# CSS 2

## Review of the Child Safeguarding Statement and Risk Assessment

The *Child Protection Procedures for Schools 2025* require that the board of management 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: Ciarán Ryan

Date Appointed: 21st of August 2026

Relevant Person

*(In schools this is the DLP)*

Name: Ciarán Ryan

Contact details: ciaran.ryan@stlouiscs.com (094) 9381228

Date Appointed: 21st of August 2026

Deputy Designated Liaison Person

Name: Grahame Cleary

Date Appointed: 21st of August 2026

Contact details for Tusla Contact

Name:

Tusla Swinford (local Office) Castlebar (main office )

Address:

Main office is Mill Lane, Castlebar, Co Mayo F23 WP58

Contact Number:

Castlebar (094) 9049137

Contact details for An Garda Síochána

Contact Name:

Swinford Gardai Station

Address:

Swinford, Co Mayo

Contact Number:

(094) 9252990

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.

Child Safeguarding and Risk Assessment is displayed inside the main door of the school. It is also displayed on the school website www.stlouics.com

(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?

**Yes** Displayed at all student entrances

**Yes** On school website

School journal

- ❑ Other: *(please state)*

Posters across the school complex.

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: 09 / 09 / 2025

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: 30 / 09 / 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.

Yes, the child safeguarding and Risk Assessment has been forwarded to the Patrons (MSLETB and Le Cheile Schools Trust). Secondly a link to the safeguarding and Risk Assessment will be forwarded to all parents / guardians.

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

Microsoft form was issued to all parents / guardians asking for awareness of and suggestions to inform th

(b) Students

Microsoft form was issued to a representative of students asking for awareness of and suggestions to inform the review of child safeguarding and risk assessment review.

(c) School Personnel

Microsoft form was issued to school personnel asking for an awareness of and suggestions to inform the review of child safeguarding and risk assessment review.

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:

Nonapplicable however risk assessing in St. Louis CS is ongoing.

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:

The Assistant principal with responsibility for health and safety is currently working with the school principal looking at all health and safety issues pertinent to the school.

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**

Training

12. Give details of when the DLP and DDLP most recently attended child protection training for DLP/DDLPs:

| | | | |
|---|---|---|---|
| DLP: | Ciarán Ryan | Date: | October 2025 |
| DDLP: | Grahame Cleary | Date: | October 2025 |

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

All BOM members have received CP training.

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?

All school personnel are required to complete the Tusla e-learning training and are directed to our Child Safeguarding and risk Assessment documentation on the school website.

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**

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**

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

    **Yes**

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**

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

    **Yes**

19. The board has undertaken the review of the Child Safeguarding Statement and Risk Assessment and has issued/published notification confirming same.

    **Yes**

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.

    Yes, the storage cabinet is located in the Principal's office with a key provided to the DLP and DDLP.

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 all concerns which are reported to Tusla and informs the BOM as required.

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 the SLT implementation of the school curriculum pertaining to SPHE, RSE and the correct time provision of the wellbeing suite of subjects.

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.

The principal reports to the BOM that all statutory requirements as regards gardai vetting are adhered to and met by the school.

(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 principal ensures that all staff employed are completing a statutory declaration / form of undertaking upon commencement of employment.

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

As part of the recruitment process for St. Louis CS, all staff are required to have satisfied that they have correct vetting documentation in place (teaching council handle this for teachers). The school's Assistant Principals carry out vetting for both visitors and students attending specific work placements supported by the administration team in the school where required. This is overseen by the principal.

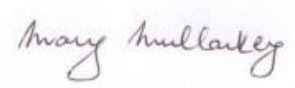
## Statement by the Board

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 of St. Louis Community School confirms that it has reviewed the implementation of the school's Child Safeguarding Statement, Risk Assessment, and Child Protection Procedures.

The Board is satisfied that these measures are being implemented effectively and consistently throughout the school in accordance with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools.

The Board remains committed to ensuring the highest standards of child safeguarding and welfare and will continue to monitor and review these measures regularly to ensure that all students in St. Louis Community School are protected, supported, and cared for in a safe learning environment.

Signed: 

***Chairperson of the BOM***

Date: 30th of September 2026