

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

The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023* require that the Board of Management/Management authority 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/management authorities shall include other items in the checklist that are of relevance to the school/boarding facility in question.

As part of the overall review process, boards of management/management authorities should also assess relevant school/boarding facility 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), the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023*.

	Yes/No or N/A
1. Has the board/management authority formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> ?	Y
2. Is the board/management authority satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school/boarding facility?	Y
3. As part of the school/boarding facility's Child Safeguarding Statement, has the board/management authority formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> ?	Y
4. Does the school/boarding facility'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)	Y
5. Has the board/management authority reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Y
7. Has the DLP of the school attended available child protection training?	Y
8. Has the DLP of the boarding facility attended available child protection training?	Y
9. Has the Deputy DLP of the school attended available child protection training?	Y
10. Has the Deputy DLP of the boarding facility attended available child protection training?	Y
11. Have any members of the board/management authority attended child protection training?	Y
12. Has the school/boarding facility appointed a DLP and a Deputy DLP?	Y
13. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y

14. Has the board/management authority arrangements in place to communicate the Child Safeguarding Statement to new school/boarding facility personnel?	Y
15. Is the board/management authority satisfied that all personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> , the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> and the Children First Act 2015?	Y
16. Has the board/management authority received a Child Protection Oversight Report (CPOR) at each board/management authority meeting held since the last review was undertaken?	Y
17. Since the board/management authority'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?	Y
18. Since the board/management authority's last review, has the board/management authority been provided with and reviewed all records relevant to the CPOR?	Y
19. Is the board/management authority satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and other parties, including boarding facility personnel, to whom the concern or report relates are not disclosed?	Y
20. Since the board/management authority's last review, have the minutes of each board/management authority meeting appropriately recorded the records provided to the board/management authority as part of CPOR?	Y
21. Have the minutes of each board/management authority meeting appropriately recorded the CPOR?	Y
22. Is the board/management authority 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?	Y
23. Is the board/management authority satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school/boarding facility personnel against whom an allegation of abuse or neglect has been made?*	Y
24. Where applicable, were unique identifiers used to record child protection matters in the board/management authority minutes?	Y
25. Is the board/management authority satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
26. Has the board/management authority 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> ?	Y
27. In relation to any cases identified at question 22 above, has the board/management authority 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?	Y
28. Has the board/management authority ensured that the Parents' Association (if applicable), has been provided with the school/boarding facility's Child Safeguarding Statement?	Y
29. Has the board/management authority ensured that the patron has been provided with the school/boarding facility's Child Safeguarding Statement?	Y
30. Has the board/management authority ensured that the school/boarding facility's Child Safeguarding Statement is available to parents on request?	Y
31. Has the board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Y
32. Has the board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	Y
33. Has the board ensured that the SPHE curriculum is implemented in full in the school?	Y

34. Is the board/management authority satisfied that the statutory requirements for Garda Vetting have been met in respect of all school/boarding facility personnel (employees and volunteers)? *	Y
35. Is the board/management authority 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?*	Y
36. Is the board/management authority satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school/boarding facility in relation to all school/boarding facility personnel (employees and volunteers)?*	Y
37. Has the board/management authority considered and addressed any complaints or suggestions for improvements regarding the school/boarding facility's Child Safeguarding Statement?	Y
38. Has the board/management authority sought the feedback of parents in relation to the school/boarding facility's compliance with the requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> ?	Y
39. Has the board/management authority sought the feedback of pupils/students in relation to the school/boarding facility's child safeguarding arrangements?	Y
40. Has the board/management authority identified any aspects of the school/boarding facility's Child Safeguarding Statement and/or its implementation that require further improvement?	Y
41. Has the board/management authority put in place an action plan containing appropriate timelines to address those aspects of the school/boarding facility's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	Y
42. Has the board/management authority ensured that any areas for improvement that were identified in any previous review of the school/boarding facility's Child Safeguarding Statement have been adequately addressed?	Y
43. Where the board of management of the school and the management authority of the boarding facility are independent of each other, has the board of management of the school and the management authority of the boarding facility afforded each other the opportunity to input during the review of each other's child safeguarding statements and risk assessments and have a written data sharing agreement for this purpose?	Y

*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 9/9/2021

Chairperson, Board of Management/Management authority

Signed  Date 9/9/2021

Principal/Secretary to the Board of Management/Management authority

Note: Where a school/boarding facility 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.

