

# 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"



## Mandatory Template 1:

### Child Safeguarding Statement and Risk Assessment Template

#### Child Safeguarding Statement

Ballymacarbry NS 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 [insert school name] 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** **Mr Michael J. O'Ryan**
- 3 **The Deputy Designated Liaison Person (Deputy DLP) is** **Ms Lorraine Franey**
- 4 **The Relevant Person is** **Mr Michael J. O'Ryan**

*(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. This person can also be the DLP)*

- 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.

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.
- 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 initially in 2017

This Child Safeguarding Statement was updated nationally and reviewed by the Board of Management on

26/10/2023 [most recent review date].

Signed: Eileen Cordan

Chairperson of Board of Management

Date: 26/10/2023

Signed: Michael J. O'Keefe

Principal/Secretary to the Board of Management

Date: 26/10/2023

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Ballymacarbry NS

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Ballymacarbry NS.

#### 1. 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 Info 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

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

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.



**3. 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 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 since covid
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;  
student is required to furnish a Garda Vetting Clearance,  
A statutory declaration and a form of undertaking is required.  
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.

the

### 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.



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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 \(revised 2023\)](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	✓
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	✓
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	✓
4. Does the school'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 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?	✓
7. Has the DLP attended available child protection training?	✓
8. Has the Deputy DLP attended available child protection training?	✓



9. Have any members of the Board attended child protection training?	✓
10. Has the school appointed a DLP and a Deputy DLP?	✓
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	✓
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	✓
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	✓
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	✓
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	✓
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	N/A
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	✓
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	✓
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	✓
20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla / An Garda Síochána were appropriately followed in each case reviewed?	✓
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made.	N/A
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	✓
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	✓
24. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	No
25. In relation to any cases identified at question 20 above, has the Board 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?	N/A
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	✓
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	✓
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	✓


29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (Applies to primary schools)	✓
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (Applies to post-primary schools)	N/A
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	✓
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	✓
33. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?	✓
34. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?	✓
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	✓
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	✓
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	✓
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	✓
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N/A
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	N/A
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	✓

\*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 26/10/2023

Chairperson, Board of Management

Signed 

Date 26/10/2023

Principal/Secretary to the Board of Management

**Note:** Where a school 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.

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## Mandatory Template 3:

### Notification regarding the Board of Management's Annual Review of the Child Safeguarding Statement

To: Bishop Alphonsus Cullinan, Patron, Bishop of Waterford & Lismore

Ballymacarbry N.S Parents' Association.

The Board of Management 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 of 26/10/2023 [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the [gov.ie](https://www.gov.ie) website

Signed 

Date 26/10/23

Chairperson, Board of Management

Signed 

Date 26/10/23

Principal/Secretary to the Board of Management



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## **CHILD PROTECTION PROCEDURES**

### **D.L.P.**

### **Principal**

### **Mr. Michael J. O’Ryan**

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### **D.D.L.P.**

### **Deputy Principal**

### **Ms. Lorraine Franey**

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Our Child Safeguarding Statement and Risk Assessment were last updated at Board of Management on 26<sup>th</sup> Oct 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 Nov 2023

Seniority	Staff Member	Mandated 2023/24
<b>Principal</b>	<b>Michael J. O'Ryan</b>	✓
<b>1<sup>st</sup> Assistant</b>	<b>Lorraine Franey - DP</b>	✓
<b>2<sup>nd</sup> Assistant</b>	<b>Claire Byrne</b>	✓
<b>3<sup>rd</sup> Assistant</b>	<b>Louise Connolly</b>	✓
<b>4<sup>th</sup> Assistant</b>	<b>Michelle McGrath</b>	<b>On Leave</b>
<b>5<sup>th</sup> Assistant</b>	<b>Jackie Coffey</b>	✓
<b>6<sup>th</sup> Assistant</b>	<b>Emma Dunlea</b>	<b>On leave</b>
<b>7<sup>th</sup> Assistant</b>	<b>Sarah Blain</b>	<b>On leave</b>
<b>8<sup>th</sup> Assistant</b>	<b>Ciara Denmead</b>	✓
<b>9<sup>th</sup> Assistant</b>	<b>Claudia O'Keeffe</b>	✓
<b>10<sup>th</sup> Assistant</b>	<b>Melissa Walsh</b>	✓
<b>Temp Assistant # 1</b>	<b>Clodagh Kelly</b>	✓
<b>Temp Assistant # 2</b>	<b>Muireann Boyce</b>	✓
<b>Temp Assistant #</b>	<b>Erika Hanrahan</b>	✓
<b>SNA #1</b>	<b>Fiona O'Grady</b>	<b>On leave</b>
<b>SNA #2</b>	<b>Patricia Behan</b>	✗
<b>SNA #3</b>	<b>Kay Ware</b>	✗
<b>Secretary</b>	<b>Rose Lonergan</b>	✗