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:	Geraldine O Brien
Date Appointed:	17/11/2026

Relevant Person

(In schools this is the DLP)

Name:	Geraldine O Brien
Contact details:	info@eglantine.ie 0832017420 or 021 4295551
Date Appointed:	17/11/2026

Deputy Designated Liaison Person

Name:	Louise Hennessy
Date Appointed:	17/11/2026

Contact details for Tusla

Contact Name

Tusla – Child and Family Agency, South Lee, Cork.

Address

Address: Block 36, St Finbarr's Hospital, Douglas Road, Cork

Contact Number

Phone (main office): 021 4923001

Contact details for An Garda Síochána

Contact Name

Togher Garda Station

Address

Tramore Road, Togher, Cork.

Contact Number

021 4947120

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?

Date first Child Safeguarding Statement and Risk Assessment adopted by the school:

17th Nov 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.

The Child Safeguarding Statement and Risk Assessment are displayed in a prominent position at the main school reception area and are clearly visible and accessible to parents, staff and visitors. They are also published on the school's website, ensuring they are readily accessible to the wider school community. Additional copies are available from the school office on request.

(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 student entrances and around school building e.g. halla and communal spaces
- On school website
- School journal
- Other: (please state)

All classes engaged in lessons on this topic. Lessons were supported by the Stay Safe Programme – Tell 5. Assembly was held for all classes from 1st to 6th where this topic was discussed with Principal.

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: 24/03/2026

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: 17/11/2026

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.

The Board of Management has ensured that the Child Safeguarding Statement and Risk Assessment has been communicated to all relevant parties as follows:

- Patron:
  The Child Safeguarding Statement and Risk Assessment was submitted to the Patron following Board review and ratification on 17/11/2026.
  Documentation was shared via email.

- All Parents/Guardians:
  The Child Safeguarding Statement and Risk Assessment was made available to all parents as follows:
  - Published on the school website after Board of Management review and ratification on 17/11/2026.
  - Hard copy displayed at school reception area.
  - Hard copy available from the school office on request.

- School Personnel:
  The document was also shared with all staff following Board of Management review and ratification on 17/11/2026. Document is shared annually via email, uploaded to Aladdin and displayed in staff room, offices and at school reception.

  Furthermore, the CSS and Risk Assessment forms part of staff induction and ongoing safeguarding training.

The Board is satisfied that the Child Safeguarding Statement and Risk Assessment is fully accessible and has been appropriately communicated to all required stakeholders in accordance with the Children First Act 2015 and Child Protection Procedures for Schools 2025.

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. Details of how feedback was sought should be outlined below.

(a) Parents

The Board of Management sought feedback from parents/guardians on the Child Safeguarding Statement and Risk Assessment through a structured consultation process. The Child Safeguarding Statement and Risk Assessment were shared with parents/guardians via the school's website, further information shared via newsletter and email response invited.

In addition, a survey was distributed electronically, including a direct link to facilitate the submission of feedback. This provided parents/guardians with an accessible opportunity to review the documentation and share their views.

Feedback received through this process was considered by the Board of Management as part of the annual review of the Child Safeguarding Statement and Risk Assessment.

(b) Students

The Board of Management sought feedback from pupils on the Child Safeguarding Statement and Risk Assessment through a representative sample of students.

Student voice was gathered throughout the school day:

- Teachers working with students in 1st, 3rd and 5th classes completed lessons on Stay Safe and Tell 5. Following on from these lessons, children completed a child friendly survey.
- All classes engaged in lessons on Stay Safe and Tell 5. Assembly was held for children from 1st to 6th classes. The Child Friendly version of the CSS was discussed and this will feature in our school journal as well being displayed around the school.

This approach ensured that pupil voice was included in the review process in a manner appropriate to their age and stage of development. Feedback gathered through the survey was considered by the Board of Management as part of the annual review of the Child Safeguarding Statement and Risk Assessment.

(c) School Personnel

The Board of Management sought feedback from school personnel on the Child Safeguarding Statement and Risk Assessment through a structured consultation process. The Child Safeguarding Statement was shared with all staff and email response invited.

In addition, a survey was distributed electronically, including a direct link to facilitate the submission of feedback. This provided staff with an accessible opportunity to review the documentation and share their views.

This approach ensured that all staff members had the opportunity to review the documentation and contribute their views. Feedback received was considered by the Board of Management as part of the annual review of the Child Safeguarding Statement and Risk Assessment.

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:

Training to be completed by those absent or on leave on day of in-service.

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:

Principal has contacted Oide regarding training and when this becomes available we will be notified by Oide.

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: Geraldine O Brien	Date: 26/09/2025

DDLP: Louise Hennessy	Date: 26/09/2025

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

Board of Management members attended Child Protection Training run

by patron office at various dates during 2025/26.

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?

The Board of Management has ensured that all school personnel, including new staff, temporary staff and substitutes, are made aware of their responsibilities under the Child Protection Procedures for Schools 2025 and the Children First Act 2015 through a range of measures.

All staff are required to complete the relevant Tusla Children First e-learning programme, and records of completion are maintained by the school. The Child Safeguarding Statement and Risk Assessment are shared with all personnel and form a key part of the staff induction process for newly appointed and temporary staff.

