

## Solas Chríost National School

### Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) 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)*.

	Yes/No
1. Has the Board <b>formally adopted</b> a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a <b>prominent place near the main entrance to the school</b> ?	Yes
3. As part of the school's Child Safeguarding Statement, has the <b>Board formally adopted</b> , without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
4. Does the school's Child Safeguarding Statement include a <b>written assessment of risk</b> 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)	Yes
5. Has the Board <b>reviewed and updated where necessary the written assessment of risk</b> as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to <b>online teaching and learning remotely</b> ?	Yes
7. Has the <b>DLP attended available child protection training</b> ?	Yes
8. Has the <b>Deputy DLP attended available child protection training</b> ?	Yes
9. Have any <b>members of the Board attended child protection training</b> ?	Yes
10. Has the school <b>appointed a DLP and a Deputy DLP</b> ?	Yes
11. Are <b>the relevant contact details (Tusla and An Garda Síochána)</b> to hand?	Yes
12. Has the Board arrangements in place to communicate the school's <b>Child Safeguarding Statement to new school personnel</b> ?	Yes
13. Is the <b>Board satisfied that all school personnel have been made aware of their responsibilities</b> under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	Yes
14. Has the Board <b>received a Principal's Child Protection Oversight Report (CPOR)</b> at each Board meeting held since the last review was undertaken?	Yes
15. Since the <b>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</b> ?	Yes
16. Since the Board's last review, <b>has the Board been provided with and reviewed all records relevant to the CPOR</b> ?	Yes
17. Is the Board satisfied <b>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</b> ?	Yes

18. 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?	Yes
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Yes
20. 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?	Yes
21. 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?*	Yes
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
24. 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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	No
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	Yes
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	N/A
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
33. 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?*	Yes
34. 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)?*	Yes
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
36. 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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	Yes
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
40. 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?	Yes
41. 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?	Yes

## Action Plan Template for Review of Child Safeguarding Statement

Action	Responsibility	Timeframe
Reaffirmation that The Board <b>formally adopted</b> a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Board of Management	4 <sup>th</sup> September 2024  Add to BOM Minutes planner
The Child Safeguarding Statement is displayed in a <b>prominent place near the main entrance to the school</b> ?	Principal DLP	4 <sup>th</sup> September 2024
Reaffirmation that The <b>Board formally adopted</b> , without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Principal DLP	4 <sup>th</sup> September 2024  Add to BOM Minutes planner
The Board will <b>review and updated where necessary the written assessment of risk</b> as part of this overall review	Principal DLP	Ongoing
DLP Training Schedule Developed and updated as necessary	Principal DLP	By 30 <sup>th</sup> September 2024
Deputy DLP Training Schedule Developed and updated as necessary	Deputy Principal / Dep. DLP	By 30 <sup>th</sup> September 2024
BOM Training Schedule Developed and updated as necessary	Principal DLP	Training Section at every full BOM meeting
Staff Training Schedule Developed and updated as necessary	Principal DLP	Training Section at every full staff meeting
Bus Escort Training Schedule Developed and updated as necessary	Principal DLP	By 30 <sup>th</sup> September 2024
Board arrangements in place to communicate the school's <b>Child Safeguarding Statement to new school personnel</b>	Principal/Secretary	At first PTA Meeting September 2024  ongoing
<b>Board satisfied that all school personnel have been made aware of their responsibilities</b> under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	Principal/Secretary at (Training)	At first Meeting September 2024  ongoing
The Board will ensure that <b>the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement</b> ?	Principal	Emailed 4 <sup>th</sup> September 2024
Board will ensure <b>that the patron has been provided with the school's Child Safeguarding Statement</b> ?	Principal	Emailed 4 <sup>th</sup> September 2024

