Presentation Secondary School Listowel

Co. Kerry

Child Protection Safeguarding Policy

Date of policy adoption

This Policy was ratified by the Board of Management of Presentation Secondary School, Listowel

Signed Shane ó Dónaill Date 15/9/2026

Chairperson, Board of Management

An Roinn Oideachais
agus Óige
Department of Education
and Youth

Child Protection Safeguarding Booklet



Child Protection Safeguarding Booklet

Adopting the School's Child Safeguarding Statement and Risk Assessment

When adopting the Child Safeguarding Statement and Risk Assessment, the board of management may use this list as a support in ensuring that all the necessary steps have been taken.

- ☒ Our school has used the templates provided on www.gov.ie/childprotectionschools to develop its Child Safeguarding Statement and Risk Assessment and its student-friendly version. These are now displayed in a prominent position near the main entrance of the school.
- ☒ Our school has consulted with school personnel, parents/carers and our children and young people when reviewing our Child Safeguarding Statement and Risk Assessment and its student-friendly version. We have retained a record of these consultations.
- ☒Our school has informed the patron, school personnel, our parents' association, and our parents/carers that the review has been undertaken using the notification template provided by the department.
- ☒ Our school has published the Child Safeguarding Statement and Risk Assessment and notification of its review on our website or will be made available on request by the school.

CSS1
Child Safeguarding Statement and Risk Assessment

For:	**Presentation Secondary School,**	*(School Name)*
At:	**Greenville, Listowel, Co.Kerry**	*(School Address)*

This school is a: (tick appropriate) ☐primary ☒post-primary ☐ special school

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019) and 2025, Child Protection Procedures for Schools 2025 and Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024), the board of management has adopted the Child Safeguarding Statement and Risk Assessment set out in this document.

The board of management has adopted and will implement fully and without modification the department's Child Protection Procedures for Schools 2025 as part of this overall Child Safeguarding Statement and Risk Assessment.

Name of the Designated Liaison Person (DLP):

Principal Katherina Broderick

Name of the Deputy Designated Liaison Person (Deputy DLP/DDLP):

Deputy Principal Marguerite Linnane

In the absence of the DLP, the Deputy DLP shall assume responsibilities of the DLP

Name of Relevant Person

Katherina Broderick

(In schools this person is the DLP)

Relevant Person can be contacted on:

06821452	*principal@preslistowel.ie*

Under the Children First Act 2015 Relevant Person means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the Child Safeguarding Statement. This person is nominated by the board of management to manage and provide oversight of child protection concerns/allegations of child abuse.

Name of Chairperson of the board of management, or in an ETB school the Chief Executive or their delegate:

Shane O'Donoghue

In the event that both DLP and DDLP are absent and unavailable, and where there is no staff member formally acting in their role, the chairperson of the board of management, or in an ETB school the chief executive or their delegate, assumes the role of DLP.

The board of management recognises that child protection and safeguarding permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In all of these, the school will adhere to the following principles of best practice in child protection and welfare. The school will:

☒Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations.

☒ Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children.

☒Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters.

☒Adopt safe practices to minimise the possibility of harm happening to children and protect members of school personnel from the necessity to take unnecessary risks that may leave themselves open to accusations of child abuse.

☒Develop a practice of openness with parents and encourage parental involvement in the education of their children.

☒Fully respect confidentiality requirements as set out in the Child Protection Procedures for Schools 2025 in dealing with child protection matters.

☒Adhere to the above principles in relation to any vulnerable adult.

Procedures and Measures in Place

Our Child Safeguarding Statement and Risk Assessment has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance 2017*, and *Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024),* and the *Child Protection Procedures for Schools 2025.* In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

> Procedure for the Management of Allegations of Abuse or Misconduct against School Personnel Relating to a Child Availing of Our Service

~ Where any member of school personnel is the subject of any investigation in respect of any act, omission or circumstance in relation to a child attending the school, the school is required to adhere to the relevant procedures set out in Chapter 7 of *the Child Protection Procedures for Schools 2025* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.

