

# Child Safeguarding Statement and Risk Assessment 2026 / 2027

Bush Post Primary School is a post primary school providing post primary education to pupils from First Year to Leaving Certificate Year 2026 / 2027

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 Bush Post Primary 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

**Kevin Joyce**

3. The Deputy Designated Liaison Person (DDL) is

**Rosanna Hart**

4. The Relevant person is KEVIN JOYCE.

*(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 chief executive of the Louth and Meath Education and Training Board is Martin O'Brien

6. 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:

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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 accident 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 as set out in the Child Protection Procedures for Schools 2025 in dealing with child protection matters
- The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

#### **Procedures/measures are in place:**

Our Child Safeguarding Statement and Risk Assessment has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance 2017, and Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed. (Tusla, 2024), and the Child Protection Procedures for Schools 2025. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- **Procedure for the Management of Allegations of Abuse or Misconduct against School Personnel Relating to a Child Availing of Our Service**  
In relation to any staff member 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 2025 and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website
- **Procedure for the Safe Recruitment and Selection of School Personnel to Work With Children**  
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 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the gov.ie website.

A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons.

- **Procedure for Provision of and Access to Child Safeguarding Training and Information, Including the Identification of the Occurrence of Harm**

In relation to the provision of information and, where necessary, instruction and training, to staff in respect of 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 and risk assessment*
- *Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement and risk assessment*
- *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*

- **Procedure for the Reporting of Child Protection or Welfare Concerns to Tusla**

All members of school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Schools 2025, in relation to reporting of child protection concerns to Tusla. Mandated reporting applies to all registered teachers and any other mandated person who may be employed by the school, for example a chaplain or nurse. A full list of those people who are mandated persons is set out in Appendix 1 procedures.

- **Procedure for Maintaining a List of the Persons (if any) in the Relevant Service Who Are Mandated Persons**

There is a procedure in place to maintain a list of mandated persons. Schools may on occasion employ additional staff who are mandated by virtue of their profession. This list will include all registered teachers and identify additional employees that are not registered teachers.

- **Procedure for Appointing a Relevant Person (In schools this person is the DLP)**

There is a procedure in place for appointing a relevant person. The various procedures referred to in this Child Safeguarding Statement and Risk Assessment can be accessed via the school's website, the gov.ie website or will be made available on request by the school. In accordance with the Children First Act 2015, the Addendum to Children First 2019 and 2025, and the Child Protection Procedures for Schools 2025, the board of management 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

**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.**

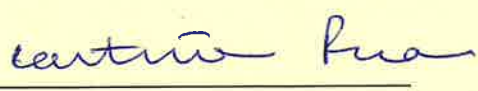
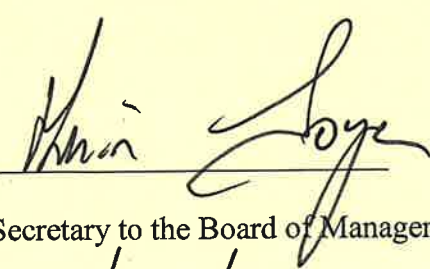
This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

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 the statement refers.

**This Child Safeguarding Statement was adopted by the Board of Management on**

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**This Child Safeguarding Statement was reviewed by the Board of Management on**

|  |   |
|--|---|
| Signed: <u></u><br>Chairperson of the Board of Management | Signed: <u></u><br>Principal/Secretary to the Board of Management |
| Date: <u>27/05/2026</u>  | Date: <u>27/05/2026</u>   |

Ratified by the Board of Management on



### **Board of Management Policy Consultation**

**Please present this form to your BOM when considering the policy at BOM level for ratification**

|                |                                     |
|----------------|-------------------------------------|
| <b>School:</b> | <b>Bush Post Primary School</b>     |
| <b>Policy:</b> | <b>Child Safeguarding Statement</b> |

