

### Checklist for Annual Review of the Child Protection Policy

The Board of Management must undertake an annual review of its Child Protection Policy and the following checklist shall be used for this purpose.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list. The BoM may wish to include other items in the checklist that are of particular relevance to Cullina National School and reserves the right to do so if/when the need occurs.

		Yes	NO
1.	As part of the overall review process, Boards of Management should also assess other school policies, 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 Protection policy	Yes	
2.	Has the Board formally adopted a child protection policy in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools'?	Yes	
3.	As part of the school's child protection policy, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools'?	Yes	
4.	Are there both a DLP and a Deputy DLP currently appointed?	Yes	
5.	Are the relevant contact details (HSE and An Garda Síochána) to hand?	Yes	
6.	Has the DLP attended available child protection training?	Yes	
7.	Has the Deputy DLP attended available child protection training?	Yes	
8.	Have any members of the Board attended child protection training?	Yes	
9.	Has the school's child protection policy identified other school policies, practices and activities that are regarded as having particular child protection relevance?	Yes	
10.	Has the Board ensured that the Department's 'Child Protection Procedures for Primary and Post Primary Schools' are available to all school personnel?	Yes	
11.	Does the Board have arrangements in place to communicate the school's child protection policy to new school personnel?	Yes	
12.	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'?	Yes	
13.	Since the Board's last annual review, was the Board informed of any child protection reports made to the HSE/An Garda Síochána by the DLP?		No
14.	Since the Board's last annual review, was the Board informed of any cases where the DLP sought advice from the HSE and as a result of this advice, no report to the HSE was made?		No
15.	Is the Board satisfied that the child protection procedures in relation to the making of reports to the HSE/ An Garda Síochána were appropriately followed?	N/A	
16.	Were child protection matters reported to the Board appropriately recorded in the Board minutes?	N/A	
17.	Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes	

18.	Has the Board ensured that the Parents' Association has been provided with the school's child protection policy?	Yes	
19.	Has the Board ensured that the school's child protection policy is available to parents on request?	Yes	
20.	Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes	
21.	Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes	
22.	Is the Board satisfied that the Department's requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)?	Yes	
23.	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?	Yes	
24.	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	
25.	Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools' are being fully and adequately implemented by the school?	Yes	
26.	Has the Board identified any aspects of the school's child protection policy and/or its implementation that require further improvement?		NO
27.	Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's child protection policy and/or its implementation that have been identified as requiring further improvement	N/A	

## Ratification of Annual Review of Policy

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on [Insert Date]

Signed: *Griffith J Griffiths*  
Chairperson of Board of Management

Signed: *Maire Bn. Uí Chroinin*  
Principal

Date: *29<sup>th</sup> September 2015*

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