

Ballymacarbry Central School

Ballymacarbry, Via Clonmel, Co. Waterford. E91 E426 Roll # 19345P
Telephone: 052 6136349 • Email: ballymacns@gmail.com

Michael J. O'Ryan – Principal

"Ní neart go cur le chéile"



CHILD SAFEGUARDING STATEMENT -M.T.1

Ballymacarbry NS is a primary school providing education to pupils from Jun. Inf. to Rang 6.

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 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Mgt of Ballymacarbry NS 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 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Mr Michael J. O'Ryan**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Ms Lorraine Franey**
- 4 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.

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

5 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 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE 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 DE 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 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

- In this school the Board has appointed the above named DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the school’s Child Safeguarding Statement.
- 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.
- The various procedures referred to in this Statement can be accessed via the school’s website, the DE 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.

- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association 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.
- 7 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 on 21st Feb. 2023.

This Child Safeguarding Statement was reviewed by the Board on 21st Feb. 2023.

Signed: Elise Condon

Chairperson of Board of Mgt

Date: 21/2/2023

Signed: Michael J. O'Leary

Principal/Sec. to the Board of Mgt

Date: 21/2/2023

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CHILD SAFEGUARDING RISK ASSESSMENT

● List of school activities

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils
3. Managing of challenging behaviour amongst pupils, including restraint
4. One-to-one teaching counseling /one -to-one meeting with pupil
5. Pre and post school supervision
6. Sporting / Coaching activities
7. School outings / tours
8. Toileting accidents
9. Use of toilet / changing areas in schools
10. Use of off-site facilities for school activities
11. School transport arrangements
12. Collection and return of pupils during school hours
13. Care of children with SEN, including intimate care where needed.
14. Administration of Medicine /First Aid
15. Curricular Provision in respect of SPHE, RSE, Stay Safe
16. Prevention and dealing with bullying amongst pupils
17. Training of school personnel in child protection matters
18. Use of external personnel to supplement curriculum / to support sports and other extracurricular areas
19. Physical contact by staff
20. Sac. preparation in conjunction with the Parish/ participation by pupils in Rel. ceremonies
21. Supporting pupils from: Ethnic minorities /Traveler Community /Minority Religious Faiths /Children in care /Children on CPNS /Children with SEN
22. Recruitment of school personnel
23. Use of mobile phones
24. Use of Information and Communication Technology by pupils in school i.e. i-pads /computers.
25. Application of sanctions under the school's Code of Behaviour
26. Students participating in work experience in the school
27. Student teachers undertaking training placement in school
28. Use of video / photography / other media to record school events
29. Before / After school use of school premises by other organisations / Use of school premises by other organisations during school day
30. Custody / access to children
31. Implementation of DES and Public Health advice/protocols regarding infectious diseases such as Covid-19, within a local context
32. Visitors to the school during Covid Pandemic

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CHILD SAFEGUARDING RISK ASSESSMENT

- The school has identified the following Risks of Harm

1. Harm to pupils
2. Harm to pupils
3. Injury to pupils & staff
4. Harm by school personnel
5. Harm to pupils
6. Harm by school personnel & other unknown personnel
7. Harm by school personnel /other unknown adults
8. Harm to pupils
9. Harm to pupils
10. Harm to pupils
11. Harm to pupils
12. Harm to pupils
13. Harm by school personnel
14. Harm by school personnel
15. Non-teaching of same
16. Harm to pupils by other pupils
17. Harm not recognised or reported promptly by school personnel
18. Harm to pupils
19. Harm to pupils
20. Harm to children
21. Harm due to bullying of child & risk of harm to children with particular vulnerabilities
22. Harm not recognised or reported properly
23. Children inappropriately accessing/using mobile phones
24. Children inappropriately accessing / using computers. Risk of harm while engaging with remote learning via communication platforms in the event of a school closure
25. Risk of harm due to inadequate code of behaviour
26. Harm by Pupil
27. Harm by Student teacher
28. Harm to students
29. Harm to students
30. Risk of harm to children by parents
31. Risk of harm (infection) due to infectious diseases such as Covid-19
Risk of harm to pupils when spending time in the isolation room due to a suspected case of Covid.
32. Risk of harm to pupils & staff.