#### **Staff Consultation:**

|                                    |                              |
|------------------------------------|------------------------------|
| <b>Date of Final Consultation:</b> | 13 <sup>th</sup> of May 2026 |
| <b>Proposed By:</b>                | Grace Byrne.                 |
| <b>Seconded By:</b>                | D.A. Walsh                   |

#### **Student Consultation:**

|                                    |                              |
|------------------------------------|------------------------------|
| <b>Date of Final Consultation:</b> | 13 <sup>th</sup> of May 2026 |
| <b>Proposed By:</b>                | Aishe Harrattley             |
| <b>Seconded By:</b>                | Tadhg Traynor                |

#### **Parents Consultation:**

|                                    |                                    |
|------------------------------------|------------------------------------|
| <b>Date of Final Consultation:</b> |                                    |
| <b>Proposed By:</b>                | Marie O'Connell<br>MARIE O'CONNOR  |
| <b>Seconded By:</b>                | Aidan Gallagher<br>AIDAN GALLAGHER |

Ratified by the Board of Management on

# Child Safeguarding Risk Assessment Template

## Written Risk Assessment of Bush Post Primary School

*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 Post Primary Schools, 2025, the following is the Written Risk Assessment of:*

|             |                          |
|-------------|--------------------------|
| School Name | BUSH POST PRIMARY SCHOOL |
|-------------|--------------------------|

### 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 2025

### 1. List of School Activities

- Daily arrival and dismissal of students
- Recreation breaks for students.
- Classroom teaching
- One-to-one teaching
- One-to-one Learning Support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely.
- School Events e.g., students acting as guides/presenters for Information Meetings, Open Night...etc.
- All Extracurricular Activities (including Sporting and Cultural activities, matches, competitions...etc.)
- Annual Sports Day
- After-school/additional tuition for class groups e.g., projects, preparation for practical exams...etc.
- School outings e.g., reward trips, curricular field trips...etc.
- School trips involving overnight stay.
- School trips involving foreign travel.
- Use of toilet/changing/shower areas in schools
- Fundraising events involving students.
- Use of off-site facilities for school activities e.g., PE/training in the local GAA/Soccer grounds
- School Transport

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- Care of children with special educational needs, including intimate care where needed.
- Management of challenging behaviour amongst students
- Administration of Medicine (in accordance with LMETB Administration of Medicines Policy)
- Administration of First Aid
- Management of provision of food and drink
- Curricular provision in respect of SPHE, RSE, Wellbeing
- Prevention and dealing with bullying amongst students.
- Training of school personnel in child protection matters.
- Use of external personnel to supplement curriculum.
- Use of external personnel to support sports and other extra-curricular activities.
- Care of students with specific vulnerabilities/ needs such as
  - Students from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBTQI) children
  - Students perceived to be LGBTQI
  - Students of minority religious faiths
  - Children in care
  - Children on CPNS (Tulsa Child Protection Notification System)
  - Children with medical needs
- Recruitment of school personnel including –
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - Sports Coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours.
  - Visitors/contractors present during after school activities.
- Use of Information and Communication Technology (Digital Devices) by students in school, including social media
- Application of sanctions under the school's Code of Conduct including detention of students, confiscation of phones...etc.
- Students participating in work experience in the school.
- Students from the school participating in work experience elsewhere.
- Student teachers undertaking training placement in school.
- Use of video/photography/other media to record school events.
- Collection of students by buses (shared with other schools) after school.
- Movement of students between lessons
- Supervised Study (after school)

- Use of school premises by other organisations during the school day
- Breakfast club
- Implementation of DES, LMETB and Public Health advice/protocols regarding infectious diseases such as Covid-19, within a local context

