

Contact details for Tusla

Contact Name

TUSLA Navan Duty Care Worker

Address

Trim Road
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Navan
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Contact Number

0469098560

Contact details for An Garda Síochána

Contact Name

Denise McGrath (Community Liaison Garda)

Address

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Navan
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Contact Number

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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.

In the front hall to the right of Secretary's 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)

There are copies of the Child Friendly Statement on each school corridor

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: September 25th 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: September 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.

Emailed to Patron (Copy kept)
Emailed to PA Chairperson (Copy kept)
Emailed to all parents and staff
Posted on 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

Emailed to Parents Association for discussion.
Discussed at PA Meeting on September 8th 2026

(b) Students

Discussed with each class in week August 31st to September 4th
Discussed with Students Council

(c) School Personnel

Emailed to staff and discussed at staff meeting August 28th 2026
Discussed at SNA Meeting on September 7th 2026
Spoke with Secretary, caretaker and cleaners in relation to the policy September 21st 2026

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:

1. Suggestion to update the Risk Assessment in respect of Mobile Phone section to reflect the fact that the school is now a phone free zone
2. Suggestion at CIMT to enter details regarding Risk Assessment in relation to safety of children on the yard
3. An Excel sheet drawn up at the suggestion of the SNA team with Vetting renewal dates

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:

1. Mobile Phone Policy in place
2. Entered into Risk Assessment (Point 29)
3. Excel Sheet currently being drawn up to be complete by Halloween 2026

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: Child Protection Training in the School	Date: November 11 th 2025
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DDLP: Child Protection Training in the School	Date: November 11 th 2025
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13. Give details of child protection training attended by any members of the Board and dates attended:

Child Protection training attended by the Board in St Paul's Primary School in January 2025
Children's First Module completed in September 2026

14. How has the Board ensured that all school personnel (including new school personnel, temporary staff and substitutes) have been made aware of their responsibilities under the Child Protection Procedures for Schools 2025 and the Children First Act 2015? For example, completing e-learning or other training, use of department's supports for school personnel when reviewing the Child Safeguarding Statement and Risk Assessment, induction/mentoring system for new personnel, or other measures. How are records of the training completed maintained by the school?

Training Folder maintained in the office
Child Protection Training in the School on November 11 th 2025
Children's First TUSLA training last completed November 9 th 2023.

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? 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.

Locked and 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 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 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.

An OIDE Advisor came to the school on May 14th 2025 to work on the SPHE Plan for the school. This plan was put in place in September 2025 and covers all areas of RSE, Stay Safe and Walk Tall.

Stay Safe programme is covered in Junior Infants, 1st Class, 3rd Class and 5th Class every year in January, February and March.

Stay Safe booklets are collected by the class teacher once the programme ends and are signed by parents, teacher and Principal. They are then kept for 12 months.

An RSE expert works with 6th Class each year in the 3rd term

We have a post-holder in the school for Well Being and SPHE

Stay Safe Policy was ratified

The SPHE plan was ratified

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.

All references of recruited staff are checked by Principal
 All applications must have up to date Garda vetting
 All TY Students must be vetted by their Post Primary School if over 16
 All student teachers must be vetted through their college
 All SNAs must be vetted through Navan Diocese
 All individuals working with children outside school ours on the premises must be vetted through Navan Diocese

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

This is the case

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

This is the case

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 St. Oliver Plunkett P.S. Board of Management are Satisfied that all Child protection procedures are being fully and adequately implemented. we are also Satisfied with the Child Safeguarding Statement and Risk Assessment.

Signed*:

B. McDonnell
 Chairperson of the board of management

Date: 24/9/20.

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