CSS 2

Review of the Child Safeguarding Statement and Risk Assessment

The *Child Protection Procedures for Schools 2025* require that the board of management must undertake a review of its Child Safeguarding Statement and Risk Assessment. The following template must be used for this purpose. The review must be completed every calendar 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 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 and Risk Assessment every two years.

As part of the overall review process, boards of management should also assess relevant school policies, procedures, practices and activities and 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 and *Children First National Guidance 2017, the Addendum to Children First (2019)* and *2025, Children First National Guidance 2017, the Addendum to Children First (2019)* and *(2025), and the Child Protection Procedures for Schools 2025*.

Designated Liaison Person

Name: **Mags Leonard**

Date Appointed: 01.09.25

Relevant Person

Name: **Mags Leonard**

Contact details: 041-9822589

Date Appointed: 01.09.25

Deputy Designated Liaison Person

Name: **Claire McCluskey**

Date Appointed: 01.09.26

Contact details for Tusla

Contact Name: **TUSLA Child & Family Agency**

Ask for Duty Care Social Worker

Address:

Marshes, Upper Dundalk, Co. Louth

Contact Number:

041-9392200

Contact details for An Garda Síochána

Contact Name: **Drogheda Garda Station**

Address:

Father Connolly Way, Moneymore, Drogheda, Co. Louth, A92 P704

Contact Number:

041 987 4200

Checklist for review of the Child Safeguarding Statement

1. Date first Child Safeguarding Statement and Risk Assessment adopted by the school: March 2018

2(a) Where is the Child Safeguarding Statement and Risk Assessment displayed in the school? For example, in a prominent place near the main entrance to the school.

On the noticeboard in the entrance area.

(b) Is there a student friendly version, with a photograph of the Designated Liaison Person, displayed beside the Child Safeguarding Statement and Risk Assessment?

D Yes

(c) Other than displaying in a prominent place near the main entrance to the school, how have students been made aware of the student friendly version?

D Displayed at all student entrances
D On school website
D Other: *Discussed at whole school assembly*

3. Has the board used the most recent *Child Safeguarding Statement and Risk Assessment Template* and formally adopted, without modification, the *Child Protection Procedures for Schools 2025*?

√ Yes

What is the date of the previous review of the Child Safeguarding Statement and Risk Assessment? N/A

Date: September 2025

4. Has the Board included 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 (2019)*?

√ Yes

5. Is there a written protocol in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons in line with Appendix C of the *Child Protection Procedures for Schools 2025*?

√ Yes

6. Has the Board reviewed and updated the written assessment of risk as part of this overall review (for example, to include shower facilities, changing rooms, swimming, online engagements to facilitate learning). Boards should refer to the Child Safeguarding Statement and Risk Assessment Template for examples.

√ Yes

Date of this review: 16th November 2026

7. How has the Board ensured that the Child Safeguarding Statement and Risk Assessment is provided to the patron, the parents' association and all parents of children in the school?

Patron: A copy of the Child Safeguarding Statement and Risk Assessment is provided to the school patron for their information.

Parents' Association: A copy is provided to the Parents' Association, and the Statement is made available for consultation - via email 07.11.26

Parents/Guardians: All parents/guardians are notified of the availability of the Child Safeguarding Statement and Risk Assessment through Aladdin.

School Website: The Child Safeguarding Statement, including the Risk Assessment, is published on the school website and is readily accessible to parents and members of the public.

School Entrance: A copy is displayed in a prominent position in the school, where appropriate.

New Enrolments: Parents/guardians of incoming pupils are made aware of the Child Safeguarding Statement as part of the enrolment process.

8. How has the Board sought the feedback of parents, students and school personnel (teaching and non teaching) on the Child Safeguarding Statement and Risk Assessment? Has the school engaged with each of the above through, for example, a meeting or survey. The support documents CSS 5, CSS 6 and CSS 7 can be used to support this engagement.

(a) Parents

Parents were invited to review the Child Safeguarding Statement and Risk Assessment. The document was circulated to the Parents' Association for feedback prior to Board ratification - via email to Chair 07.11.26

(b) Students

The Student Council were consulted, with a consultation template used to gather pupil feedback. Date: TBD

(c) School Personnel

The draft was circulated to teaching and non-teaching staff for review and discussion via google docs which allows for suggestions and comments - 9.11.26

9. Outline any aspects of the school's Child Safeguarding Statement and Risk Assessment and/or its implementation that require further improvement, including any complaints or suggestions for improvements, which the Board has identified:

N/A

10. Outline details of how areas for improvement have been adequately addressed including whether an action plan with appropriate timelines has been put in place:

N/A

11. Has the template for *Notification regarding the board of management's review of the Child Safeguarding Statement and Risk Assessment* been used to inform the school community and relevant parties that they have fulfilled their statutory obligation to annually review the school's Child Safeguarding Statement and Risk Assessment?

√ Yes D No D N/A

Training

12. Give details of when the DLP and DDLP most recently attended child protection training for DLP/DDLPs:

DLP: Mags Leonard Date: 2 Oct 2025

DDLP: Claire McCluskey Date: 11 Sept 2026

13. Give details of child protection training attended by any members of the Board and dates attended:

- All teachers and SNAs attended Bí Cineálta training Dec 4th 2025.
- Principal and Deputy Principal attended CP training in new procedures in Oct 2025 / Sept 2026
- BOM Members attended CP Training in City North Hotel, April 29th 2026

14. How has the Board ensured that all school personnel (including new school personnel, temporary staff and substitutes) have been made aware of their responsibilities under the *Child Protection Procedures for Schools 2025* and the Children First Act 2015? For example, completing elearning or other training, use of department's supports for school personnel when reviewing the Child Safeguarding Statement and Risk Assessment, induction/mentoring system for new personnel, or other measures. How are records of the training completed maintained by the school?

