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: Michael Moran

Date Appointed: 10/20/20

Relevant Person

(In schools this is the DLP)

Name: Michael Moran

Contact details: 045 401495 snndunlavin@gmail.com

Date Appointed: 10/20/20

Deputy Designated Liaison Person

Name: Ciara Moran

Date Appointed: 10/20/20

Contact details for Tusla

Contact Name:

Berni Smyth

Address:

Wicklow Primary Care Centre
Port Road,
Co. Wicklow

Contact Number:

040463400

Contact details for An Garda Síochána

Contact Name:

Baltinglass Garda Station

Address:

Edward Street, Bawnoge, Baltinglass, Co. Wicklow W91X938

Contact Number:

(059) 6482610

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:

4/24/18

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 noticeboard inside main door of school

(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)*

Newsletter

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: 10/21/25

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: 9/22/26

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

The Child Safeguarding and Risk Assessment has been emailed to Archbishops House following ratification and has been sent via email to all parents. It is also posted on the noticeboard inside the main door of the school and is on the school website.

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

Parent, pupil and staff consultation carried out using supporting template documents
Discussion at PA meeting

(b) Students

At assembly
Student Council Meeting : consultation template used for input from students

(c) School Personnel

Discussion at Staff Meetings using supporting document templates
Dispersion of draft copy of document

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 ☐ No ☐ N/A

Training

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

DLP:	Michael Moran	Date:	9/25/25
DDLP:	Ciara Moran	Date:	9/25/25

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

- **All staff attended Bí Cinéalta Training**
- **Principal and DP attended CP training in New Procedures 2025 25/9/2025**
- **All staff have carried out Children First Training**
- **Whole staff CP training carried out In Scoil Niocláis Naofa 2/12/2025**

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 school personnel including new school personnel are given a copy of the Child Safeguarding Statement and Child Risk Assessment
- All Department supports and templates for school personnel were used when reviewing Child Safeguarding statement and Risk Assessment
- A copy of the Child Protection Procedures for Schools 2025 is available from the office
- Certs of attendance retained in office with child protection material
- Safeguarding statement given to all new personnel

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.

Principal's office in locked drawer

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.

DLP follows the procedures outlined in the Child Protection Procedures for Schools 2025

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 Principal ensures that : aspects of all three strands (SPHE, RSE, Wellbeing) are covered each year. The Stay Programme is taught in its entirety in 1st, 3rd, and 5th classes and revised in 2nd, 4th and 6th. The school plan outlines provision for RSE at all class levels/stages. The most recent policy review was 15/10/24.

For **primary schools**, it should confirm 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. Schools will be informed if, in the future, the Department approves an alternative or replacement to the Stay Safe Programme.
- The school plan outlines provision for RSE across each of the different class levels/stages.
- The date of the most recent policy review or curricular implementation is noted.

For **post-primary schools**, it should confirm that:

- The Wellbeing Programme for Junior Cycle is being implemented.
- RSE and SPHE are being appropriately delivered.
- The date of the most recent policy review or curricular implementation is noted.

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 Principal oversees all vetting of school personnel**
- **A second member of the ISM team is available to oversee vetting in the absence of the Principal.**
- **Copies of vetting for all staff are checked before vetting commences**
- **Where teaching placements are concerned, joint vetting agreements are checked and signed**

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

Statutory declarations are sought from all personnel when working in the school for the first time

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

Department of Education recruitment procedures are followed.

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 of Scoil Niocláis Naofa is satisified that the Child Safeguarding Statement and Risk Assessment and child protection procedures are being fully and adequately implemented by the school.

Signed:* Dougla Malone Date: 12 Sept 2026

Chairperson of the board of management

* Document to be printed and signed with original signatures