CSS 2

Review of the Child Safeguarding Statement and Risk Assessment

Designated Liaison Person

Name:	Susan Campbell
Date Appointed:	1st September 2019

Relevant Person

(In schools this is the DLP)

Name:	Susan Campbell
Contact details:	scampbell@droghedaetss.ie 041 974 9803
Date Appointed:	1st September 2019

Deputy Designated Liaison Person

Name:	Michelle Breen
Date Appointed:	24th February 2025

Contact details for Tusla

Contact Name

Duty Social Worker

Address

SW Building Louth County Hospital, Dublin Road, Dundalk A91 X0DP

Contact Number

042 939 2200

Contact details for An Garda Síochána

Contact Name

Duty Sergeant Drogheda Garda Station

Address

Father Connolly Way
Drogheda
County Louth
A92 P704

Contact Number

041 987 4200

Checklist for review of the Child Safeguarding Statement

1. When did the board first formally adopt a Child Safeguarding Statement and Risk Assessment in accordance with the Child Protection Procedures for Schools 2025? For most schools this will be March 2018, as outlined in Section 9.9 of the procedures.

Date first Child Safeguarding Statement and Risk Assessment adopted by the school:

11th November 2019

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.

Noticeboard beside the Main Office Outside the Guidance Office

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

☒ 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?

☒ Displayed at all student entrances
☒ On school website
☐ School journal
☐ Other: (please state)

We plan to add the student friendly version to the Student Journal next year.

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?

Date: 20th October 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: 19th October 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? Give dates of emails/letters/texts/links provided.

As soon as the policy is approved it is shared with Parents/Guardians, added to the Website and shared with staff.

Dates for last review were:
Parents/Guardians emailed on 23rd October 2025
Staff emailed on 23rd October 2025
Uploaded to Website on 21st October 2025

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. Details of how feedback was sought should be outlined below.

(a) Parents

Parents/Guardians were sent a draft version and a form to review the Child Safeguarding Statement and Risk Assessment on 6th October 2026 and any amendments were made.

(b) Students

A group of students were invited to participate in a focus group to review the school's Child Safeguarding Statement and Risk Assessment. Students who volunteered to participate in the focus group were given a copy of the draft Child Safeguarding Statement and Risk Assessment 2026 (based on CSSI).

The focus group meeting took place on 8th October 2026 in the school. CSS5 (Student Review of the Child Safeguarding Statement and Risk Assessment- suggested approach) was used to support the participation of students in the annual review. The review was facilitated by two progress leaders.

When the review is completed, the revised Child Safeguarding Statement and Risk Assessment will be shared with all students and they will be invited to share any thoughts/concerns/improvements.

(c) School Personnel

This Child Safeguarding Statement and Risk Assessment was prepared, alongside staff, as part of our Child Protection Procedures for School Training on 28th November 2025.

Once this Child Safeguarding Statement and Risk Assessment has been approved by the Board of Management it will be sent out for a review again in May 2027.

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:

None currently due to how recent the review was and the implementation of the new templates.

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 ☐ No ☐ N/A

Training

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

DLP: Susan Campbell	Date: 10th October 2025

DDLP: Michelle Breen	Date: 10th October 2025

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

The Board of Management have completed the Webinar Training as provided by JMB. Videos were reviewed as a Board on Monday 7th September 2026.

Link to videos: https://www.jmb.ie/Safeguarding

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 e-learning 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 staff have completed the Tusla Children First online training, and all new staff provide a copy of the certificate to the principal before commencement.

The DLP and DDLP have both attended Oide training (10th October 2025).

The principal gives a presentation to staff each year to remind them of the Child Protection Procedures for Schools and a copy of the slides is emailed to all staff

All staff (except those who were on leave at the time) have attended Oide training on the Child Protection Procedures for Schools 2025 (28th November 2025). A record of staff attendance at this training has been taken. The principal has contacted Oide re. training for staff who were on leave during the whole-school training in November 2025 and Oide have responded that additional training for such staff will be provided in the 2026-2O27 academic year

The principal completes an annual audit of staff using MS Forms to check and confirm that all staff have received a copy of the following documents:

Latest Child Safeguarding Statement & Risk Assessment

The relevant Child Protection Procedures for Primary and Post-Primary Schools

The relevant Circular Letter regarding Child Safeguarding.

