



25th February 2019
Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* 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 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	YES
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	YES
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	YES
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	YES
5. Has the DLP attended available child protection training?	YES
• <i>The Principal , Ms. Brenda Kearns is the DLP and has completed child protection training with the PDST</i>	
6. Has the Deputy DLP attended available child protection training?	YES
• <i>Mr. Martin Kerins, Deputy Principal , DDLP has completed child protection training with the PDST</i>	
7. Have any members of the Board attended child protection training?	YES
• <i>Fr.Paddy Hennessy – Trustee Nominee</i>	
• <i>Fr.PJ Nyland – Trustee Nominee</i>	
8. Are there both a DLP and a Deputy DLP currently appointed?	YES
• <i>DLP – Ms. Brenda Kearns – Principal</i>	
• <i>DDLp – Mr. Martin Kerins – Deputy Principal</i>	

<ul style="list-style-type: none"> As a mandated person in the event that both the DLP and DDLP are absent teachers and members of staff may liaise with Mr. John Leonard, Deputy Principal with regard to child protection concerns 	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	YES
<ul style="list-style-type: none"> Duty Care Social Worker, St. Marys, HSE, Craddockstown Road, Naas, Co. Kildare (045) 873 200 Celbridge Garda Station - (01) 628 8222 Leixlip Garda Station - (01) 666 7800 Garda Audrey Sheridan- Junior Liaison Officer – 087-0601820 	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	YES
<ul style="list-style-type: none"> All new members of staff are advised of their roles and responsibilities in relation to mandated reports. All are advised who the DLP & DDLP are. Salesian College has a Vetting & Recruitment Policy 	
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	YES
<ul style="list-style-type: none"> All members of staff are advised of their roles and responsibilities in relation to mandated reports at the beginning of the school year at a full staff meeting (23-08-2018) Salesian College organised a Child Protection Information week in November 2018 for all students and staff Staff are regularly advised of their roles and obligations as mandated persons at staff meetings 	
12. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	YES
<ul style="list-style-type: none"> As Principal & Secretary to the Board of Management and Designated Liaison Person, Ms. Kearns has presented to the Board the CPOR on the following dates: <ul style="list-style-type: none"> 15-01-2018 26-02-2018 16-04-2018 14-05-2018 18-06-2018 10-09-2018 08-10-2018 12-11-2018 17-12-2018 25-02-2019 	
13. 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?	YES

<ul style="list-style-type: none"> • <i>Since the last review and since the implementation of the Child Protection Procedures December 2017, all reports to TUSLA have been mandated reports by the DLP.</i> 	
14. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	YES
15. 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 report?	YES
16. Have the minutes of each Board meeting appropriately recorded the CPOR report?	YES
17. 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?	YES
<ul style="list-style-type: none"> • <i>Ms.Kearns, DLP prepares a report in advance and this goes on file as well as any report that may be presented by other personnel i.e the Guidance Counsellor.</i> • <i>When a report is being made the DLP, Principal Ms.Kearns uses the on-line TUSLA referral system.</i> • <i>The printed report is kept on file as evidence of this report and stored securely in the fire-proof cabinet in the Principal's office.</i> 	
18. 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?*	YES
<ul style="list-style-type: none"> • <i>There have been no reports in respect of school personnel</i> 	
19. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	N/A
<ul style="list-style-type: none"> • <i>As all reports to date have been mandated reports that have been made directly to TUSLA by the DLP there has been no requirement to present documentation to the Board of Management.</i> 	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	YES
<ul style="list-style-type: none"> • <i>All CPOR documents and CPP referrals and files are kept in the fire-proof cabinet in the Principal's office (DLP)</i> 	
21. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	NO
<ul style="list-style-type: none"> • <i>Since the last review there has been no cases in relation to section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'</i> 	
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	NO
<ul style="list-style-type: none"> • <i>Since the last review there has been no cases in relation to section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'</i> 	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	YES
<ul style="list-style-type: none"> • <i>A copy of the review has been presented to the Parents Association</i> 	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	YES

<ul style="list-style-type: none"> <i>The school Trustees, Salesians of Don Bosco Ireland have received a copy of this statement in November 2018.</i> 	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	YES
<ul style="list-style-type: none"> <i>The school's Child Safeguarding Statement is available from the school office on request from any parent / guardian</i> <i>It is also on the school web-site and posted in the school foyer</i> 	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	N/A
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	YES
<ul style="list-style-type: none"> <i>Salesian College is developing its Wellbeing programme in consultation with the school community.</i> <i>There is a designated Wellbeing Team in the school.</i> 	
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	YES
<ul style="list-style-type: none"> <i>Salesian College in reviewing its SPHE Policy in light of this review</i> 	
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	YES
<ul style="list-style-type: none"> <i>Salesian College has a Vetting and Recruitment Policy.</i> <i>The procedures in this policy detail the Garda Vetting Clearance process, the Form of Undertaking & the Statutory Declaration.</i> <i>The relevant documents are placed on all personnel files</i> 	
30. 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?*	YES
<ul style="list-style-type: none"> <i>These documents are placed on the person's personnel file</i> 	
31. 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)?*	YES
<ul style="list-style-type: none"> <i>Salesian College has a Vetting and Recruitment Policy.</i> 	
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
<ul style="list-style-type: none"> <i>There has been no complaints to the school regarding the Child Protection Procedures in Salesian College.</i> <i>As part of the Risk Assessment review Salesian College has identified areas for development in relation to protocols and policies.</i> <i>These are listed in the Risk Assessment Report for February 2019.</i> 	
33. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	NO
<ul style="list-style-type: none"> <i>Following this review Salesian College will organise an Information week for all parents & guardians regarding the Child Protection Procedures.</i> <i>Feedback will subsequently be sought from parents regarding their understanding of these procedures.</i> <i>The DLP will also engage with the Parents Association for their suggestions and feedback.</i> 	

34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	NO
<ul style="list-style-type: none"> • <i>Following this review Salesian College will organise another Information week for all students regarding the Child Protection Procedures.</i> • <i>Feedback will subsequently be sought from students regarding their understanding of these procedures.</i> 	
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	YES
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	YES
<ul style="list-style-type: none"> • <i>As part of the Risk Assessment review Salesian College has identified areas for development in relation to protocols and policies.</i> • <i>These are listed in the Risk Assessment Report for February 2019.</i> 	
37. 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 ?	YES
<ul style="list-style-type: none"> • <i>As part of the Risk Assessment review Salesian College has identified areas for development in relation to protocols and policies.</i> • <i>These are listed in the Risk Assessment Report for February 2019.</i> 	
38. 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?	YES

*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.

Dr. Kevin Byrne

Chairperson, Board of Management

Ms. Brenda Kearns

Principal/Secretary to the Board of Management
26-02-2019

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.

This review was conducted following consultation with the Parents Association and formally ratified at the Board of Management meeting on Monday 25th February 2019.