



Child Safeguarding Statement and Risk Assessment

Child Safeguarding Statement

Scoil Naomh Chaitríona is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

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 Scoil Naomh Chaitríona 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 John Carr
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Hugh Gallagher (Acting)
- 4 The Relevant Person is John Carr
(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 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:

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 accidents 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 in dealing with child protection matters.



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The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

6 The following procedures/measures are in place:

- In relation to any member of staff 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 (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.
- 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 Department of Education and available on the gov.ie website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the 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
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - 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
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board 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.



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- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

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.

- 7 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.
- 8 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 this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on 06/02/2024.

This Child Safeguarding Statement was reviewed by the Board of Management on 20/05/2025.

This Child Safeguarding Statement will be reviewed by the Board of Management in May 2026.

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal/Secretary to the Board of Management



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Child Safeguarding Risk Assessment

Written Assessment of Risk of Scoil Naomh Chaitríona

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 (revised 2023)*, the following is the Written Risk Assessment of Scoil Naomh Chaitríona.

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<p>Child Safeguarding Statement & DES procedures made available to all staff.</p> <p>Procedures in place for new personnel to receive statement: DLP/DDLP appointed to distribute statement to new personnel and copies available in the office.</p> <p>DLP & DDLP have completed online training</p> <p>All Staff have completed Túsla training module & will engage with any other online training offered by PDST</p> <p>BOM records all records of staff and board training</p>
One to one teaching	Harm by school personnel	Policy in place for one to one teaching. The following procedures are in place in the school:



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		Open doors Table between teacher and pupil Glass in window
Care of Children with special needs, including intimate care needs	Harm by school personnel	School have put in place an Intimate Care/ Toileting Policy School reviewing SEN Policy
Toilet areas	Inappropriate behaviour Toilets not ensuite	School have put an Intimate Care and Toileting Policy in place. Good practise already in place.
Curricular Provision in respect of SPHE, RSE, Stay Safe.	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full. Staff member attended training on the Revised Stay Safe Procedures and relayed information to staff.
LGBT Children/Pupils perceived to be LGBT/Pupils of LGBT parents/Pupils with LGBT family member	Bullying	Anti-Bullying Policy in place; Anti-Bullying section on school website; Anti-Bullying Week annually. Code of Behaviour
Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground	Arrival and dismissal supervised by Teachers; school door opens 10 mins before official start time, 9:10-9:20am, children go straight to their classrooms, supervised by class teacher.
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	Written Restraint Policy to be put in place. SET teachers and SNAs will follow educational plans for these pupils, and with parental agreement.



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		<p>Four teachers attended training from Cara Training Consultancy October 2017. Course manual available in the School Office.</p> <p>Health & Safety Policy</p> <p>Code Of Behaviour</p>
Sports Coaches	Harm to pupils	Coaches are vetted from their organisation. A copy of their vetting will be provided to the school. A teacher is always present to closely supervise.
Students participating in work experience	Harm by student	<p>Written Work Experience Policy to be put in place.</p> <p>Students must be able to provide current NVB vetting documentation in advance of their placement.</p> <p>Work experience/TY placement will not be accessible to students who cannot meet vetting obligations.</p> <p>Child Safeguarding Statement.</p>
Recreation breaks for pupils	<p>Risk of child being harmed in the school/playground by another child.</p> <p>Risk of harm not being recognised by staff.</p> <p>Risk of child being harmed in the school/playground by another adult.</p>	<p>A playground/recreation supervision roster in place for both teaching staff and SNAs. This ensures appropriate supervision of children during recreation breaks.</p> <p>Appointed adults wishing to collect a pupil at this time must report to the teacher on duty in the playground. No adult can access the building freely.</p>
Classroom teaching	<p>Harm by school personnel</p> <p>Harm from other pupils</p>	All school staff will be supplied with a hard copy of the Child Safeguarding Statement and the Child Safeguarding Risk Assessment.



