

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: CIARA SHEEHY
Date Appointed: 2/NOV/2020

Relevant Person

(In schools this is the DLP)

Name: Ciara Sheehy
Contact details: 085-7144725 or 061-351020
Date Appointed: 2/NOV/2020

Deputy Designated Liaison Person

Name: Louise Ryan
Date Appointed: 26/08/2023

Contact details for Tusla

Contact Name:

Aisling O'Neill

Address:

Duty Social Worker
Tusla Building,
St Joseph's Campus, Mulgrave St, Limerick.

Contact Number:

061 - 588688

Contact details for An Garda Síochána

Contact Name:

Roxboro Garda Station

Address:

Roxboro Road,
Rathbane North.
Limerick

Contact Number:

061 - 214340

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:

16/10/25 under new guidelines & procedures

- 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.

at front door, back door and in every classroom

- (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)

facebook

email all parents

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: 21/9/2025 and new guidelines adopted 16/10/25

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

(see attached). Append: x 3

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:

16/10/2025

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.

emailing copies to sr. Senais,
Bohemore NS parents association,
Available on website and email all parents
and board of management members

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

See attached.

- (b) Students

See attached

- (c) School Personnel

staff meeting. (See attached).

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:

* additional risk assessment for new pupil w) CVI and cp.

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:

Emulated form available & adopted from CVI Ireland. Physio contacted to do on site risk assessment, due 21/10/2025

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: Ciara Sheehy Date: 26/9/2025
 DDLP: Louise Ryan Date: 26/9/2025

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

- Children first completed
 - further BOM training to be rolled out by St. Lenais

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 completed by all.
 - Oide providing training on 24/12/2025 onsite in Bohernmore NS.

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.

in strong room, in separate child protection filing cabinet w) keys only with 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.

follow strictly new child protection guidelines and use all templates provided for documents

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.

- consent received (or no consent given in writing). This is stored in strong room. all teachers given copies of whole school plans in relation to same and associated programmes. all programmes rolled out are documented.

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.

all staff members are garda vetted by the vetting office of Cashel & Enly. a database is kept so records can be updated as needed.
Same for parents association, bus escorts, volunteers &

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

Principal keeps a record & database of ancillary staff.
all statutory declarations signed by commission of oaths / Peace Commissioners.

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

vetting, declarations and proper recruitment procedures in line with diocesan office are adhered to. These are always documented and submitted to St. Senais for approval.

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.

Statement by the Board of Management

The Board of Management of Bohermore National School wishes to confirm that, following its annual review and ongoing oversight, it is satisfied that the Child Safeguarding Statement, the accompanying Risk Assessment, and all relevant Child Protection Procedures are being fully and adequately implemented throughout the school.

The Board is committed to ensuring that the highest standards of child safety and welfare are maintained at all times, in line with the requirements of Children First: National Guidance for the Protection and Welfare of Children, the Child Protection Procedures for Primary and Post-Primary Schools, and all other relevant legislation and guidelines.

This statement was formally reviewed and approved by the Board of Management at its meeting held on 16/10/2025.

Signed:*



Date:

16/10/2025

Chairperson of the board of management

* Document to be printed and signed with original signatures

Protocol for Immediate Precautionary Absence of an Employee (Authorised under Section 7.3.6 of the Child Protection Procedures for Schools 2025)

1. Purpose

This protocol outlines the steps to be followed by a primary school (other than those under the patronage of an Education and Training Board) where, as an essential precautionary measure under the Child Protection Procedures for Schools 2025, Section 7.3.6, it is deemed necessary to direct an employee to immediately absent themselves from the school. This action is intended solely as a precautionary and interim measure to protect children pending further consideration of the matter by the employer. It is not a disciplinary action.

2. Scope

This protocol applies to all employees of the school, including teachers, Special Needs Assistants (SNAs), and ancillary staff, where a child protection concern has arisen, and where immediate precautionary action is deemed necessary.

3. Authorisation

The Chairperson of the Board of Management, acting on behalf of the school authority, is authorised to direct an employee to absent themselves from the school with immediate effect and without loss of pay until the matter has been considered by the employer.

4. Procedural Steps

4.1. Initiation of Protocol

Where circumstances warrant precautionary action under Section 7.3.6 of the Child Protection Procedures for Schools 2025: - The Chairperson of the Board of Management, in consultation with the school authority as appropriate, will assess the situation and determine whether activation of this protocol is necessary to protect children in the school.

4.2. Immediate Action

If activation is deemed necessary: - The Chairperson shall direct the employee to immediately absent themselves from the school. - The employee shall continue to receive full pay during this period.

4.3. Meeting with the Employee

- The employee will be invited to attend a meeting with the Chairperson of the Board of Management at the earliest opportunity. - The purpose of the meeting will be to inform the employee of the allegation or concern and to explain the precautionary action being taken. - The employee will be advised of their right to be accompanied by a person of their choice (e.g., a union representative, colleague, or other appropriate person).

4.4. Written Notification

- Regardless of whether the meeting takes place immediately, the employee will be provided with written notification outlining: - The nature of the allegation or concern. - The reason for the precautionary absence. - Confirmation that the action is not disciplinary and is taken pending further consideration of the matter.

4.5. Record-Keeping

- The Chairperson shall record the details of the meeting and retain a written record on the relevant case file. - All documentation relating to the matter shall be stored securely and handled in accordance with data protection requirements.

5. Follow-Up and Next Steps

- The Board of Management (as the employer) will consider the matter further in accordance with the relevant procedures outlined in Chapter 7 of the Child Protection Procedures for Schools 2025. - The employee will be kept informed of any subsequent actions or decisions arising from that process.

6. Key Principles

- The welfare and protection of children is the paramount consideration. - Actions taken under this protocol are precautionary, interim, and non-disciplinary. - All steps will be carried out in a manner that is fair, proportionate, and respectful of the rights of all parties involved.