

# Solas Chríost National School

## Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

**Solas Chríost 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](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of [insert school name] 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 Mr **Edward Kelly** (School Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Ms Aoife Doran** (School Deputy Principal)
- 4 The Relevant Person is **Mr Edward Kelly** (School Principal)  
*(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.)*
- 5 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.

- 6 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) 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.

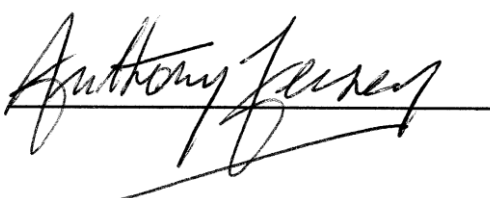
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - 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.

- 7 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.
- 8 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 **4<sup>th</sup> September 2024**

This Child Safeguarding Statement was reviewed by the Board of Management on **4<sup>th</sup> September 2024** [most recent review date].

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

## Solas Chríost National School

### Child Safeguarding Risk Assessment

#### Written Assessment of Risk of Solas Chríost National School

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

The following school policies set out the procedures that the school has in place to address the risks identified in this statement:

- All school personnel (including new personnel) are provided with a copy of the school's **Child Safeguarding Statement** and **Risk Assessment**
- All school personnel are required to read the school's Child Safeguarding Statement and Risk Assessment as soon as practicable after it is provided to them
- The ***Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*** are made available to all school personnel and have been formally adopted by the schools' Board of Management
- The school's Board of Management **encourages Board members and staff members to avail of relevant training. A record of all staff and board member training is kept by the Board.**
- 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 its 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 (DES, 2011).
- The school undertakes **anti-racism awareness initiatives**
- The school complies with the agreed **disciplinary procedures for teaching staff.**
- 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 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 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 procedures for one-to-one counselling

*The Child Safeguarding Risk Assessment is an integral part of the Child Safeguarding Statement. As such, it must be communicated and displayed with the Child Safeguarding Statement.*

Child Safeguarding Statement	Stay Safe Programme	SPHE School Plan	Anti-Bullying Policy
Code of Behaviour	Safety, Health and Welfare Policy	Vetting Procedures	Intimate Care Policy
Code of Professional Conduct (teachers)	Agreed Disciplinary procedures for Staff	Special Educational Needs Policy	RSE Policy
Administration of Medication policy	First Aid Policy	ICT policy	Induction of Staff
Mobile Phone Policy (38/2018)	Critical Incident Management Plan	One-to-one teaching policy	Induction of Teachers on Placement Policy
Attendance Policy & Strategy	Enrolment Policy	Data Protection policy	Teacher Placement College Guidelines
Inclusion policy	Interculturalism Policy	Induction of Staff Policy	Fire Safety Policy and Procedures
AUP – (Acceptable Use Policy) informs and guides remote or distance learning activity*	Playground and Supervision policy (Inc. one-to-one teaching)	School tour/Outings Policy	HSCL Policy and Procedures
Work Experience Policy			

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.

It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

These schools policies and their practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to

- (1) identify as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities,
- (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and
- (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to Children First: National Guidance for the Protection and Welfare of Children published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

<b>List of School Activities</b> <i>(insert list of school activities in this section)</i>	<b>The School has identified the following Risk of Harm in respect of its activities</b> <i>(insert risks of harm identified in this section)</i>	<b>The School has the following procedures in place to address the risks of harm identified in this assessment</b> <i>(insert the procedures in place to address risks of harm in this section)</i>
Everyday school activities Classroom Activities Yard Activities Extra-Curricular Activities	Harm to pupils Harm to staff Harm to parents Harm to visitors	<ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Communication of all relevant school policies and procedures to staff, parents, relevant personnel and visitors through email, website, signage etc.</li> <li>• Code of Behaviour</li> <li>• The school has a codes of conduct for school personnel (teaching and non-teaching staff) (including DE Guidelines and circulars)</li> <li>• Staff Contracts</li> <li>• Codes of Conduct for Staff</li> </ul>
Critical Incident	Harm to pupils Harm to staff Harm to parents Harm to visitors	<ul style="list-style-type: none"> <li>• The school has in place a Critical Incident Management Plan</li> </ul>
Supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.	Harm to pupils	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly  Lack of familiarity/understanding with school policies and procedures	<ul style="list-style-type: none"> <li>• The Child Protection Procedures for Primary and Post-Primary Schools (DES, 2023) provide to all staff and available on school website</li> <li>• DLP &amp; DDLP to attend PDST face to face training</li> <li>• All Staff to view Tusla training module &amp; any other online training offered by PDST</li> <li>• BOM Records all records of staff and board training</li> </ul>
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same  Children may be exposed to inappropriate material through class discussions	<ul style="list-style-type: none"> <li>• SPHE School Plan</li> <li>• RSE Policy</li> <li>• Stay-Safe (taught in full annually)</li> <li>• Stay Safe and RSE highlighted in school calendar.</li> <li>• Principal's examination monthly reports to ensure implementation of same</li> </ul>

<b>List of School Activities</b> <i>(insert list of school activities in this section)</i>	<b>The School has identified the following Risk of Harm in respect of its activities</b> <i>(insert risks of harm identified in this section)</i>	<b>The School has the following procedures in place to address the risks of harm identified in this assessment</b> <i>(insert the procedures in place to address risks of harm in this section)</i>
Daily arrival and dismissal of pupils	Harm to pupils  Harm by school personnel Harm from visitors  Car park safety	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Speech and Language Class Transport Policy</li> <li>• Safety, Health and Welfare Policy</li> </ul>
Volunteers/Parents	Harm to pupils  Harm to school personnel	<ul style="list-style-type: none"> <li>• BOM Agreement</li> <li>• Supervision Policy</li> <li>• Vetting Procedures</li> </ul>
Breakfast club  School Meals	Harm to pupils  Harm by personnel  Harm from physical structures/environment	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy</li> <li>• Vetting for external personnel</li> <li>• Parental Permission</li> </ul>
One-to-one teaching One-to one learning support One-to-one counselling	Harm to pupils  Harm by school personnel	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• The school has in place a policy and clear procedures for one-to-one teaching activities</li> <li>• The school has in place a policy and procedures for one-to-one counselling</li> </ul>
Fire	Harm to pupils  Harm by personnel  Harm from physical structures/environment	<ul style="list-style-type: none"> <li>• Fire Safety Policy and Procedures</li> <li>• Fire Safety Legal Compliance – Equipment procedures etc.</li> <li>• Fire Safety Equipment and Training</li> <li>• Fire Warden Appointed</li> </ul>
Classroom Teaching	Harm to pupils  Harm by school personnel	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> </ul>

