**Bohola National School 19914F**

 **Child Safeguarding Statement and Risk Assessment**

 **(Updated September 2023)**

**Child Safeguarding Statement**

Bohola National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the [Children First Act 2015](http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf), [Children First: National Guidance for the Protection and Welfare of Children 2017](https://assets.gov.ie/25844/b90aafa55804462f84d05f87f0ca2bf6.pdf), [the Addendum to Children First (2019)](https://assets.gov.ie/25819/c9744b64dfd6447985eeffa5c0d71bbb.pdf), the [Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)](https://www.gov.ie/en/collection/12bee3-child-protection-procedures-in-schools/) and [Tusla Guidance on the preparation of Child Safeguarding Statements](https://www.tusla.ie/uploads/content/4214-TUSLA_Guidance_on_Developing_a_CSS_LR.PDF), the Board of Management of Bohola National School 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 Schools *(revised 2023)* as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is Mrs. Teresa Mulligan
3. The Deputy Designated Liaison Person (Deputy DLP) is Ms. Margaret Walsh Fleming
4. The Relevant Person is Mrs. Teresa Mulligan

*(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)*

1. 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.

1. 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 Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie 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)](https://revisedacts.lawreform.ie/eli/2012/act/47/revised/en/pdf) 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 available on the gov.ie 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 Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
* All registered teachers employed by the school are mandated persons under the Children First Act 2015.
* In accordance with the Children First Act 2015 and the Addendum to Children First (2019), 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 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 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 such other procedures/measures that are of relevance to the school in question.

1. 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.
2. 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].

This Child Safeguarding Statement was reviewed by the Board of Management on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[most recent review date].

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

Chairperson of Board of Management

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_

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

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child Safeguarding Risk Assessment**

**Written Assessment of Risk of Bohola National School**

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Bohola National School

1. **List of school activities**

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| * Daily arrival and dismissal of pupils
* Recreation breaks for pupils
* Classroom teaching
* One-to-one teaching
* One-to-one learning support
* Outdoor teaching activities
* Online teaching and learning remotely
* Sporting activities
* School outings
* Use of toilet/changing areas in schools
* Annual Sports Day
* Fundraising events involving pupils
* Use of off-site facilities for school activities
* School transport arrangements
* Care of children with special educational needs, including intimate care where needed
* Management of challenging behaviour amongst pupils
* Administration of Medicine
* Administration of First Aid
* Curricular provision in respect of SPHE, RSE, Stay Safe
* Prevention and dealing with bullying amongst pupils
* Training of school personnel in child protection matters
* Use of external personnel to supplement curriculum
* Use of external personnel to support sports and other extra curricular activities
* Care of pupils with specific vulnerabilities/ needs such as

Pupils from ethnic minorities/migrantsMembers of the Traveller community Lesbian, gay, bisexual or transgender (LGBT) childrenPupils perceived to be LGBTPupils of minority religious faithsChildren in careChildren on Tusla’s Child Protection Notification System (CPNS)Children with medical needs* Recruitment of school personnel including -

Teachers/SNAsSecretary/CleanersSports coachesExternal Tutors/Guest Speakers Volunteers/Parents in school activitiesVisitors/contractors present in school during school hours Visitors/contractors present during after school activities * Participation by pupils in religious ceremonies/religious instruction external to the school
* Use of Information and Communication Technology by pupils in school, including social media
* Application of sanctions under the school’s Code of Behaviour including detention of pupils
* Students participating in work experience in the school
* Student teachers undertaking training placement in school
* Use of video/photography/other media to record school events
* After school use of school premises by other organisations
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1. **The school has identified the following risk of harm in respect of its activities**