The Designated Liaison Person (DLP) provides guidance and clarification where required, and child protection is a standing item for discussion when the Child Safeguarding Statement and Risk Assessment are reviewed. Staff are also directed to relevant Department of Education guidance and supports.

An induction system is in place to ensure that all new personnel are informed of their responsibilities, including procedures for reporting concerns. Records of training completed, including certificates of e-learning, are retained by the school and monitored by school leadership to ensure compliance.

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?

N/A

17. Have these cases been anonymised and redacted as necessary?

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

N/A

(b) use unique codes to record child protection matters?

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 as manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records.

All records relating to child protection are stored securely in a locked storage unit in the Principal's office.

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 Board ensures that child protection procedures in relation to reporting to Tusla and/or An Garda Síochána are followed in full by confirming that the Designated Liaison Person (DLP) adheres to the procedures outlined in the *Child Protection Procedures for Primary and Post-Primary Schools 2025*. The DLP is responsible for the reporting of all child protection concerns, in line with these procedures. The Board receives regular assurance that all reports are made appropriately and without delay, and that timelines and documentation requirements are fully complied with.

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 Board confirms that SPHE, RSE, Stay Safe and Weaving Wellbeing are planned for and taught at all class levels each year as part of a whole-school approach to SPHE. The Board acknowledges that Wellbeing, as part of the new Primary Curriculum Framework, will be enacted on a phased basis over the next three years.

The SPHE school plan clearly outlines provision for RSE across all class levels and stages. The Board further confirms that the Stay Safe Programme is taught yearly. The plan has been reviewed recently and prioritises teaching of Stay Safe in term 1.

The Board receives regular reports from the Principal confirming that appropriate planning, delivery and review of these curricular areas are in place. Through this oversight, the Board is satisfied that pupils are provided with a comprehensive and developmentally appropriate programme that supports their personal, social and emotional development.

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.

23. The Board should indicate how it is satisfied that:

(a) the statutory requirements for Garda Vetting are met.

The Board of Management is satisfied that all statutory requirements in relation to Garda Vetting are fully met. As a Catholic school, all recruitment processes are carried out in accordance with procedures of the patron office, which incorporate all statutory requirements, Department of Education guidelines, and child protection obligations.

No person is appointed to or engaged in work within the school, whether in a paid or ongoing voluntary capacity, until satisfactory Garda Vetting clearance has been received and appropriately assessed.

The Board is further satisfied that references for all personnel are checked as part of the recruitment process, and that vetting disclosures and any associated risk assessments are managed in line with school and patron policies prior to any appointment or commencement of work.

The Board ensures that all statutory declarations and forms of undertaking are completed in accordance with requirements of the patron. This includes all staff members, as well as regular visiting personnel such as regular coaches or facilitators, and students on school placement, with appropriate agreements in place to confirm compliance with vetting and child protection requirements.

In cases involving shared teaching arrangements or external personnel, teachers and coaches must obtain vetting via the patron office. This is in line with Section 10.2 of the Child Protection Procedures.

Through adherence to the recruitment and vetting processes of our patron, the Board is satisfied that robust and compliant procedures are in place to ensure the safety and wellbeing of all pupils.

(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 Board is satisfied that the Department’s requirements in relation to the provision of child protection–related statutory declarations and associated forms of undertaking are fully met. As a Catholic school, these requirements are managed through recruitment and compliance procedures as per patron.

The Board ensures that all appointees, including teaching and non-teaching staff, complete the required statutory declaration and form of undertaking prior to commencing employment. The Board ensures that these documents are appropriately completed, recorded and retained in line with Department of Education and patron requirements.

Through adherence to recruitment processes, the Board is satisfied that all obligations in this area are fulfilled and that appropriate child protection assurances are in place for all personnel engaged in the school.

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

The Board is satisfied that thorough recruitment and selection procedures are applied in relation to all school personnel (employees and volunteers). As a Catholic school, all recruitment and selection processes are conducted in accordance with established policies and procedures.

These procedures ensure that appropriate advertising, application, shortlisting, interview and selection processes are carried out in line with best practice and statutory requirements. The Board ensures systems are in place to ensure that all necessary checks, including references, qualifications and employment history, are completed prior to appointment.

The Board is also satisfied that child protection requirements form an integral part of all recruitment processes, and that no (employee or volunteer) is permitted to commence work in the school until all required checks, including Garda Vetting and statutory declarations, have been satisfactorily completed.

Through adherence to recruitment procedures, the Board is assured that robust and comprehensive selection processes are consistently applied to safeguard the wellbeing of all pupils.

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 school's Child Safeguarding Statement and Risk Assessment, together with the Child Protection Procedures for Primary and Post-Primary Schools/Special Schools 2025, are being fully and adequately implemented.

The Board confirms that appropriate arrangements are in place to ensure compliance with all statutory and Department of Education requirements, including oversight of safeguarding practices, regular review of the Child Safeguarding

Statement and Risk Assessment, and ongoing monitoring of child protection procedures within the school.

Through reports provided by the Principal and adherence to school policies and procedures, the Board is assured that effective systems are in place to safeguard the welfare of all pupils and that a strong culture of child protection is embedded across all aspects of school practice.

Signed; Sheelagh O'Leary

Sheelagh O Leary, Chairperson of the Board of Management.

Date; 17/11/2026.

Signed; Geraldine O'Brien

Geraldine O Brien, Principal.

Date; 17/11/2026.