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: CIARÁN O'TOOLE

Date Appointed: 12/05/2021

Relevant Person

(In schools this is the DLP)

Name: CIARÁN O'TOOLE

Contact details: 045860826

Date Appointed: 12/05/2021

Deputy Designated Liaison Person

Name: ALISON BELL

Date Appointed: 01/09/2017

Contact details for Tusla

Contact Name:

TUSLA Duty Social Worker

Address:

Building 2, Vista Primary Care Centre
Ballymore Road

Contact Number:

045 839300

Contact details for An Garda Síochána

Contact Name:

Robertstown Garda Station

Address:

Robertstown Garda Station
Robertstown

Contact Number:

045860020

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:

9/03/18

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.

Displayed on the walls inside the second door in both buildings

(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)*

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: 17/09/2025

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

   ☑ Yes

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

   ☑ Yes

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

   ☑ Yes

Date of this review: 29/09/2026

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.

Email sent to Patron and Parents Association on 1st October 2026. CSS and Risk Assessment uploaded to the school website on 2nd October and followed with an notice on the weekly newsletter disseminated to all parents

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

CSS and Risk assessment circulated to the Parent body through Aladdin and given 1 week to provide feedback along with CSS7 in the form of a Google

(b) Students

Teachers used the suggested approach CSS5 with their classes mid September 2026. 3rd - 6th completed a form. Younger classes had discussion. Copies of

(c) School Personnel

Staff meeting on September 16th where CSS6 was used and discussed. CSS5 provided to teachers also. Copies of feedback filed and survey summary stored

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:

Regular review of relevant policies
School Visitors Policy
Visitor sign in log & ID
One to One teaching policy
Students knowledge & familiarity with the policy and it's location

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:

Plean Scoile updated with timelines to put improvements in place

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: Ciarán O'Toole Date: 17/09/2025

DDLP: Alison Bell Date: 17/09/2025

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

24th March in Westgrove Hotel

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?

Children First e-Learning Programme. Induction booklets. Substitute booklet

Child Protection Oversight Report (CPOR)

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

☑ Yes ☐ No

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

☑ Yes ☐ No ☐ N/A

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

☑ Yes ☐ No ☐ N/A

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

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

☑ Yes ☐ No ☐ N/A

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

☑ Yes ☐ No ☐ N/A

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

☑ Yes ☐ No ☐ N/A

Reporting

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

Secure filing cabinet in the principals office with keys provided solely to DLP & DDLP

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

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

Cúntas Míosúila submitted to the Principal each month
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.
The school plan outlines provision for RSE across each of the different class levels/stages.

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.

Files stored in Principal's office

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

Files stored in Principal's office

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

Required documentation submitted on application (TC number, qualifications etc)
Shortlisting meetings
Interview panels containing Principal, Independent assessor & Chairperson

Statement by the Board

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

The Board of Management of Scoil Mhuire Allenwood are satisfied that the Child Safeguarding Statement and Risk Assessment as well as the Child Protection procedures are being fully and adequately implemented by the school. Areas for development have been identified and relevant policies will be regularly reviewed. Feedback sought from staff, students and parents.

The Board are satisfied that matters of this nature are recorded and reported
appropriately, and this information is stored and retained safely.
The Board is satisfied that the staff of Scoil Mhuire Allenwood are all adequately trained, aware of and supported in all aspects of child protection matters.

Signed:* Sticker Carey Date: 29/9/2026

Chairperson of the board of management

* Document to be printed and signed with original signatures