

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:	John Mc Ginnity
Date Appointed:	22 August 2022

Relevant Person

(In schools this is the DLP)

Name:	John Mc Ginnity
Contact details:	053 9146162/principal@loretowexford.com
Date Appointed:	22 August 2022

Deputy Designated Liaison Person

Name:	Siobhan O' Donoghue
Date Appointed:	1 September 2023

Contact details for Tusla

Contact Name

Greg Mullan (Wexford/Waterford)

Address

Ely Hospital,
Ferrybank,
Co Wexford
Y35 HP78

053 9198134
AM.WEX@tusla.ie

Contact Number

053 9198134

Contact details for An Garda Síochána

Contact Name

Garda Anne Quirke

Address

Wexford Garda Station,
Mulgannon,
Y35 DH60,
Wexford.

Contact Number

053 9165200

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:

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 Reception area, to the left as you enter.

- (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)

- Explained by Deputy Principals at Assemblies
- Discussed in SPHE/Wellbeing/RE classes
- Periodically visible on digital screens around the school

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: 9 February 2026

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: 29 September 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.

E-mail sent to the staff on 18 September 2026.
Letter to families and text message sent to all parents (18 September 2026).
Draft of new templates uploaded on website.
Dedicated section on Child Protection on school website.
Patron is aware that the review is ongoing (through annual report submitted via e-mail on 11 September 2026).

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

Letter to families, issued on 18 September 2026, with a draft of the Child Safeguarding Statement and Risk Assessment also uploaded to website.
Microsoft Form sent to parents/guardians so that they can give feedback (using CSS 7 template as a guide)

(b) Students

Between 18 September and 25 September, all SPHE lessons had a focus on the Child Safeguarding Statement and Risk Assessment. CSS 5 was used to aid this review.
Feedback sought from students via teachers of SPHE (subsequently communicated to the Principal).

(c) School Personnel

Draft of the Child Safeguarding Statement and Risk Assessment circulated to all staff on 17 September 2026.
Use of CSS 6 as a template to review the documents
Staff invited to e-mail with suggestions for change.
Completion of Oide Day on Child Protection on 23 October 2025.

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:

Nothing identified at this time.

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:

Nothing identified at this time.

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: Professional learning Experience for DLPs Child Protection Procedures 2025

Date: 30 September 2025

DDLP: Professional learning Experience for DLPs Child Protection Procedures 2025

Date: 30 September 2025

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

JMB Training on Boards of Management (including a section on Child Protection) was attended by 5 members of the Board on 15 November 2025.

All BOM members have viewed 6 videos in relation to Child Protection provided by the JMB at the Board meeting on 29 September 2026.

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?

School personnel are informed of the location of the Child Safeguarding Statement and Risk Assessment.

A list of training carried out by school staff is maintained.

Child Protection is regularly referenced at staff and subject department meetings. Reminders are also sent via e-mail updates.

Staff are required to complete the Children First eLearning module.

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.

Child Protection records are securely stored in a fireproof cabinet in the Principal's office.

Only the DLP and DDLP have access to the records. Where necessary, arrangements will be made to ensure the Chairperson also has access.

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.

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, SPHE and RSE programmes are delivered to students in the school.

National guidelines/learning outcomes etc. are followed by teachers.

Upskilling opportunities in these areas are offered to the relevant teachers.

Junior Cycle SPHE follows the 2023 programme specification.

RSE Policy will be reviewed during the 2026/27 school year.

The Bí Cineálta policy was reviewed in May 2026.

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.

Garda vetting is completed for all personnel before they commence employment in the school.

Vetting disclosures are checked by senior management and maintained.

In relation to recruitment, references are checked by senior management.

Vetting oversight is carried out for student teachers and others (e.g. Work experience placements) in carried out in line with best practice.

The Board is informed by the Principal that the required checks have been completed.

- (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 provision of a statutory declaration and form of undertaking is required by the Principal and is collected as part of recruitment procedures.

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

Recruitment is carried out through the approved channels – e.g. educationposts.ie for teachers and through the local newspapers or websites for other personnel as and when required.

Interviews are conducted by a panel of senior management/Board members in order to appoint the best possible candidate for the school.

References are checked prior to commencing employment.

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

Signed*: *Edward Lyons*
Edward Lyons, Chairperson, Board of Management.
Chairperson of the board of management

Date: *29/9/26.*

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