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		<ul style="list-style-type: none"> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy</li> <li>• Vetting</li> <li>• Teacher Records</li> </ul>
Outdoor Teaching Activities	Harm to pupils  Harm by school personnel  Inappropriate behaviour  Physical Harm  Harm from physical structures/environment  Naturally occurring incidences	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Pupil Teacher Ratio</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy</li> <li>• Vetting for external personnel</li> <li>• Teacher Records</li> <li>• Parental Permission</li> <li>• Roll Call</li> <li>• Gates procedures</li> </ul>
Use of Information and Communication Technology by pupils in school , including social media	Bullying (including cyber bullying)  Harm to pupils	<ul style="list-style-type: none"> <li>• ICT Policy (including rules)</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> </ul>
Recreation breaks for pupils	Injury to pupils  Bullying  Inappropriate behaviour  Harm not recognised or properly reported  Physical Harm	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Pupil Teacher Ratio</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy</li> <li>• Teacher Records</li> <li>• Parental Permission</li> <li>• Safety, Health and Welfare Policy</li> <li>• Yard records</li> </ul>

<b>List of School Activities</b> <i>(insert list of school activities in this section)</i>	<b>The School has identified the following Risk of Harm in respect of its activities</b> <i>(insert risks of harm identified in this section)</i>	<b>The School has the following procedures in place to address the risks of harm identified in this assessment</b> <i>(insert the procedures in place to address risks of harm in this section)</i>
Cooking	Harm to pupils  Harm to personnel  Physical Harm  Harm from physical structures/environment	<ul style="list-style-type: none"> <li>Supervision Policy</li> <li>Code of Behaviour</li> <li>Safety, Health and Welfare Policy</li> </ul>
Use of Toilet (Classroom, Yard, Public Toilets, Sports Day)	Harm to pupil  Harm by school personnel  Inappropriate behaviour  Harm by other user	<ul style="list-style-type: none"> <li>Supervision policy</li> </ul>
Child runs out of school grounds	Harm to pupil  Inappropriate behaviour  Physical Harm	<ul style="list-style-type: none"> <li>Supervision Policy</li> <li>School Gates Routine Procedures</li> </ul>
Managing of challenging behaviour amongst pupils, including appropriate use of restraint where required	Harm to pupils and personnel  Harm by school personnel  Inappropriate behaviour  Physical Harm  Harm from physical structures/environment	<ul style="list-style-type: none"> <li>Safety, Health and Welfare Policy</li> <li>Code Of Behaviour</li> <li>Restraint Policy (including training)</li> </ul>
Runs out of bounds on school tour	Harm to pupil  Inappropriate behaviour	<ul style="list-style-type: none"> <li>Supervision Policy</li> <li>Risk analysis of children with behavioural needs/special needs/medical needs</li> </ul>



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	Physical Harm	
Swimming Pool  Changing for activities	Harm to pupils  Inappropriate behaviour  Harm from visitors  Physical Harm  Harm from physical structures/environment  Risk of child being harmed in the school by another child	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Pupil Teacher Ratio</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy – First Aid Kits are brought on every trip</li> <li>• Vetting for external personnel</li> <li>• Teacher Records</li> <li>• Parental Permission</li> <li>• SPHE School Plan (Water Safety)</li> </ul>
Science Week (Exhibition) Maths Week (Exhibition) Seachtain na Gaeilge (Exhibition)	Harm to pupils  Inappropriate behaviour  Harm from physical structures/environment	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Pupil Teacher Ratio</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy</li> <li>• Vetting for external personnel</li> <li>• Teacher Records</li> <li>• Parental Permission</li> </ul>
Annual Sports Day	Harm to pupils  Harm by personnel  Harm from visitors Physical Harm	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Pupil Teacher Ratio</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy – First Aid Kits are brought on every trip</li> </ul>

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	Harm from physical structures/environment  Pupils who are flight risks	<ul style="list-style-type: none"> <li>• Vetting for external personnel</li> <li>• Teacher Records</li> <li>• Parental Permission</li> <li>• Strangers on school grounds</li> </ul>
After School Activities  School Choir	Harm to pupils  Harm by personnel  Inappropriate behaviour  Physical Harm  Harm from physical structures/environment	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Pupil/Teacher Ratio</li> <li>• Pupil/Coordinator Ratio</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy</li> <li>• Vetting for external personnel</li> <li>• Attendance Records</li> <li>• Parental Permission</li> </ul>
Use of off-site facilities for school activities  Changing for Sports Activities  Sporting Activities  School outings  School Tours  Educational Trips/Matches	Exposure to inappropriate behaviour in public places  Harm to pupils  Children who are flight risks  Inappropriate behaviour  Naturally occurring incidences  Stranger danger  Risk of harm due to inadequate supervision of children while attending out of school activities	<ul style="list-style-type: none"> <li>• Supervision Policy – Inc. school outings</li> <li>• Pupil Teacher Ration</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy – First Aid Kits are brought on every trip</li> <li>• Vetting for external personnel</li> <li>• Teacher Records</li> <li>• Parental Permission</li> <li>• Teachers staff to investigate areas in advance of trips etc.</li> </ul>
Fundraising events involving pupils	Harm to pupils	<ul style="list-style-type: none"> <li>• Children encouraged to fundraise from family members and if collecting to collect in groups with adult supervision</li> </ul>

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	Unknown adults when knocking on doors  ‘Stranger Danger’	<ul style="list-style-type: none"> <li>• SPHE School Plan (Road Safety awareness)</li> <li>• Stay Safe Programmer</li> </ul>
Use of external personnel to supplement curriculum, sports and other extra-curricular activities e.g. Sports Coaches	Harm to pupils  Harm by personnel  Inappropriate behaviour  Physical Harm  Harm from physical structures/environment	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Pupil Teacher Ratio</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy</li> <li>• Vetting for external personnel</li> <li>• Teacher Records</li> <li>• Parental Permission</li> <li>• The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum</li> <li>• The school has in place a policy and procedures for the use of external sports coaches</li> </ul>
Visitors/contractors present in school during school hours Visitors/contractors present during after school activities	Harm to pupils  Harm by personnel  Inappropriate behaviour  Harm from physical structures/environment	<ul style="list-style-type: none"> <li>• Policy on Visiting Contractors</li> <li>• Supervision Policy</li> </ul>
Adults/visitors beyond the school reception area	Harm to pupils  Harm to personnel	<ul style="list-style-type: none"> <li>• No access signs to parents visitors</li> <li>• Security doors with restricted access codes and fobs</li> <li>• Supervision Policy</li> </ul>
Adults/visitors going in to school yards	Harm to pupils  Harm to personnel	<ul style="list-style-type: none"> <li>• Caretaker gate procedures for locking/bolting gates</li> <li>• Staff need to be vigilant</li> </ul>

