



Presentation Secondary School

Church Street, Castleisland, Co. Kerry



Review of the Child Safeguarding Statement and Risk Assessment (CSS 2)

2026 - 2027

This review was ratified by the Board of Management on 15th September 2026



*Our vision is to prepare accomplished, confident, resilient and independent young adults, who follow their passions,
develop a love of learning and become positive role models in society.*

Review of the Child Safeguarding Statement and Risk Assessment (CSS 2)

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:	Mr. Pierce Dargan (Principal)
Date Appointed:	15 th September 2026

Relevant Person

(In schools this is the DLP)

Name:	Mr. Pierce Dargan (Principal)
Contact details:	066-7141178 pierce.dargan@presentationcastleisland.ie
Date Appointed:	15 th September 2026

Deputy Designated Liaison Person

Name:	Mr. Pdraig Kelliher (Deputy Principal)
Date Appointed:	15 th September 2026

Contact details for Tusla

Contact Name

Duty Social Worker

Address

Child and Family Agency, Block 1, Unit 7/8, Reeks Gateway, Cleenev Roundabout, Killarney, Co. Kerry, V93 CTX9

Contact Number

064-6678065

Contact details for An Garda Síochána

Contact Name

Castleisland Garda Station

Address

Tralee Road,
Castleisland,
Co. Kerry,
V92 KT92

Contact Number

066-7141204

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:

March 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.

It is displayed in four prominent places in our school as follows:

- **Beside the main front office – A Building**
- **Inside the main front door – A Building**
- **Inside the door of St. Mary's – M Building**
- **Inside the door of our Sports Hall – St. John's Hall**

- (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

☒ On school website

☒ School journal

☒ Other: (please state)

- A slide on each year group assembly, presented by their Yead Head.
- On A3 posters around the school.
- Shared at Student Council Meetings

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: **16th 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 3 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: **15th September 2026**

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

On Wednesday 9th September 2026 school Principal, Mr. Dargan sent an email to our Patron CEIST, our Board of Management, our Parents' Forum Members, our Student Council Co-ordinator and all staff to review our Child Safeguarding Statement and Risk Assessment ahead of ratification on 15th September 2026.

Following the Board Meeting on Tuesday 15th September 2026, Mr. Dargan will email the ratified Safeguarding Statement and Risk Assessment to our Patron CEIST, our Parents' Forum Members, our Student Council Co-ordinator and all staff.

Mr. Dargan will share on our school app to all parents and students.

It will also be posted on our school website: www.presentationcastleisland.ie

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.

(a) Parents

On Wednesday 9th September 2026, Mr. Dargan sent an email to our Parents' Forum Members to review our Child Safeguarding Statement and Risk Assessment ahead of ratification on 15th

September 2026. Document CSS 7 was shared as an attachment to this email. Feedback was gathered, analysed and recorded.

(b) Students

On Wednesday 9th September 2026, Mr. Dargan sent an email to our Student Council Co-ordinator to share with our Student Council Members our Child Safeguarding Statement and Risk Assessment for review ahead of ratification on 15th September 2026. Document CSS 5 was shared as an attachment to this email. Feedback was gathered, analysed and recorded.

(c) School Personnel

On Wednesday 9th September 2026, Mr. Dargan sent an email to our staff to review our Child Safeguarding Statement and Risk Assessment ahead of ratification on 15th September 2026. Document CSS 6 was shared as an attachment to this email. Feedback was gathered, analysed and recorded.

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:

Development and review of policies such as:

- SEN, AEN and EA policy
- Work Experience Policy
- School Tours/Trips Policy
- Student Teacher Handbook

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:

The policies named in section nine above are to be drafted and brought to the Board during the Academic Year 2026 – 2027.

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 ☐ No ☐ N/A

Training

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

DLP: Tralee Education Centre (OIDE)

Date: Wednesday 24th September 2025

DDLDP: Tralee Education Centre (OIDE)

Date: Wednesday 24th September 2025

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

All members completed the TUSLA online Children First E-Learning Programme in 2025.

