

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:	Janice Uí Bheoláin
Date Appointed:	10 th June 2026

Relevant Person

(In schools this is the DLP)

Name:	Janice Uí Bheoláin
Contact details:	Phone: 01 5241075, Email: jcorrigan.cdl@lmetb.ie
Date Appointed:	10 th June 2026

Deputy Designated Liaison Person

Name:	Barry O'Higgins
Date Appointed:	10 th June 2026

Contact details for Tusla

Contact Name

<u>For students who live in Co Meath:</u>	<u>For students who live in North Co. Dublin</u>
Child & Family Agency: Meath Dedicated Contact Point	Child & Family Agency: Dublin North Dedicated Contact Point

Address

Enterprise Centre Trim Road Navan Co Meath C15 FV1C	180-189 Lakeshore Drive, Airside Business Park, Swords, Co Dublin K67Y5C6
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Contact Number

046-9098560	01 8708000
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Contact details for An Garda Síochána

Contact Name

Ashbourne Garda Station

Address

Frederick Street, Killegland, Ashbourne, Co Meath A84 P891
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Contact Number

01-8010600

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:

8 th March 2018

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.

In the main reception area and on the school website.

(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: 10th September 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: 10th June 2026

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

Following the annual review of the Child Safeguarding Statement and Risk Assessment, the Principal emails the following documents to all staff and the Parents Association:

- Reviewed Child Safeguarding Statement & Risk Assessment
- The relevant Child Protection Procedures for Primary and Post-Primary Schools
- Notification Regarding the Board of Management's Review of the Child Safeguarding Statement and Risk Assessment
- The relevant Circular Letter regarding Child Safeguarding.

These reviewed documents are also uploaded to the school website.

At the next meeting of the Board of Management, the Principal confirms and records in the minutes that the above actions have been completed.

For example; the previous review took place on 10th September 2025. The following documents were emailed to staff on 11th September 2025:

- Child Safeguarding Statement & Risk Assessment 2025-2026 (Reviewed)
- Notification Regarding the Board of Management's Review of the Child Safeguarding Statement and Risk Assessment (dated 10th September 2025)
- Child Protection Procedures for Primary and Post-Primary Schools (2023)
- Circular Letter 0036/2023
- Tusla's Guide to the role of the mandated person
- CDL Child Safeguarding Training Resources (PPT slides).

The following documents were also sent to the Secretary of the Parents Association on 11th September 2025:

- Child Safeguarding Statement & Risk Assessment 2025-2026 (Reviewed)
- Notification Regarding the Board of Management's Review of the Child Safeguarding Statement and Risk Assessment (dated 10th September 2025)

The same procedure will apply following the current review. However, the documentation sent will be the relevant 2025 procedures and updated DE templates.

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

A notification was sent on Compass to invite all parents/guardians to participate in a focus group to review the school's Child Safeguarding Statement and Risk Assessment. Parents who volunteered to participate in the focus group were sent the *Child Protection Procedures for Schools 2025* and a copy of the draft Child Safeguarding Statement and Risk Assessment 2026 (based on CSS1) in advance of the meeting. Hard copies of the Child Safeguarding Statement and Risk Assessment were also provided to parents at the focus group meeting which took place on Monday 25th May 2026 at 10:00am in the school. CSS7 (Parent/Carer Review of the Child Safeguarding Statement – suggested approach) was used to support the participation of parents in the annual review. The review was facilitated by the DLP & DDLP.

When the review is completed, the revised Child Safeguarding Statement and Risk Assessment will be sent to all parents via Compass and parents will be invited to email the school with any thoughts/concerns/improvements.

(b) Students

A group of students were invited to participate in a focus group to review the school's Child Safeguarding Statement and Risk Assessment. Students who volunteered to participate in the focus group were given a copy of the draft Child Safeguarding Statement and Risk Assessment 2026 (based on CSS1). The focus group meeting took place on Thursday 21st May 2026 at 10:00am in the school, adopting a Lundy Model of engagement. CSS5 (Student Review of the Child Safeguarding Statement and Risk Assessment– suggested approach) was used to support the participation of students in the annual review. The review was facilitated by the DDLP and notes were taken by another Deputy Principal.