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CHILD SAFEGUARDING RISK ASSESSMENT

- **The school has the following procedures in place to address the risks of harm identified in this assessment –**

1. The school has procedures in place for the arrival and dismissal of pupils. School commences at 9:20 am and finishes at 2/3pm. The BOM employs a supervisor between 8:40-9:20 am and again between 2:30 - 3:30pm
2. The school has a supervision policy and Code of behaviour to ensure the adequate supervision of children at break time. Supervision Rota allows for staff to avail of a reduced break prior to normal lunch breaks on assigned days.
3. The school has a Health & Safety Policy in place and a Code of Behaviour with strategies for managing challenging /violent Behaviour.
4. The school has policy in place for one-to-one teaching/meeting:
Such interviews should take place in a corridor or a room with visual access or with the door open. Where a pupil requires individual SEN teaching, pupil and teacher will be visible through a clear glass panel in the door. Wherever possible we try to ensure that other members of staff or students are working close by during the time of the meeting. Table between teacher and pupil, where possible. Unnecessary physical contact with the student is avoided
5. BOM employs supervisor from 8:40 am until 9:20 am and again from 2:30 pm until 3:30pm. Teachers are responsible for children within their own class Re: pre-opening bell and post-closing bell in line with rules for National Schools.
6. The responsibility of the class remains with class teachers at all times. At least one member of staff and preferably two will travel with sporting teams from our school. The school has procedures in place in respect of Sports Coaches and Parental Volunteers. They are required to furnish a Garda Vetting Clearance. Coaches/Volunteers are never left alone with children. During these activities the teachers/ another adult remain with their class, and are involved in instruction in any way possible.
7. The school has in place procedures for "Out of School Visits" A consent form signed by a parent/guardian is required for such e.g. Swimming, Library or Museum Visits. A higher level of supervision is required for these visits and the children may be accompanied by the class / other Teachers, SNAs or parent volunteers. All other relevant school policies apply during a school related activity.
8. The school has in place procedures for toileting accidents. A supply of clean underwear, wipes track suit bottoms etc. is kept in the school. In the first instance the pupil will be offered fresh clothing to clean and change him/herself.
If the child has soiled him/herself a parent will be contacted. The child will be changed by the parent or permission will be sought for the child to be changed by 2 staff members. If we are unable to contact the parents or the child is unable to clean or change him/herself. Two members of staff will attend to him/her. Parents will be informed of these accidents and a record of the incident kept by the teacher.
9. Generally, pupils attend toilets on an individual basis. All girls' toilets have single cubicles. Toilets from Rang 5 upwards are within the confines of the classroom. Boys and girls from the senior classes avail of the toilets as changing areas.

10. The school has in place procedures for "Out of School Visits" An annual consent form signed by a parent/guardian is required for an "Out of School Visit" e.g. Swimming, Library or Museum Visits. A higher level of supervision is required for these visits and the children may be accompanied by the class / other teachers, SNAs or parent volunteers.
11. The school asks that the providers of transport are Garda vetted and up to date. The school is no longer involved in the bus ticketing allocation. Parents make applications to the Dept of Transport and the Dept issues contracts to bus providers. It is good practice for our school to have senior pupils as prefects on the bus. During off site events, staff members will travel on buses with pupils.
12. Should the parent /guardian wish to withdraw the child from school early or for an appointment he/she must sign the "Signing Out" notebook located at reception. A written or verbal explanation that morning is required if the child is to be withdrawn from the classroom during the day. During Break time, if a parent wishes to take the child from the school the class teacher must be informed. Under no circumstances should a parent approach a child directly at break time in the yard without first reporting to the teacher on duty or office.
13. The school has in place a Policy on intimate care in respect of pupils who require such care: A meeting will be convened with the parents (before the child starts school) to decide how the school may meet the specific care needs of the child. A member of staff will be present when dealing with intimate care needs. The parents of children who have such needs, and who are allocated access to an SNA will be asked to write a letter indicating their understanding that one SNA will change the child. Provision for occasions when a staff member is absent will be identified. At all times the dignity/privacy of the pupil will be paramount.
14. The school has a policy in place in respect of the Administration of medicines to pupils. The school has a policy in place in respect of the Administration of First Aid to pupils.
15. The school implements SPHE, RSE, Stay Safe in full.
16. The school's Anti- Bullying policy fully adheres with the requirements.
17. Our school's Child Safeguarding Statement & DES Child Protection Procedures for Primary Schools 2017 are made available to all staff. It is on display in a prominent location, on the school website and given to the Parents Association. All school personnel are required to adhere to the Child Protection Procedures for Schools 2017. DLP & DDLP attended PDST face to face training. Chairperson, treasurer & Principal attended CPSMA training. All Staff have engaged in Principal led training and have viewed the Túsla training module. The school encourages staff and BOM members to avail of relevant training. Annual review of Child Protection procedures at Sept Staff Meeting. BOM records all records of staff/board training.
18. The school has procedures in place in respect of External Guest Speakers. Guest Speakers are never left alone with children. During these activities the teachers or another adult are expected to remain with their class, be involved in instruction and help in any way possible. They are required to furnish a Garda Vetting Clearance if regularly visiting school.
19. As a general rule, staff is advised not to make unnecessary physical contact with students. However, it is unrealistic to suggest that staff should touch pupils only in emergencies. A distressed student, especially a younger one, may need reassurance involving physical comforting such as a prudent adult might give. Staff should not do things of a personal nature for children that they can do for themselves. Staff who have to administer first aid to a pupil should ensure that it is done in the presence of others. However, no staff member should hesitate to provide first aid in an emergency simply because another person is not present. Following any incident where a member of staff feels that her/his actions have been or may be misconstrued, a written report of the incident should be submitted immediately to the principal. We as a staff will not engage in rough physical games including horseplay, apart from structured sports activities.
20. A higher level of supervision is required for visits to the church and the children may be accompanied by the class Teacher, other teachers, SNAs or parent volunteers. All other school policies apply including Code of Behaviour, Anti Bullying Policy and Supervision Policy.
21. The school has an Anti-Bullying Policy which fully adheres to the "Anti-Bullying Procedures for Primary Schools". In addition, the school has in place a Code of Behaviour, SEN Policy and Policy on Inclusion for pupils.
22. The school has a policy in place in respect of Garda Vetting. All teaching, non-teaching staff, SNAs Secretary, cleaners and Caretaker must agree to undergo the Garda Vetting process, supply the school with a signed Statutory Declaration and Form of Undertaking (see Garda Vetting Policy). References will be checked through making verbal contact with the referees. Child Safeguarding Statement & DES procedures made available to all new personnel at induction.