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| * School-based bullying, verbal, physical or psychological
* Interaction with visitors to the school
* School events held outside the school grounds, e.g. school tours,

 swimming lessons, sport’s events, concerts, etc.* After-school clubs: drop-off, staff, collection of pupils
* Hand-over of children to responsible adult at collection time
* Storage or publication of photos of children
* Withdrawal of children from class / yard
* Lack of healthy lunch or insufficient lunch
* Data Protection
* Children presenting with social, emotional, behavioural or medical needs in school
* Early Collection, Late Pick up, Attendance
* Exposure to inappropriate online content
* Accidents and Injuries on site
* Recreation Breaks
* LGBT Children/Pupils perceived to be LGBT
* Pupils with Special Needs
* Supervision of Children on day tours/outings by foot or by travelling

 by bus. * Risk of harm not being recognised by school personnel.
* Risk of harm not being reported properly and promptly by school personnel.
* Risk of child being harmed in the school by a member of school personnel.
* Risk of child being harmed in the school by another child.
* Risk of child being harmed in the school by volunteer or visitor to the school.
* Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons.
* Risk of harm due to bullying of a child.
* Risk of harm due to inadequate supervision of children in school.
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1. **The school has the following procedures in place to address the risks of harm identified in this assessment**

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|  Risk Identified: School-based bullying, verbal, physical or psychologicalProcedure in place to manage risk identified:• Restorative practices implemented throughout the school to investigate and resolve conflict, e.g. restorative circles, peer mediation • Anti-bullying procedures displayed on notice boards to inform adults as to the steps to be followed • Anti-bullying coordinator identified during school induction and at staff meetings to support staff in the implementation of anti-bullying procedures • Anti-bullying month every February to promote a culture of respect, friendship and kindness • Anti-bullying policy on our school website to inform parents • Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries • Adequate supervision is provided to ensure codes are being followed.* Health and Safety Policy
* Child Safeguarding Statement
* Anti- Bullying Policy
* Code of Discipline

Risk Identified: Interaction with visitors to the school Procedure in place to manage risk identified:• Visitors to the school must check in with the Principal• Front entrance to the school is locked and so visitors must be provided with access by a staff member • Visitors are accompanied by a staff member at all times during their visit • Regular visitors to the school, e.g. external teachers, guest speakers, are Garda Vetted and a copy of their Garda vetting is provided to the school. • Persons administering external programmes (e.g. GAA) through another body will provide the school with a copy of their Garda vetting and insurance. • Children are closely supervised by staff members during all school events in which visitors are invited into the school, e.g. Science Week, Sport’s Day, School Performances * Child Safeguarding Statement

Risk Identified: School events held outside the school grounds, e.g. school tours, swimming lessons, sport’s events, concerts, etc.Procedure in place to manage risk identified: • A risk assessment will be completed before each school tour or trip. • Pupil-teacher ratio is reduced for school tours to maximise the supervision of children. Pupils are closely supervised by staff when transitioning from one area to another (e.g. going to the toilets, going to and from the bus) and when interacting with staff and/or volunteers  from the establishment they are visiting. • Changing rooms are closely supervised by staff when in use by children e.g. at  swimming lessons and sport’s events. • Parent/guardian helpers on trips will be informed that pictures may only be taken by staff members. • Parental consent is provided before children leave the school to attend any events.* School Tour Policy
* Code of Behaviour Policy
* Anti-Bullying Policy
* Child Safeguarding Statement
* Swimming Policy
* Clear reporting procedures
* Adequate supervision

Risk Identified: After-school clubs: drop-off, staff, collection of pupilsProcedure in place to manage risk identified:• Drop-off: Doors open at 9.10am. Children go straight to their classrooms.  In the event of a teacher being late/absent children are asked to sit in the hall or classroom until the teacher arrives. • Internal staff: Teachers are given a list of children’s names and the names of adults who  can collect them • External staff: Teachers provide the school with copies of their insurance, Garda  Vetting, etc. * Health and Safety Policy
* Hire of Hall for After School Activities Policy
* Child Safeguarding Statement
* Full compliance with NEWB reporting

Risk Identified: Hand-over of children to responsible adult at collection timeProcedure in place to manage risk identified: • Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year and stored on our school online data-base • If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by parents, the class teacher calls the parents to confirm the child has permission to go with that adult • Children are lined up in their classrooms (or in the school hall on rainy days) and walk directly to the designated bus areas, or to the school gate where parents are asked to wait outside the gate or in the school car park • If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately. • Children from 3rd -6th class can walk home from school only if their parents have given the school written permission in advance. Children from Junior Infants – 2nd class must be collected from school by a responsible adult. * Health and Safety Policy
* Child Safeguarding Statement
* School implements SPHE, RSE, Stay Safe in full

