



St Joseph's National School

Mulhussey, Kilcock, Co. Meath W23T8YC

office@maolhosaens.com www.mulhusseyms.com

Tel: 01 6285513 Principal: Ms. Karen Murray Roll No: 18887A



Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2023* 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.

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 and the *Child Protection Procedures for Primary and Post-Primary Schools 2023*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post-Primary Schools 2023'?	Yes
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 2023'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	No
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
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 2023' and the Children First Act 2015?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
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?	Yes



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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?	Yes
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?	No
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
17. Is the Board satisfied that child protection procedures in relation to the making of reports to Tusla/An Garda Siochana were appropriately followed in each case reviewed?	No Yes
18. 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
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
21. 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 'Child Protection Procedures for Primary and Post-Primary Schools 2023'?	No
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post-Primary Schools 2023' were subsequently issued by the DLP?	No
23. Has the Board ensured that the Parents 'Association (if any) has been provided with the school's Child Safeguarding Statement?	Yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applied to post-primary schools)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
29. Is the Board satisfied that the statutory requirements for Garda Vetting has been met in respect of all school personnel (employees and volunteers)?	Yes
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection relation statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?	Yes



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31. 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)?	Yes
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	N/A
33. 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 'Child Protection Procedures for Primary and Post Primary Schools 2023'?	Yes.
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2023' are being fully and adequately implemented by the school?	Yes
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes - Stat. Declin.
37. 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?	Yes
38. 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?	Yes

Ratified by the Board of Management

Signed: John Ghera Chairperson, Board of Management

Date: 17/09/2025

Signed: Karen Murray Principal

Date: 17/9/25

**Notification regarding the Board of Management's review of the
Child Safeguarding Statement**



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To: Parents' Association of St. Joseph's National School

The Board of Management of St. Joseph's National School 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

17th September 2025

- 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: *[Signature]* Chairperson, Board of Management

Date: 17/09/2025

Signed: *Karen Murray* Principal

Date: 17/9/2025



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Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Joseph's National School

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2023*, the following is the Written Risk Assessment of St. Joseph's National School Mulhussey, Kilcock, County Meath.

Active School Week/Sports Related Events
Administration of Medicine
After School Clubs
Art class
Athletics
Children with Special/Additional Needs
Christmas Concert
Use of ICT Devices
Curricular provision in respect of SPHE, RSE, Stay Safe
Cycling
Digital Learning Platforms
Fundraising events
Gaelic Football
Invited guests/Guest Speakers
Management of challenging Behaviour
Music
Paired Reading
Rugby Training
School Tours/Trips/Outings
Soccer
Sports Day
Substitute Teachers
Summer/Easter Camp
Swimming
Visits to library
Wet Day Supervision
Whole School/Class Initiatives
Work Experience/Placement
List of school activities



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The school has identified the following risk of harm in respect of its activities:

Risk of harm due to children inappropriately accessing and using computers.
Risk of harm due to inadequate supervision of children while attending out of school activities.
Risk of child being harmed in the school by visitors to school.
Risk of harm to children with SEN who have particular vulnerabilities.
Curricular provision in respect of SPHE, RSE, Stay Safe.

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

Active School Week/Sports Related Events

All coaches are Garda vetted. Buses to and from training are organised.
Class teacher must be present during each activity.

Administration of Medicine

Parents must put in a written request for staff to administer medicine. This will be stored on file.
Staff must be trained by parents how to administer medicine. Medicine must be stored out of access from the children. Parents must be aware of and replace out of date medicines.

Christmas Concert/Musical

Parents are not permitted to take photos or videos of other children without parental consent and upload these on social media.

Use of ICT Devices

Children must be supervised by an adult.
They are not permitted on 'You tube'.
The Schools' AUP Policy must be adhered to at all times.

Cycling

All instructors are Garda vetted.
Class teacher must remain present due the activity.
Use yard and carpark spaces with gates closed.



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Digital Learning Platforms

Acceptable usage policy is active at all times when using digital learning platforms.

Gaelic Football/Soccer/Rugby/Athletics

All Coaches are Garda Vetted.

Buses to and from matches are organised.

At school, a teacher must be present during training.

Children who are a flight risk will require an SNA or parent to attend away matches.

Invited guests/Guest Speakers

Guest and speakers must have approval of the principal.

Class teacher must be present.

Sports Day

Each class will be supervised by their class teacher and SNA will stay with the children with SNA access.