***2. The school has identified the following risk of harm in respect of its activities***

- Risk of harm not being recognised by school personnel.
- Risk of harm not being reported properly and promptly by school personnel.
- Risk of student being harmed in the school by a member of school personnel.
- Risk of harm where members of school personnel have not received appropriate training
- Risk of student being harmed in the school by another Bush PP student.
- Risk of student being harmed in the school by a student from another school.
- Risk of student being harmed in the school by volunteer or visitor to the school.
- Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g., school trip.
- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of students in school
- Risk of harm due to inadequate code of behaviour
- Risk of harm due to inadequate supervision of students while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between student and another student or adult
- Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities.
- Risk of harm to student while receiving intimate care
- Risk of harm due to inadequate Code of Conduct (including policies, procedures and classroom management practices)
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with students in appropriate manner via social media, texting, digital device or other manner.
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner.
- Risk of harm caused by a student accessing/circulating inappropriate material via social media, texting, digital device or other manner.

- Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms.

**3. *The school has the following procedures in place to address the risks of harm identified in this assessment (insert the procedures in place to address risks of harm in this section)***

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The Child Protection Procedures for Primary and Post-Primary Schools 2023, Children First and Circular Letter 0036/2023 are made available to all school personnel. Soft copies have been distributed to all staff.
- School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2023, and all registered teaching staff are required to adhere to the Children First Act 2015
- A written protocol is in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons
- The school has a pastoral care structure which includes Year Heads and Guidance Counsellors
- The school implements in full the SPHE & RSE curriculum.
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has a Bí Cineálta Policy which fully adheres to the requirements of the Department's procedures for Primary and Post-Primary Schools. The school organises Friendship Week and other bullying prevention events/workshops for students.
- The school has complied with the Understanding Behaviours of Concern and Responding to Crisis Situations developed by the Department of Education and Youth to address uncertainty for staff on how to respond when facing crisis situations where there are concerns regarding physical safety
- Supervision of students at break-times and lunchtimes. A roster of staff has been drawn up and is posted in the staffroom.
- The school has in place a policy and clear procedures in respect of school outings (LMETB Educational Tours and Field Trips Policy)
- The school has a Health Safety Statement and Safety Risk Assessments
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
- The ETB has a Code of Conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff.
- The school has developed Special Educational Needs Policy
- The school has an intimate care policy/plan (LMETB Intimate Care Policy) in respect of students who require such care.

- The school has in place a policy and procedures for the administration of medication to students (LMETB Policy and Procedures for the Administration of Medicines in Schools and Centres)
- The school has provided each member of school 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 and Risk Assessment
- Encourages staff to avail of relevant training.
- Encourages Board of Management members to avail of relevant training.
- Maintains records of all staff and Board member training
- The school has in place a Code of Behaviour for students.
- The school has in place a Substance Misuse Policy
- The school has in place an Acceptable Usage Policy in respect of usage of ICT by students.
- The school has in place a Mobile Phone Policy in respect of usage of mobile phones (and other devices) by students.
- The school has in place a Critical Incident Management Plan
- The school has in place a policy and procedures in respect of student teacher placements (LMETB Volunteering and Work Experience Policy)
- The school has in place procedures in respect of students at the school undertaking work experience in external organisations.
- The school has in place strict sign-out procedures for students and request identification from the collecting adult where the adult is unknown to the staff member signing the student out.
- All visitors must sign-in at reception and wear a visitor's identification badge and use the designated toilet facilities for visitors i.e., UAC toilets/single cubicle toilets.
- Where One-to-One tuition/meetings are essential, the door will generally be left open. If this is noise prohibitive then the meeting/learning session will be held in a room where there is a glass viewing panel in the door/wall.
- School attendance is monitored carefully by the HSCL in conjunction with the senior leadership team and the API's team. Attendance reports are made regularly to the National Educational Welfare Board (NEWB). Students who miss twenty days or more are reported to the NEWB and receive a letter from the school (in accordance with the Educational Welfare Act, 2000)
- Parents are informed about any school trips/outings. Consent forms are sent home to be signed by parents. These forms contain information about the event/trip/outing. A risk assessment is carried out by the relevant teacher in preparation for the trip. All teachers are aware that they must fully comply with the LMETB Educational Tours and Field Trips Policy and the LMETB Policy and Procedures for the Administration of Medicines in Schools and Centres. All students are aware that they must comply fully with the school Code of Conduct and Mobile Phone Policy on trips/outings. The organising teacher must bring contact details for all participants and their parents in case of an emergency. All parents must make arrangements (if necessary) for students to be collected or to get