> Procedure for the Safe Recruitment and Selection of School Personnel to Work With Children

~ The school is required to adhere to the requirements of the Vetting Act. The selection or recruitment of staff and their suitability to work with children, requires the school to adhere to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and Youth and available on the gov.ie website and as outlined in Chapter 10 of the procedures.

~ A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

> Procedure for Provision of and Access to Child Safeguarding Training and Information, Including the Identification of the Occurrence of Harm

~ The school provides information and training to members of school personnel in relation to the identification of the occurrence of harm (as defined in the 2015 Act) as follows:

~ The school has provided each member of school personnel, including any new members of school personnel, (employees and volunteers, board of management members, student teachers and those on work experience) with a copy of the school's Child Safeguarding Statement and Risk Assessment.

~ The school ensures that members of school personnel have availed of relevant training and completed child protection training.

~ The school encourages board of management members to avail of any relevant training and complete child protection training.

~ The board of management ensures that records of all staff and board member child protection training are maintained.

> Procedure for the Reporting of Child Protection or Welfare Concerns to Tusla

~ All members of school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Schools 2025*, in relation to reporting of child protection concerns to Tusla. Mandated reporting applies to all registered teachers and any other mandated person who may be employed by the school, for example a chaplain or nurse. A full list of those people who are mandated persons is set out in Appendix 1 procedures.

> Procedure for Maintaining a List of the Persons (if any) in the Relevant Service Who Are Mandated Persons

~ There is a procedure in place to maintain a list of mandated persons. Schools may on occasion employ additional staff who are mandated by virtue of their profession. This list will include all registered teachers and identify additional employees that are not registered teachers.

> Procedure for Appointing a Relevant Person (In schools this person is the DLP)

~ There is a procedure in place for appointing a relevant person.

The various procedures referred to in this Child Safeguarding Statement and Risk Assessment can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

In accordance with the Children First Act 2015, the Addendum to Children First 2019 and 2025, and the *Child Protection Procedures for Schools 2025,* the board of management carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.

Note: The procedures and measures in place outlined above, are not intended as exhaustive list. Individual boards of management shall also include in this section such other procedures and measures that are of relevance to the school.

This statement has been published on the school's website or will be made available on request by the school. It has been provided to all members of school personnel, the parents' association (if any), the patron and parents. A copy of this statement and risk assessment will be made available to Tusla and the department if requested.

This Child Safeguarding Statement and Risk Assessment will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

Child Safeguarding Risk Assessment

List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in Place to Mitigate Risk
All school activities involving children	Risk of harm not being recognised by school personnel	Child Protection Procedures; staff training; safeguarding statement
All school activities involving children	Risk of harm not being reported properly and promptly by school personnel	Mandatory reporting procedures; DLP/DDLP roles; training
All school activities involving students	Risk of harm where members of school personnel have not received appropriate training	Training records; induction procedures; CPOR oversight
In-school activities	Risk of student being harmed by a member of school personnel	Garda vetting; disciplinary procedures; supervision policies
In-school activities	Risk of student being harmed by another child	Anti-bullying policy; supervision; code of behaviour
In-school activities	Risk of student being harmed by volunteer or visitor	Vetting; visitor protocols; supervision
Out-of-school activities	Risk of student being harmed by external personnel during trips or events	School tour /trips policy; supervision; external personnel protocols
Online learning	Risk of harm due to inappropriate use of online platforms (e.g. uninvited access, unsupervised breakout rooms)	Acceptable Use Policy; supervision; MS Teams and other platform controls Introduction of 1:1 devices managed by Wriggle
All school activities	Risk of harm due to bullying	Bí Cineálta/Anti-bullying policy; SPHE curriculum; wellbeing programme, Helping Hands Programme implemented
All school activities	Risk of harm due to racism	inclusive education policies, whole school ethos regularly communicated at assemblies for all year groups. Core values of school accepted by staff and students. Professional Code of Conduct
All school activities	Risk of harm due to inadequate supervision in school	Supervision; staff deployment; risk assessment for activities