All members, including our chairperson will be offered and encouraged to attend in-person and online training again this year.

This includes:

JMB Webinar Series

The JMB has developed a series of webinars for members of Boards of Management,

The webinars are as follows:

1. An Overview of the Child Protection Procedures 2025 (18 mins)
2. Child Protection and Safeguarding (13 mins)
3. Allegations against school personnel (11 mins)
4. Child Protection Oversight (18 mins)
5. Child Safeguarding Statement Preparation and Review (6 mins)
6. Vetting and Recruitment (6 mins)

TUSLA Training for Members of Boards, Committees, Employers and Owners.

Tusla have developed an online learning programme for Members of Boards, Committees, Employers and Owners. This eLearning module has been developed to provide information on, and understanding of, the role and responsibilities of members of boards, employers, owners and other personnel with essential governance and oversight obligations. (1 hour in duration)

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?

The school has adopted document CSS 8 to maintain a record of CP training going forward.

All newly appointed staff are given the Child Safeguarding Statement and Risk Assessment.

Induction of newly appointed school personnel includes the requirement of having completed child protection training.

All staff are reminded at the beginning of each academic year of the need to keep child protection training up to date (within the last two years).

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 ☐ No
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?
- ☐ Yes ☐ No ☒ N/A
17. Have these cases been anonymised and redacted as necessary?
- ☐ Yes ☐ No ☒ 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
- ☐ Yes ☐ No ☒ N/A
- (b) use unique codes to record child protection matters?
- ☐ Yes ☐ No ☒ 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 ☐ No ☐ N/A

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 as manner as only the DLP and DDLP and the chairperson when acting as DLP will have access to these records.
- All child protection files are stored securely in a locked records room in such as manner as only our DLP, DDLP and the Chairperson (when acting as DLP) will have access to these records. Our DLP, DDLP and Chairperson are the only three people who know where the key is located, to the fire safe cabinet, in which the files are stored in this records room.
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 DLP follows the procedures outlined in the Child Protection Procedures for Schools 2025 for reporting of all child protection concerns. This is relayed at all Ordinary Board Meetings.

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.

The Wellbeing Programme for Junior Cycle is being fully implemented. 400 hours over three years.

RSE and SPHE are being appropriately delivered.

Staff are encouraged to attend OIDE SPHE and RSE training to deliver the new specification.

On the 18th December 2023 our SPHE and RSE Policy was last reviewed and ratified by our Board of Management.

A Wellbeing Committee meets regularly throughout each school year on the above.

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.

Our school is currently developing a Vetting Policy.

Our school works in partnership with St. Patrick's Secondary School in Castleisland and we offer a broad range of subjects between both schools. Staff from both schools are vetted according to the statutory requirements.

Our school meets its statutory requirements regarding Garda Vetting.

Our school completes vetting for all new staff and student teachers prior to commencement.

A vetting file is kept in our front office which includes:

- Vetting procedures and templates.
- Completed vetting forms and required appendices (Proof of ID and address)
- Completed checklists are attached to each application and signed off on.
- Vetting disclosure outcomes.

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

All employees and student teachers must complete a statutory declaration and form of undertaking prior to commencement.

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

Every employee is subject to interview, reference checks and academic qualification transcript checks prior to being appointed.

All interviews have questions on the candidates role and understanding of Child Protection.

All candidates confirm on their application forms that there is no child protection concerns around their appointment.

All appointments are ratified by the Board of Management.

Appointment is conditional on valid vetting or the outcome of vetting applied for.

Our school has no volunteers this year.

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 of Presentation Secondary School, Castleisland is satisfied that the *Child Safeguarding Statement and Risk Assessment* and *Child Protection Procedures 2025* are being fully and adequately implemented by our school.

The Board will continue its oversight role on Child Protection during the Academic Year 2026 – 2027.

Child Protection will always be a standalone item on each Board meeting agenda.

Signed:

Chairperson of the Board of Management

Date:

15/9/26