The Board will ensure that <b>the Stay Safe programme is implemented in full in the school?</b> (applies to primary schools)	Principal	Ongoing monitoring of monthly Reports – As per school calendar  Evidence of teaching of same to be evident in Classroom Timetable, Short and Long term plans and Monthly Reports
The Board will ensure that the <b>SPHE curriculum is implemented in full in the school?</b>	Principal	Ongoing monitoring of monthly Reports
The Board is to ensure <b>that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *</b>	Principal	Ongoing Updating of Staff Files
The Board is to ensure that the Department's requirements in relation to the provision of a child protection related <b>statutory declaration</b> and <b>associated form of undertaking</b> have been met in respect of persons appointed to teaching and non-teaching positions?*	Principal	Ongoing Updating of Staff Files
The Board will ensure that from a child protection perspective, <b>thorough recruitment and selection procedures are applied by the school in relation to all school personnel</b> (employees and volunteers)?*	Principal	Ongoing Updating of Staff Files
The Board will <b>consider and address any complaints or suggestions</b> for improvements regarding the school's Child Safeguarding Statement?	Principal	Ongoing
Feedback of parents, to be sought, in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Principal	Google Form Sept/Oct 2024
Feedback of pupils, to be sought in relation to the school's child safeguarding arrangements	Principal	Questionnaire to pupils Sept/Oct 2024
Copies of updated Child Safeguarding Statement to be made available to parents at the secretary's office	Secretary	4 <sup>th</sup> September 2024
School Secretary to provide all staff with an updated hardcopy of the Child Safeguarding Statement and Risk Assessment as well as a hard copy of the 'Child Protection Procedures for Primary and Post Primary Schools 2013'. Hard copies to be stored at the teachers Table in every classroom in the school as well as at the school entrance	Secretary	4 <sup>th</sup> September 2024
Copy of Child Safeguarding Statement and Notification of Review to be posted onto the schools' website	Principal (DLP)/ Principal	4 <sup>th</sup> September 2024

New personnel will have access to the school's Child Safeguarding Statement and Risk Assessment Statement by being provided with a copy when they start in the school (All staff). It will also be available at the Teacher's Desk in every class. Spare copies will always be available at the secretary's office, in every classroom (teacher's desk), the school's website, shared Dropbox, every staff meeting and through staff CPD training	Principal (DLP)/ Secretary	Ongoing
Oversight investigation/implementation of 10 Checks and Corresponding Sub Checks as per 'A Guide to Child Protection and Safeguarding Inspections (DES, January 2024) Review of Child Protection Inspections in Schools (Appendix E) and DE Checklist (Appendix C) – to assist Board of Management's satisfaction that the Child Protection Procedures are fully and adequately implemented by the school.	Principal (DLP)	Ongoing
The Board of Management Communications Checklist document (Dept. of education) will be utilised by the Principal to assist full implementation of the communication elements of the review	Principal (DLP)	Ongoing
CPSMA Newsletter	Principal (DLP)	Ongoing
The Board of Management will notify the Teaching Council if a teacher is dismissed from 11 May 2023 onwards (or resigns following upon the making of a complaint or the invoking of a disciplinary process). This is following the commencement of the Teaching Council (Information to be Furnished by Employer in Case of Dismissal or Resignation of Registered Teacher) Regulations 2023, on 11 May 2023. These regulations are available here.	Principal (DLP)	Ongoing
The School provided a copy of Circular 0036/2023 to members of the Board of Management and to all school staff (Dropbox). A copy should also be provided to the parents association. (Emailed to Chairperson PTA)	Principal (DLP)/ Secretary	By 4 <sup>th</sup> September 2024
General queries in relation to the revised procedures can be e-mailed to the Department at: <b>childprotection@education.gov.ie.</b>	Principal (DLP)	Ongoing
School personnel are informed when a review of the school's Child Safeguarding Statement has taken place	Principal (DLP)	4 <sup>th</sup> September 2024
The parents' association receive written notification that the review of the school's Child Safeguarding Statement has taken place	Principal (DLP)	4 <sup>th</sup> September 2024


**Review:** to 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.

**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.

Signed: 

