

Coláiste Éamonn Rís Loch Garman



Christian Brothers Secondary School Wexford

Principal: Mr. M. McMahon M.A., H.D.E.
Deputy Principal: Mr. J. Hegarty B.A., H.D.E.
Deputy Principal: Mr. J. Nolan M.A., H.D.E.

Loch Garman

Phone: Office 053 9141391

In accordance with Section 11 of the Children First Act 2015 and with the requirements of Chapter 9 of the *Child Protection Procedures for Schools 2025*, the following is the written Child Safeguarding Statement and Risk Assessment.

In undertaking this Child Safeguarding Statement and 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.

This Child Safeguarding Statement and Risk Assessment was reviewed by the board of management on 6/11/25 (most recent review date).

Signed:*

Gery Frede
Chairperson of the board of management

Date:

6/11/25

Signed:*

Michael W. J. O'Connell
Principal/Secretary to the board of management

Date:

6/11/25

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on

6/11/26 (expected review date).

* Document to be printed and signed with original signatures

CSS 1

Child Safeguarding Statement and Risk Assessment

For: **Coláiste Éamonn Rís** (School Name)
 At: **Thomas Street, Wexford** (School Address)

This school is a: (tick appropriate)

☐ primary ☒ post-primary ☐ special school

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) and 2025, Child Protection Procedures for Schools 2025 and Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed.* (Tusla, 2024), the board of management has adopted the Child Safeguarding Statement and Risk Assessment set out in this document.

The board of management has adopted and will implement fully and without modification the department's *Child Protection Procedures for Schools 2025* as part of this overall Child Safeguarding Statement and Risk Assessment.

Name of the Designated Liaison Person (DLP):

Michael McMahon

Name of the Deputy Designated Liaison Person (Deputy DLP/DDLP):

John Hegarty

In the absence of the DLP, the Deputy DLP shall assume responsibilities of the DLP

Name of Relevant Person

Michael McMahon

(In schools this person is the DLP)

Relevant Person can be contacted on:

Phone: 086-2377995
Email: principal@wexfordcbs.ie

(insert phone & email)

Under the Children First Act 2015 Relevant Person means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the Child Safeguarding Statement. This person is nominated by the board of management to manage and provide oversight of child protection concerns/allegations of child abuse.

Name of Chairperson of the board of management, or in an ETB school the Chief Executive or their delegate:

Gerry Forde

In the event that both DLP and DDLP are absent and unavailable, and where there is no staff member formally acting in their role, the chairperson of the board of management, or in an ETB school the chief executive or their delegate, assumes the role of DLP.

The board of management recognises that child protection and safeguarding permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In all of these, 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 happening to children and protect members of school personnel from the necessity to take unnecessary risks that may leave themselves open to accusations of child abuse.
- ☑ Develop a practice of openness with parents and encourage parental involvement in the education of their children.
- ☑ Fully respect confidentiality requirements as set out in the *Child Protection Procedures for Schools 2025* in dealing with child protection matters.
- ☑ Adhere to the above principles in relation to any vulnerable adult.

Procedures and Measures in Place

Our Child Safeguarding Statement and Risk Assessment has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance 2017*, and *Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed.* (Tusla, 2024), and the *Child Protection Procedures for Schools 2025*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- **Procedure for the Management of Allegations of Abuse or Misconduct against School Personnel Relating to a Child Availing of Our Service**
 - Where any member of school personnel is the subject of any investigation in respect of any act, omission or circumstance in relation to a child attending the school, the school is required to adhere to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Schools 2025* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website

➤ **Procedure for the Safe Recruitment and Selection of School Personnel to Work With Children**

- ~ The school is required to adhere to the requirements of the Vetting Act. The selection or recruitment of staff and their suitability to work with children, requires the school to adhere 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 Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.
- ~ A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

➤ **Procedure for Provision of and Access to Child Safeguarding Training and Information, Including the Identification of the Occurrence of Harm**

- ~ The school provides information and training to members of school personnel in relation to the identification of the occurrence of harm (as defined in the 2015 Act) as follows:
 - ~ The school has provided each member of school personnel, including any new members of school personnel, (employees and volunteers, board of management members, student teachers and those on work experience) with a copy of the school's Child Safeguarding Statement and Risk Assessment.
 - ~ The school ensures that members of school personnel have availed of relevant training and completed child protection training.
 - ~ The school encourages board of management members to avail of any relevant training and complete child protection training.
 - ~ The board of management ensures that records of all staff and board member child protection training are maintained.

