

# 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</b> training?	Yes
8. Has the <b>Deputy DLP attended available child protection</b> training?	Yes
9. Have any <b>members of the Board attended child protection</b> training?	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</b> inclusive of the procedures?	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</b> to ensure <b>that the identities of children and any other parties, including school personnel</b> , to whom the concern or report relates are not disclosed?	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, were <b>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 cases identified at question 20 above, has the Board ensured that any <b>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
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	20 <sup>th</sup> September 2023

The Child Safeguarding Statement is displayed in a <b>prominent place near the main entrance to the school?</b>	Principal DLP	20 <sup>th</sup> September 2023
The <b>Board formally adopted</b> , without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Principal DLP	20 <sup>th</sup> September 2023
The Board will <b>review and updated where necessary the written assessment of risk</b> as part of this overall review	Principal DLP	10 <sup>th</sup> October 2023
DLP Training Schedule Developed and updated as necessary	Principal DLP	ongoing
Deputy DLP Training Schedule Developed and updated as necessary	Deputy Principal / Dep. DLP	ongoing
BOM Training Schedule Developed and updated as necessary	Principal DLP	ongoing
Staff Training Schedule Developed and updated as necessary	Principal DLP	Ongoing
Bus Escort Training Schedule Developed and updated as necessary	Principal DLP	Ongoing
Board arrangements in place to communicate the school's <b>Child Safeguarding Statement to new school personnel</b>	Principal/Secretary	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)	ongoing
The Board will ensure that <b>the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?</b>	Principal	27 <sup>th</sup> September 2023
Board will ensure <b>that the patron has been provided with the school's Child Safeguarding Statement?</b>	Principal	27 <sup>th</sup> September 2023  Evidence of teaching of same to be evident in Classroom Timetable, Short and Long term plans and Monthly Reports
The Board will ensured 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

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
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
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 2023
Feedback of pupils, to be sought in relation to the school's child safeguarding arrangements	Principal	Questionnaire to pupils Sept/Oct 2023
Copies of updated Child Safeguarding Statement to be made available to parents at the secretary's office	Secretary	Ongoing
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	Ongoing
Copy of Child Safeguarding Statement and Notification of Review to be posted onto the schools' website	Principal (DLP)/ Principal	By 21 <sup>st</sup> September 2023
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 2019) 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 21 <sup>st</sup> September 2023
General queries in relation to the revised procedures can be e-mailed to the Department at: childprotection@education.gov.ie.	Principal (DLP)	Ongoing
School personnel are informed when a review of the school's Child Safeguarding Statement has taken place	Principal (DLP)	October 4 <sup>th</sup> 2023
The parents' association receive written notification that the review of the school's Child Safeguarding Statement has taken place	Principal (DLP)	October 4 <sup>th</sup> 2023


**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:** 20<sup>th</sup> September 2023

Signed: 

Principal/Secretary to the Board of Management

**Date:** 20<sup>th</sup> September 2023