



CSS 2

Review of the Child Safeguarding Statement and Risk Assessment

The Child Protection Procedures for Schools 2025 require that the board of management must undertake a review of its Child Safeguarding Statement and Risk Assessment. The following template must be used for this purpose. The review must be completed every calendar year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement and Risk Assessment every two years.

As part of the overall review process, boards of management should also assess relevant school policies, procedures, practices and activities and their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and Children First National Guidance 2017, the Addendum to Children First (2019) and 2025, Children First National Guidance 2017, the Addendum to Children First (2019) and (2025), and the Child Protection Procedures for Schools 2025.

Designated Liaison Person

Name:	Audrey Carty
Date Appointed:	25 th August 2025

Relevant Person

(In schools this is the DLP)

Name:	Audrey Carty
Contact details:	01-8331507
Date Appointed:	25 th August 2025

Deputy Designated Liaison Person

Name:	Mary Molloy
Date Appointed:	1 st September 2016

Contact details for Tusla

Contact Name

Dublin North City Dedicated Contact Point.

Address

Holy Faith Secondary School

Belgrove Road, Clontarf, Dublin 3, D03 R528
T: 01-8331507 E: admin@holymfaithclontarf.com

Principal: Audrey Carty
Deputy Principal: Mary Molloy



1 Northwood Ave, Northwood, Dublin, D09 V2F7

Contact Number

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01 7719740

Contact details for An Garda Síochána

Contact Name

Clontarf Garda Station

Address

43, Clontarf Road,
Clontarf,
Dublin 3,
D03 FA46

Contact Number

+353 1 666 4800

Checklist for review of the Child Safeguarding Statement

1. When did the board first formally adopt a Child Safeguarding Statement and Risk Assessment in accordance with the Child Protection Procedures for Schools 2025? For most schools this will be March 2018, as outlined in Section 9.9 of the procedures.

Date first Child Safeguarding Statement and Risk Assessment adopted by the school:

19th February 2018

2(a) Where is the Child Safeguarding Statement and Risk Assessment displayed in the school? For example, in a prominent place near the main entrance to the school.

On the noticeboard at the front entrance, near reception.

(b) Is there a student-friendly version, with a photograph of the Designated Liaison Person, displayed beside the Child Safeguarding Statement and Risk Assessment?

Yes

(c) Other than displaying in a prominent place near the main entrance to the school, how have students been made aware of the student-friendly version?

- Displayed at all student entrances

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- On school website
- Other: (please state)

During tutor time, during SPHE classes, through student council messaging www.holyfaithclontarf.com

3. Has the board used the most recent Child Safeguarding Statement and Risk Assessment Template and formally adopted, without modification, the Child Protection Procedures for Schools 2025?

Yes

What is the date of the previous review of the Child Safeguarding Statement and Risk Assessment?

Date: 23rd September 2025

4. Has the Board included a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First (2019)?)

Yes

5. Is there a written protocol in place authorising immediate action for cases which require an employee to be immediately absented from school for child safeguarding reasons in line with Appendix C of the Child Protection Procedures for Schools 2025?

Yes

6. Has the Board reviewed and updated the written assessment of risk as part of this overall review (for example, to include shower facilities, changing rooms, swimming, online engagements to facilitate learning). Boards should refer to the Child Safeguarding Statement and Risk Assessment Template for examples.

Yes

Date of this review: 31st August 2026

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

The BOM furnished with digital records of all correspondences. All stakeholders were communicated with via email or school app on 1st September 2026.

8. How has the Board sought the feedback of parents, students and school personnel (teaching and non-teaching) on the Child Safeguarding Statement and Risk Assessment?

Has the school engaged with each of the above through, for example, a meeting or survey. The support documents CSS 5, CSS 6 and CSS 7 can be used to support this engagement. Details of how feedback was sought should be outlined below.

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(a) Parents

Draft statement and risk assessment circulated through the school app on 17th June 2026 with invitation to submit feedback and instructions on how to do this. Prompts from CSS7 were used for this.