➤ **Procedure for the Reporting of Child Protection or Welfare Concerns to Tusla**

- ~ All members of school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Schools 2025*, in relation to reporting of child protection concerns to Tusla. Mandated reporting applies to all registered teachers and any other mandated person who may be employed by the school, for example a chaplain or nurse. A full list of those people who are mandated persons is set out in Appendix 1 procedures.

➤ **Procedure for Maintaining a List of the Persons (if any) in the Relevant Service Who Are Mandated Persons**

- ~ There is a procedure in place to maintain a list of mandated persons. Schools may on occasion employ additional staff who are mandated by virtue of their profession. This list will include all registered teachers and identify additional employees that are not registered teachers.

➤ **Procedure for Appointing a Relevant Person (In schools this person is the DLP)**

- ~ There is a procedure in place for appointing a relevant person.

The various procedures referred to in this Child Safeguarding Statement and Risk Assessment can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

In accordance with the Children First Act 2015, the Addendum to Children First 2019 and 2025, and the *Child Protection Procedures for Schools 2025*, the board of management 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.

Note: The procedures and measures in place outlined above, are not intended as exhaustive list. Individual boards of management shall also include in this section such other procedures and measures that are of relevance to the school.

This statement has been published on the school's website or will be made available on request by the school. It has been provided to all members of school personnel, the parents' association (if any), the patron and parents. A copy of this statement and risk assessment will be made available to Tusla and the department if requested.

This Child Safeguarding Statement and Risk Assessment will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
1	Daily arrival and dismissal of pupils	Risk of child being harmed crossing the road	The school has a supervision timetable to ensure appropriate supervision of children during arrival and dismissal. Addressed at school assemblies on road safety
2	Recreation breaks for pupils	Risk of child being harmed in the school by another child	The school has a supervision timetable to ensure appropriate supervision of children during recreation breaks
3	Classroom teaching	Risk of child being harmed in the school by a member of school personnel	The school has a code of conduct and staff vetting procedures
4	One-to-one teaching	Risk of child being harmed in the school by a member of school personnel	The school has a code of conduct and staff vetting procedures along with clear glass viewing pane in all classroom doors
5	One-to-one learning support	Risk of child being harmed in the school by a member of school personnel	The school has a code of conduct and staff vetting procedures along with clear glass viewing pane in all classroom doors
6	One-to-one counselling	Risk of child being harmed in the school by a member of school personnel	The school has a code of conduct and staff vetting procedures along with clear glass viewing pane in all classroom doors
7	Outdoor teaching activities	Risk of child being harmed in the school by a member of school personnel	The school has a code of conduct and staff vetting procedures
8	Online teaching and learning remotely	Risk of harm caused by a member of school personnel communicating with pupils in an inappropriate manner	The school has an Acceptable Use Policy in place, to include provision for online teaching and learning
9	Sporting activities	Risk of harm to child where members of school personnel have not received appropriate training Risk of injury during training and matches	The school encourages school personnel to avail of relevant training. Administration of First Aid by trained staff members
10	School outings	Risk of child being harmed by a member of school community or a member of staff of another organisation while child is participating in out-of-school activities	The school has a code of conduct and code of behaviour in place. Adequate supervision provided

Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
11	School trips involving overnight stay which may involve room sharing	Risk of child being harmed by a member of school personnel or another person while child is participating in school trip	The school has in place a code of behaviour and code of conduct and staff vetting procedures Adequate supervision provided
12	School trips involving foreign travel which may involve room sharing	Risk of child being harmed by a member of school personnel or another person while child is participating in school trip Risk of child getting becoming lost	The school has in place a code of behaviour and code of conduct and staff vetting procedures Adequate supervision provided
13	Use of toilet/changing/shower areas in school and at swimming lessons	Risk of harm due to inappropriate photography by other students	Students are not permitted the use of mobile phones in changing rooms, shower area and toilets
14	Get Active Day	Risk of harm due to inadequate supervision Risk of injury during sporting games	Administration of First Aid by trained staff members. The school has in place a Health & Safety Policy. The school has a supervision timetable to ensure appropriate supervision of children
15	Fundraising event involving pupils	Risk of harm due to inappropriate relationship/communications between a child and another child or adult	Students instructed to fundraise in pairs or under school personnel supervision
16	Use of off-site facilities for school activities	Risk of child being harmed by another person while child is using off-site facilities for school activities	Adequate supervision provided by school personnel
17	School transport arrangements including use of bus escorts	Risk of harm due to inappropriate relationship/communications between a child and adult	The school adheres to the relevant Dept of Education circulars in respect of recruitment The school adheres to the requirements of the Garda Vetting legislation. Adequate supervision provided by school personnel
18	Care of children with special educational needs, including intimate care where needed	Risk of harm to child while child is receiving intimate care	The school has an SNA policy in place
19	Management of challenging behaviours amongst pupils, including appropriate use of restraint where required	Risk of harm to child while child is being restrained	The school will comply with the <i>Understanding Behaviours of Concern and Responding to Crisis Situations</i> developed by the Dept of Education and Youth

Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety
20	Bringing injured child to hospital	Risk of harm to child while he is being transported to receive medical attention	School personnel to bring another member of staff or two other students in the vehicle
21	Administration of medicine	Risk of child being harmed by a member of school personnel.	Some staff have received adequate training with regards to the administration of medicine required for pre-existing medical conditions. No administration of medicine without written parental consent. Staff made aware of medical history students at August staff meeting.
22	Administration of First Aid	Risk of harm to child where members of school personnel have not received appropriate training	Staff first aid training
23	Curricular provision in respect of SPHE, RSE, Well-Being	Risk harm to child due to bullying Risk harm to child due to racism	The school implements in full the SPHE curriculum. The school implements in full the Wellbeing Programme
24	Prevention and dealing with bullying amongst pupils	Risk to child physical and mental health due to bullying of a child	School authorities have a code of Behaviour and an anti-bullying policy in place in accordance with the department's "Bí Cineálta" procedures to prevent and address bullying in schools Adequate supervision before, during and after school
25	Training of school personnel in child protection matters	Risk of harm to child where members of school personnel have not received appropriate training	The school has provided each member of staff with a copy of the school's Child Safeguarding statement and adequate training has been received by staff
26	Use of external personnel to supplement curriculum	Risk at child of being harmed in the school by external personnel	The school adheres to the requirements of the Garda Vetting legislation The school adheres to the relevant Dept of Education circulars in respect of recruitment

Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
27	Use of external personnel to support sports and other extra-curricular activities	Risk of child being harmed in the school by external personnel	The school adheres to the requirements of the Garda Vetting legislation Adequate supervision of external personnel/visitors to school
28	Care of pupils with specific vulnerabilities/needs	Risk of harm to child where members of school personnel have not received appropriate training	The school has a Special Educational Needs Policy. SNA Policy in place.
29	Pupils from ethnic minorities/migrants	Risk of harm due to racism	School authorities have a code of Behaviour and an anti-bullying policy in place in accordance with the department's "Bí Cineálta" procedures to prevent and address bullying in schools
30	Members of the Traveller Community	Risk of harm due to racism	School authorities have a code of Behaviour and an anti-bullying policy in place in accordance with the department's "Bí Cineálta" procedures to prevent and address bullying in schools
31	LGBTQ pupils	Risk of harm due to bullying	School authorities have a code of Behaviour and an anti-bullying policy in place in accordance with the department's "Bí Cineálta" procedures to prevent and address bullying in schools
32	Pupils perceived to be LGBTQ	Risk of harm due to bullying	School authorities have a code of Behaviour and an anti-bullying policy in place in accordance with the department's "Bí Cineálta" procedures to prevent and address bullying in schools
33	Pupils of minority religious faiths	Risk of harm due to racism	School authorities have a code of Behaviour and an anti-bullying policy in place in accordance with the department's "Bí Cineálta" procedures to prevent and address bullying in schools
34	Children in care	Risk of harm to child due to possible vulnerabilities	School has Student Support Team in place
35	Children on Tusla's Child Protection Notification System	Risk of harm to child due to possible vulnerabilities	SMT liaise with Tusla
36	Children with medical needs	Risk of harm to child where members of school personnel have	Staff are made aware of children with medical needs

Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
		not received appropriate training or information	during August staff meeting and appropriate training has been provided
37	Recruitment of school personnel including teachers/SNA's/caretakers/secretaries /cleaners and support coaches	Risk of child being harmed in the school by school personnel	The school adheres to the relevant Dept of Education circulars in respect of recruitment. The school adheres to the requirements of the Garda Vetting legislation
38	External Tutors/Guest Speakers	Risk of child being harmed in the school by external tutors/guest speakers	Adequate supervision of external tutors and visitors to school
39	Volunteers/Parents in school activities	Risk of child being harmed in school by volunteers/parents	Adequate supervision by school personnel in place
40	Visitors/contractors present in school during school hours	Risk of child being harmed in school by visitors/contractors	Maintenance work during school time kept to a minimum Adequate supervision if work required during school time
41	Visitors/contractors present during after-school activities	Risk of child being harmed in school by visitors/contractors	Maintenance work during school time kept to a minimum Adequate supervision if work required during school time
42	Participation by pupils in religious ceremonies/religious instruction external to the school	Risk of child being harmed by external religious personnel	Adequate supervision provided
43	Use of Information and Communication Technology by pupils in school, including social media	Risk of harm caused by inappropriate use of communication technology Risk of harm due to bullying	The school has in place a policy governing the use of smartphones and devices in the school by the pupils. School authorities have a code of Behaviour and an anti-bullying policy in place in accordance with the department's "Bí Cineálta" procedures to prevent and address bullying in schools School has in an Acceptable Use Policy
44	Students participating in work experience in the school	Risk of child being harmed by another student or school personnel	The school adheres to the requirements of the Garda Vetting legislation Adequate Supervision in place
45	Students from the school participating in work experience elsewhere	Risk of harm due to inappropriate relationship/communications between a child and another child or adult	The school liaises with employers and students regarding work experience placement.

Child Safeguarding Risk Assessment

	List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in place to Mitigate Risk
			Parents to find suitable and safe work placements. The child safeguarding statement and insurance is given to organisations who take the work placement.
46	Student teachers undertaking training placement in school	Risk of child being harmed in school by student teacher	The school adheres to the requirements of the Garda Vetting legislation
47	Use of video/photography/other media to record school events	Risk of harm caused by school personnel or students circulating inappropriate material via social media etc	Teachers code of conduct in place Student code of behaviour in place Acceptable Use Policy in place Parents sign consent form regarding photography when child first enrolls.
48	After-school use of school premises by other organisations	Risk of child being harmed in school by a person from another organisation	Child safeguarding statement and insurance required by outside groups in order to rent facility
49	Evening Study	Child at risk of harm caused by school personnel or from another child	Adequate supervision in place Code of Behaviour in place for students The school adheres to the requirements of the Garda Vetting legislation
50	Congregation of students waiting outside for buses	Risk of child being harmed by a fellow student or a student of another school	Supervision in place for 15 minutes after school ends. CCTV monitoring in place.
51	Students performing Science Experiments	Risk of harm to child during experiments	The school has in place a Health & Safety Policy
52	After School	Risk of child being harmed due to inadequate supervision	Students advised to vacate premises unless supervision
53	Senior Students outside school premises during lunch time	Risk of harm due to inappropriate relationship/communications between a child and another child or adult	Parental consent given to school regarding child being allowed outside of school during lunch time

CSS 2

Review of the Child Safeguarding Statement and Risk Assessment

The *Child Protection Procedures for Schools 2025* require that the board of management must undertake a review of its Child Safeguarding Statement and Risk Assessment. **The following template must be used for this purpose.** The review must be completed every calendar year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement and Risk Assessment every two years.

As part of the overall review process, boards of management should also assess relevant school policies, procedures, practices and activities and their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and *Children First National Guidance 2017, the Addendum to Children First (2019) and 2025, Children First National Guidance 2017, the Addendum to Children First (2019) and (2025), and the Child Protection Procedures for Schools 2025.*

Designated Liaison Person

Name: Michael McMahon

Date Appointed: 5/12/17

Relevant Person

(In schools this is the DLP)

Name: Michael McMahon

Contact details: 086-2377995 principal@wexfordcbs.ie

Date Appointed: 5/12/17

Deputy Designated Liaison Person

Name: John Hegarty

Date Appointed: 5/12/17

Contact details for Tusla

Contact Name:

Duty Social Worker

Address:

Child and Family Agency
Ely House
Ferrybank Wexford

Contact Number:

0539198134

Contact details for An Garda Síochána

Contact Name:

Aidian Miley

Address:

Wexford Garda Station
Townparks
Wexford

Contact Number:

0876154406

Checklist for review of the Child Safeguarding Statement

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

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

6/3/18

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

Main Foyer

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

☒ Yes

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

☒ Displayed at all student entrances

☒ On school website

- ☐ School journal
- ☒ Other: (please state)

At whole school assemblies on Tues 4th Nov 2025

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

☒ Yes

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

Date: **10/24/16**

4. Has the Board included a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the *Addendum to Children First (2019)*)?