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School transport arrangements including use of bus escorts	Harm to pupils  Harm by personnel  Physical Harm	<ul style="list-style-type: none"> <li>• Speech and Language Policy</li> <li>• Speech and Language Class transport Policy</li> </ul>
Administration of First Aid	Harm to pupils  Harm by personnel  Inappropriate behaviour	<ul style="list-style-type: none"> <li>• First Aid Policy</li> </ul>
Administration of Medicine	Harm to pupils  Harm to personnel  Physical Harm	Administration of Medicine Policy  Managing Chronic Health Conditions Policy - Anaphylaxis /Asthma/Diabetes/Epilepsy/Cystic Fibrosis
Prevention and dealing with bullying amongst pupils  Implementation of Code of Behaviour  Racism  Poor attendance	Harm to pupils  Inappropriate behaviour  Physical Harm  Pupils who are flight risks  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 another child	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Pupil Teacher Ratio</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• Stay Safe programme</li> <li>• Internet Safety Week</li> <li>• Anti-bullying week</li> <li>• SPHE School Plan</li> <li>• Use of Mobile Phone Policy</li> <li>• The school implements in full the Stay Safe Programme</li> <li>• The school implements in full the SPHE curriculum</li> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></li> <li>• The school undertakes anti-racism awareness initiatives</li> </ul>

<b>List of School Activities</b> <i>(insert list of school activities in this section)</i>	<b>The School has identified the following Risk of Harm in respect of its activities</b> <i>(insert risks of harm identified in this section)</i>	<b>The School has the following procedures in place to address the risks of harm identified in this assessment</b> <i>(insert the procedures in place to address risks of harm in this section)</i>
		<ul style="list-style-type: none"> <li>• The school has in place a Home School Liaison policy and related procedures</li> </ul>
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS (Child Protection Notification System)</li> <li>• Care of children with special educational needs, including intimate care where needed</li> <li>• Children with medical needs</li> </ul>	Harm to pupils  Bullying  Isolation  Self Esteem	<ul style="list-style-type: none"> <li>• Code of Behaviour policy</li> <li>• Anti-Bullying Policy</li> <li>• Inclusion policy</li> <li>• Interculturalism Policy</li> <li>• Intimate Care Needs Policy</li> <li>• LGBT &amp; Catholic Ethos – (Guidance)</li> <li>• Speech and Language Class Policy</li> <li>• Special Educational Needs Policy</li> </ul>
Recruitment of School Personnel including - <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>	Harm to pupils	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• Staff to view Tusla training module &amp; any other online training offered by PDST</li> <li>• Vetting Procedures</li> <li>• Policy of Parents / Volunteers</li> <li>• Recruitment Procedures</li> <li>• Induction of Staff Policy</li> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting</li> </ul>
Use of video/photography/other media to record school events	Harm to pupils	<ul style="list-style-type: none"> <li>• Acceptable Use Policy (Parents need to sign every year)</li> <li>• Data Protection Policy</li> </ul>
Use of school premises by other organisation during school day	Harm to pupils  Harm by school personnel	<ul style="list-style-type: none"> <li>• BOM Approval</li> <li>• Organisation's Child Protection Policy &amp; Statement</li> <li>• Copy of insurance</li> <li>• Supervision Policy</li> </ul>

<b>List of School Activities</b> <i>(insert list of school activities in this section)</i>	<b>The School has identified the following Risk of Harm in respect of its activities</b> <i>(insert risks of harm identified in this section)</i>	<b>The School has the following procedures in place to address the risks of harm identified in this assessment</b> <i>(insert the procedures in place to address risks of harm in this section)</i>
		<ul style="list-style-type: none"> <li>• Pupil Teacher Ratio</li> <li>• Vetting</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy</li> <li>• Vetting for external personnel</li> <li>• Teacher Records</li> <li>• Parental Permission</li> </ul>
After school use of school premises by other organisations	Harm to children (if participating)	<ul style="list-style-type: none"> <li>• BOM Approval</li> <li>• Organisation's Child Protection Policy &amp; Statement</li> <li>• Copy of insurance</li> <li>• Vetting procedures</li> </ul>
Students participating in work experience in the school	N/A	<ul style="list-style-type: none"> <li>• BOM does not allow work experience other than formal teaching practice in the school</li> </ul>
Student teachers undertaking training placement in school  SNA Work placement	Harm to pupils  Harm by personnel  Lack of awareness of school policies	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Induction of Teachers on Placement Policy</li> <li>• Rules for Teaching Practice students from college (if acceptable to school's BOM)</li> <li>• Meeting with school principal</li> <li>• Supervision by class teacher</li> <li>• The school has in place a policy and procedures in respect of student teacher placements</li> </ul>
Online teaching and learning remotely	Risk of child being harmed in the school by another child  Risk of harm not being recognised by school personnel  Risk of harm not being reported properly and promptly by school personnel	<ul style="list-style-type: none"> <li>• Acceptable Use Policy</li> <li>• Remote Learning Policy</li> <li>• Supervision Policy</li> <li>• Communication of Policy to Parents</li> </ul>

<b>List of School Activities</b> <i>(insert list of school activities in this section)</i>	<b>The School has identified the following Risk of Harm in respect of its activities</b> <i>(insert risks of harm identified in this section)</i>	<b>The School has the following procedures in place to address the risks of harm identified in this assessment</b> <i>(insert the procedures in place to address risks of harm in this section)</i>
	<p>Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for periods of time in breakout rooms</p> <p>Risk of harm due to inappropriate relationship/communications between child and another child or adult</p>	
Online Safety	<p>Risk of harm not being recognised by school personnel</p> <p>Risk of harm not being reported properly and promptly by school personnel</p> <p>Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for periods of time in breakout rooms</p> <p>Risk of harm due to inappropriate relationship/communications between child and another child or adult</p> <p>Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</p> <p>Risk of harm due to inappropriate relationship/communications</p>	<ul style="list-style-type: none"> <li>• Communication of Policy to Parents</li> <li>• Acceptable Use Policy</li> </ul>

