



CBS Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

CBS Primary Dundalk is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

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 \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of CBS Primary School has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post Primary Schools (revised (2023))* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is [Mrs Eileen Hart](#)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is [Mrs Petrina Hanratty](#)
- 4 The Relevant Person is [Mrs Eileen Hart](#)
(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)
- 5 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, 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 or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.



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The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

6 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the [National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012 to 2016](http://gov.ie) and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has 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.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.



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Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 8 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 18th February 2025.

This Child Safeguarding Statement was reviewed by the Board of Management on 18th February 2025.

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal/Secretary to the Board of Management

Date: _____

Date: _____



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Child Safeguarding Risk Assessment

Written Assessment of Risk of CBS Primary School Dundalk

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of CBS Primary Dundalk.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly by school personnel	<ul style="list-style-type: none"> ● The school’s Child Safeguarding Statement & DES Procedures made available to all school personnel ● School personnel are required to adhere to the DES Procedures, and all registered teaching staff are required to adhere to the Children First Act 2015 ● DLP & DDLP to attend Child Protection refresh training ● All Staff to view Túsla training module & any other online training offered by Principal and BOM ● Staff and board members are encouraged to avail of relevant training. ● Records of all Staff and board member training maintained ● Critical Incident Management Plan
Care of Children with additional educational needs, including intimate care needs	Harm by school personnel	<ul style="list-style-type: none"> ● Intimate Care and toileting policy in respect of pupils who require such care ● Health and Safety Policy



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		<ul style="list-style-type: none"> ● AEN Policy (Follow Personal Pupil Plan as required)
Toilet areas	Inappropriate behaviour	<ul style="list-style-type: none"> ● Code of Behaviour ● Health and Safety Statement ● Classroom teaching (SPHE)
Curricular Provision in respect of SPHE, RSE, Stay Safe	Non-teaching of same	<ul style="list-style-type: none"> ● The school implements SPHE, RSE, Stay Safe and Walk Tall in a two-year cycle
Care of pupils with specific vulnerabilities/ needs such as Pupils from ethnic minorities/migrants Members of the Traveller community LGBTQIA+ children Pupils perceived to be LGBTQIA+ Pupils of minority religious faiths Children in care Children on Child Protection notification system	Bullying Harm to pupils	<ul style="list-style-type: none"> ● New Bí Cinealta/KiVa Anti-Bullying Policy, which fully adheres to the requirements of the DES New Bí Cinealta Anti-Bullying Procedures for Primary & Post-Primary Schools ● Child Safeguarding Statement ● Code of Behaviour
Daily arrival and dismissal of pupils	Harm from older pupils and harm from unknown adults on the playground Child not collected on time	<ul style="list-style-type: none"> ● School Rules, arrivals and dismissal procedures ● Behaviour Code ● Yard/Supervision Duty
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	<ul style="list-style-type: none"> ● Health and Statement Policy ● Code of Behaviour ● New understanding behaviours of concern and responding to crisis situations guidelines
Sports Coaches	Harm to pupils	<ul style="list-style-type: none"> ● Health and Safety Statement ● Garda Vetting ● Child Safeguarding Statement
Students participating in work experience	Harm by student	<ul style="list-style-type: none"> ● Health and Safety Statement ● Child Safeguarding Statement



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	(N.B. Under 16's are not permitted on placements in the school)	<ul style="list-style-type: none"> ● Garda Vetting as applicable ● Student fully supervised at all times by a member of school personnel
Adult students participating in work experience (SNA)	Harm by an adult	<ul style="list-style-type: none"> ● Health and Safety Statement ● Child Safeguarding Statement ● Garda Vetting as applicable ● Student fully supervised at all times by a member of school personnel
Recreation breaks for pupils (to include wet breaks) across the mainstream classes and Autism class	Harm due to inadequate supervision of pupils	<ul style="list-style-type: none"> ● Yard/Supervision Rota to ensure appropriate supervision of children during breaks. ● Health and Safety Statement ● Code of Behaviour
Classroom teaching	Harm to pupils	<ul style="list-style-type: none"> ● Child Safeguarding Statement ● Code of Professional Conduct (Teaching Council) reviewed as a staff
One to one teaching	Harm by school personnel	<ul style="list-style-type: none"> ● AEN Policy ● Glass windows in the doors ● Open the door if no window in the doors
One-to-one Counselling, Play Therapy, OT/SLT, Tusla social worker, Care officer	Harm by visitors to the school	<ul style="list-style-type: none"> ● Child Safeguarding Statement ● Garda Vetting ● Glass in the door or open door ● Ensuring appropriate Garda vetting is in place
Outdoor teaching activities	Harm to pupils	<ul style="list-style-type: none"> ● Health and Safety Statement ● Ensuring adequate supervision ● Pre-teaching of routines
Use of Sensory Room	Harm by school personnel	<ul style="list-style-type: none"> ● An adult must accompany children to the sensory room, where possible two pupils should attend. ● Follow safeguards for one-to-one teaching ● Child Safeguarding Statement ● Garda Vetting ● Glass in the door or open door