Risk Identified: Storage or publication of photos of childrenProcedure in place to manage risk identified: • Written parental permission to take photos of children is obtained by the school  on enrolment • Class teachers are made aware of any children in his or her class who do not have permission to be in school photos • Photos taken by staff are removed from personal devices at the end of each school day. Photos are stored securely on the school online storage space. • Children names are not published with photos uploaded to the school website or class blogs. * Children are not permitted to use electronic devices (e.g. iPads, cameras, personal

 devices) unless under the supervision of an adult. * Children are not permitted to use camera phones during the school day or at

school events.* Child Protection Policy
* Internet Safety Policy
* ICT Policy

Risk Identified: Withdrawal of children from class / yardProcedure in place to manage risk identified: • Glass panels are installed in the doors of all classrooms in the school • Parents are informed and provide written consent if children are withdrawn from class  on a regular basis, e.g. for learning support, English language support, resource or  movement breaks. • Children who need assistance with toileting during the school day are accompanied/assisted by their SNA. Adults are not permitted to go into a toilet with a child alone. • Children who need to use the toilet during yard time are allowed by asking permission of  the teacher on duty and are only allowed in one at a time.* Following best practice
* Protocols
* Intimate Care Policy

Risk Identified: Lack of healthy lunch or insufficient lunch Procedure in place to manage risk identified:• Teacher monitor children’s lunches and ensure that all children are provided with a  sufficient quantity of healthy food each day. • If a child forgets to bring a lunch, the school phones the parents are asks them to bring  the lunch to school. If a lunch is not provided the DLP or DDLP will be informed immediately  and best efforts made to ensure the child is adequately fed throughout the day. • If a child is regularly provided with insufficient lunch the class teacher discusses it with the parents in the first instance. • If a child regularly has no lunch or insufficient lunch and the situation did not improve  after speaking with the parents, the class teacher informs the DLP or DDLP. * Healthy Eating Policy
* Child Protection Policy

Risk Identified: Data ProtectionProcedure in place to manage risk identified: • Confidential documents relating to children in the school are stored securely in the school:* Hard copies are stored in locked filing cabinets in the Principal’s office and in

 Support Teachers’ classrooms * Soft copies are stored in a secure online database. A password is required to

access the documents and a log is kept of who has accessed the documents.* Word documents are password protected.

Documents are shared with staff on a need to know basis. • Parental permission for transfer of information (i.e. between school staff, between the school and previous/prospective schools, between the school and other professionals) is will be obtained in writing.* Child Protection Policy
* ICT Policy
* Data Protection

Risk Identified: Children presenting with social, emotional, behavioural or medical needs in school Procedure in place to manage risk identified:• Concerns relating to social, emotional, behavioural or medical needs are communicated to parents by phone, at collection time or through formal meetings. • Children are provided with additional support in school through the model of the Continuum of Support. This may be in the form of in-class support or withdrawal from class. Staff discuss concerns and learning targets with parents and formulate a written plan, signed by the parents. Learning targets are regularly monitored to track progress. • An individual care plan will be completed for children with additional vulnerabilities to ensure extra supports are in place within the school environment as required. The specific strategies outlined in this care plan will be monitored and reviewed on a regular basis to ensure the needs and supports identified are current and appropriate. • The school may recommend onward referral (e.g. to the Primary Care Team, the School Age Disability Team, NEPS, GP or CAMHS) for children presenting with significant difficulties. • Significant concerns are raised with the DLP or DDLP. • The Administration of Medication Policy will be implemented in the event that a child requires medication throughout the school day. Parent/Guardians must complete the relevant forms and put a request in writing to the board. A copy of this policy can be downloaded from the school website. * Administration of Medicine Policy
* Child Protection Policy
* Learning Support Policy
* Student Support Files
* Constant liaison with NEPS, Western health Board, HSE

Risk Identified: Early Collection, Late Pick up, AttendanceProcedure in place to manage risk identified: • Children who are collected from school more than 10 minutes early are signed in or out of the Day Book by an adult. * The school discusses punctuality with parents if children are regularly late.
* Significant concerns in relation to timekeeping are reported to the Education

Welfare Officer. • Children’s attendance at school will be monitored with absence notes required for any missed days. Contact will be made with parents in instances of regular absences, with a record of any discussion stored securely on the school system. • Significant attendance concerns are reported to the Education Welfare Officer. • Teachers must be informed in advance if children are to be collected early from school. Children must be signed out by a parent-approved adult in the Early Collections Book which is kept in the shop in the front hallway.* Health and Safety Policy
* Child Safeguarding Statement
* Full compliance with NEWB reporting