<b>List of School Activities</b> <i>(insert list of school activities in this section)</i>	<b>The School has identified the following Risk of Harm in respect of its activities</b> <i>(insert risks of harm identified in this section)</i>	<b>The School has the following procedures in place to address the risks of harm identified in this assessment</b> <i>(insert the procedures in place to address risks of harm in this section)</i>
	between child and another child or adult  Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner	
Participation by pupils in religious ceremonies/religious instruction external to the school	Harm to pupils and personnel  Harm by school personnel  Inappropriate behaviour  Physical Harm Harm from physical structures/environment Road Safety	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Pupil Teacher Ratio</li> <li>• Risk analysis of children with behavioural needs/special needs/medical needs</li> <li>• Code of Behaviour</li> <li>• Anti-Bullying Policy</li> <li>• First Aid Policy</li> <li>• Vetting for external personnel</li> <li>• Teacher Records</li> <li>• Parental Permission</li> <li>• Teachers staff to investigate areas in advance of trips etc.</li> </ul>
Care Needs	Harm to children  Risk of harm to child while a child is receiving intimate care	<ul style="list-style-type: none"> <li>• Implementation of care needs</li> <li>• Pupil Personal Plan (Plan)</li> <li>• School Support File (SSF)</li> <li>• Consultation with parents</li> <li>• Professional Reports</li> <li>• The school has an intimate care policy/plan in respect of students who require such care</li> <li>• Special Educational Needs Policy</li> </ul>
Use of smart phones, tablets and video recording devices	Harm to pupils Harm to school personnel Harm to visitors	<ul style="list-style-type: none"> <li>• The school has in place a policy governing the use of smart phones and tables devices in the school by pupils as per circular 38/2018</li> <li>• Acceptable Use Policy</li> </ul>



<b>List of School Activities</b> <i>(insert list of school activities in this section)</i>	<b>The School has identified the following Risk of Harm in respect of its activities</b> <i>(insert risks of harm identified in this section)</i>	<b>The School has the following procedures in place to address the risks of harm identified in this assessment</b> <i>(insert the procedures in place to address risks of harm in this section)</i>
Covid-19 or Similar	Harm to pupils Harm to school personnel Harm to visitors	<ul style="list-style-type: none"> <li>• SCNS Covid-19 Response Plan</li> </ul>
Hot Meals	Harm to pupils Harm to school personnel Harm to visitors	<ul style="list-style-type: none"> <li>• Health Eating policy</li> <li>• Health and Safety Policy</li> </ul>
Breakfast Club/After Schools	Harm to pupils Harm to personnel	<ul style="list-style-type: none"> <li>• Manual of Separate Policy in place – provided to the school from Coach Approach</li> </ul>

Further list of Risks of Harm Identified (From DE Template)	Further list of Procedures to address risks of harm (From DE Template)
<ul style="list-style-type: none"> <li>• Risk of harm not being recognised by school personnel</li> <li>• Risk of harm not being reported properly and promptly by school personnel</li> <li>• Risk of child being harmed in the school by a member of school personnel</li> <li>• Risk of child being harmed in the school by another child</li> <li>• Risk of child being harmed in the school by volunteer or visitor to the school</li> <li>• 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</li> <li>• Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms</li> <li>• Risk of harm due to bullying of child</li> <li>• Risk of harm due to racism</li> <li>• Risk of harm due to inadequate supervision of children in school</li> <li>• Risk of harm due to inadequate supervision of children while attending out of school activities</li> <li>• Risk of harm due to inappropriate relationship/communications between child and another child or adult</li> <li>• Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</li> <li>• Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities</li> <li>• Risk of harm to child while a child is receiving intimate care</li> <li>• Risk of harm due to inadequate code of behaviour</li> <li>• Risk of harm in one-to-one teaching, counselling, coaching situation</li> <li>• Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>• All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></li> <li>• The <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> are made available to all school personnel</li> <li>• School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i> and its Addendum (2019)</li> <li>• The school implements in full the Stay Safe Programme</li> <li>• The school implements in full the SPHE curriculum</li> <li>• The school implements in full the Wellbeing Programme at Junior Cycle</li> <li>• The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></li> <li>• The school undertakes anti-racism awareness initiatives</li> <li>• 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.</li> <li>• The school has in place a policy and clear procedures in respect of school outings</li> <li>• The school has a health and safety policy</li> <li>• The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting</li> <li>• The school has a codes of conduct for school personnel (teaching and non-teaching staff)</li> <li>• The school complies with the agreed disciplinary procedures for teaching staff</li> <li>• The school has a Special Educational Needs policy</li> <li>• The school has an intimate care policy/plan in respect of students who require such care</li> </ul>

Further list of Risks of Harm Identified (From DE Template)	Further list of Procedures to address risks of harm (From DE Template)
<ul style="list-style-type: none"> <li>• Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>	<ul style="list-style-type: none"> <li>• The school has in place a policy and procedures for the administration of medication to pupils</li> <li>• The school – <ul style="list-style-type: none"> <li>○ Has provided each member of school staff with a copy of the school’s Child Safeguarding Statement</li> <li>○ Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement</li> <li>○ Encourages staff to avail of relevant training</li> <li>○ Encourages board of management members to avail of relevant training</li> <li>○ Maintains records of all staff and board member training</li> </ul> </li> <li>• The school has in place a policy and procedures for the administration of First Aid</li> <li>• The school has in place a code of behaviour for pupils</li> <li>• 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</li> <li>• The school has in place a policy governing the use of smart phones and tables devices in the school by pupils as per circular 38/2018</li> <li>• The school has in place a Critical Incident Management Plan</li> <li>• The school has in place a Home School Liaison policy and related procedures</li> <li>• The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum</li> <li>• The school has in place a policy and procedures for the use of external sports coaches</li> <li>• The school has in place a policy and clear procedures for one-to-one teaching activities</li> <li>• The school has in place a policy and procedures for one-to-one counselling</li> <li>• The school has in place a policy and procedures in respect of student teacher placements</li> <li>• The school has in place a policy and procedures in respect of students undertaking work experience in the school</li> </ul>



# **Child Protection Contacts**

## **Designated Liaison Person (DLP)**

Mr Edward Kelly (Principal)  
Phone: 01 4517134

## **Deputy Designated Liaison Person (Deputy DLP)**

Mrs Aoife Doran (Deputy Principal)  
Phone: 01 4517134

## **‘The Children and Family Social Services of the HSE’**

Duty Social Work Department, Chamber House,  
Chamber Square, Tallaght, Dublin 24