Chairperson of Board of Management

**Date:** 4<sup>th</sup> September 2024

Signed: 

Principal/Secretary to the Board of Management

**Date:** 4<sup>th</sup> September 2024

## SCNS Child Safeguarding Implementation (Action Plan) Planner 2024

	<b>Sept / Oct 2024</b>	<b>Nov / Dec 2024</b>	<b>Jan / Feb 2024</b>	<b>Mar / Apr 2024</b>	<b>May / June</b>
<b>Board of Management</b>	Formally adopt No. 1, 3 Ensures No 5, 10, 35, 36, 38, 39,40, 41	Ensures No 5, 10, 35, 36, 38, 39,40, 41	Ensures No 5, 10, 35, 36, 38, 39,40, 41	Ensures No 5, 10, 35, 36, 38, 39,40, 41	Ensures No 5, 10, 35, 36, 38, 39,40, 41
<b>BOM CPOR</b>	Ensure No: 14 - 25	Ensure No: 14 - 25	Ensure No: 14 - 25	Ensure No: 14 - 25	Ensure No: 14 - 25
<b>Principal / DLP</b>	Ensures No. 2, 4, 6, 7, 11, 12, 13, 26, 27, 28, 32, 33, 34, 36, 40, 41	Ensures No. 2, 4, 6, 7, 11, 12, 13, 26, 27, 28, 32, 33, 34, 36, 40, 41	Ensures No. 2, 4, 6, 7, 11, 12, 13, 26, 27, 28, 32, 33, 34, 36, 40, 41	Ensures No. 2, 4, 6, 7, 11, 12, 13, 26, 27, 28, 32, 33, 34, 36, 40, 41	Ensures No. 2, 4, 6, 7, 11, 12, 13, 26, 27, 28, 32, 33, 34, 36, 40, 41
<b>Deputy DLP</b>	Ensures No. 8, 11, 12, 13, 29, 31,	Ensures No. 8, 11, 12, 13, 29, 31,	Ensures No. 8, 11, 12, 13, 29, 31,	Ensures No. 8, 11, 12, 13, 29, 31,	Ensures No. 8, 11, 12, 13, 29, 31,
<b>DLP/Dep DLP Training Schedule 7, 8</b>	Designated Liaison Person(s) Tusla (15Hours)  DLP Seminar (2 Hours) & handbook	Podcast on Child Protection Level 1 Requirements (8 Mins) CP PDST E-Learning Pres #1 - Overview and Context (30Mins)	Child Safeguarding Statement Podcast CPSMA (15 Mins) CP E-Learning Pres #2 PDST- Role of the DLP and DDLP (42 Mins)	Child Safeguarding Statement Podcast (30 Mins) IPPN Resource Bundle	3. CP #3 PDST- Record Keeping and Oversight on Vimeo (42 Mins)
<b>Board of Management Training Schedule 9</b>	CPSMA CP Webinar 1 Intro BOM 2021 (12 min)	CPSMA CP Webinar 2 CPOR 2021 (16 min)	CPSMA CP Webinar 3 CSS RA (15 Min)	CPSMA CP Webinar 4 Allegations Sch Employees (18 Min)	CPSMA CP Webinar 2021 – (48 Min)
<b>Croke Park</b>	Children First E Learning Programme 1 (1.5 Hours) - All staff inc. Ancillary Children First E Learning Programme 1 (1.5 Hours) - Mandated Persons	SPHE / Stay Safe Session DP Teachers (Deputy DLP)	Children First Act Slides Teachers (Deputy DLP)		