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Sporting Activities (e.g. Sports Day)	Harm to pupils	<ul style="list-style-type: none"> ● Child Safeguarding Statement ● Health and Safety Statement ● Adequate supervision provided ● Ensuring extra-curricular Staff are fully Garda vetted
DEIS Summer Camps	<p>Harm by school personnel, a representative of another organisation or an adult while participating in the Camp, e.g. library trip, external visitors</p> <p>Harm due to inadequate supervision while attending the camp</p>	<ul style="list-style-type: none"> ● Amended Child Safeguarding Statement for the duration of the Camp ● Ensuring adequate provision
Swimming	<p>Harm by other pupils</p> <p>Harm by an adult</p>	<ul style="list-style-type: none"> ● Swimming lessons will be arranged at private times when members of the public are not using the pool. ● Ensuring adequate supervision ● Child Safeguarding Statement ● Health and Safety Statement ● Code of Behaviour ● Pre-teaching of routines ● CBS staff are insured to enter the changing area; however, it is advised that two adults attend when children are changing. ● Children attending swimming should be able to change and wash themselves. ● An SNA will support children with AED including intimate care needs (see intimate care needs policy) ● Parents present will be instructed not to enter the dressing area or viewing stand. An exception may be made for parents of pupils with complex physical need which will require parental assistance in the dressing area.
School Outings	Harm to pupils	<ul style="list-style-type: none"> ● Ensuring adequate supervision ● Health and Safety Statement



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		<ul style="list-style-type: none"> ● Code of Behaviour ● Pre-teaching of routines
School trips involving overnight stays (including Rann na Feirste)	Harm by other pupils Harm by an adult	<ul style="list-style-type: none"> ● Adequate supervision ● Appropriate Garda Vetted chaperone ● Child Safeguarding Statement
Use of off-site facilities for school activities	Harm by school personnel, a member of Staff of another organisation or other person while participating in out of school activities, e.g. school trip Harm due to inadequate supervision while attending out of school activities	<ul style="list-style-type: none"> ● Ensuring adequate supervision ● School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i>, and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i> ● All staff garda vetted
School transport arrangements including the use of bus escorts	Harm to pupils	<ul style="list-style-type: none"> ● Bus escort contracts and duties ● School Transport Policy
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Harm by other pupils	<ul style="list-style-type: none"> ● Code of Behaviour
Administration of Medicine Administration of First Aid	Harm to pupils	<ul style="list-style-type: none"> ● Administration of Medicine Policy ● First Aid Policy ● Staff training
Prevention and dealing with bullying amongst pupils	Harm by other pupils	<ul style="list-style-type: none"> ● Code of Behaviour ● Bí Cinealta/KiVa Anti-Bullying Policy ● School implements Stay Safe, SPHE, Walk tall and RSE ● Organised events promoting positive relationships
Use of external personnel to supplement the curriculum, sports and extra-curricular activities	Harm by external personnel	<ul style="list-style-type: none"> ● Child Safeguarding Statement and DES Procedures made available to all Staff ● Garda Vetting as applicable ● Supervision by school personnel
Recruitment of school personnel including –	Harm not recognised or properly or promptly reported	<ul style="list-style-type: none"> ● School’s Child Safeguarding Statement & DES Procedures made available to all new Staff