List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in Place to Mitigate Risk
Out-of-school activities	Risk of harm due to inadequate supervision during external activities	Supervision; trip planning; staff training
All school activities	Risk of harm due to inappropriate relationships or communications	Code of behaviour; AUP policy; staff training
ICT use	Risk of harm due to inappropriate access/use of devices and social media	AUP policy; mobile phone policy; supervision, one to one devices introduction Acceptable use policy for staff, Acceptable Use Policy for students
SEN and vulnerable students	Risk of harm to children with SEN or medical vulnerabilities	SEN policy, SNA policy, care plans; staff training
Intimate care	Risk of harm while receiving intimate care	staff training; supervision
Behaviour management	Risk of harm due to inadequate code of behaviour	Code of behaviour; disciplinary procedures; staff training
One-to-one settings	Risk of harm in one-to-one teaching, counselling, coaching	supervision, professional code of conduct
Digital communication	Risk of harm from inappropriate communication by staff via digital means	AUP policy; code of behaviour; training
Digital communication	Risk of harm from staff accessing/circulating inappropriate material	AUP policies: Acceptable use policy for staff, Acceptable Use Policy for students, Code of Behaviour procedures; monitoring Regular updates for students at assemblies
Fire drills & evacuation	Fire, panic, crush, slip, fall, etc.	Health & Safety policy, practice fire drill
Students driving to school	Danger to life	Student driving policy
Practical subjects	Physical injury	Risk assessment, first aid training, first aid kits
Administration of medicine	Harm to student	Parent consent form, GP letter, storage of medicine, training on administration
Guest speakers	Working with non-vetted people	Visitors sign in/out office, class teacher to supervise

List of School Activities	Risks Identified Against Each School Activity	Procedures/Measures in Place to Mitigate Risk
	Sensitive information being shared can be distressing for students	Follow up support for students if necessary

Examples of Activities, Risks and Procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive, and that the inclusion of an example of a policy or procedure on these lists does not make it mandatory. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as 'any potential for harm'.

Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to:

- Identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities.
- Identify and assess the adequacy of the various procedures already in place to manage those risks of harm.
- Identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

Online Safety

The *Addendum to Children First: National Guidance for the Protection and Welfare of Children 2017* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement and Risk Assessment.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

Risk in the context of this Child Safeguarding Statement and Risk Assessment is the risk of 'harm' as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in the Children First Act 2015: 'harm' means, in relation to a child— (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

In accordance with Section 11 of the Children First Act 2015 and with the requirements of Chapter 9 of the Child Protection Procedures for Schools 2025, the following is the written Child Safeguarding Statement and Risk Assessment.

In undertaking this Child Safeguarding Statement and Risk Assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This Child Safeguarding Statement and Risk Assessment was reviewed by the board of management on **15th September 2026**

Signed:*	Shane a Daly	**Date**: 15/9/2026

Chairperson of the board of management

Signed:*	K. Broderick	**Date**: 15/9/2026

Principal/Secretary to the board of management

This Child Safeguarding Statement and Risk Assessment is expected to be reviewed again on September 2027 *(expected review date)*

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

Appendix - Location of copies of the Child Protection Procedures and Children First Guidance

This may be in the form of specifying the online location for the procedures (Department of Education and Youth website www.gov.ie/childprotectionschools and/or the school website), providing a link to the Children First National Guidance 2017 Children_First_National_Guidance_2017.pdf, and stating the number and location of hard copies of these procedures available in the school.

In the reception area at the school office On school website

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:	Katherina Broderick
Date Appointed:	15.9.2026

Relevant Person

(In schools this is the DLP)

Name:	Katherina Broderick
Contact details:	06821452
Date Appointed:	15.9.2026

Deputy Designated Liaison Person

Name:	Marguerite Linnane
Date Appointed:	15.9.2026

Contact details for Tusla

Contact Name

TUSLA Kerry

Address

Block 1, Unit 7/8,
Reeks Gateway,
Cleeney Roundabout,
Killarney.
Co. Kerry.
V93 CTX9

Contact Number

064-6678065

Contact details for An Garda Síochána

Contact Name

Sergeant Paula Kelliher

Address

Church Street
Listowel

Contact Number

06850820

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:

15th September 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 entrances to the school and at the reception window

(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)

Year Heads present it at year group assemblies

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: October 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: May 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.