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home when a group return to the school outside of normal school hours. Parents must inform the school of relevant medical information e.g., conditions, medication...etc. for a student going on a trip. Adequate staff to student's ratios will be observed commensurate with the level of supervision required and the nature of the trip/venue.

- PE teachers and Team Coaches will ideally not enter a changing room of the opposite sex. However, there are times when a teacher's presence is required and if a teacher/coach must enter a changing room of the opposite sex, then they should give advance/prior warning, e.g., knock, announce their intention to enter and wait, or alternatively send a student (of the relevant sex) to inform the students that they will be entering the changing room momentarily.
- In rare and exceptional instances where a staff car must be used to transport a student, then students will never be taken alone. They will be accompanied by another student where possible or another staff member. The students will be instructed to sit in the back seat of the vehicle. It is strongly advised that staff members would only carry students in very exceptional circumstances.
- Teachers are requested to monitor carefully for patterns and limit the number of students that they allow out of lessons to use the toilet facilities to one student at a time.
- Only Bush Post Primary students should be collected by buses (Bus Eireann School Transport Scheme) on the campus. Students from other schools are trespassing and are asked to leave.
- Students are not allowed to open the front doors for any other person other than a member of Bush Post Primary School staff. This is to minimise the chance of unauthorised entry by another students or adult.
- The school has 58-minute lessons to minimise the movement of students between lessons.
- The school undertakes anti-racism awareness initiatives.
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a policy in relation to assisting members of school personnel in respect of disclosures of retrospective abuse
- The school has considered the questions in Appendix 1 of the Child Protection and Safeguarding Procedures for Boarding Facilities Associated with Recognised Schools 2023 and implemented the necessary risk mitigation measures

### **Examples of activities, risks and procedures**

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that

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some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

### **Online Safety**

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

Risk in the context of this Child Safeguarding Statement and 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 the Children First Act 2015: “harm” means, in relation to a child— (a) assault, ill treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

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.

# CSS 1

## Child Safeguarding Statement and Risk Assessment

For: Bush Post Primary

At: Riverstown, Dundalk, Co Louth

This school is a: (tick appropriate)

primary



post-primary

special school

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)* and 2025, *Child Protection Procedures for Schools 2025* and *Child Safeguarding: A Guide for Policy, Procedure and Practice, 2nd ed.* (Tusla, 2024), the board of management has adopted the Child Safeguarding Statement and Risk Assessment set out in this document. The board of management has adopted and will implement fully and without modification the department's *Child Protection Procedures for Schools 2025* as part of this overall Child Safeguarding Statement and Risk Assessment.

Name of the Designated Liaison Person (DLP):

Kevin Joyce

Name of the Deputy Designated Liaison Person (Deputy DLP/DDLP):

Rosanna Hart

*In the absence of the DLP, the Deputy DLP shall assume responsibilities of the DLP*

Name of Relevant Person

Kevin Joyce

*(In schools this person is the DLP)*

Relevant Person can be contacted on:

042 937 6246

Kjoyce.bpp@lmetb.ie

*Under the Children First Act 2015 Relevant Person means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the Child Safeguarding Statement. This person is nominated by the board of management to manage and provide oversight of child protection concerns/allegations of child abuse.*

Name of Chairperson of the board of management, or in an ETB school the Chief Executive or their delegate:

Martin O'Brien

*In the event that both DLP and DDLP are absent and unavailable, and where there is no staff member formally acting in their role, the chairperson of the board of management, or in an ETB school the chief executive or their delegate, assumes the role of DLP.*