Phone: 01 4686289  
Fax: 01 4686359

## **Tallaght Garda Station:**

Phone: 01 6666000

## 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, <b>have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?</b>	Yes
19. Have the <b>minutes of each Board meeting appropriately recorded the CPOR?</b>	Yes
20. Is the <b>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?</b>	Yes
21. Is the <b>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?*</b>	Yes
22. Where applicable, <b>were unique identifiers used to record child protection matters in the Board minutes?</b>	Yes
23. Is the Board <b>satisfied that all records relating to child protection are appropriately filed and stored securely?</b>	Yes
24. Has the Board <b>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>?</b>	No
25. In relation to any <b>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?</b>	Yes
26. Has the Board ensured that <b>the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?</b>	Yes
27. Has the Board ensured that <b>the patron has been provided with the school's Child Safeguarding Statement?</b>	Yes
28. Has the Board ensured that the school's <b>Child Safeguarding Statement is available to parents on request?</b>	Yes
29. Has the Board ensured that <b>the Stay Safe programme is implemented in full in the school?</b> (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 <b>SPHE curriculum is implemented in full in the school?</b>	Yes
32. Is the Board satisfied <b>that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *</b>	Yes
33. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related <b>statutory declaration and associated form of undertaking</b> 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, <b>thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*</b>	Yes
35. Has the Board <b>considered and addressed any complaints or suggestions</b> 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 <b>action plan containing appropriate timelines</b> 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 <b>Board ensured that any areas for improvement</b> 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
	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
AFTER THE INSPECTION VISIT	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
<b>Correct record keeping procedures</b> 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
<b>The procedures to report allegations of abuse</b> 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>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 mhíosúla)	✓	✓	✓	✓	✓	✓	✓	✓		✓
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.





# *Solas Chríost National School*

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Principal: Edward Kelly

Roll No: 19541P

## **Notification regarding the Board of Management's review of the school's Child Safeguarding Statement**

Dear Patron / Parents / Chairperson Parents Association Solas Chríost National School,

The Board of Management of Solas Chríost National School 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 **4<sup>th</sup> September 2024**
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the [gov.ie](http://gov.ie) website

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

## Solas Chríost National School

### Child Protection Guidelines Information for School Employees

[Child Protection Procedures for Primary and Post Primary Schools \(Revised 2023\)](#)

#### Dealing with disclosures from children

- 3.3.1** An abused child is likely to be under severe emotional stress and a member of school personnel may be the only adult whom the child is prepared to trust. Great care shall be taken not to damage that trust.
- 3.3.2** When information is offered in confidence, the member of school personnel will need tact and sensitivity in responding to the disclosure. The member of school personnel will need to reassure the child, and endeavour to retain his or her trust, while explaining the need for action which will necessarily involve other adults being informed. It is important to tell the child that everything possible will be done to protect and support him or her, but not to make promises that cannot be kept e.g. promising not to tell anyone else.
- 3.3.3** It is important to deal with any allegation of abuse or neglect in a sensitive and competent way through listening to and facilitating the child to tell about the problem, rather than interviewing the child about details of what happened.

Disclosures of abuse must be dealt with sensitively and professionally. The following approach is suggested as best practice for dealing with these disclosures:

- React calmly
- Listen carefully and attentively
- Take the child seriously
- Reassure the child that they have taken the right action in talking to you
- Do not promise to keep anything secret
- Ask questions for clarification only. Do not ask leading questions
- Check back with the child that what you have heard is correct and understood
- Do not express any opinions about the alleged abuser
- Ensure that the child understands the procedures that will follow
- Make a written record of the conversation as soon as possible, in as much detail as possible
- Treat the information confidentially, subject to the requirements of the **Children First National Guidance 2023** and relevant legislation. Only share in information with your DLP

The duty of the recipient of such information is to follow the reporting requirements outlined in [chapter 5](#) of these procedures. It must always be remembered that school have a supportive, **not an investigative role**.

#### Responsibilities of all School Personnel

**3.1.1** School personnel are especially well placed to observe changes in children's behaviour, their lack of development or outward signs of abuse. In any situation where a member of school personnel (including a registered teacher), receives an allegation or has a suspicion that a child may have been abused or neglected, is being abused or neglected, or is at risk of abuse or neglect, he or she shall, without delay, report the matter to the designated liaison person (DLP) in accordance with the procedures outlined in [chapter 5](#) of these procedures.

#### Criteria for mandated reporting: threshold of harm

**4.3.1** Under the [Children First Act, 2015](#) registered teachers as mandated persons are required to report to Tusla any knowledge, belief or reasonable grounds to suspect that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances. The four types of abuse are described in [chapter 2](#) of these procedures. The threshold of harm for each

category of abuse at which registered teachers as mandated persons have a statutory obligation to report concerns is set out in chapter 3 of Children First National Guidance 2023, and is outlined below.

#### **Four Type of Abuse**

Neglect, emotional abuse, physical abuse and sexual abuse

**Teachers Registered with the Teaching Council are Mandated Persons**

## Overview of the Role of Mandated Person.

**The content of this document is based on Children First: National Guidance and the Children First Act 2015.**

### Who are mandated persons?

The Children First Act 2015 places a legal obligation on certain people, many of whom are professionals, to report child protection concerns at or above a defined threshold to Tusla - Child and Family Agency. These mandated persons must also assist Tusla in their assessment of child protection concerns about children who have been the subject of a mandated report, if requested to do so.

Mandated persons are people who have contact with children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect children from harm. Mandated persons include professionals working with children in the education, health, justice, youth and childcare sectors. Certain professionals who may not work directly with children, such as those in adult counselling or psychiatry, are also mandated persons. The list also includes registered foster carers and members of the clergy or pastoral care workers of a church or other religious community.

### What are the legal obligations of a mandated person?

Mandated persons have two main legal obligations under the Children First Act 2015. These are:

1. To report, suspected or disclosed harm to a child, above a defined threshold, to Tusla
2. To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances.

### Making a mandated report to Tusla.

For detailed guidance on reporting, please see the *Tusla Children First: A Guide for the Reporting of Child Protection and Welfare Concerns*. If your concern does not reach the threshold for mandated reporting, but you feel it is a **reasonable concern** about the welfare or protection of a child, you should report it to Tusla under the *Children First: National Guidance*.