<b>Staff Training</b>	Highlight key elements of Child Safeguarding Statement Teachers aware of their role as a mandated person SPHE and Stay Safe (monthly Report)	Appendix G – Dealing with a Disclosure	Threshold of Harm Types of Abuse	CPSMA School Personnel Child Protection Quiz	Child Safeguarding Risk Assessment Review
<b>Ancillary Staff Training</b>	CPSMA CP Webinar 1 Intro BOM 2021 (12 min)				
<b>Secretary</b>	CPSMA CP Webinar 1 Intro BOM 2021 (12 min) Email to New Staff 12, 13 Email Feedback Parent 12, 13 Dropbox / Website / Printouts Office AUP Policy <b>New CPD Record Google Forms</b>	<ol style="list-style-type: none"> <li>1. Name</li> <li>2. Position</li> <li>3. Type of Course CP, SHW, COB/AB, SET, Curriculum, Other (name)</li> <li>4. Length of course (hours)</li> <li>5. Location (online/face to face)</li> <li>6. Name of Course</li> <li>7. Attach Doc if available</li> </ol>			



## OVERVIEW OF INSPECTION ACTIVITIES

BEFORE THE INSPECTION VISIT	Inspectorate Activity	Provide between twenty-four and forty-eight hours' notice of the inspection via phone call Forward a letter to the school telling parents about the inspection, seeking consent for their child to participate in a focus group during the inspection, and inviting the parents to complete the online parent survey Outline the documents required for the inspection and the meetings held during the inspection Forward the Vetting Self-Report form to the school
	School Activity	Complete and sign the Vetting Self-Report form Distribute the letter inviting parents to complete the online questionnaire to all parents ( <b>Initial Child Protection and Safeguarding Inspection</b> ) Ensure that all necessary documents are available for the inspection Make the necessary practical arrangements for the meetings
DURING THE INSPECTION VISIT	Inspectorate Activity	Request class lists and list of school personnel from the principal Review: <ul style="list-style-type: none"> <li>Child protection records</li> <li>Minutes of board meetings</li> <li>Child safeguarding statement, including risk assessment</li> <li>School plan for SPHE and <i>Stay Safe</i> (Primary schools) and the school plan for SPHE and RSE (Post-primary Schools)</li> <li>School timetable (post-primary schools) and a sample of individual teachers' timetables (primary schools)</li> <li>A sample of monthly progress records (primary schools)</li> </ul>
		Hold meetings with: <ul style="list-style-type: none"> <li>A sample of school personnel</li> <li>The Designated Liaison Person</li> <li>The Deputy Designated Liaison Person</li> <li>The chairperson of the board of management and, if available, other board representatives</li> <li>A group of learners</li> <li>SPHE/RSE co-ordinator (where there is an SPHE/RSE co-ordinator in the school) and/or principal</li> <li>Representatives of the parents association (in the <b>Final Child Protection and Safeguarding Inspection</b>)</li> </ul>
		Provide oral feedback to the principal and DLP (in cases where the DLP is not the principal)
	School Activity	Principal makes available any records, documents and arranges meetings that are required
AFTER THE INSPECTION VISIT	Inspectorate Activity	Forward parental survey data to the school Issue of draft report for factual verification and for school response Publication of the final report on the gov.ie website
	School Activity	Response at factual verification and school response stage, if relevant

Check 1	Sub-checks	Checked
The school has <b>communicated</b> the required aspects of the Child Protection Procedures to relevant stakeholders	The name of the DLP is prominently displayed near the main door of the school / in the reception area	
	The child safeguarding statement is displayed in a prominent position near the main entrance	
	The risk assessment is on display with the Child Safeguarding statement	
	A copy of the child safeguarding statement was provided to all school personnel	
	The school has arrangements in place to make a copy of the child safeguarding statement available to parents on request	
	A copy of the child safeguarding statement was provided to the patron	
	A copy of the child safeguarding statement was provided to the parents' association	
	The child safeguarding statement is published on the school's website	
	School personnel are informed when a review of the school's Child Safeguarding Statement has taken place	
	The parents' association receive written notification that the review of the school's Child Safeguarding Statement has taken place (where no parents' association exists, this notification is provided to the parents)	
	A copy of the written notification that the review of the school's Child Safeguarding Statement has taken place is placed on the school's website	