Risk Identified: Exposure to inappropriate online contentProcedure in place to manage risk identified: • Use of electronic devices in school in guided by the School Acceptable Usage Policy. • Use of electronic devices, e.g. iPads, Chrome Books, laptops, cameras, is monitored and supervised by adults. • School internet is provided by PDST Technology in Education which is monitored for inappropriate content and unsuitable websites blocked. • Inappropriate content which appears through the school internet is logged and reported to our internet provider. Risk Identified: Accidents and Injuries on siteProcedure in place to manage risk identified:* Accidents and injuries that occur on the premises shall be managed in accordance with

the Accident and Injury Policy. Accident Copy stored in Office Filing Cabinet.* If a child sustains a head injury the parents are automatically contacted and asked to

call to the school when possible.* This policy will be discussed with all staff at induction day and at any other point required.
* A copy of this policy will be placed on the school website.
* Accident and Injury Policy
* Health and Safety Policy

Risk Identified: Recreation BreaksProcedure in place to manage risk identified:* Yard supervision closely monitored by 1 Teacher and 3 SNAs daily. Rota drawn up

and available in every classroom, office and staff room.* No footballs are allowed on the newly surfaced area of the car park.
* No footballs allowed at front of the school.
* Children are encouraged to play fairly, and are encouraged to participate in turn-taking

and involve all in their games. * Pupils must ask permission to leave the yard if they need to use the bathroom. Only

one pupil allowed in the toilet area at a time.Risk Identified: LGBT Children/Pupils perceived to be LGBTProcedure in place to manage risk identified:* This is addressed in our Code of Behaviour, Anti-Bullying Policy and Child

Safeguarding PolicyRisk Identified: Pupils with Special NeedsProcedure in place to manage risk identified:* Supervision
* Special Educational Needs Policy
* Intimate Care Policy
* Anti-Bullying Policy

Risk Identified: Supervision of Children on day tours/outings by foot or by travelling by bus. Points to note on leaving the school.Procedure in place to manage risk identified:* Children are lined up in their classrooms first.
* Each teacher will have a written class list for a roll call to be taken prior to exiting

the school grounds.* The teacher in charge will call a roll to identify if all pupils are present.
* If a child is marked present but not in the line an SNA will go to see where the child is.
* If the class teacher is accompanying another group a designated teacher will be

 appointed and made known to the class in question.* The children will use the “Buddy” system to walk in pairs.
* The teacher will accompany the children to the designated bus area or to the school gate.
* If travelling by bus the children will board the bus in a safe and mannerly fashion.

 A head count will again take place on the bus before the bus leaves the school grounds.* If travelling by foot, the teacher in charge will again complete a roll call before

leaving through the school gates.* Any changes to groups will be made prior to leaving the school (In the classrooms)
* A member of staff will do a final call in the school to check that everyone is out of

the building.* One member of the school staff will remain in the school in the event of an emergency.

These risk procedures are in conjunction with the following school policies:* Health and Safety Policy
* Child Safeguarding Statement
* School implements SPHE, RSE, Stay Safe in full
* School Tour/ Outings Policy

**List of other possible risks identified:*** Risk of harm not being recognised by school personnel.
* Risk of harm not being reported properly and promptly by school personnel.
* Risk of child being harmed in the school by a member of school personnel.
* Risk of child being harmed in the school by another child.
* Risk of child being harmed in the school by volunteer or visitor to the school.
* Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons.
* Risk of harm due to bullying of a child.
* Risk of harm due to inadequate supervision of children in school.