Mandated reporters can access Tusla's emergency out-of-hours social work service on 0818 776 315 between 6pm and 6am every night and between 9am and 5pm on Saturdays, Sundays and Bank Holidays.

### **Informing the employer or Designated Liaison Person**

As part of their child protection reporting procedures or internal human resources (HR) policy, employers may require mandated persons to inform them if a mandated report has been made and to provide a copy of the report. You should be familiar with your employer's procedures and follow them.

**As a mandated person, you should be aware that the legal obligations under the Children First Act 2015 to report mandated concerns rest with you and not with the designated liaison person.**

### **Mandated assisting**

The Children First Act 2015 provides that all mandated persons can be asked by Tusla to provide any necessary and proportionate assistance to aid Tusla in assessing the risk to a child arising from a mandated report. You must comply with this request, regardless of who made the report. Tusla accepts the time limitations and pressures on other professionals and will use mandated assisting only when necessary and only to the extent needed by each specific case. Mandated assistance may include a request to supply further information over the phone, produce a verbal or written report or attend a meeting.

### **Protection from civil liability**

If you are required to share information with Tusla when assisting in the assessment of risk to a child, you are protected from civil liability by the *Children First Act 2015*.

**Summary of record keeping requirements (Appendix 4, DE, 2023)**

This appendix contains a summary of the main record-keeping requirements set out in these procedures as follows:

- Section 3.4 sets out requirements on individual members of school personnel to record child protection concerns that they may have, including disclosures from children and any actions taken in respect of same.
- Section 5.1.1 requires that the DLP shall make a written record of any concern brought to his or her attention by a member of school personnel and shall place this record in a secure location.
- Section 5.3.3 requires that in all cases where the DLP has sought the advice of Tusla the DLP shall retain a record of the consultation which will note the date, the name of the Tusla official and the advice given.
- Section 3.4.4 requires that the DLP shall retain a copy of every report submitted by him or her to Tusla and shall keep a record of any further actions taken by the DLP and of any further communications with Tusla, An Garda Síochána or other parties in relation to that report.
- Section 3.4.5 requires that all records created shall be regarded as highly confidential and placed in a secure location.
- Section 3.4.6 requires that to allow for the effective recording and tracking of relevant records and actions, child protection case files and any parties referenced in such files shall be assigned a unique code or serial number by the DLP. 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.
- Section 9.4 requires that a Child Protection Oversight Report must be provided to the board of management, as part of the principal’s report to the board, at every board of management meeting. The information that shall be provided in this report is set out at sections 9.5 to 9.8 of these procedures.
- Sections 9.5, 9.6 and 9.7 provide that the minutes of board of management meetings shall record child protection matters by reference to the unique code or serial number assigned to the case/parties concerned.
- Section 5.3.6 requires that where the DLP informs a parent/carer that a report concerning his or her child is being made, a record shall be made of the information communicated by the DLP to the parent/carer. It also requires that a decision by the DLP not to inform a parent/carer shall be recorded together with the reasons for not doing so.
- Section 5.3.8 requires that if the DLP decides that the concern of the member of school personnel, including that of a registered teacher, should not be reported to Tusla the DLP shall give the member of school personnel a clear statement, in writing, as to the reasons why action is not being taken. A copy of this statement shall be retained by the DLP. Where that member of school personnel decides to make a report to Tusla, he or she must provide the DLP with a copy of that report.
- Section 5.6 requires that where the DLP issues a notification to a parent in accordance with that section, a copy of that notification shall be retained by the DLP.
- Section 3.5.4 requires the board of management to ensure that arrangements are in place to ensure that the deputy DLP can access relevant records when required.
- Section 8.13.6 requires that records of the annual review of the school’s Child Safeguarding Statement and its outcome shall be retained and made available, if requested, to the patron and/or the Department.
- The above is not intended to be an exhaustive list of the record keeping requirements in these procedures and school personnel should ensure that records are maintained in line with the requirements set out in these procedures.

- **OPTIONAL TEMPLATE A:**

- **Child Protection – Record of how the allegation and/or concern came to be known to the DLP and record of DLP’s phone call seeking advice of Tusla (Sections 5.1.1 and 5.3.3)**
- **Part A – Record of how the concern came to be known to the DLP**

Date:		Name of child:	
DLP’s record of how the concern came to be known to the DLP:			
Signed by DLP:		Date:	
Signed by member of school personnel (where applicable)		Date:	

- **OPTIONAL TEMPLATE A:**

- **Part B – Record of DLP’s phone call seeking the advice of Tusla (where relevant)**

Date:		Time:	
Name of Social Worker, title and contact details:			
Details of information provided to the Tusla Social Worker in respect of the concern (including whether or not any identifying details were provided):			
Advice provided by Tusla in relation to whether or not to report the concern or whether or not to report the concern as a mandated report:			
Any other information or advice provided by Tusla:			
Signed by DLP:		Date:	
Signed by member of school personnel (where applicable)		Date:	



## OPTIONAL TEMPLATE B

### **Child Protection – Template statement from DLP to a member of school personnel as to the reasons why a report has not been made to Tusla (Section 5.3.8 of the Procedures)**

Dear \_\_\_\_\_ (*member of school personnel's full name*)

In relation to the concern which you brought to my attention on \_\_\_\_\_ (*dd/mm/year*), please be advised that I have decided not to report the matter to Tusla for the following reason:

<i>Tick appropriate box</i>	
<input type="checkbox"/>	I have sought advice from Tusla and have been advised by Tusla that the matter does not require reporting to Tusla
<b>OR</b>	
<input type="checkbox"/>	Other reasons

Where the DLP has ticked 'Other reasons', those reasons must be set out below:

**If you (member of school personnel) remain concerned about the situation, you are free to consult with Tusla and/or report to Tusla. If you decide to report the concern to Tusla you must provide a copy of that report to me as DLP.**

Signed by DLP		Date	
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**I acknowledge receiving this statement from the DLP:**

Signed by member of school personnel		Date	
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**Note – A copy of this statement must be retained by the DLP on the relevant child protection file.**

### OPTIONAL TEMPLATE C

**Record of DLP informing or not informing a parent/carer that a report concerning his or her child is being made (Section 5.3.6 of the Procedures)**

**Part A: Applicable where the DLP has informed the parent/carer that a child protection concern report concerning his or her child is being made to Tusla**