All school personnel, including new school personnel are given a copy of the Child Safeguarding statement and Risk Assessment.
All Department supports and templates for school personnel were used when reviewing Child Safeguarding Statement and Risk Assessment.

Child Protection Oversight Report (CPOR)

15. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at every ordinary meeting of the Board held since the last review of the Child Safeguarding Statement was undertaken which contains all the information required under each of the four headings set out in Section 12.3 of the *Child Protection Procedures for Schools 2025*?

√ Yes D No

16. Since the Board's last review of the Child Safeguarding Statement, if there have been cases presented for oversight as part of the CPOR, has the Board been provided with and reviewed all records relevant to the CPOR?

√ Yes D No D N/A

17. Have these cases been anonymised and redacted as necessary?

D Yes D No √ N/A

18. Since the Board's last review Child Safeguarding Statement, if there have been cases presented for oversight as part of the CPOR, do the minutes of the board meeting:

(a) specify the anonymised documents provided to the board as part of the CPOR

D Yes D No √ N/A

(b) use unique codes to record child protection matters?

√ Yes D No D N/A

19. The board has undertaken the review of the Child Safeguarding Statement and Risk Assessment and has issued/published notification confirming same.

√ Yes D No D N/A

Reporting

20. Where are all records relating to child protection filed and stored in a secure manner? For example, stored securely in the principal's office in such as manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records.

In a locked filing cabinet in Principal's office

21. How does the Board ensure that child protection procedures in relation to reporting to Tusla/An Garda Síochána are followed in full?

The DLP follows the procedures outlined in the *Child Protection Procedures for Schools 2025* for reporting of all child protection concerns.

Curriculum

22. The Board should outline the steps it has taken to ensure that the SPHE, RSE, and Wellbeing curriculum is appropriately planned for and delivered to the children and young people in the school.

This aspect of the curriculum is coordinated and overseen by (Deputy & AP2) who ensures that;

- Aspects of all three strands (SPHE, RSE, Wellbeing) are covered each year.
- The Stay Safe programme is taught in its entirety in one year – at least once during infants, 1st/2nd class, 3rd/4th class, and 5th/6th class.
- The school plan outlines provision for RSE across each of the different class levels/stages.
- Most recent policy review was SPHE; 23.09.2024, RSE; 19/2/2019

Vetting and Recruitment

The board should be satisfied that procedures to ensure that all statutory requirements in relation to vetting, statutory declarations and forms of undertaking are met. The board should refer to the school's recruitment procedures about how references of all school personnel are checked and how vetting outcomes are managed before appointment or work in the school is undertaken. Schools under the aegis of Education and Training Boards (ETB) should outline how they adhere to ETB recruitment processes.

If joint agreements are used for the visiting coaches or for school placement students, this should be included. If the school is part of teacher sharing arrangements (see section 10.2 of the procedures), the vetting oversight actions taken should be included.

23. The Board should indicate how it is satisfied that:

(a) the statutory requirements for Garda Vetting are met.

The board is satisfied that procedures to ensure that all statutory requirements in relation to vetting, statutory declarations and forms of undertaking are met.

- Garda vetting is obtained for all relevant prospective employees and volunteers before they commence work or activities involving access to children, as required.
- Vetting disclosures are received and reviewed by the appropriate authorised person before an appointment or commencement of duties.
- The outcome and date of vetting are recorded in the school's confidential recruitment and vetting records.
- No person is permitted to undertake relevant duties until the required vetting process has been completed.
- Where applicable, vetting requirements for visiting personnel, coaches, student teachers and volunteers are checked, including any relevant written agreements with external organisations.

(b) the department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking are met.

Requirements for provision of a child protection related statutory declaration and associated form of undertaking are met.

- The required statutory declaration and form of undertaking are obtained from relevant personnel in accordance with Department requirements.
- Documents are checked to ensure they are completed, signed and dated before the individual takes up the relevant position or duties.
- The Principal/Board ensures that the documents are retained securely as part of the school's confidential personnel records.
- Completion and receipt of the required documentation are verified as part of the recruitment and appointment process.

(c) thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers).

The Board of Management confirms that it is satisfied that appropriate and thorough recruitment and selection procedures are in place and are consistently implemented for all employees and volunteers working within the school.

- References are requested from appropriate referees and checked as part of the selection process.
- Relevant qualifications and experience are verified, where applicable.
- Garda vetting and all required child protection documentation are checked before commencement of relevant duties.
- Recruitment documentation, including references and confirmation of completed checks, is retained securely.
- All new personnel are made aware of the school's Child Safeguarding Statement and their responsibilities under the Child Protection Procedures for Schools 2025.

Statement by the Board

The Board of Management of Scoil Naomh Feichín is satisfied that the Child Safeguarding Statement and Risk Assessment and child protection procedures are being fully and adequately implemented by the school.

Signed:* Catherine Campbell

Date: 16.11.26

Chairperson of the board of management

* Document to be printed and signed with original signature