(b) Students

Wellbeing coordinator has worked with student body on this. Wellbeing Committee reviewed the statement and student friendly statement during mid-April 2026 at lunchtimes. They redesigned the Student Friendly version. Classroom discussions were facilitated at tutor time across all year groups during the week of 21st April 2026. CSS5 formed the basis for this.

(c) School Personnel

Staff Meeting – 27th May 2026

Draft Statement and Risk Assessment presented to staff. Questions from CSS6 used to stimulate discussion. In addition, feedback welcome after the meeting to Principal in person, by phone or email. Ancillary staff consulted in aftermath of meeting.

9. Outline any aspects of the school's Child Safeguarding Statement and Risk Assessment and/or its implementation that require further improvement, including any complaints or suggestions for improvements, which the Board has identified:

N/A

10. Outline details of how areas for improvement have been adequately addressed including whether an action plan with appropriate timelines has been put in place:

N/A

11. Has the template for Notification regarding the board of management's review of the Child Safeguarding Statement and Risk Assessment been used to inform the school community and relevant parties that they have fulfilled their statutory obligation to annually review the school's Child Safeguarding Statement and Risk Assessment?

Yes

Training

12. Give details of when the DLP and DDLP most recently attended child protection training for DLP/DDLPs:

DLP: Audrey Carty

Date: 2/10/2025

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DDLDP: Mary Molloy

Date: 2/10/2025

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

JMB training Webinar circulated in advance of board meeting of June 24th

Confirmation at BOM meeting on 31st August 2026 of attendance at this training.

Chairperson training on 4th February 2026.

14. How has the Board ensured that all school personnel (including new school personnel, temporary staff and substitutes) have been made aware of their responsibilities under the Child Protection Procedures for Schools 2025 and the Children First Act 2015? For example, completing e-learning or other training, use of department's supports for school personnel when reviewing the Child Safeguarding Statement and Risk Assessment, induction/mentoring system for new personnel, or other measures. How are records of the training completed maintained by the school?

Completion of e-learning modules – Tusla Children First e-Learning Programme. Certificate submitted to principal.

Use of Department supports when reviewing the Child Safeguarding Statement and Risk Assessment with staff

Induction/mentoring system for new personnel

New appointees: Induction process including Child Safeguarding Statement review and confirmation of e-learning completion

Temporary/substitute staff: Briefing on arrival covering reporting procedures, DLP/DDLP identity, and location of Child Safeguarding Statement; confirmation of e-learning completion

Records of DLP/DDLP training attendance with dates with principal

Records of e-learning completion by all personnel with principal

Attendance logs for whole-staff child protection training sessions with principal

Child Protection Oversight Report (CPOR)

15. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at every ordinary meeting of the Board held since the last review of the Child Safeguarding Statement was undertaken which contains all the information required under each of the four headings set out in Section 12.3 of the Child Protection Procedures for Schools 2025?

Yes



16. Since the Board's last review of the Child Safeguarding Statement, if there have been cases presented for oversight as part of the CPOR, has the Board been provided with and reviewed all records relevant to the CPOR?

N/A

17. Have these cases been anonymised and redacted as necessary?

N/A

18. Since the Board's last review Child Safeguarding Statement, if there have been cases presented for oversight as part of the CPOR, do the minutes of the board meeting:

(a) specify the anonymised documents provided to the board as part of the CPOR

N/A

(b) use unique codes to record child protection matters?

N/A

19. The board has undertaken the review of the Child Safeguarding Statement and Risk Assessment and has issued/published notification confirming same.

Yes

Reporting

20. Where are all records relating to child protection filed and stored in a secure manner? For example, stored securely in the principal's office in such a manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records.

All child protection records are stored securely in a locked filing cabinet in the principal's office. Only the DLP and DDLP have keys to this dedicated cabinet. All records are maintained in hard copy format. Files are regarded as highly confidential, and access is restricted to the DLP and DDLP only (and the chairperson when acting as DLP).

