguarding Statement
- Ensures all new staff are provided with a copy of the College'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 College personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Colleges (Revised 2023), including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

In this College 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 child safeguarding statement.

All registered teachers employed by the College 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 Monaghan Institute or participating in College activities. A written assessment setting out the areas of risk identified and the College procedures for managing those risks is attached as an appendix to these procedures.

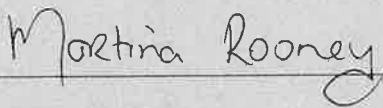
The various procedures referred to in this Statement can be accessed via the Monaghan Institute website, the DES website or will be made available on request by the College.

6. This statement has been published on the Monaghan Institute website and has been provided to all members of College personnel and CMETB. 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 27th February, 2025.

Signed: 

**Chairperson of Board of Management**

Signed: 

Martina Rooney

**Director/Secretary to the Board of Management**

**Date:** 26th February, 2026

**Date:** 26th February, 2026

# Monaghan Institute Child Safeguarding Risk Assessment

## Written Assessment of Risk of Monaghan Institute

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Monaghan Institute.

### 1. List of college activities

- Daily arrival and departure of learners
- Recreation breaks for learners
- Classroom teaching
- One-to-one teaching
- On line teaching (on TEAMS) and learning remotely, if required
- One-to-one counselling
- Outdoor teaching activities
- Sporting Activities
- College outings
- College trips involving overnight stay
- College trips involving foreign travel (e.g. Erasmus + projects)
- Use of toilet/changing/shower areas in College
- Fundraising events involving learners
- Use of off-site facilities for College activities (e.g. sports venues)
- College transport arrangements, including use of bus escorts (AEN learners)
- Care of learners with additional educational needs, including intimate care where needed,
- Care of any vulnerable adult learners, including intimate care where needed
- Management of challenging behaviour amongst learners
- Administration of Medicine
- Administration of First Aid
- Prevention and dealing with bullying amongst learners
- Training of College personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel re sports and other extra-curricular activities
- Care of learners with specific vulnerabilities/ needs such as
  - Learners from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) learners
  - Learners perceived to be LGBT
  - Learners of minority religious faiths
  - Learners under 18 yrs. of age who are in care
- Recruitment of College personnel including -
  - Teachers/PA's
  - Caretakers/Secretaries/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers/EA's

- Visitors/contractors present in College during College hours
- Visitors/contractors present during after College activities
- Use of Information and Communication Technology by learners in College
- Application of sanctions under the College Code of Behaviour
- Students participating in work experience in the College
- Learners from the College participating in work experience elsewhere
- Student teachers undertaking training placement in College
- Use of video/photography/other media to record College events
- Early morning/late evening use of College premises by learners for study
- Evening or weekend use of College premises by other organisations
- After class use of College premises for Evening Training (CMETB)
- Use of College premises by other organisation during College day

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

- Risk of harm not being recognised by College personnel
- Risk of harm not being reported properly and promptly by College personnel
- Risk of child being harmed in the College by a member of College personnel
- Risk of child being harmed in the College by another child
- Risk of child being harmed in the College by volunteer or visitor to the College
- Risk of child being harmed by a member of College personnel, a member of staff of another organisation or other person while child participating in out of College activities e.g. College trip, sports events.
- Risk of harm due to inappropriate use of online remote 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 due to bullying of a child
- Risk of harm to a child due to racism
- Risk of harm due to inadequate supervision of children in College
- Risk of harm due to inadequate supervision of children while attending out of College activities
- Risk of harm due to inappropriate relationship/communications between a child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at College or while engaging in on line learning
- Risk of harm to child due to unsafe or irresponsible on line behaviours as a consequence of having access to mobile college devices for on line learning
- Risk of harm to children with AEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of College personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of College personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

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

- All College personnel are provided with a copy of *Monaghan Institute's Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* are made available to all College personnel
- College Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The College has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The College has a supervision policy
- The College has in place a policy and clear procedures in respect of College outings
- The College has a Health and Safety policy
- The College adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The College has codes of conduct for College personnel (teaching and non-teaching staff)
- The College complies with the agreed disciplinary procedures for teaching staff
- The College has procedures in place in relation to provision for students with Additional Educational Needs.
- The College has an intimate care policy/plan in respect of learners who require such care
- The College has in place a policy and procedures for the administration of medication to learners
- The College –
  - Has provided each member of College staff with a copy of the College's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the College's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages board of management members to avail of relevant training
  - Maintains records of all staff and board member training
- The College has in place procedures for the administration of First Aid
- The College has in place a code of behaviour for learners
- The College has in place an ICT policy in respect of usage of ICT by learners
- The College has in place a social media policy, including the usage of mobile phones by learners.
- The College has in place a Critical Incident Management Plan
- The College has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The College has in place a policy and procedures for the use of external sports coaches
- The College has in place procedures for one-to-one teaching activities
- The College has in place procedures for one-to-one counselling
- The College has in place a policy and procedures in respect of student teacher placements
- The College has in place a policy and procedures in respect of students undertaking work experience in the College

- The College has in place a policy and procedures in respect of students of the College undertaking work experience in external organisations
- The College has procedures in place that deals with issues of retrospective disclosures.
- The College has procedures in place to deal with issues concerning domestic violence

**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 Colleges (Revised 2023)*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to Monaghan Institute 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 College has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment was completed by the Board of Management on **Thurs 8<sup>th</sup> February 2018**. It was reviewed on **Wed 6<sup>th</sup> Feb 2019, Tuesday 2<sup>nd</sup> Feb 2021, Wed 9<sup>th</sup> Feb 2022, Wed 8<sup>th</sup> Feb 2023, Wed 21<sup>st</sup> Feb 2024 and Thur 27<sup>th</sup> Feb 2025** as part of the College’s annual review of its Child Safeguarding Statement.

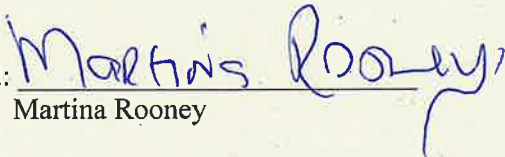
Signed: \_\_\_\_\_



**Date:** 26th February 2026

**Chairperson, Board of Management**

Signed: \_\_\_\_\_



Martina Rooney

**Date:** 26th February 2026

**Principal/Secretary to the Board of Management**