Name of child:		Name of parent/carer:	
Date and time parent/carer was informed:		Means of informing parent/carer (phone call, meeting etc.)	
<p>On the date and by the means referred to above, I have informed the above named parent/carer that a child protection report concerning his/her child is being made to Tusla and I gave the following reasons for the decision to report:</p>			
Signed by DLP:		Date:	

**Part B: Applicable where the DLP has, in accordance with the Children First National Guidance 2023, decided not to inform the parent/carer that a child protection concern report concerning his or her child is being made to Tusla**

Name of Child:			
<p>As DLP and in accordance with the Children First National Guidance 2023, I have decided not to inform the parent/carer that a child protection concern report concerning his/her child is being made to Tusla for the following reason(s):  <i>[please tick relevant box(es) below]</i></p>			
	(a) I consider that the child will be placed at further risk <b>or</b>		
	(b) I consider that the family's knowledge of the report could impair Tusla's ability to carry out a risk assessment <b>or</b>		
	(c) I am of the reasonable opinion that by doing so it may place the reporter at risk or harm from the family, <b>or</b>		
	(d) I have sought advice from Tusla as to whether the parent/carer should be informed and on foot on that advice I have decided not to inform the parent/carer.		
Signed by DLP:		Date:	

## OPTIONAL TEMPLATE D

### **Template written notification from DLP to a parent where a child protection concern about a member of school personnel has been raised by a parent (Section 5.6.2 of the Procedures)**

*Name of Parent*

*Address of Parent*

*Date of letter*

Dear \_\_\_\_\_ (*name of Parent*)

I am writing to you in relation to an allegation of abuse that you made against a member of school personnel on \_\_\_\_\_ (*dd/mm/year*). I am the Designated Liaison Person (DLP) for child protection matters in the \_\_\_\_\_ (*insert school name*).

Section 5.6 of the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) requires that where a parent of a pupil in the school makes an allegation of abuse (as described in chapter 2 of the procedures) against a member of school personnel, the DLP must issue a written notification to the parent setting out certain matters.

In that regard, any allegation of abuse against a school employee reported to Tusla falls to be dealt with under the relevant procedures set out in chapter 7 “Allegations of Suspicions of Child Abuse regarding School Employees” of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and, as applicable, under relevant employee disciplinary procedures and therefore shall not be dealt with under the school’s parental complaints procedures.

In accordance with the requirement of section 5.6, I am writing to inform you that –

(*insert relevant text from options 1,2 or 3 below*)

1. As DLP, I have reported the matter to Tusla **OR**
2. As DLP, I have sought the advice of Tusla on the matter and on foot of that advice I have not reported the matter to Tusla **OR**
3. As DLP, I have determined that the matter did not constitute reasonable grounds for concern as set out under the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and therefore I did not report the matter to Tusla. My reasons for that determination are as follows (*insert reasons below*):

Finally, I must advise you that it is open to you to contact Tusla directly in relation to this matter, should you wish to do so.

Yours sincerely

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Name of DLP

# Solas Chríost National School

## Principal's Child Protection Oversight Report to Board of Management

Checklist for preparing the Principal's Child Protection Oversight Report (CPOR) to the Board of Management in accordance with sections 9.4 to 9.8 of the Child Protection Procedures for Primary and Post Primary Schools (revised 2023)

This template checklist, published by the Department, is intended to assist principals of recognised schools in preparing for the Principal's Child Protection Oversight Report (CPOR). The Department has also published a FAQ document to accompany the template checklist as an aid to principals in preparing a CPOR available here. This template checklist and the associated FAQ document must be read in conjunction with the Child Protection Procedures for Primary and Post Primary Schools (revised 2023) and in particular sections 9.4 to 9.8 inclusive of chapter 9 of the procedures.

- *This template CPOR checklist relates to the period since the last board of management meeting.*
- *Since that meeting state the number of cases/reports under (a) to (e) (as applicable) under each of the 4 headings set out underneath.*
- *Where there were no such reports/cases state this fact by inputting "Nil".*
- *The reference to procedures in this template is the Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*

**Date of board of management meeting:**

**Date of last board of management meeting:**

### Allegations of abuse against members of school personnel

Information that shall be provided as set out in <a href="#">section 9.5</a> of the procedures		Number
(a)	State the number of reports made to Tusla since the last board meeting in respect of an allegation of abuse against a member of school personnel.	
(b)	State the number of cases, since the last board meeting, where the DLP sought advice from Tusla in relation to an allegation of abuse against a member of school personnel and the matter was not reported by the DLP based on the advice of Tusla.	
(c)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a member of school personnel and the DLP has not sought any advice from Tusla in relation to the matter and has not reported the matter to Tusla, and	
(d)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a member of school personnel and the DLP did not report the matter to Tusla in circumstances where Tusla advised the DLP that it should be reported	
(e)	Where there were no such cases at (a), (b), (c), or (d) above, state this fact by recording "NIL" →	

Where the answer is 1 or more in sections (a) to (d) above the board of management must be provided with **all** of the documents specified in section [9.5.2](#) of the procedures in respect of each such case at the board meeting.

Where any case at sections 9.5 (c) and (d) arise the DLP must **immediately** inform the chairperson of the board of management in accordance with section [9.5.6](#) of the procedures.

**Note – the requirements of [sections 9.5.3 to 9.5.5](#) must be followed where providing documents to the board under this heading**

## Other child protection concerns in respect of pupils in the school (i.e cases that do not involve any allegation of abuse against a member of school personnel)

Specify the number of cases that have arisen since the last board meeting under each of the following headings-

Information that shall be provided as set out in <a href="#">section 9.6</a> of the procedures		Number
(a)	Any case where a member of school personnel has submitted a report to Tusla in respect of a child in the school in circumstances where the DLP has decided that the matter did not warrant reporting	
(b)	Any case where the DLP has sought the advice of Tusla in respect of a concern about a child in the school and Tusla has advised that the matter should not be reported	
(c)	Any case where the DLP has sought the advice of Tusla in respect of a concern about a child in the school and Tusla advised that the matter should be reported but the DLP has not reported the matter in question.	
(d)	Where there were no such cases at (a), (b), or (c) above, state this fact by recording "NIL" →	
<p>Where the answer is 1 or more in sections (a) to (c) above the board of management must be provided with <b>all</b> of the documents specified in sections <a href="#">9.6.2</a> of the procedures in respect of each such case at the board meeting.</p> <p><b>Note – the requirements of sections <a href="#">9.6.3</a> to <a href="#">9.6.6</a> must be followed where providing documents to the board under this heading.</b></p>		

## Child protection concerns arising from alleged bullying behaviour amongst pupils

Specify the number of cases that have arisen since the last board meeting under each of the following headings-

Information that shall be provided as set out in <a href="#">section 9.7</a> of the procedures		Number
(a)	State the number of cases where the DLP has reported a concern about a child arising from alleged bullying behaviour amongst pupils	
(b)	State the number of cases where the DLP has sought Tusla advice as to whether to report a concern about a child arising from alleged bullying behaviour amongst pupils	
(c)	Where there were no such cases at (a) or (b) above, state this fact by recording "NIL" →	

Where the answer is 1 or more in sections (a) to (b) above the board of management must be provided with **all** of the documents specified in section [9.7.2](#) of the procedures in respect of each such case at the board meeting.