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# 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: Kevin Joyce

Date Appointed: 27<sup>th</sup> May 2026

### Relevant Person

*(In schools this is the DLP)*

Name: Kevin Joyce

Contact details: 0429376246

Date Appointed: 27<sup>th</sup> May 2026

### Deputy Designated Liaison Person

Name: Rosanna Hart

Date Appointed: 27<sup>th</sup> May 2026

Contact details for Tusla

Contact Name:

Address:

Contact Number:

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Contact details for An Garda Síochána

Contact Name:

Sargent David Kenny

Address:

Newry Street,  
Carlingford  
Co Louth

Contact Number:

042 9388400

**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:

27<sup>th</sup> May 2026

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.

Inside the main entrance door 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)

On school TV screens

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?

Ratified by the Board of Management on

Date: 25/09/25

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: **27<sup>th</sup> May 2026**

7. How has the Board ensured that the Child Safeguarding Statement and Risk Assessment is provided to the patron, the the parents' association and all parents of children in the school? Give dates of emails/letters/texts/links provided.

Email sent to Parents Association 8/5/2026

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

Child safeguarding statement and risk assessment sent to Parents association for consultation on **7<sup>th</sup> May 2026**

(b) Students

Meeting held with student council **11<sup>th</sup> May 2026**

(c) School Personnel

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Meeting held with staff 13<sup>th</sup> May 2026. Child safeguarding statement and risk assessment sent in advance on 7<sup>th</sup> May 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:

No additional concerns at this time

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:

None at this time

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: ETBI Child Protection Training

15<sup>th</sup> April 2026

DDLDP ETBI Child Protection Training

15<sup>th</sup> April 2026

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

ETBI Child Protection Training 15<sup>th</sup> April 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?

Full day staff training 25<sup>th</sup> November 2025

### 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

Ratified by the Board of Management on

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 a manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records.

Stored securely in Principals office

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.

Ratified by the Board of Management on

The Wellbeing Programme for Junior Cycle is being implemented.

RSE and SPHE are being appropriately delivered.

Wellbeing/SPHE policy was reviewed on 21<sup>st</sup> March 2024

### 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.

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

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

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### 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 members attended the most recent ETBI Child Protection Training and are satisfied that Bush Post Primary School are following all the correct guidelines in relation to Child Protection oversight and compliance. At every meeting to date, the board have been presented with a Child Protection Oversight Report by the school principal and all documents are stored securely and are available as required.

Signed:\*

*Catherine Ryan*

Date:

*27/5*  
*2026*

*Chairperson of the board of management*

*Ratified by the Board of Management on*

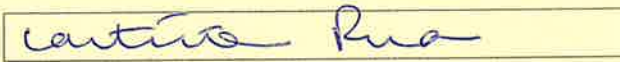
# CSS 3 Notification Regarding the Board of Management's Review of the Child Safeguarding Statement and Risk Assessment

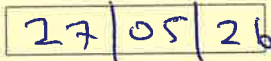
This template must be used by the board of management to inform the school community and relevant parties that they have fulfilled their statutory obligation to annually review the school's Child Safeguarding Statement and Risk Assessment.

To: **Parents/Guardians and other relevant stakeholders**

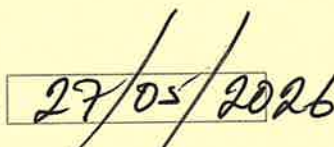
The board of management of Bush Post Primary School wishes to inform you that:

- (a) The board of management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting on Wednesday 27<sup>th</sup> May 2026
- (b) This review was conducted in accordance with the board of management's review of the Child Safeguarding Statement and Risk Assessment published on [www.gov.ie/childprotectionschools](http://www.gov.ie/childprotectionschools).

Signed:\*   
Chairperson, board of management

Date: 

Signed:\*   
Principal/Secretary to the board of management

Date: 

Ratified by the Board of Management on