Email to Parents's Association March 2026
Policy discussed at Parent Association AGM May 2026
Student Council meeting review of CSS at meeting April 2026
TYRO Message was sent to all parents/guardians to alert them of the reviewed Child Protection Documents on the school website

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

Yes - at the Parents' Association AGM May 2026

(b) Students

Student council meeting to review -April 2026

& September 2026

(c) School Personnel

Staff meeting September 2026 (Teaching & Non Teaching staff)

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:

N/A

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:

N/A

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: Katherina Broderick	Date: December 2025 & Feb 2026

DDLP:Marguerite Linnane	Date: December 2025 & Feb 2026

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

JMB training for Board of Management December 2025 CEIST Child Protection training February 2026 (Chairperson)

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?

The board ensures that all staff are required to complete e-learning or other training, use of department's supports for school personnel when reviewing the Child Safeguarding Statement and Risk Assessment,

The Principal or Deputy complete an induction/mentoring system for new personnel, all records of the training completed are maintained by the school in the school office.

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?

All records are 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.

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 ensures that 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.

Timetabled as required from 1st year to 6th year Appropriate training of staff is encouraged and supported Policies are reviewed Annually CSS2 Page 6 of 8

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.

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

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

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

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

Statement by the Board

The Board confirms its satisfaction that the Child Safeguarding Statement and Risk Assessment and child protection procedures are being fully and adequately implemented by the school.

Signed*:

Chairperson of the board of management

Date:15.9.2026

**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: Whom it concerns

The board of management of:

Presentation Secondary School, Listowel, Co.Kerry

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 15th September 2026 (date).

(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:*	Shane O'Dowd	**Date**: 15.9.26

Chairperson of the board of management

Signed:*	K. Broderick	**Date**: 15.9.26

Principal/Secretary to the board of management



Child Safeguarding in Our School

Child safeguarding is what we do in our school to keep children and young people safe from harm.

We think about how to keep everyone safe and we write down how we will do that.

This is called our **Child Safeguarding Statement**. We check this every year. When we do this we will ask you what you think about safeguarding in our school. It is important that you feel safe at school and in your life outside of school too.



If someone says or does something to hurt you or makes you feel uncomfortable, you can tell an adult that you trust.

Who to go to:

Any trusted adult

For example, your Year Head or class teacher, any teacher, Guidance Counsellor, SNA, the Principal or Deputy

What we will do:

- ☑ Listen and understand
- ☑ Guide or look for help

Every school has a person in charge of child safeguarding. This person is called the **Designated Liaison Person** or **DLP**. The DLP for our school is Ms Broderick



CSS 5

Student Review of the Child Safeguarding Statement and Risk Assessment – suggested approach

As part of your annual review of the Child Safeguarding Statement and Risk Assessment, the children and young people in your school should have an opportunity to have a voice and participate in the process.

This supports the process of advising children and young people of the procedures that are in place to safeguard them and to explore options of how students could be involved in the development and/or review of safeguarding procedures. Raising awareness of a school's Child Safeguarding Statement and Risk Assessment, the role of DLP/trusted adults and regular review risks of harm during school activities is part of the process of keeping children safe.

The questions set out below can be used to lead a classroom discussion, to help a student council have a focused discussion, or to inform other forms of consultation with the children and young people in your school in the annual review of the child safeguarding statement. This is not intended to be a directive or exhaustive list, and the questions and the approach should be informed by the context of the school.