23. The school has a policy in place in respect of the Use of Phones & Electronic Equipment by pupils. Mobile phones are not allowed unless permission is sought from management. Exceptions may be made for senior classes on days such as excursions etc.
24. The school has an AUP policy, Anti-Bullying Policy & Code of Behaviour in place in respect of usage of ICT by pupils. The school uses the schools broadband filtering system.
The school has a Remote Teaching & Learning Policy in place.
25. The school has a Code of Behaviour in place which is reviewed on a regular basis.
Teachers are made aware of the Code of Behaviour.
26. The Class Teacher will be present at all times.
Once over 16 all students will be Garda vetted
Students should never be alone with a child.
Physical contact with pupils should be avoided.
Over familiarity with the children is strongly discouraged.
Disciplinary matters are the responsibility of the class teacher.
The use of photographic or recording equipment or camera phones is not allowed
27. The school has Work Experience Procedures in place; the student is required to furnish a Garda Vetting Clearance. A statutory declaration is signed before commencement
The Class Teacher will be present at all times.
Students should never be alone with a child
Physical contact with pupils should be avoided.
Over familiarity with the children is strongly discouraged.
Disciplinary matters are the responsibility of the class teacher.
The use of photographic or recording equipment or camera phones is not allowed.
28. The school has procedures in place in respect of the taking/publishing of school photographs.
Parents sign consent on enrolment. The school will endeavour to take/use digital photographs, audio or video clips focusing on group activities. The school website will not publish the names of individuals in a photograph. The taking of photographs/ video clips by parents at school events is discouraged and wherever possible a professional photographer is engaged in order to facilitate the taking of photos of children at religious ceremonies/school events.
29. Staff employed by a before or after school service are expected to be Garda vetted.
A licence agreement is signed between the Board of Management and Helena Wall & Co. Child minding providers are expected to epitomise the same duty of care as teachers. Independent childcare providers will have separate insurance cover. They will have rules similar to the school and abide by school procedures. Two bodies regularly using the premises after the school day would be the Board of Management and the Parents Association. The BOM may decide on an application by such bodies to operate from the school during periods of closure. Our school will continue to work with the HSE / TUSLA or Garda Síochána to facilitate their work at our school.
30. The school has in place procedures for Access to Children in difficult separations. The school will obey directions of the Courts and Garda Síochána. It is incumbent on families to forward such directives to the principal. All staff will be informed of any such cases.
31. The school 's now dormant Covid 19 policy may be reactivated if required and will follow all future guidance form DES in relation to preventative and reactionary measures.
32. If the above measures are reintroduced, visitors to the school will have to adhere to the guidelines of the day.

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Key Practice Point Roles and Responsibilities of DLP/Deputy DLP

- Be fully familiar with your organisation's responsibilities in relation to the safeguarding of children.
- Have good knowledge of your organisation's guiding principles and child safeguarding procedures.
- Ensure that the organisation's reporting procedure is followed, so that child protection and welfare concerns are referred promptly to Tusla.
- Receive child protection and welfare concerns from workers and volunteers and consider if reasonable grounds for reporting to Tusla exist.
- Consult informally with a Tusla Duty Social Worker through the Dedicated Contact Point, if necessary.
- Where appropriate, make a formal report of a child protection or welfare concern to Tusla on behalf of their organisation, using the Tusla Web Portal or the Tusla Child Protection and Welfare Report Form.
- Inform the child's parents/guardians that a report is to be submitted to Tusla or The Garda Síochána, unless:
 - Informing the parents/guardians is likely to endanger the child or young person;
 - Informing the parents/guardians may place you as the reporter at risk of harm from the family;
 - The family's knowledge of the report could impair Tusla's ability to carry out an assessment.
- Record all child protection or welfare concerns, or allegations of child abuse, brought to your attention as well as any action taken in response to these concerns.
- Provide feedback to the referrer, as appropriate.
- Ensure that a secure system is in place to manage and store confidential records.
- Act as a liaison with Tusla and The Garda Síochána, as appropriate.
- Where appropriate, jointly report with a mandated person.