**Note – the requirements of sections [9.7.3](#) must be followed where providing documents to the board under this heading**

### Summary data in respect of reporting

Specify the number of cases that have arisen since the last board meeting under each of the following headings-

Information that shall be provided as set out in <a href="#">section 9.8</a> of the procedures		Number
(a)	State the total number of reports made to Tusla by the DLP	
	State the number of those reports which were submitted as mandated reports	
	State whether or not any of those reports (mandated or otherwise) concerned a member of school personnel	
(b)	State the total number of cases where the DLP sought advice from Tusla and as a result of this advice, no report was made by the DLP	
	State whether or not any of those cases at (b) concerned a member of school personnel	
(c)	State the total number of cases where a member of school personnel provided the DLP with a copy of a report submitted by that person to Tusla in relation to a matter that the DLP had considered did not require reporting or did not require reporting as a mandated report	
	State whether or not any such cases at (c) concerned a member of school personnel	
(d)	Where there were no such cases at (a) (b) or (c) above state this fact by recording "NIL" →	

**Important Note regarding above summary data:** It should be noted that the summary data under this heading relates to the overall number of cases/reports arising since the last board meeting and is therefore not a summary of the number of cases/reports recorded under the first 3 headings in the Principal's Child Protection Oversight Report (CPOR).

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

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

School Principal

**Optional Template F for recording documents provided to the Board of Management as part of the Child Protection Oversight Report (CPOR)**

Documents in respect of case: \_\_\_\_\_ **[insert unique identifier for case here]**

Date of **board of management meeting**: \_\_\_\_\_

In each box under, specify each document provided to the board of management in accordance with sections 9.5.2, 9.6.2 and 9.7.2 inclusive of the procedures, as appropriate, by indicating the nature and date of each record/note/report.

**1. Copies of records and notes pertaining to how the allegation and/or concern came to be known to the DLP.** (You may wish to use [Optional Template A – Part A](#))

**2. Copies of any records and notes pertaining to the seeking of Tusla advice in relation to the allegation and/ or concern and to the advice given.** (You may wish to use [Optional Template A – Part B](#))

**3. Copies of any reports submitted to Tusla (by the DLP or any member of school personnel).**  
(Example: Copy of the Tusla Report Form submitted to Tusla on [dd/mm/year] by [name of person])

**4. Copies of any other records of communications with Tusla, An Garda Síochána or any other party in relation to the allegation and/or concern (including any acknowledgement of receipt of the report by Tusla).** (Example: Copy of the acknowledgement of receipt of a report by Tusla dated [dd/mm/year]).

**5. Copies of any statement provided to a member of school personnel under section 5.3.8 of the procedures.** (You may wish to use [Optional Template B](#))

**6. Copies of any notification issued under section 5.6 of the procedures.** You may wish to use [Optional Template D](#). (see Note A overleaf)<sup>a</sup>

**Note A:**

Regarding **6 above** this notification applies only to cases where a parent of a pupil in the school made an allegation of abuse against a member of school personnel.

- This template (Optional Template F), is intended to assist principals of recognised schools in recording the documents provided by the principal to the board as part of the Principal's Child Protection Oversight Report (CPOR).
- The Department has also published an [FAQ](#) document as an aid to principals in preparing a CPOR available [here](#).
- This template must be completed in accordance with the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and in particular sections 9.5 to 9.7 inclusive of chapter 9 of the procedures.
- The reference to procedures in this template is the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

**Important note:** This template shall not include the names of any employee, any children or any other parties referred to in the documentation but shall record the matter by reference to the unique code or serial number assigned by the DLP to the case/parties concerned. See '[Guidance Note on the use of unique codes or serial numbers](#)' for further information.

I certify that this template accurately records the documents provided to the board of management as part of the Principal's Child Protection Oversight Report (CPOR) at the board meeting on \_\_\_\_\_ [dd/mm/year].

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

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

School Principal

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

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

Chairperson Board of Management



## **Guidance Note 1: The Board of Management Communications Checklist – Child Safeguarding Statement (Sections 8.11 and 8.13.6 of the Procedures)**

### **Communicating aspects of the Child Protection Procedures with the school community:**

- The Child Safeguarding Statement, which includes the Risk Assessment, is displayed in a prominent position near the main entrance.
- The name of the DLP is prominently displayed next to the Child Safeguarding Statement.
- Arrangements are in place to make a copy of the Child Safeguarding Statement, which includes the Risk Assessment, available to parents or the public on request.
- A copy of the Child Safeguarding Statement, which includes the Risk Assessment, has been provided in hardcopy or by email to:
  - the patron, ○ all school personnel, and
  - the parents' association (or all parents if you do not have a Parents' Association).
- A copy of the Child Safeguarding Statement, which includes the Risk Assessment, has been published on the school's website.

### **Communications required after the Board of Management reviews the Child Safeguarding Statement:**

*(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. For most schools, this will mean that the annual review must be completed before 11 March each year with the initial review due by 11 March 2019)\*:*

- Following the review the Board of Management should indicate on the Child Safeguarding Statement the date on which it was reviewed.
- The Board of Management has issued the standard written notification\*\* that the review of the school's Child Safeguarding Statement has taken place, in hardcopy or by email to:
  - The patron,
  - all school personnel, and the parents' association (or all parents if you do not have a Parents' Association).
- The Board of Management has published a copy of the standard written notification\*\* that the review of the school's Child Safeguarding Statement took place on the school's website.

**\*Schools must use [Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement](#) when completing the review.**

**\*\*In addition, schools must use [Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement](#) when notifying the patron, school personnel and the Parents' Association that the review has taken place and publishing on the school's website that the review has taken place.**