

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:	Ms Maria Sheehan
Date Appointed:	20 th August 2026

Relevant Person

(In schools this is the DLP)

Name:	Ms Maria Sheehan
Contact details:	Telephone: 061-364211 Email: maria.sheehan@stcaimins.ie
Date Appointed:	20 th August 2026

Deputy Designated Liaison Person

Name:	Ms Jennifer O'Halloran
Date Appointed:	20 th August 2026

Contact details for Tusla

Contact Name

Mr Mick Parry

Address

Ennis Primary Care Centre, Station Road, Ennis, Clare V95 TY4E
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Contact Number

Telephone: 065 6897670

Email: AM.CSG@tusla.ie

Contact details for An Garda Síochána

Contact Name

Address

Shannon Garda Station,
Tullyvarragha,
Shannon,
Co. Clare
V14 VH27

Contact Number

061 365900

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:

12th May 2026

- 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.

Inside the school door at main entrance

- (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:

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?

This is the first review of the new Child Safeguarding Statement and Risk Assessment

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 – Please see below:

The following protocol authorises immediate action under section 7.3.6 of the 'Child Protection Procedures for Schools 2025'.

The procedures as set out in Chapter 7 of the Procedures should be followed in relation to the activation of this protocol.

In the context of these procedures, where circumstances warrant it, as an essential precautionary measure in order to protect the children in the school, the school principal is authorised to direct an employee to immediately absent himself or herself from the school without loss of pay until the matter has been considered by the employer. It is very important to note that this action under the protocol is intended to be precautionary and not disciplinary. The action under this protocol is an interim measure pending the employer's further consideration of the matter.

The employee will be invited to a meeting with the principal, the purpose of which is to inform the employee of the allegation and the action being taken. The employee may be accompanied by an appropriate person of their choice and will be so advised.

In any event, the employee will also be advised of the matter, in writing. The principal shall make a record of the meeting which shall be retained on the relevant case file.

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: This is the first review of the new Child Safeguarding Statement and Risk Assessment

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.

- The secretary of the BOM will email a copy to patrons once review has taken place.
- Updated statement will be available on school website (<https://www.saintcaimins.ie/child-protection>)
- Parents will be informed through school message service of the updated version

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

Online survey

(b) Students

Online survey and students' council

(c) School Personnel

Online survey, Oide staff training and discussion at staff meeting

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:

Not applicable - Child Safeguarding Statement and Risk Assessment procedures need to be implemented during this school year to inform where improvements are required

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:

Not applicable - Child Safeguarding Statement and Risk Assessment procedures need to be implemented during this school year to inform where improvements are required

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:Ms Maria Sheehan	Date:3 rd October 2025
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DDLP:Ms Jennifer O'Halloran	Date:22 nd September 2025
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13. Give details of child protection training attended by any members of the Board and dates attended:

ACCS training provided to BOM members on the following dates:

- 1st December 2025
- 3rd February 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?

Principal has informed board that staff are reminded at every staff meeting. New appointments will receive induction on Child Protection procedures.

Records stored in password protected folder on DLPs OneDrive and reviewed regularly.

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 ☒ N/A

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.

Stored in locked safe in Principal's Office.

Key to safe stored separately in locked hold.

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.

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 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 (teaching and non-teaching) have been vetted and evidence has been shared and stored by the DLP.

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

DLP updates BOM on this.

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

All applications are accompanied by up to date vetting and safeguarding documents. Failure to provide documentation results in candidate not being shortlisted

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*: *Elena Ni Chaoileain*

Chairperson of the board of management

Date: 20/08/2026

**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: Stakeholders of St Caimin's Community School

The board of management of:

St Caimin's Community School

wishes to inform you that:

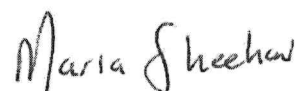
- (a) The board of management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of (date).

20th August 2026

- (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: 20/08/2026
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Chairperson of the board of management

Signed:*		Date: 20/08/2026
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Principal/Secretary to the board of management

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