SALESIAN COLLEGE CELBRIDGE

20-08-2026

Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 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 and the *Child Protection Procedures for Primary and Post-Primary Schools 2023.*

	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 2023'?	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 2023'?	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
• *The Principal, Ms. Brenda Kearns is the DLP and have completed child protection training with the PDST 06-10-2025*	
6. Has the Deputy DLP attended available child protection training?	YES
• *Mr. John Leonard, Deputy Principal, DDLP has completed child protection training with the PDST 06-10-2025*	
7. Have any members of the Board attended child protection training?	YES
• *Fr. Paddy Hennessy – Trustee Nominee* • *Fr. Cyril Odia – Trustee Nominee*	

• *Mr. Brian Comaskey – Staff Nominee* • *Ms. Julie Reilly - Staff Nominee* • *Mr. Pat Kenna- Chairperson*	
8. Are there both a DLP and a Deputy DLP currently appointed?	YES
• *DLP – Ms. Brenda Kearns – Principal* • *DDLP – Mr. John Leonard– Deputy Principal* • *As a mandated person in the event that both the DLP and DDLP are absent teachers and members of staff may liaise with Mr. Liam Lane ,Acting Deputy Principal with regard to child protection concerns.* • *Staff are aware that the point of contact is the Chairperson of the Board of Management.*	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	YES
• *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*	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	YES
• *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* • *The Child Protection procedures are available on the school website and from the school office.* • *There is a copy of the Child Safe guarding statement in the staff room.* • *All new staff will be advised to complete on-line CPP training module*	
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 2023' and the Children First Act 2015?	YES
• *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 and all new staff as part of the induction programme.* • *Salesian College organises a Child Protection Information week each year for all students and staff* • *Staff are regularly advised of their roles and obligations as mandated persons at staff meetings* • *Staff have completed training for the new guidelines.*	
12. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	YES
• *As Principal& Secretary to the Board of Management and Designated Liaison Person, Ms. Kearns has presented to the Board the CPOR for all Board meetings.* • *The CPOR is signed by the Principal and Chairperson of the Board of Management.* • *Copies of the signed CPOR is kept on file.*	

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
• *Since the last review and since the implementation of the Child Protection Procedures December 2023, all reports to TUSLA have been mandated reports by the DLP.*	
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
• *When a report is being made the DLP, Principal Ms. Kearns or DDLP, Deputy Principal Mr. Leonard uses the on-line TUSLA referral system.* • *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.* • *Any subsequent documentation relating to a referral is also kept in this file*	
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
• *There have been no reports in respect of school personnel*	
19. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	N/A
• *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.*	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	YES
• *All CPOR documents and CPP referrals and files are kept in the fire-proof cabinet in the Principal's office (DLP)*	
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 2023'?	NO
• *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 2023'*	
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 2023' were subsequently issued by the DLP?	NO
• *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 2023'*	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	YES
• *A copy of the review has been presented to the Parents Association* • *The Chairperson of the Parents Association has formally acknowledged receipt of the relevant Child Protection Documents* • *The Parents Association were formally advised in of this review for ratification in August 2026.*	

24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	YES
• *The school Trustees, Salesians of Don Bosco Ireland have received a copy of this statement.* • *The Provincial of the Trustees has formally acknowledged receipt of the relevant Child Protection Documents.* • *The Provincial of the Trustees were formally advised of this review for ratification in August 2026*	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	YES
• *The school's Child Safeguarding Statement is available from the school office on request from any parent / guardian* • *It is also on the school web-site and posted in the school foyer*	
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
• *Salesian College has a Wellbeing programme developed in consultation with the school community.* • *There is a designated Wellbeing Coordinator as part of a Post of Responsibility in the school.*	
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	YES
• *There is a designated SPHE Coordinator as part of a Post of Responsibility in the school.* • *The provision of the SPHE programme and curriculum has been reviewed this year to ensure we are compliant with the DES requirements.* • *The formal policies have been presented to the Board for ratification*	
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
• *Salesian College has a Vetting and Recruitment Policy.* • *The procedures in this policy detail the Garda Vetting Clearance process, the Form of Undertaking & the Statutory Declaration.* • *The relevant documents are placed on all personnel files* • *Salesian College has adapted the new on-line Garda vetting portal for the submission of vetting applications in line with the JMB guidelines.*	
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
• *These documents are placed on the person's personnel file*	
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
• *All registered teachers are vetted by The Teaching Council.* • *Teachers are obliged to keep their Teaching Council registration up to date on an annual basis.*	
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
• *There have been no complaints to the school regarding the Child Protection Procedures in Salesian College.*	

• *As part of the Risk Assessment review Salesian College has identified areas for development in relation to protocols and policies.* • *These are listed in the Risk Assessment Report for August 2026.*	
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 2023'?	YES
• *The school has discussed this review with the Parents Association, and they are aware of the school procedures.* • *No issue of concern has been notified to the school.*	
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	YES
• *The school has conducted an on-line a survey with a representative group of students from 1st-6th year students to assess their understanding, awareness and knowledge of the Child Protection Procedures.*	
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2023' 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
• *As part of the Risk Assessment review Salesian College has identified areas for development in relation to protocols and policies.* • *These are listed in the Risk Assessment Report for August 2026.*	
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
• *As part of the Risk Assessment review Salesian College has identified areas for development in relation to protocols and policies.* • *These are listed in the Risk Assessment Report for August 2026.* • *The school has appointed a Assistant Principal 1 post of responsibility to the implementation and adaptation of the new Child Protection Procedures 2025.* • *Work is on-going on the new requirements and these procedures will be formally ratified by the Board of Management in November 2026.*	
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

20-08-2026 - Mr. Pat Kenna Chairperson, Board of Management

20-08-2026- Ms. Brenda Kearns, Principal/Secretary to the Board of Management

This review was conducted following consultation with the Parents Association and formally ratified by the Board of Management 20-08-2026