21. How does the Board ensure that child protection procedures in relation to reporting to Tusla/An Garda Síochána are followed in full? The Board should indicate that the DLP follows the procedures outlined in the Child Protection Procedures for Schools 2025 for reporting of all child protection concerns.

The Board ensures that child protection procedures in relation to reporting to Tusla/An Garda Síochána are followed in full through:

(i) the DLP following all procedures outlined in the Child Protection Procedures for Schools 2025 for reporting all child protection concerns;

(ii) receiving a Child Protection Oversight Report as a standalone item at each Board meeting to exercise appropriate oversight;

(iii) ensuring all school personnel understand their obligation to report concerns to the DLP without delay



Curriculum

22. The Board should outline the steps it has taken to ensure that the SPHE, RSE, and Wellbeing curriculum is appropriately planned for and delivered to the children and young people in the school.

Curriculum Framework: Implementation of Junior Cycle Wellbeing Programme (SPHE, RSE, Physical Education) aligned with Framework for Junior Cycle

CPD – Staff member undertaking Level 9 qualification in SPHE and others completed Oide training

Wellbeing Policy – Policy being reviewed and implemented. Will be ratified in 2026/27. Wellbeing classes scheduled on timetable. RSE and SPHE are scheduled on timetable.

For primary schools, it should confirm that:

- Aspects of all three strands (SPHE, RSE, Wellbeing) are covered each year.
- The Stay Safe programme is taught in its entirety in one year – at least once during infants, 1st/2nd class, 3rd/4th class, and 5th/6th class. Schools will be informed if, in the future, the Department approves an alternative or replacement to the Stay Safe Programme.
- The school plan outlines provision for RSE across each of the different class levels/stages.
- The date of the most recent policy review or curricular implementation is noted.

For post-primary schools, it should confirm that:

- The Wellbeing Programme for Junior Cycle is being implemented.
- RSE and SPHE are being appropriately delivered.
- The date of the most recent policy review or curricular implementation is noted.

Vetting and Recruitment

The board should be satisfied that procedures to ensure that all statutory requirements in relation to vetting, statutory declarations and forms of undertaking are met. The board should refer to the school's recruitment procedures about how references of all school personnel are checked and how vetting outcomes are managed before appointment or work in the school is undertaken. Schools under the aegis of Education and Training Boards (ETB) should outline how they adhere to ETB recruitment processes.

If joint agreements are used for the visiting coaches or for school placement students, this should be included. If the school is part of teacher sharing arrangements (see section 10.2 of the procedures), the vetting oversight actions taken should be included.

23. The Board should indicate how it is satisfied that:

- (a) the statutory requirements for Garda Vetting are met.

All staff are vetted prior to commencing employment. Vetting policy in place.

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

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All new staff provide the principal with these documents prior to commencing employment. The school have a partnership with a local law firm (Plunkett Kirwan) who will undertake the statutory declaration requirement with potential employees if desired.

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

Reference checking is undertaken by Principal and Deputy Principal

Interviews are held as per department arrangements

Vetting is required prior to commencement of employment.

Statement by the Board

The Board should make an overall statement as to its satisfaction that the Child Safeguarding Statement and Risk Assessment and child protection procedures are being fully and adequately implemented by the school.

The Board of Management is satisfied that the Child Safeguarding Statement, Risk Assessment, and Child Protection Procedures are being fully and adequately implemented by the school. This assessment is informed by:

- Regular monitoring of adherence to the Child Protection Procedures for Primary and Post-Primary Schools 2025
- Child Protection Oversight Reports given at every BOM meeting
- Staff training compliance and vetting verification
- The fully compliant Child Protection and Safeguarding Inspection conducted in November 2025, which confirmed that all statutory requirements and best practice standards are being met
- Annual review of the Child Safeguarding Statement and Risk Assessment by the Board

The Board remains committed to maintaining the highest standards of Child Protection and Safeguarding across all school operations.

Signed*:

Chairperson of the board of management

Date:

31:8:26

**Document to be printed and signed with original signatures*