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Teachers, SNA's, Caretaker/Secretary/Cleaners, Sports coaches, External Tutors/Guest Speakers, Volunteers/Parents in school activities, Visitors/contractors present in school during/after school hours		<ul style="list-style-type: none"> ● Staff to view Túsla training module & any other online training offered ● Adherence to the requirements of the Garda Vetting legislation and relevant DES circulars concerning recruitment and Garda Vetting ● Health and Safety Statement
Student teachers undertaking training placement in the school	Harm by a student teacher	<ul style="list-style-type: none"> ● Child Safeguarding Statement and DES Procedures ● Garda Vetting ● Student-teacher supervised by a registered teacher
Use of school premises by other organisations during school day/after school hours including afterschool's activities	Harm by a member of an organisation	<ul style="list-style-type: none"> ● Child Safeguarding Statement and DES Procedures made available ● Garda Vetting procedures followed
Participation by pupils in religious ceremonies/religious instruction external to the school	Harm by an adult	<ul style="list-style-type: none"> ● Garda Vetting as applicable ● Supervision by school personnel if related to sacraments etc.
Private professionals observing pupils alongside their peers	Harm to pupils as disruption to the structure of the day can result in stress and anxiety for pupils	<ul style="list-style-type: none"> ● Private professionals, by appointment, may meet with class teachers for a briefing on a specific pupil outside of contact time. One-to-one sessions with an individual pupil will be facilitated once the Archdiocese of Armagh has vetted the professional.
Use of video/photography/other media to record school events	Harm to pupils	<ul style="list-style-type: none"> ● Ensuring parental permission to take photographs ● Data Protection Policy



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		<ul style="list-style-type: none"> ● Pupils are not permitted to have mobile phones during school time ● Attendees are not permitted to record or photograph events.
Use of school social media page and Website to promote the school.	<p>Harm by a member of school personnel publishing material</p> <p>Harm by visitors posting to the page or beneath posts</p>	<ul style="list-style-type: none"> ● Parental permission for photos to be published in this manner ● Administrators monitor the page regularly ● Comments on YouTube account blocked ● Comments on Website blocked
Use of Information and Communication Technology by school personnel	<p>Harm caused by a member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or another manner</p> <p>Harm caused by a member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or another manner</p>	<ul style="list-style-type: none"> ● Code of Conduct for school personnel (teaching and non-teaching Staff) ● Compliance with the agreed disciplinary procedures for teaching staff ● Acceptable Use Policy
Use of Information and Communication Technology for Remote Learning	<p>Harm to pupils as loss of routine, structure and social support can result in stress and anxiety</p> <p>Harm not easily identified remotely by school personnel</p> <p>Harm not reported promptly by school personnel due to Staff working remotely</p>	<ul style="list-style-type: none"> ● Remote Teaching and Learning Policy ● Protocols for storage of data and breaches of data ● Agreed rules for video conferencing (pupils and Staff) ● Online teaching and learning should be age and content appropriate, respect the privacy of the pupil and their families at home. ● Staff must use communication platforms identified in the Remote Teaching and Learning Policy



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		<ul style="list-style-type: none"> ● Minimise the risks of the children being visible to others or any arrangements with only one pupil. ● Consideration should be given to alternative options for pupils whose situation make joining certain types of lesson difficult or whose learning needs are incompatible with this type of provision. ● Ensure support is made available to all pupils, especially to those not engaging online (SETs, SNAs, Principal) ● All Staff should be advised that the normal reporting channels for CP apply
<p>Parents' Association activities</p>	<p>Harm to a pupil whilst attending a Parents' Association organised event (and/or HSCL organised event with parents present)</p>	<ul style="list-style-type: none"> ● All Parents' Association events are sanctioned in advance by the Board of Management (or principal if no board meeting scheduled) through the lens of safeguarding children. ● Parents' Association must have a designated Child Protection Officer (CPO) on their Committee as outlined in their constitution. The CPO will inform the school of any members who will be involved with supervising or assisting PA events that bring them into contact with pupils of the school. The school will arrange to have such parents vetted through the Garda Central Vetting Unit via the Armagh Diocesan Office for safeguarding children. ● All members of the PA will provide reasonable and effective supervision of all pupils attending PA events. Members of the public, including



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		non-vetted parents will be permitted access to pupils under the direct supervision of the PA
Breakfast club	Harm to pupil	<ul style="list-style-type: none">● School Completion personnel Garda Vetted● Glass windows in the doors● Open the door if no window in the doors
Hot Lunch Scheme	Harm to pupil	<ul style="list-style-type: none">● Garda Vetted personnel● Limited interaction with pupils

Important Note: It should be noted that risk in the context of this 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 Chapter 4 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*

In undertaking this 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.



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Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every 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 also 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 every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis 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, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
4. Does the school's Child Safeguarding Statement include 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)	
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	
7. Has the DLP attended available child protection training?	
8. Has the Deputy DLP attended available child protection training?	
9. Have any members of the Board attended child protection training?	
10. Has the school appointed a DLP and a Deputy DLP?	
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	



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14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	
20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
24. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
33. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	
34. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	



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35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

*In schools where the ETB is the employer, the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed *Deirdre Kerr* Date 18th of February 2025

Chairperson, Board of Management

Signed *Eileen Hart* Date 18th of February 2025

Principal/Secretary to the Board of Management

Note: Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.