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:	Paul O'Dwyer
Date Appointed:	01/02/2024

Relevant Person

(In schools this is the DLP)

Name:	Paul O'Dwyer
Contact details:	Phone: (01) 287 6660 Email: principal@stkevins.ie
Date Appointed:	01/02/2024

Deputy Designated Liaison Person

Name:	Brian McNeice
Date Appointed:	01/09/2024

Contact details for Tusla

Contact Name

Duty Social Worker, Tusla Wicklow Office

Address

Wicklow Primary Care Centre,
Port Road,
Co. Wicklow,
A67 K5C7

Contact Number

Phone: 0404 63400

Contact details for An Garda Síochána

Contact Name

Duty Garda

Address

6 Marine Terrace,
Rathdown Lower,
Greystones,
Co. Wicklow,
A63 PP58

Contact Number

Phone: (01) 666 5800

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 a prominent location to the left of the secretary's office near the main entrance to the school.

(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)

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: 18/12/2025

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: 29th 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.

Email to Parents' Association: 6th October 2026 Email to Patron: 6th October 2026 Aladdin message to all parents/guardians and staff: 7th October 2026

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

Parental survey (Google Form)

(b) Students

N/A. A new Student Council will be established in Term 1 of 2026-2027 and their feedback will be sought. Thereafter, this will form part of the annual review.

(c) School Personnel

Staff meeting time was assigned to the discussion and review of the revised Child Safeguarding Statement and Risk Assessment in Term 3 of the 2025-2026 school year.

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. Feedback from the parent body suggested areas for improvement in the area of protecting and safeguarding children who may be experiencing/have experienced domestic violence, including coercive control.

2. Feedback from the staff identified scope for improving arrangements for the movement of pupils between their classrooms and after-school activities taking place in the school.

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:

The revised Risk Assessment makes specific reference to children who may have experienced or being experiencing domestic violence (including coercive control). The Risk Assessment also encompasses the school's recent involvement in overseas school tours for pupils as part of the Erasmus+ programme.

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: Paul O'Dwyer (Principal)	Date: 16th September 2025

DDLP: Brian McNeice (Deputy Principal)	Date: 16th September 2025

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

- Six members of the Board attended training on 18th May 2026.
- The remaining members of the Board attended training on 21st 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?

- A physical copy of the Child Safeguarding Statement and Risk Assessment is given to all new staff members when they join the school (teachers, SNAs and ancillary staff).
- For new members of staff, their relevant obligations under the Child Protection Procedures for Schools 2025 are explained to them at their induction. Child safeguarding is also a standing item on the agenda of all staff meeting and leadership team meetings.
- A revised copy of the Child Safeguarding Statement and Risk Assessment is given to all staff members following the annual review.
- The Principal keeps a centralised database of the vetting status of all school employees on his computer.

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.

All records are stored securely in a locked cabinet in the principal's office. Access is restricted to the DLP and DDLP (and the chairperson when acting as DLP).

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 Board ensures oversight 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.

The board confirms 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.

The school is currently enacting the Wellbeing specification of the new Primary Curriculum Framework in 2026/2027 and 2027/2027. As part of this process, the staff is engaging with PLLs from Oide as well as cooperating with other local primary schools to share resources and ideas.

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 teachers (including substitute teachers) hired in St Kevin's NS are required to provide the principal with access to their secure link to their Teaching Council vetting disclosure.
- All other employees (e.g. SNAs and ancillary staff) are subject to vetting every three years by the school.
- Vetting disclosures are kept on file for all staff and a record of each employee's vetting date is also maintained.

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

The board of management is satisfied that department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking are met. Documentation is sought and retained for all relevant new employees as part of the recruitment process and throughout their employment in the school.

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

All relevant circulars are applied in the recruitment process for staff. As required by the Child Protection Procedures for Schools 2025, reference checks are conducted on all new employees with a requirement that the most recent employer is contacted to ascertain that there is no known child protection risk or concern.

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 Board of Management of St Kevin's National School is satisfied 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: 10/11/2026

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