That all staff have completed the TUSLA online training (once every 3 years) and sent the principal a copy of the cert.

The principal maintains a register of training completed by all staff.

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 ☐ 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 ☐ No ☐ N/A

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

☒ Yes ☐ 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

☒ Yes ☐ No ☐ N/A

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

☒ Yes ☐ No ☐ 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 ☐ No ☐ 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.

The records relating to child protection are filed and stored securely in the principal's office in a fireproof filing box. Only the DLP and the DDLP have access and keys to this cabinet.

In the event that the Chairperson is acting as DLP, then they may require access to these files. In such circumstances, a key can be sought from the DLP or DDLP and they will then have access to these records.

21. How does the Board ensure that child protection procedures in relation to reporting to Tusla/An Garda Síochána are followed in full? The Board should indicate that the DLP follows the procedures outlined in the Child Protection Procedures for Schools 2025 for reporting of all child protection concerns.

The DLP follows the procedures outlined in the Child Protection Procedures for Schools 2025 for reporting of all child protection concerns. The Board receives a Principal's Child Protection Oversight Report (CPOR) at every ordinary meeting of the Board 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 (and previously 2018 & 2023). Where cases are presented for oversight as part of the CPOR, the Board has been provided with and reviewed all records relevant to the CPOR. The Secretary to the Board of Management records the presentation of relevant documents in the meeting minutes.

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.

The Wellbeing Programme for Junior Cycle is being implemented via Tutor Time and the Student Enrichment Programme with an Assistant Principal I leading and reviewing Wellbeing and an Assistant Principal II leading and reviewing Student Enrichment.

RSE and SPHE are being delivered with appropriate time allocated to the curricula, appropriate review of the curricula and consultation with parents/guardians prior to RSE commencing each year.

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.

Vetting is mandatory before any engagement - no person (staff, volunteers, contractors) undertakes work involving access to children unless Garda Vetting is completed in advance. This includes teaching, ancillary staff, coaches, and volunteers where there is regular contact with students.

The principal ensures that nobody starts work before vetting is complete, as this is an offence under the legislation

Vetting is applied to all relevant roles, i.e., where work involves regular access to or contact with children under the National Vetting Bureau Acts 2012-2016.

A vetting disclosure is received and reviewed before appointment. A copy is retained securely on file in line with data protection rules.

The principal also ensures ongoing compliance and requires that staff maintain satisfactory vetting status throughout employment. The principal has provided staff with guidance on how to share vetting disclosures with them from the Teaching Council portal.

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

All newly appointed employees (and others as required) provide a Child Protection Statutory Declaration which confirms that there are (1) No convictions or findings relating to harm to children, and (2) No disciplinary sanctions relating to child protection. This applies to all relevant employees and is integrated into the recruitment process. The submissions of these documents a pre-condition of appointment, alongside vetting.

All newly appointed employees are required to sign a form of undertaking, agreeing to adhere to the Child Protection Procedures for Primary and Post Primary Schools and to cooperate with any child protection investigations or disclosures.

The principal verifies and retains these documents. They check that declarations are properly completed, witnessed, and valid. They maintain secure records of Statutory declarations and Undertakings.

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

Shortlisting and interviewing use structured application forms (not just CVs) and consistent shortlisting criteria. The application form includes a clear statement that vetting and declarations are required and applicants must indicate a clear declaration.

Interview panels may ask child safeguarding-related questions and explore gaps in employment history.

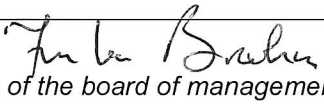
Verification checks are carried out to verify identity, check at least two references and to verify qualifications and professional registration with the Teaching Council. Pre-appointment checks include:

- Garda vetting
- Statutory declaration
- Form of undertaking
- Reference checks

Statement by the Board

The Board should make an overall statement as to its satisfaction that the Child Safeguarding Statement and Risk Assessment and child protection procedures are being fully and adequately implemented by the school.

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

Signed*:  *Chairperson of the board of management*
Date: 19th October 2026

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