Check 2	Sub-checks	Checked
A <b>Designated Liaison Person</b> and a <b>deputy Designated Liaison Person</b> have been <b>appointed</b> in line with the requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools</i>	The DLP and Deputy DLP are named in the school's Child Safeguarding Statement	
	The DLP and Deputy DLP are current senior members of the full-time teaching staff	
	If the DLP is not the principal the school authority has put arrangements in place to ensure that the DLP will keep the principal appropriately informed of child protection matters	

Check 3	Sub-checks	Checked
The board of management reports that it is aware of and discharges its responsibilities to <b>provide information</b> to all school personnel relevant to child protection and to ensure that available <b>training</b> is undertaken by all and/or some members of staff as required	The board of management has arrangements in place to ensure that the DLP has the necessary familiarity with the Child Protection Procedures for Primary and Post Primary Schools to enable him/her to fulfil his/her responsibilities	
	The board of management has put arrangements in place to enable the deputy DLP to effectively assume his or her responsibilities in the absence of the DLP and to ensure that the deputy DLP can access relevant records when required	
	The board of management have arrangements in place to ensure that all school personnel have the necessary familiarity with the Child Protection Procedures for Primary and Post Primary Schools to enable them to fulfil their responsibilities	
	All registered teachers who were interviewed as part of the interview with school personnel during the inspection were aware of the responsibilities of a mandated person	
	All members of school personnel who were interviewed as part of the interview with school personnel during the inspection were aware of the actions to take if they receive an allegation or have a suspicion that a child may have been abused or neglected, is being abused or neglected, or is at risk of abuse or neglect	
	The board of management has arrangements in place to ensure that all members of the board of management have the necessary familiarity with the Child Protection Procedures for Primary and Post Primary Schools 2023 to enable them to fulfil their responsibilities	

Check 4	Sub-checks	Checked
The board of management <sup>1</sup> reports that it is aware of its <b>responsibilities</b> in relation to <b>vetting</b> of all school personnel and report that they discharge these responsibilities	The chairperson of the board of management and the principal orally report that the board is aware of its responsibilities in relation to vetting of all school personnel and that they discharge these responsibilities.	
	The chairperson of the board of management and the principal sign the declaration that the board is aware of its responsibilities in relation to vetting of all school personnel and that they discharge these responsibilities.	
	The chairperson of the board of management and the principal confirm that all employees of the board of management are vetted.	

<sup>1</sup> In schools under the ETB the CEO of the ETB should replace the chairperson of the board of management in all sub-checks.

Check 5	Sub-checks	Checked
<b>A Child Safeguarding Statement and Risk Assessment</b> have been prepared in line with the template and requirements of the Child Protection Procedures for Primary and Post-Primary Schools 2023	The child safeguarding statement is in the format of the template published by the Department	
	The child safeguarding statement is reviewed annually	
	A record of the review and its outcome has been retained by the board	
	If areas of improvement are identified in the review of the child safeguarding statement the school has put an action plan in place to deal with the issues	
	A risk assessment, having regard to the particular school's context, has been completed based on the template provided with the Child Protection Procedures for Primary and Post-Primary Schools 2023	
	The school has specified, in its written risk assessment, the policies and procedures in place to minimise the risk of harm by responding to potential risks	

Check 6	Sub-checks	Checked
<b>The minutes of board meetings</b> that were checked contained a record of a <b>child protection oversight report</b> being provided in line with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools 2023	The minutes of each board of management meeting that were checked contain a child protection oversight report	
	The child protection oversight report is fully completed on the template provided by the Department or contains all of information required under each of the headings on the template	
	Where there are cases under section 9.5 of the procedures (involving school personnel) the board was provided with all of the documents specified in section 9.5.2 of the procedures in respect of each such case	
	Where there were cases under section 9.6 of the procedures (not involving school personnel) the board was provided with all of the documents specified in sections 9.6.2 of the procedures in respect of each such case.	
	Where there were cases under section 9.7 of the procedures (arising from alleged bullying behaviour) the board was provided with all of the documents specified in section 9.7.2 of the procedures in respect of each such case	
	The minutes of the board meeting use unique identifiers to refer to the individuals, including children, involved and do not record the names of the individuals involved	