Understanding the Child Safeguarding Statement and Risk Assessment
• Do you know what the Child Safeguarding Statement and Risk Assessment is?
• Why do you think the school has this document?
• Do you know where it is displayed in the school?
• Have you seen the poster with the name and photo of the Designated Liaison Person (DLP)?
Knowing Who to Talk to (DLP and Trusted Adults)
• There is someone in the school who is in charge of keeping children safe. This person is called the DLP. Do you know who they are and what they do?
• In SPHE class, we talked about trusted adults – people you can talk to if you're ever worried or upset. Who are some trusted adults in your life?
• Is there someone at school you feel safe talking to? Who are they?
Thinking About Safety in School Activities
• We do lots of different things at school during the year. We want to make sure everyone is safe while doing them. The school has made a list of all the things we do and how we try to keep everyone safe
• Can you think of anything else we could do to make school activities safer? (Teachers might remind children about activities like arriving and leaving school, playtime, breaks, and using toilets or changing rooms)
Your Final Thoughts
• We want everyone in the school to feel safe and happy while learning. If **you** were the DLP – the person in charge of helping keep children safe – what else would you do to make the school a safer and better place?

CSS 6

Staff Review of the Child Safeguarding Statement and Risk Assessment – suggested approach

As part of your annual review of the Child Safeguarding Statement and Risk Assessment, the staff in your school should have an opportunity to have a voice and participate in the process. This may be as part of a staff meeting.

Below are some prompts for the person leading the meeting together with possible questions a school could use to help ensure the participation of staff in the annual review of the child safeguarding statement. This is not intended to be a directive or exhaustive list.

Communication of the Child Safeguarding Statement and Risk Assessment
• Check that each staff member, including special needs assistants, (SNAs), secretaries, caretakers, teachers and all employed in the school has a digital or hardcopy version of the Child Safeguarding Statement and Risk Assessment; and/or
• Remind staff of the date the Child Safeguarding Statement and Risk Assessment was circulated on and that it is available on the school website.
• Introduce the staff to the review prompts document for use with the children and young people in the school.
• Ensure that all staff are aware of who the DLP/relevant person is. Clarify that the relevant person is the person to contact if you have any questions about the Child Safeguarding Statement and that this is noted on the Child Safeguarding Statement
Possible Questions
• Have you been provided with the Child Safeguarding Statement and Risk Assessment in hard copy or digital form? or
• Have you received the copy of our current Child Safeguarding Statement and Risk Assessment which was emailed to you on —— (date)? or
• Have you viewed the Child Safeguarding Statement and Risk Assessment on our school website?
• Do you know where the Child Safeguarding Statement and Risk Assessment is displayed within the school?
• How are the children and young people in your class(es) (or those with whom you engage or support) made aware of the identity of the DLP/DDLP (or person in charge of child safeguarding, to use a child-friendly term)? How has this been communicated?
• Who is the DLP/DDLP/Relevant Person in this school? What is their role?

Review of Risks in the School

Prompts
• Check with staff if the school has undertaken any new activities since the last review of the risk assessment which should be noted in the next risk assessment (e.g. intimate care, swimming, shower facilities, remote teaching and online learning). This includes activities before school, during school and extra-curricular activities.
Possible Questions
• Does the Risk Assessment included in the Safeguarding Statement include: o all the activities in the school? o all risks associated with the activities? o actions taken to mitigate the risks involved in these activities? • Has the school undertaken any new activities since the last review of the risk assessment which should be noted in the next risk assessment (e.g. intimate care, swimming, shower facilities, remote teaching and learning)? • Have you any suggestions on anything else the school should include in the Risk Assessment in our Child Safeguarding Statement?