Student Teacher/Work Experience Placement

Students over 16 years of age are Garda vetted.

Class teacher must be present.

Student teachers must have vetting through their college of education.

Substitute Teachers

Teachers are Garda vetted and have a teaching council number.

They have a copy of the Child Protection Safeguarding Statement.

They are informed of children in their class with allergies, special needs, challenging behaviour.



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Summer and Easter Camp

Teachers have appropriate teacher pupil ratio in pace. 1 adult: 25 pupils.
Teacher takes out their own insurance if the camp is being run by the teacher.

Swimming

Ensure there are adequate teachers for the number of pupils going.
1 adult: 25 pupils
A parent or designated adult is assigned to assist young children with getting dressed.
When possible, siblings will use the same changing cubicles.
Children will be walked by their class teacher to the bus and from the bus to the swimming pool building.
The same will occur upon return.

Visit to the library/School tours

Buses to and from event/location are organised.
Adequate supervision is in place.
Children who are a flight risk will require an SNA or parent to attend as required.
Class teacher must be present during activity.

Wet Day Supervision

Children must remain seated.
The Teacher on duty will walk along the corridors checking on each class.
The SNA's will remain in the room that they are assigned to.

Whole School/Class Initiatives

Class teacher remains present during activity.
Facilitators are Garda Vetted.



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Curricular provision of Stay Safe and RSE

The school implements in full the Stay Safe Programme. It was researched and developed by the Child Abuse Prevention Programme. The principle aim of the programme is to prevent both physical and sexual abuse of children. Under Child Protection Guidelines all schools are obliged to teach the Stay Safe Programme. The Stay Safe Programme has been updated and from the 2017/2018 school year onwards the new Stay Safe Programme will be implemented. Stay Safe is taught as part of the SPHE (Social Personal and Health Education) curriculum and as per best practice recommendations it will be taught on a rolling two year cycle in the first term of the year.

In alternate years we teach the Walk Tall Programme and the RSE (Relationships and Sexuality Education) programme will be taught annually. Children from junior infants to sixth class participate in formal lessons on the Stay Safe Programme.

Parents/Guardians are encouraged to become involved by discussing each lesson with their child and helping their child to complete each worksheet based on the lessons in the programme. It is considered good practice to inform parents in advance of commencement that the Stay Safe Programme is due to be taught and to direct them to www.pdst.ie/staysafe for any further information.

In the event that a parent withdraws their child from the Stay Safe Programme a written record of the reasons for doing so will be kept on file.

Staff will be facilitated to attend CPD training in the revised Stay Safe programme.

Management of Challenging Behaviour

All staff are aware of children who are deemed 'flight risk'.

Entrance doors to the school are locked at 9.30 am

Library/sensory room is used as a safe zone/calm down zone for children who are experiencing heightened states of emotion.

Access to SNA may be deemed necessary if a child needs some calm down time.

Parents are informed as soon as possible should their child be experiencing challenging behaviour.

Children with Special Educational Needs

The school has a code of Behaviour and an Anti-bullying Policy in place.



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The teacher will have regular discussions in class and at assembly about Special Education Needs.

After School Clubs

After School Clubs under the Remit of the Board of Management (E.g. Football Training)

- Two adults are present for the duration of the club
- Parent volunteers are Garda Vetted through the school
- The school Code of Behaviour, Health and Safety and Child Protection Policies are followed at all times

After School Club facilitated by private enterprises

- Have their own insurance and safe guarding statement in place
- A licence agreement is put in place between the Board and the After School Club Providers

Only children from St Joseph's National School are permitted to attend all after school clubs.

Dismissal at End of School Day

All classes line up at their designated place on the yard.

When each child sees the authorised person who is collecting then they inform their class teacher and then proceed to meet parent/guardian on the footpath.

Students are not permitted to cross the car park without the adult who is collecting them.

Students who are walking or cycling home unaccompanied must submit signed consent by parent/guardian.

All parents are asked to complete an authorised pick up list and submit it to their child's class teacher. Parents are responsible to amend this list as required.

Parents are asked to contact their child's class teacher via Aladdin or by phoning the school phone if collection arrangements change.

Important note: It should be noted that risk in the context of this risk assessment is in 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 2023*;



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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 the 17th of September 2025.

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Ratified by the Board of Management

Signed: John J. Keane Chairperson, Board of Management

Date: 17/09/2025

Signed: Karen Murray Principal

Date: 17/9/2025