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		<p>Glass viewing panels installed in all doors.</p> <p>Glass viewing panels will not be obstructed in any way.</p>
<p>Sporting Activities and Annual Sports Day in Fr. Tierney Park, Ballyshannon</p>	<p>Harm by school personnel</p> <p>Harm from other pupils</p> <p>Harm from other adults at the venue</p>	<p>All staff will exercise their Duty of Care to pupils during sporting activities on site and off site.</p>
<p>Use of off-site facilities for school activities:</p> <p>Swimming Pool at Ballyshannon Leisure Centre/Swimming Instructors</p> <p>Instructors/Coaches for activities on School Outings/Tours</p>	<p>Harm by school personnel</p> <p>Harm from other pupils</p> <p>Harm from other adults at the venue</p> <p>Harm from other adults at the venue</p>	<p>All school staff will exercise their Duty of Care to pupils off site.</p> <p>Swimming Policy in place to ensure well-being of staff and children.</p> <p>The school is satisfied as to the suitability of BLC.</p> <p>Teachers will satisfy themselves as to the suitability of the venue. Confirmation in writing from the host organisation that their staff have suitable vetting must be received beforehand.</p>



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<p>School transport arrangements – two service providers for daily transport of Ukrainian pupils</p> <p>School transport for outings, sports activities</p>	<p>Risk of child being harmed by an adult</p> <p>Risk of child being harmed by an adult</p>	<p>The school must receive confirmation from the service provider that its employees are suitably vetted.</p> <p>Pupils will not be permitted to board or remain on a bus without teacher supervision.</p>
<p>Administration of Medicine</p> <p>Administration of First Aid</p>	<p>Risk of Child being harmed in the school by another adult.</p>	<ul style="list-style-type: none"> • Staff to be made aware of new Admin of Medicines Policy • Written consent to be sought from parents before teachers can administer any medicines. <p>All staff will exercise their duty of care to pupils for the duration of the school day.</p> <p>In the event of Accident or Injury to a pupil:</p> <ul style="list-style-type: none"> • Minor accidents/injuries will be treated by the relevant staff member in the presence/view of other pupil/s. • Accidents/injuries that involve treatment of minor cuts, bumps etc that are not exposed will be treated in the presence of another staff member.
<p>Prevention and dealing with bullying amongst pupils</p>	<p>Risk of harm due to bullying of a child.</p>	<ul style="list-style-type: none"> • All staff have a copy of the school's Anti-Bullying Policy in their folders. • There is a page on the school website dedicated to Anti-Bullying and Cyber Bullying which offers advice to parents and pupils.



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		<ul style="list-style-type: none"> Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries. Adequate supervision is provided to ensure codes of behaviour is being followed
Use of external personnel to supplement curriculum.	Risk of child being harmed in the school by another adult.	<ul style="list-style-type: none"> Any new external personnel must undergo the Garda Vetting Process prior to working with children. The class teacher shall be present at all times when external personnel are working with children.
Critical Incident	Risk of harm to pupils by traumatic event.	The school has a Critical Incident Policy in place, which is reviewed annually.
Monitoring of attendance	Risk of harm to pupil by parents through lateness/poor attendance.	The school has a statement of strategy as part of its Attendance Policy
<p>Care of pupils with specific vulnerabilities/ needs such as</p> <ul style="list-style-type: none"> Pupils from ethnic minorities/migrants Members of the Traveller community Lesbian, gay, bisexual or transgender (LGBT) children Pupils perceived to be LGBT Pupils of minority religious faiths Children in care Children on CPNS 	Risk of Bullying	<p>Practices and procedures in this regard are detailed in various school policies such as :</p> <ul style="list-style-type: none"> Code of Behaviour Anti Bullying Policy Anti Cyber Bullying Policy <p>School website has a dedicated section focusing on Anti-Bullying and Anti-Cyber Bullying.</p> <p>An Anti-Bullying Week is celebrated in the school annually.</p>