When the review is completed, the revised Child Safeguarding Statement and Risk Assessment will be presented to all students at induction in August 2026 and they were invited to email the school with any thoughts/concerns/improvements.

(c) School Personnel

As part of the annual review of the Child Safeguarding Statement and Risk Assessment, a workshop took place with staff as part of a staff meeting on Monday 25th May 2026. CSS6 (Staff Review of the Child Safeguarding Statement and Risk Assessment – suggested approach) was used to prompt discussion during the workshop. A survey was also used (based on the "possible questions" in CSS6) to gather hard data and to help ensure that all staff had an opportunity to participate fully in the review. The workshop was facilitated by the DLP & DDLP.

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:

None currently due to recent review and implementation of 2025 templates.

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:

N/A

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: Janice Uí Bheoláin	Date: 6 th October 2025
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DDLP: Barry O'Higgins	Date: 6 th October 2025
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13. Give details of child protection training attended by any members of the Board and dates attended:

ETBI provided a training webinar for Board of Management members on Wednesday 15th April 2026. One member of the school Board of Management attended.

The link to the recording of the webinar is <https://www.etbi.ie/etbi-post-primary-webinars-resources/2/> and this was circulated to all board of management members by email.

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?

All staff have completed the Tusla Children First online training, and all new staff provide a copy of the certificate to the principal before commencement.

The DLP and DDLP have both attended Oide training (6th October 2025).

The principal gives a presentation to staff each year to remind them of the Child Protection Procedures for Schools and a copy of the slides is emailed to all staff.

All staff (except those who were on leave at the time) have attended Oide training on the Child Protection Procedures for Schools 2025 (19th November 2025). A record of staff attendance at this training has been taken. The principal has contacted Oide re. training for staff who were on leave during the whole-school training in November 2025 and Oide have responded that additional training for such staff will be provided in the 2026-2027 academic year

The principal completes an annual audit of staff using MS Forms to check and confirm that all staff have received a copy of the following documents:

- Latest Child Safeguarding Statement & Risk Assessment
- The relevant Child Protection Procedures for Primary and Post-Primary Schools
- The relevant Circular Letter regarding Child Safeguarding.

"Child Protection and Child Safeguarding" is a standing item on all staff meeting agendas. The principal checks for staff understanding by posing questions during discussions regarding Child Protection and Child Safeguarding, such as what is the role of a mandated person, to whom should concerns be reported/discussed with,

what is the procedure in the event of an allegation of abuse against the DLP...etc.
The attendance registers for each staff meeting document staff in attendance.

CSS6 (Staff Review of the Child Safeguarding Statement and Risk Assessment – suggested approach) was used to prompt discussion and to create a survey for school personnel when reviewing the Child Safeguarding Statement and Risk Assessment.

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.

The records relating to child protection are filed and stored securely in the principal's office in a fireproof filing cabinet. Only the DLP and the DDLP have access and keys to this cabinet. In the event that the Chief Executive or their delegate is acting as DLP, then they may require access to these files. In such circumstances, a key can be sought from the DLP and they will then have access to these records.

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- 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 for reporting of all child protection concerns. The Board receives a Principal's Child Protection Oversight Report (CPOR) at every ordinary meeting of the Board 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 (and previously 2018 & 2023). Where cases are presented for oversight as part of the CPOR, the Board has been provided with and reviewed all records relevant to the CPOR. The Secretary to the Board of Management records the presentation of relevant documents in the meeting minutes.

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.

The Wellbeing Programme for Junior Cycle is being implemented (reviewed with students in May 2025).

RSE and SPHE are being appropriately delivered (last reviewed 3rd December 2025).