Check 7	Sub-checks	Checked
Correct record keeping procedures were found in the child protection cases examined	A hardcopy file is available for all child protection concerns which contains original, unreacted records of the concern and all correspondence relevant to the concern.	
	All parties <sup>2</sup> referenced in all files are assigned a unique identifier number	
	All files relevant to child protection are maintained in a secure location	
	The DDLP is aware of the location of the child protection files and can access them if required	

Check 8	Sub-checks	Checked
The procedures to report allegations of abuse were fully implemented in the records examined	A written record from the DLP of how the concern-came to his/her attention is retained on the relevant file for all concerns in respect of learners in the school	
	A copy of the report submitted to TUSLA is available for all concerns that were reported to TUSLA	
	A record of further action taken by the DLP and of any further communication with TUSLA, <i>An Garda Síochána</i> or other parties in relation to that report is available for all concerns that were reported to TUSLA	
	A record of the information communicated by the DLP to the parent/carer of the child about whom the report is being made to TUSLA or a record of the decision made by the DLP not to inform the parent/carer and the reasons for not doing so is available for all concerns that were reported to TUSLA	
	A record of any consultation with TUSLA, which includes the date, the name of the TUSLA official and the advice given is available for all concerns where the advice of TUSLA was sought and evidence that a report was submitted to Tusla where Tusla advised to do so	
	A record that the registered teacher <sup>3</sup> was informed that advice was being sought is available for all concerns where the advice of TUSLA was sought	
	A record that the registered teacher was provided with the advice received is available for all concerns where the advice of TUSLA was sought	
	A record of a clear statement in writing provided to the relevant staff member as to the reasons why his or her concern is not being reported and that the staff member was advised that he/she may still report that concern to TUSLA is available for all concerns that were not reported to TUSLA	

<sup>2</sup> In this context “parties” means any party whose identity, if disclosed, might lead to the identification of a child or a person against whom an allegation has been made.

<sup>3</sup> In relation to this check and the following sub-check: this requirement applies only where the concern was brought to the DLP’s attention by a registered teacher.

Check 9	Sub-checks	Checked
<p>The procedures to <b>report allegations or suspicions of abuse against school personnel</b><sup>4</sup> were fully implemented in records examined</p>	A written record from the DLP of how the concern-came to his/her attention is available in all cases of allegations made against a member of school personnel	
	A record that the school employer was informed is available in all cases of allegations made against a member of school personnel	
	A record that the DLP sought advice from or made a report to TUSLA is available in all cases of allegations made against a member of school personnel	
	A record that the DLP reported to Tusla where Tusla advised to do so	
	A record of the DLP's notification under section 5.6 of the procedures to the parent informing him/her of whether or not the concern has been reported to TUSLA, and if not the reasons for not referring it is available if the allegation is made against school personnel by a parent	
	A record that the chair of the board of management /Chief Executive Officer of the ETB has assumed the role of the DLP for reporting the matter is available if the allegation is made against the DLP	
	A record that the school employer sought advice from or made a report to TUSLA is available if the allegation is made against the DLP	
	A record that TUSLA has been informed that the school's protocol authorising immediate action has been operated and/or that the employee has been formally placed on administrative leave is available	
	A record that the DLP sought advice from or made a report to TUSLA is available if the allegation is made against a member of the board	
	A record that the DLP reported the allegation against a member of the school board to Tusla where Tusla advised the DLP to do so	
	A record that the board informed the patron is available if the allegation is made against a member of the board	

<sup>4</sup> These personnel include, for example, teachers, special needs assistants, caretakers, secretaries, cleaners, voluntary workers in the school, paid or voluntary tutors, parent association members helping with aspects of the work of the school.