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<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • Teachers • SNAs • 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 	<p>Harm not recognised or properly or promptly reported</p>	<p>Child Safeguarding Statement & DES procedures made available to all staff</p> <p>Staff to view Tusla training module & any other online training offered by PDST</p> <p>Vetting Procedures Followed</p> <p>Pupils never left unsupervised.</p>
<p>Use of school premises by other organisation during school day</p>	<p>Risk of child being harmed by another adult.</p>	<p>Workers on Community Service are monitored at all times by their supervisor.</p> <p>Workers are not onsite during recreation breaks.</p>
<p>Use of Information and Communication Technology by pupils in school</p>	<p>Bullying</p>	<p>Access to internet is filtered by the PDST Technology in Education. All Filtering Levels are designed to block content of an illegal or pornographic content. Our school has a level 4 filtering setting which allows access to YouTube but blocks websites that are categorized as Personal such as blogs and Social Networking such as Flickr and Face book</p> <p>The school has the following policies and procedures in place:</p> <p>ICT policy</p> <p>Anti-Bullying Policy</p> <p>Code of Behaviour</p> <p>Acceptable Use Policy</p>



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		<p>Internet sessions will always be supervised by a teacher. If there is no teacher in the room, access to the Internet is prohibited.</p> <p>There is an Anti-Cyber Bullying section on the school's website which informs pupils of the risks of Cyber Bullying.</p> <p>Safer internet week focuses on the safe use of IT, including gaming, social media etc. Age appropriate lessons for all classes and online webinars for parents and teachers are organised each year.</p> <p>Mobile phones, tablets and other personal devices are prohibited.</p>
Student teachers undertaking training placement in school	Risk of a child being harmed in the school by another adult.	<p>Prior to accepting a student on teaching placement it is the responsibility of said student to provide the school with:</p> <ul style="list-style-type: none"> • Written verification that the placement is supported by and indemnified by the college in which the student is attending. • Confirmation that Scoil Chaitríona's vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing teaching placement. • Teachers to remain with the class at all times while Student Teacher is on placement.
Supervision of child who has presented with COVID-19 symptoms in school and is waiting in another room	Harm to child by school personnel.	Child will stay in the isolation room. Teacher / SNA will wait in the corridor with the door open.



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Use of video/photography/other media to record school events.	Inappropriate use/sharing of images of pupils.	<p>Parental consent for photographs and recordings to be used within the school received on enrolment.</p> <p>Data Protection Policy in place.</p> <p>All school events taking place in the school will be photographed by teachers and posted on the school website/Twitter page.</p> <p>Parents are asked not to post photographs of school events on social media without permission from other parents.</p>
School Summer Programme (DEIS Literacy Camp)	<p>Harm to child by school personnel.</p> <p>Harm not recognised or reported promptly</p>	<p>Overseer will be onsite every day of camp Either DLP or DDLP shall be present each day</p> <p>All external personnel brought into school will be vetted.</p>
Teaching Children Remotely (Online)	Inappropriate contact with a child.	<p>Majority of lessons are pre recorded.</p> <p>Teachers will check and use reputable websites for assigned work.</p> <p>Children are supervised by an adult for all live lessons.</p> <p>Child and Adult reminded of our Zoom rules before each lesson.</p>



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		<p>Lesson attendees must register using their full name before being admitted to the lesson.</p> <p>Aladdin Texts/Emails and Class Dojo to be used to convey school information, phone numbers to be blocked when calling parents. Communications between home and school via Class Dojo addressed to parents.</p>
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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 (revised 2023)*

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.

This risk assessment has been completed by the Board of management on 20/05/2025. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.



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Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023* require that the Board of Management/Management authority 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/management authorities shall include other items in the checklist that are of relevance to the school/boarding facility in question.

As part of the overall review process, boards of management/management authorities should also assess relevant school/boarding facility 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, the Addendum to Children First (2019), the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023*.

