

Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) require that the Coiste Bainistíochta 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 the Coláiste 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 organisation in question.

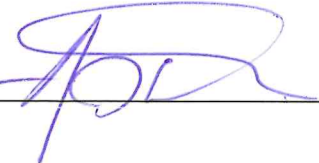
As part of the overall review process, Boards of Management should also assess relevant policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the Coláiste's Child Safeguarding Statement, the Children First 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 Coiste Bainistíochta formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	✓
2. Is the Coiste Bainistíochta satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the Coláiste?	✓
3. As part of the Coláiste's Child Safeguarding Statement, has the Coiste Bainistíochta formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	✓
4. Does the Coláiste's Child Safeguarding Statement include 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)	✓
5. Has the Coiste Bainistíochta reviewed and updated where necessary the written assessment of risk as part of this overall review?	✓
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	✓
7. Has the DLP attended available child protection training?	✓
8. Has the Deputy DLP attended available child protection training?	✓
9. Have any members of the Coiste Bainistíochta attended child protection training?	✓
10. Has the Coláiste appointed a DLP and a Deputy DLP?	✓
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	✓
12. Has the Coiste Bainistíochta arrangements in place to communicate the school's Child Safeguarding Statement to new Coláiste personnel?	✓
13. Is the Coiste Bainistíochta satisfied that all Coláiste personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	✓
14. Has the Coiste Bainistíochta received a Stiúrthóir's Child Protection Oversight Report (CPOR) at each Coiste Bainistíochta meeting held since the last review was undertaken?	✓
15. Since the Coiste Bainistíochta'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 inclusive of the procedures?	✓
16. Since the Coiste Bainistíochta's last review, has the Coiste Bainistíochta been provided with and reviewed all records relevant to the CPOR?	✓
17. Is the Coiste Bainistíochta satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including Coláiste personnel, to whom the concern or report relates are not disclosed?	✓
18. Since the Coiste Bainistíochta's last review, have the minutes of each Coiste Bainistíochta meeting appropriately recorded the records provided to the Coiste Bainistíochta as part of CPOR?	✓

19. Have the minutes of each Coiste Bainistíochta meeting appropriately recorded the CPOR?	✓
20. Is the Coiste Bainistíochta 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?	✓
21. Is the Coiste Bainistíochta satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of Coláiste personnel against whom an allegation of abuse or neglect has been made?*	N/A
22. Where applicable, were unique identifiers used to record child protection matters in the Coiste Bainistíochta minutes?	✓
23. Is the Coiste Bainistíochta satisfied that all records relating to child protection are appropriately filed and stored securely?	✓
24. Has the Coiste Bainistíochta 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> ?	X
25. In relation to any cases identified at question 20 above, has the Coiste Bainistíochta ensured that any 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?	✓
26. Has the Coiste Bainistíochta ensured that the Parents' Association (if any), has been provided with the Coláiste's Child Safeguarding Statement?	N/A
27. Has the Coiste Bainistíochta ensured that the patron has been provided with the Coláiste's Child Safeguarding Statement?	N/A
28. Has the Coiste Bainistíochta ensured that the Coláiste's Child Safeguarding Statement is available to parents on request?	✓
29. Has the Coiste Bainistíochta ensured that the Stay Safe programme is implemented in full in the Coláiste? (applies to primary schools)	N/A
30. Has the Coiste Bainistíochta ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the Coláiste? (applies to post-primary schools)	N/A
31. Has the Coiste Bainistíochta ensured that the SPHE curriculum is implemented in full in the Coláiste?	N/A
32. Is the Coiste Bainistíochta satisfied that the statutory requirements for Garda Vetting have been met in respect of all Coláiste personnel (employees and volunteers)? *	✓
33. Is the Coiste Bainistíochta satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	N/A
34. Is the Coiste Bainistíochta satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the Coláiste in relation to all Coláiste personnel (employees and volunteers)?*	✓
35. Has the Coiste Bainistíochta considered and addressed any complaints or suggestions for improvements regarding the Coláiste's Child Safeguarding Statement?	✓
36. Has the Coiste Bainistíochta sought the feedback of parents in relation to the Coláiste'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> ?	✓
37. Has the Coiste Bainistíochta sought the feedback of pupils in relation to the Coláiste's child safeguarding arrangements?	X
38. Is the Coiste Bainistíochta 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 Coláiste?	✓
39. Has the Coiste Bainistíochta identified any aspects of the Coláiste's Child Safeguarding Statement and/or its implementation that require further improvement?	X
40. Has the Coiste Bainistíochta put in place an action plan containing appropriate timelines to address those aspects of the Coláiste's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	X

41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	✓
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*In schools where the ETB is the employer, the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed  Date 24/08/2024

Chairperson, Board of Management

Signed  Date 24/08/2024

Principal/Secretary to the Board of Management

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.