●

Tusla Child & Family Agency Yellow House, Western Road, Clonmel 0526177302

Tusla Child and Family Agency, Ely House, Ferrybank, Co. Waterford 053 9185680

Ballymacarbry Garda Station 052 6136100

Dungarvan Garda Station 058 48600

Clonmel Garda Station 052 6177640

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CHILD PROTECTION PROCEDURES

D.L.P.

Principal

Mr. Michael J. O’Ryan

D.D.L.P.

Deputy Principal

Ms. Lorraine Franey

Our Child Safeguarding Statement and Risk Assessment were last updated at Board of Management on 21st Feb 2023. A copy has been forwarded to our staff, our Patron and our Parents’ Association.

Our Safeguarding Statement is also available on our website –
<https://www.ballymacns.com>

Copies are available on request to all within our school community.

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Revised as at Feb 2023

Seniority	Staff Member	Mandated 2022/23
Principal	Michael J. O'Ryan	✓
1st Assistant	Lorraine Franey - DP	✓
2nd Assistant	Claire Byrne	✓
3rd Assistant	Louise Connolly	✓
4th Assistant	Michelle McGrath	✓
5th Assistant	Jackie Coffey	✓
6th Assistant	Emma Dunlea	✓
7th Assistant	Sarah Blain	✓ (On leave)
8th Assistant	Ciara Denmead	✓
9th Assistant	Claudia O'Keeffe	✓
Temp Assistant # 1	Clodagh Kelly	✓
Temp Assistant # 2	Muireann Boyce	✓
SNA #1	Fiona O'Grady	✗
SNA #2	Patricia Behan	✗
SNA #3	Kay Ware	✗
Secretary	Rose Lonergan	✗

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Checklist for Review of the CHILD SAFEGUARDING STATEMENT – M.T. 2

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

BOM - Child Safeguarding Statement Checklist	
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary/Post Primary Schools 2017'?	✓
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the Child Protection Procedures for Primary and Post Primary Schools 2017?	✓
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	✓
4. Has the Board reviewed & updated where necessary the written assessment of risk as part of this review?	✓
5. Has the DLP attended available child protection training?	✓
6. Has the Deputy DLP attended available child protection training?	✓
7. Have any members of the Board attended child protection training?	✓
8. Are there both a DLP and a Deputy DLP currently appointed?	✓
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	✓
10. Has the Board arrangements in place to communicate the school's Statement to new school personnel?	✓
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the Child Protection Procedures for Primary and Post Primary Schools 2017 & the Children First Act 2015?	✓
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	✓
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla / An Garda Síochána by the DLP?	NA
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla / and as a result of this advice, no report to the HSE was made?	NA
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	NA
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	✓

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BOM - Child Safeguarding Statement Checklist	
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary/Post Primary Schools 2017'?	✓
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the Child Protection Procedures for Primary and Post Primary Schools 2017?	✓
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	✓
4. Has the Board reviewed & updated where necessary the written assessment of risk as part of this review?	✓
5. Has the DLP attended available child protection training?	✓
6. Has the Deputy DLP attended available child protection training?	✓
7. Have any members of the Board attended child protection training?	✓
8. Are there both a DLP and a Deputy DLP currently appointed?	✓
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	✓
10. Has the Board arrangements in place to communicate the school's Statement to new school personnel?	✓
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the Child Protection Procedures for Primary and Post Primary Schools 2017 & the Children First Act 2015?	✓
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	✓
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla / An Garda Síochána by the DLP?	NA
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla / and as a result of this advice, no report to the HSE was made?	NA
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	NA
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	✓

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Notification Regarding Board of Management's Review of the Child Safeguarding Statement – M.T. 3

To: Patron - Bishop of Waterford & Lismore Very Rev Alphonsus Cullinane

To: Ballymacarbry National School Parents' Association

The Board of Mgt of Ballymacarbry N.S. wishes to inform you that:

- The Board of Management's Annual Review of the School's Child Safeguarding Statement was completed at the Board meeting on

Date 21st Feb - 2023

- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website www.education.ie

Signed Eileen Condon

Date 21/2/2023

Chairperson, Board of Management

Signed Michael J O'Ryan

Date 21/2/2023

Principal & Secretary to the Board

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.