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 LMETB has a Vetting Policy and procedures. To support this important function, LMETB has an *eVetting* team within Human Resources. The *eVetting* team have provided training to Garda Vetting Affiliates/validators in schools for processing NVB1 forms and checking relevant documentation. In addition, the HR department ensures the following:

- Vetting is mandatory before any engagement - no person (staff, volunteers, contractors) undertakes work involving access to children unless Garda Vetting is completed in advance. This includes teaching, ancillary staff, coaches, and volunteers where there is regular contact with students. The *eVetting* team ensure that nobody starts work before vetting is complete, as this is an offence under the legislation
- Vetting is applied to all relevant roles, i.e., where work involves regular access to or contact with children under the National Vetting Bureau Acts 2012–2016. LMETB carry out a risk assessment for roles (especially volunteers/contractors) to determine if vetting is required
- Vetting is completed and recorded – GV Affiliates/validators ensure that applicant identity is validated using official ID documents (passport, driving licence, etc.)
- A vetting disclosure is received and reviewed before appointment. A copy is retained securely on file in line with data protection rules
- The *eVetting* team assess vetting disclosures appropriately to evaluate criminal records or specified information carefully and exclude individuals where disclosures indicate risk to children (automatic exclusion in serious cases)
- The *eVetting* team also ensures ongoing compliance and require that staff maintain satisfactory vetting status throughout employment. The *eVetting* team have provided staff with guidance on how to share vetting disclosures with them from the Teaching Council portal.

(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 LMETB has a Vetting policy and procedures. To support this important function, LMETB has an *eVetting* team within Human Resources. In addition, the HR (recruitment) department ensures the following:

- All newly appointed employees (and others as required) provide a Child Protection Statutory Declaration which confirms that there are (1) No convictions or findings relating to harm to children, and (2) No disciplinary sanctions relating to child protection. This applies to all relevant employees and is integrated into the recruitment process. The submissions of these documents a pre-condition of appointment, alongside vetting.
- All newly appointed employees are required to sign a form of undertaking, agreeing to adhere to the Child Protection Procedures for Primary and Post-Primary Schools and to cooperate with any child protection investigations or disclosures.
- LMETB verify and retain these documents. They check that declarations are properly completed, witnessed, and valid. They maintain secure records of Statutory declarations and Undertakings.

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

The LMETB implement safe recruitment practices and clear procedures.

- The advertising and application stage includes a strong child safeguarding statement in all job advertisements and a clear statement that vetting and declarations are required.
- Shortlisting and interviewing use structured application forms (not just CVs) and consistent shortlisting criteria.
- Interview panels may ask child safeguarding-related questions and explore gaps in employment history.
- Verification checks are carried out to verify identity, check at least two references and to verify qualifications and professional registration with the Teaching Council.
- Pre-appointment checks include :
 - Garda vetting
 - Statutory declaration
 - Form of undertaking
 - Reference checks

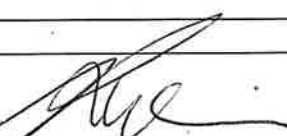
Statement by the Board

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

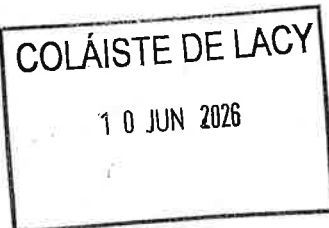
Signed*:

Chairperson of the board of management



Date: 10.06.26

**Document to be printed and signed with original signatures*



CSS 3

Notification Regarding the Board of Management's Review of the Child

Safeguarding Statement and Risk Assessment

This template must be used by the board of management 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.

To: Staff, students and parents of Coláiste De Lacy, Ashbourne

The board of management of:

Coláiste De Lacy

wishes to inform you that:

(a) The board of management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 10th June 2026 (date).

(b) This review was conducted in accordance with the board of management's review of the Child Safeguarding Statement and Risk Assessment published on www.gov.ie/childprotectionschools.

Signed:*		Date: 10 th June 2026
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Chairperson of the board of management

Signed:*		Date: 10 th June 2026
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Principal/Secretary to the board of management

** Document to be printed and signed with original signatures*

COLÁISTE DE LACY

10 JUN 2026