☒ Yes

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

☒ Yes

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

☒ Yes

Date of this review: **6/11/25**

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

Friday 7th Nov 2025 via email to 1. Patron (Leo Hogan ERST), 2. Chairperson of Parents Council (Catherine Buggy), 3. School Website

8. How has the Board sought the feedback of parents, students and school personnel (teaching and non-teaching) on the Child Safeguarding Statement and Risk Assessment?

Has the school engaged with each of the above through, for example, a meeting or survey. The support documents CSS 5, CSS 6 and CSS 7 can be used to support this engagement. Details of how feedback was sought should be outlined below.

- (a) Parents

**Teams survey 5th Nov 2025
Parents council meeting Oct 2025**

- (b) Students

Student Council meeting and Teams survey 5th No 2025

- (c) School Personnel

Oide training day 24th Oct 2025

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

**Awareness of who the DLP and DDLP are - issue highlighted in Teams survey
Regular communication at school assemblies around safeguarding. Flag to
SPHE/RSE teachers to mention DLP/DDLP in delivery of curriculum.**

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

**Picture of DLP and DDLP and outline on role highlighted on poster in main
foyer - May 2025. Highlighting the role of the DLP and DDLP thorough memos for
various year groups Early Sept 2025.**

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

☒ Yes ☐ No ☐ N/A

Training

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

DLP: **Michael McMahon** Date: **6/10/25**
 DDLP: **John Hegarty** Date: **6/10/25**

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

07/11/2023 attended JMB training

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

Staff member who has a APII position has been delegated responsibility to mentor new staff, which includes briefing on Child Protection matters and getting them to complete e-learning modules

Child Protection Oversight Report (CPOR)

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

☒ Yes ☐ No

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

☒ Yes ☐ No ☐ N/A

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

☒ Yes ☐ No ☐ N/A

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

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

☒ Yes ☐ No ☐ N/A

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

☒ Yes ☐ No ☐ N/A

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

☒ Yes ☐ No ☐ N/A

Reporting

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

Stored in a locked filing cabinet in Principal's office

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

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

Curriculum

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

SPHE, RSE and Wellbeing curriculum is planned and delivered appropriately and staff are trained

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

- > Aspects of all three strands (SPHE, RSE, Wellbeing) are covered each year.
- > The Stay Safe programme is taught in its entirety in one year – at least once during infants, 1st/2nd class, 3rd/4th class, and 5th/6th class. Schools will be informed if, in the future, the Department approves an alternative or replacement to the Stay Safe Programme.
- > The school plan outlines provision for RSE across each of the different class levels/stages.
- > The date of the most recent policy review or curricular implementation is noted.

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

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

Vetting and Recruitment

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

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

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

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

The Board are satisfied that the statutory requirements for Garda Vetting are met

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

The Board are satisfied that the department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking are met

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

The Board are satisfied that thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)

Statement by the Board

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

The Board are wholly satisfied that the Child Safeguarding Statement and Risk Assessment and child protection procedures are being fully and adequately implemented by the school.

Signed:*



Date:

6/11/25

Chairperson of the board of management

* Document to be printed and signed with original signatures

Appendix 3

Protocol authorising immediate action

The following protocol authorises immediate action under section 7.2 of the *'Child Protection Procedures for Primary and Post Primary Schools (Revised 2023).'*

Post-Primary schools and primary schools under the patronage of an ETB

(A) In the context of these procedures, where circumstances warrant it, as an essential precautionary measure in order to protect the children in the school, the school principal is authorised by the school management authority to direct an employee to immediately absent himself or herself from the school without loss of pay until the matter has been considered by the employer. It is very important to note that the action under the protocol is intended to be precautionary and not disciplinary. The action under this protocol is an interim measure pending the employer's further consideration of the matter.

The employee will be invited to a meeting with the principal, the purpose of which is to inform the employee of the allegation and the action being taken. The employee may be accompanied by an appropriate person of his or her choice and will be so advised.

In any event, the employee will also be advised of the matter, in writing.

The principal shall make a record of the meeting which shall be retained on the relevant case file.