Implementation of Safeguarding Procedures

Prompts
• Clarify that in any situation where a member of school personnel (including a registered teacher), receives an allegation or has a child protection concern they shall respond appropriately as outlined in chapter 2 of the procedures and without delay report the matter to the DLP. • Clarify with mandated staff that the two main statutory responsibilities of a mandated person are: • to report any knowledge, belief or reasonable grounds to suspect that a child has been harmed, is being harmed or is at risk of being harmed to Tusla, and • to assist Tusla in assessing a concern which has been the subject of a mandated report, if requested by Tusla in accordance with the Act. • Answers to the question "If you had a concern that a child was at risk what would you do?" must indicate that staff members are aware of the procedures outlined in Chapter 5 • Ask when staff members last completed a child protection training module.
Possible Questions
• What are the responsibilities of a member of school personnel who has a child protection concern? Can you describe the two main statutory responsibilities of a mandated person? • If you had a child safeguarding concern, what would you do? Or • If you had a concern that a child was at risk what would you do? • Consider also what you would expect if the: ~ DLP reports to Tusla, ~ seeks advice from Tusla or ~ decides not to report to Tusla. • Consider, also, joint reporting with the DLP. • Describe what you would do if a child made a disclosure to you. • If you had a child protection concern about the DLP, to whom should you report this concern? • When did you last complete a training module for child protection (e.g. Tusla's Children First eLearning programme or their mandated person eLearning module), Oide Child Protection Training? • Do you need to refresh your training to be confident that you are familiar with the procedures and your responsibilities?

SPHE/RSE Curriculum

Prompts

• What steps has the school taken to ensure that the SPHE/RSE/Wellbeing curriculum is appropriately planned for and delivered to the children and young people in the school.
  ○ This should outline that for a primary school, aspects of all 3 strands are covered each year; Stay Safe is taught in its entirety in one year – at least once in infants, 1st/2nd, 3rd/4th, 5th/6th; and that the school plan outlines provision for RSE across each of the different class levels/stages) noting the date of the most recent policy review or curricular implementation. Schools will be informed if, in the future, the Department approves an alternative or replacement to the Stay Safe Programme.
  ○ For a post-primary school, the Wellbeing Programme for Junior Cycle is implemented and RSE and SPHE is appropriately delivered noting the date of the most recent policy review or curricular implementation.

Possible Questions - Primary
• Does the school plan indicate that aspects of each of the three strands (Myself; Myself and Others; and Myself and the Wider World) of the SPHE curriculum are covered each year? • Does the school plan indicate that the Stay Safe Programme is delivered at least once in Junior Infants or Senior Infants; once in first or second class; once in third or fourth class and once in fifth or sixth class? • Does the school plan indicate that the Stay Safe Programme is taught in its entirety over one school year? • Does the school plan outline provision for learning in RSE across the different stages (Junior Infants/Senior Infants; first/second class; third/fourth class and fifth/sixth class)?
Possible Questions – Post-primary
• Is SPHE timetabled for each year of the junior cycle? • Does the school provide SPHE in accordance with circular 28/2023? • Does the school implement a RSE programme for all students, from First Year to Sixth Year? Have outline programmes of work been prepared for 1st, 2nd and 3rd Year SPHE and 4th, 5th and 6th Year RSE? • Are a minimum of five to six timetabled periods per year assigned to RSE in relevant plans? • Does the overall RSE plan include provision for the exploration of key aspects of RSE, for example, relationships, gender identity, sexual orientation, pornography and consent?

Final thoughts

Possible Question
• Have you anything else you would like to bring to the attention of the relevant person/DLP/DDLP as we undertake the annual review of our Child Safeguarding Statement and Risk Assessment?

CSS 7

Parent/Carer Review of the Child Safeguarding Statement – suggested approach

As part of your annual review of the Child Safeguarding Statement and Risk Assessment, the parents in your school should have an opportunity to have a voice and participate in the process. This could be done through email, questionnaire, meetings, engagement by the parents' association with the wider parent body, or another appropriate approach.

Schools will need to ensure all parents have access to a copy of the school's Child Safeguarding Statement and Risk Assessment to participate in this review process. Raising awareness of a school's Child Safeguarding Statement and Risk Assessment, the role of DLP/trusted adults and regular reviews of risks of harm during school activities is part of the process of keeping children safe.

Below are some questions a school could use to help ensure the participation of parents in the annual review of the child safeguarding statement (including its risk assessment). This is not intended to be a directive or exhaustive list, and the questions and the approach should be adapted to suit the context of the school community.