Check 10	Sub-checks	Checked
<p>The quality of planning for and implementation of the <b>SPHE curriculum</b> and the <b><i>Stay Safe</i></b> programme in primary schools and of the <b>SPHE curriculum</b> and the <b>Relationship and Sexuality Education (RSE)</b> programme in post-primary schools, as evident during the inspection.</p>	There is a Social Personal and Health Education Programme for all children in the school (Primary)	
	The Stay Safe Programme is implemented within the school (Primary)	
	There is a Social Personal and Health Education Programme for all children in Junior Cycle (Post-primary check)	
	There is a Relationships and Sexuality Education Programme for all children in the school (Post-primary check)	
	Whole-school planning documents indicate that the school has planned appropriately for the implementation of the SPHE curriculum and the Stay Safe programme (Primary) SPHE subject planning documents, RSE programme planning documents and school timetable information indicate that the school has planned appropriately for the implementation of the SPHE curriculum and the RSE programme (post-primary check)	
	The individual teacher planning documents reviewed indicate that the teachers are implementing the SPHE curriculum and <i>Stay Safe</i> programme appropriately (Primary)	
	The interactions with pupils indicate that pupils have a satisfactory or better understanding of a number of the key topics of SPHE and Stay Safe (Primary) and of SPHE and RSE (Post-primary)	



## Child Protection Inspections in Schools

As members are aware the Inspectorate are tasked with monitoring compliance with key aspects of the Child Protection Procedures for Primary and Post Primary Schools 2023 during all school inspections, as part of the Department of Education and Skills Child Protection oversight measures.

There are three levels of inspection, depending on the type of inspection being carried out, Level One (3 checks), Level Two (8 checks including the 3 checks from Level One) and Level Three (Child Protection and Safeguarding Inspection).

<u>Level</u>	<u>Primary Inspection Models</u>	<u>Checks undertaken</u>
One	<ul style="list-style-type: none"> <li>• Incidental inspection</li> <li>• Curriculum evaluation</li> <li>• Evaluation of inclusive practices and provision for children with special and additional educational needs</li> <li>• Supporting the safe provision of schooling</li> <li>• Follow-through inspection</li> <li>• Evaluation of remote teaching and learning</li> </ul>	<ol style="list-style-type: none"> <li>1. The name of the DLP and the Child Safeguarding Statement are prominently displayed near the main entrance to the school.</li> <li>2. The Child Safeguarding Statement has been ratified by the board and includes an annual review and a risk assessment.</li> <li>3. All teachers visited reported that they have read the Child Safeguarding Statement and that they are aware of their responsibilities as mandated persons.</li> </ol>
Two	<ul style="list-style-type: none"> <li>• Whole-school evaluation</li> <li>• Whole-school evaluation - management, leadership and learning</li> <li>• Evaluation of action planning for improvement in DEIS Schools</li> <li>• Evaluation of schools attached to Special Care Units and Children Detention Centres</li> </ul>	<ol style="list-style-type: none"> <li>1. The name of the DLP and the Child Safeguarding Statement are prominently displayed near the main entrance to the school.</li> <li>2. The Child Safeguarding Statement has been ratified by the board and includes an annual review and a risk assessment.</li> <li>3. All teachers visited reported that they have read the Child Safeguarding Statement and that they are aware of their responsibilities as mandated persons.</li> <li>4. The Child Safeguarding Statement meets the requirements of the Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023).</li> <li>5. The records of the last <b>three</b> board of management meetings record a child protection oversight report that meet the requirements of the Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023).</li> <li>6. The Board of Management has ensured that arrangements are in place to provide information to all school personnel on the Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023).</li> <li>7. School planning documentation indicates that the school is making full provision for the relevant aspects of the curriculum</li> </ol>