**Procedures to address these risks of harm:*** All school personnel are provided with a copy of the school’s *Child Safeguarding Statement*
* The *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* are made available to all school personnel
* School 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* and it’s Addendum (2019)
* The school implements in full the Stay Safe Programme
* The school implements in full the SPHE curriculum
* The school 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 school undertakes anti-racism awareness initiatives
* The school has a yard/playground supervision policy 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 in place a policy and clear procedures in respect of school outings
* The school has a health and safety policy
* The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
* The school has a codes of conduct for school personnel (teaching and non-teaching staff)
* The school complies with the agreed disciplinary procedures for teaching staff
* The school has a Special Educational Needs policy
* The school has an intimate care policy/plan in respect of students who require such care
* The school has in place a policy and procedures for the administration of medication to pupils
* The school –
	+ - Has provided each member of school 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
		- Maintains records of all staff and board member training
* The school has in place a policy and procedures for the administration of First Aid
* The school has in place a code of behaviour for pupils
* The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
* The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
* The school has in place a Critical Incident Management Plan
* The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
* The school has in place a policy and procedures for the use of external sports coaches
* The school has in place a policy and clear procedures for one-to-one teaching activities
* The school has in place a policy and procedures for one-to-one counselling
* The school has in place a policy and procedures in respect of student teacher placements
* The school has in place a policy and procedures in respect of students undertaking work experience in the school
* The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
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| **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)* |

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 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.

**Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement**

The [Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)](https://www.gov.ie/en/collection/12bee3-child-protection-procedures-in-schools/) require that the Board of Management must 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 school 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 school in question.

As part of the overall review process, Boards of Management should also assess relevant school 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 school’s Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).*

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|  | **Yes/No** |
| 1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*?
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| 1. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?
 |  |
| 1. As part of the school’s Child Safeguarding Statement, has the Board formally adopted, without modification, the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*?
 |  |
| 1. Does the school’s Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)
 |  |
| 1. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?
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| 1. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?
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| 1. Has the DLP attended available child protection training?
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| 1. Has the Deputy DLP attended available child protection training?
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| 1. Have any members of the Board attended child protection training?
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| 1. Has the school appointed a DLP and a Deputy DLP?
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| 1. Are the relevant contact details (Tusla and An Garda Síochána) to hand?
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| 1. Has the Board arrangements in place to communicate the school’s Child Safeguarding Statement to new school personnel?
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| 1. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and the Children First Act 2015?
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| 1. Has the Board received a Principal’s Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?
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| 1. Since the Board’s last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?
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| 1. Since the Board’s last review, has the Board been provided with and reviewed all records relevant to the CPOR?
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| 1. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?
 |  |
| 1. Since the Board’s last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?
 |  |
| 1. Have the minutes of each Board meeting appropriately recorded the CPOR?
 |  |
| 1. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?
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| 1. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?\*
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| 1. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?
 |  |
| 1. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?
 |  |
| 1. 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 Primary and Post-Primary Schools (revised 2023)*?
 |  |
| 1. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* were subsequently issued by the DLP?
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| 1. Has the Board ensured that the Parents’ Association (if any), has been provided with the school’s Child Safeguarding Statement?
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| 1. Has the Board ensured that the patron has been provided with the school’s Child Safeguarding Statement?
 |  |
| 1. Has the Board ensured that the school’s Child Safeguarding Statement is available to parents on request?
 |  |
| 1. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)
 |  |
| 1. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)
 |  |
| 1. Has the Board ensured that the SPHE curriculum is implemented in full in the school?
 |  |
| 1. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? \*
 |  |
| 1. 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?\*
 |  |
| 1. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?\*
 |  |
| 1. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school’s Child Safeguarding Statement?
 |  |
| 1. Has the Board sought the feedback of parents in relation to the school’s compliance with the requirements of the child safeguarding requirements of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*?
 |  |
| 1. Has the Board sought the feedback of pupils in relation to the school’s child safeguarding arrangements?
 |  |
| 1. Is the Board satisfied that the ‘*Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)* are being fully and adequately implemented by the school?
 |  |
| 1. Has the Board identified any aspects of the school’s Child Safeguarding Statement and/or its implementation that require further improvement?
 |  |
| 1. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school’s Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?
 |  |
| 1. Has the Board ensured that any areas for improvement that were identified in any previous review of the school’s Child Safeguarding Statement have been adequately addressed?
 |  |

\*In schools 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

**Note**: Where a school is undertaking its first review, references in this checklist to the “last review” shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

**Mandatory Template 3: Notification regarding the Board of Management’s review of the Child Safeguarding Statement**

To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Board of Management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wishes to inform you that:

• The Board of Management’s annual review of the school’s 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 [gov.ie](https://www.gov.ie/) website

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Secretary to the Board of Management