Awareness of the Child Safeguarding Statement and Risk Assessment
• Did you know that our Child Safeguarding Statement and Risk Assessment (which includes a list of potential risks) is clearly displayed near the school's main entrance? • Have you received a copy of this statement by email? Or have you looked at it on our school website?
Awareness of the DLP/Trusted Adults
• Do you know that the person you can talk to at the school if you have any concerns about a child's safety is called the Designated Liaison Person (DLP)? In our school, that person is Principal, Katherina Broderick. You can also ask them any questions about our Child Safeguarding Statement and Risk Assessment. • In school, we've talked to the children in SPHE class about trusted adults – people they can talk to if they're ever worried about anything. Have you had a similar conversation with your child about who they can talk to if they feel unsafe or upset?
Review of Risks in the School
• Our school does many different activities during the year. We want to make sure every child is safe while taking part. We've looked at all our activities and listed the possible risks, along with the steps we take to keep children safe. This is all included in our Risk Assessment, which is part of the Child Safeguarding Statement. • Do you have any ideas or suggestions about how we can make our school activities even safer? If so, we'd love to hear them.
Final Thoughts
• Is there anything else you'd like to share or suggest as we review our Child Safeguarding Statement this year?

CSS 8

Record of Child Protection Training

Boards of management must ensure that all school personnel and board of management members have the necessary familiarity with the Child Protection Procedures for Schools 2025 to enable them to fulfil their responsibilities. The board of management shall ensure that all school personnel attend appropriate child protection training and retain a record of this training. Please refer to Child Protection Procedures for Schools 2025 Chapter 11 Training and Supports for information on training and supports available.

This template can be used by schools if they wish or they can use any other method of recording the training.

School Name:

__Presentation Secondary School, Listowel, Co.Kerry

This master list will contain details of all child protection training undertaken by all members of school personnel.

The term "school personnel" as used in these procedures is a generic term that refers to all adults who are or were involved in the operation of the school. This includes employees and volunteers, board of management members, student teachers and those on work experience.

A	B	C	D	E
Employee / Learner	Position	Mandated	Course	Completion Date
Katherina Broderick	Principal	Yes	Childrens First	03/10/2025
Elaine O'Mahony	Secretary	No	Childrens First	20/09/2024
Bridie Stack	Secretary	No	Childrens First	16/07/2024
Kerry Bennett	SNA	yes	Childrens First	26/08/2026
Siobhan Hilliard	SNA	yes	Childrens First	25/08/2026
Anele Grebliunaite	SNA	yes	Childrens First	25/08/2026
Tina McMahon	SNA	yes	Childrens First	24/08/2026
Aileen O'Leary	SNA	yes	Childrens First	26/08/2026
Kerry Bennett	SNA	yes	Childrens First	26/08/2026
Aileen O'Leary	SNA	yes	Childrens First	26/08/2026
Getta Fitzgerald	SNA	yes	Childrens First	26/08/2026
Norma Dowling	Teacher	yes	Childrens First	06/09/2026
Christopher Kiely	Teacher	yes	Childrens First	01/09/2025
Claire O'Riordan	Teacher	yes	Childrens First	01/09/2026
Marguerite McSweeney	Teacher	yes	Childrens First	31/08/2026
Eilish Burke	Teacher	yes	Childrens First	02/10/2026
Eileen Counihan	Teacher	yes	Childrens First	27/08/2025
Margaret Daly	Teacher	yes	Childrens First	03/09/2025
Michael Daly	Teacher	yes	Childrens First	28/08/2026
Denise Galvin	Teacher	yes	Childrens First	22/10/2025
Jessica Keane	Teacher	yes	Childrens First	13/10/2025
Catherine Kennedy	Teacher	yes	Childrens First	21/10/2025
Louise McAuliffe	Teacher	yes	Childrens First	22/10/2025
Aine Ni Chuain	Teacher	yes	Childrens First	22/08/2025
Aisling O'Dwyer	Teacher	yes	Childrens First	03/11/2025