		<p>(SPHE, Stay Safe, RSE).</p> <p>8. Child protection records are maintained in a secure location.</p> <p>Appendix 4: A Guide to Inspection in Primary and Special Schools</p>
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Three	Child Protection and Safeguarding Inspection (CPSI)	<p>The Child Protection and Safeguarding Inspection Model (CPSI) inspections consist of ten overarching checks, each with a number of sub checks, based on the 2023 Procedures.</p> <p>The ten overarching checks are as follows:</p> <ol style="list-style-type: none"> <li>1. The school has communicated the required aspects of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) to relevant stakeholders.</li> <li>2. A Designated Liaison Person (DLP) and a deputy DLP have been appointed in line with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).</li> <li>3. The board of management reports that it is aware of and discharges its responsibilities to provide information to all school personnel relevant to child protection and to ensure that available training is undertaken by all or some members of staff as required.</li> <li>4. The board of management reports that it is aware of its responsibilities in relation to vetting of all school personnel and report that they discharge these responsibilities.</li> <li>5. A child safeguarding statement and risk assessment have been prepared in line with the template and requirements of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).</li> <li>6. The minutes of the board meetings that were checked contained a record of a child protection oversight report being provided in line with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).</li> <li>5</li> <li>7. Correct record keeping procedures were found in the child protection cases examined.</li> <li>8. The procedures to report child protection concerns were implemented in the records examined.</li> <li>9. The procedures to report allegations or suspicions of abuse against school personnel<sup>7</sup> were implemented in the records examined.</li> <li>10. The quality of planning for and implementation of the SPHE curriculum and the Stay Safe programme in primary schools and of the SPHE curriculum and the Relationship and Sexuality Education (RSE) programme in post-primary schools, as evident during the inspection.</li> </ol> <p>A Guide to Child Protection and Safeguarding Inspections (Jan, 2024)</p>
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## Appendix F

Document	II	CE	WSE- MLL	WSE	SEN	DEIS	SCU & CDC	SPS	SSPS	ERTAL
School register (or electronic version)			✓	✓	✓	✓	✓			
Enrolment and admissions policy			✓	✓	✓	✓	✓			
School attendance policy			✓	✓		✓	✓			
Anti-bullying policy (including evidence of the principal's report to the board of management on incidents of bullying and evidence of annual review of policy)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Code of behaviour			✓	✓	✓	✓	✓			
Child safeguarding statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Individual teacher timetables (class/ learning setting and number of pupils) including Learning Support/Resource teacher timetable and caseload	✓	✓	✓	✓	✓	✓	✓	✓		✓
Policy relating to Special Needs Assistants (SNA)			✓	✓	✓					
Special education needs policy		✓	✓	✓	✓	✓	✓			
Curriculum plans for subject(s)		✓	✓	✓	✓	✓	✓	✓		✓
Individual teachers' planning and preparation	✓	✓	✓	✓	✓	✓	✓	✓		✓
Teachers' monthly progress records (cuntais mhiosúla)	✓	✓	✓	✓	✓	✓	✓	✓		✓
Assessment policy		✓	✓	✓	✓	✓	✓			✓
Pupil records including student support plans (SSP)	✓	✓	✓	✓	✓	✓	✓			✓
Results of standardised tests administered and diagnostic tests in the case of pupils in receipt of additional support	✓	✓	✓	✓	✓	✓	✓			
The school plan			✓	✓		✓				
School self-evaluation reports and school improvement plans OR DEIS Action plan for school improvement (as relevant)		✓	✓	✓	✓	✓	✓			
Minutes of three most recent staff meetings			✓	✓			✓			
Minutes of the board of management	✓	✓	✓ <sup>10</sup>	✓	✓	✓	✓	✓	✓	✓
School planning documents relating to a school's provision for SPHE, including RSE			✓	✓		✓	✓	✓		
Staff deployment policy (if available)			✓	✓	✓	✓				
Acceptable use policy							✓	✓		✓

<sup>10</sup> In the case of WSE-MLL and WSE, the minutes of the five most recent minutes of the board of management meetings will be reviewed.