	Yes/No or N/A
1. Has the board/management authority formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> ?	
2. Is the board/management authority satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school/boarding facility?	
3. As part of the school/boarding facility's Child Safeguarding Statement, has the board/management authority formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> ?	
4. Does the school/boarding facility's Child Safeguarding Statement include 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)	
5. Has the board/management authority reviewed and updated where necessary the written assessment of risk as part of this overall review?	
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	



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7. Has the DLP of the school attended available child protection training?	
8. Has the DLP of the boarding facility attended available child protection training?	
9. Has the Deputy DLP of the school attended available child protection training?	
10. Has the Deputy DLP of the boarding facility attended available child protection training?	
11. Have any members of the board/management authority attended child protection training?	
12. Has the school/boarding facility appointed a DLP and a Deputy DLP?	
13. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
14. Has the board/management authority arrangements in place to communicate the Child Safeguarding Statement to new school/boarding facility personnel?	
15. Is the board/management authority satisfied that all personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> , the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> and the Children First Act 2015?	
16. Has the board/management authority received a Child Protection Oversight Report (CPOR) at each board/management authority meeting held since the last review was undertaken?	
17. Since the board/management authority'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?	
18. Since the board/management authority's last review, has the board/management authority been provided with and reviewed all records relevant to the CPOR?	
19. Is the board/management authority satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and other parties, including boarding facility personnel, to whom the concern or report relates are not disclosed?	
20. Since the board/management authority's last review, have the minutes of each board/management authority meeting appropriately recorded the records provided to the board/management authority as part of CPOR?	
21. Have the minutes of each board/management authority meeting appropriately recorded the CPOR?	
22. Is the board/management authority 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?	
23. Is the board/management authority satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school/boarding facility personnel against whom an allegation of abuse or neglect has been made?*	
24. Where applicable, were unique identifiers used to record child protection matters in the board/management authority minutes?	
25. Is the board/management authority satisfied that all records relating to child protection are appropriately filed and stored securely?	
26. Has the board/management authority been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	



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27. In relation to any cases identified at question 22 above, has the board/management authority ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	
28. Has the board/management authority ensured that the Parents' Association (if applicable), has been provided with the school/boarding facility's Child Safeguarding Statement?	
29. Has the board/management authority ensured that the patron has been provided with the school/boarding facility's Child Safeguarding Statement?	
30. Has the board/management authority ensured that the school/boarding facility's Child Safeguarding Statement is available to parents on request?	
31. Has the board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
32. Has the board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	
33. Has the board ensured that the SPHE curriculum is implemented in full in the school?	
34. Is the board/management authority satisfied that the statutory requirements for Garda Vetting have been met in respect of all school/boarding facility personnel (employees and volunteers)? *	
35. Is the board/management authority 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?*	
36. Is the board/management authority satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school/boarding facility in relation to all school/boarding facility personnel (employees and volunteers)?*	
37. Has the board/management authority considered and addressed any complaints or suggestions for improvements regarding the school/boarding facility's Child Safeguarding Statement?	
38. Has the board/management authority sought the feedback of parents in relation to the school/boarding facility's compliance with the requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> ?	
39. Has the board/management authority sought the feedback of pupils/students in relation to the school/boarding facility's child safeguarding arrangements?	
40. Has the board/management authority identified any aspects of the school/boarding facility's Child Safeguarding Statement and/or its implementation that require further improvement?	
41. Has the board/management authority put in place an action plan containing appropriate timelines to address those aspects of the school/boarding facility's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	
42. Has the board/management authority ensured that any areas for improvement that were identified in any previous review of the school/boarding facility's Child Safeguarding Statement have been adequately addressed?	



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43. Where the board of management of the school and the management authority of the boarding facility are independent of each other, has the board of management of the school and the management authority of the boarding facility afforded each other the opportunity to input during the review of each other's child safeguarding statements and risk assessments and have a written data sharing agreement for this purpose?	
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*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.

Signed _____ Date _____

Chairperson, Board of Management/Management authority

Signed _____ Date _____

Principal/Secretary to the Board of Management/Management authority

Note: Where a school/boarding facility 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.