



Policy Title	Child Protection and Safeguarding Policy
School Name	St. Joseph's N.S.
Roll Number	18377A
Address	Barrack Hill, Fermoy
Telephone	02532284
Email	office@stjosephsfermoy.com
Website	https://www.stjosephsfermoy.ie/
Principal	Geraldine Burke
Chairperson BoM	Kieran McCarthy
Date Ratified	10/2/2026
Next Review Date	[Date + 1 Year]
Aligned LAOS Domains	Domain 2 - Learner Experiences • Domain 4- Leadership & Management
SSE Focus Area	Wellbeing and School Culture

TABLE OF CONTENTS

Section Heading

1	Policy Statement
2	Alignment with DEIS Plan
3	Legislative and Procedural Context
4	Designated Personnel
5	Principles of Best Practice
6	School Measures and Procedures
7	Written Risk Assessment
8	Board of Management Review
9	Staff and Board Training
10	Visitor and Volunteer Management
11	External Use of Premises
12	Mandated Person Reporting Protocol
13	Annual Notification to Patron and Inspectorate
14	Ratification and Review Page
15	Appendix A - Risk Assessment Table
16	Appendix B - Training Record Template
17	Appendix C - Visitor Log Template
18	Appendix D - Annual Review Checklist
19	Appendix E - Reference Section

1. Policy Statement

- a. The Board of Management of SJNS has adopted this Child Protection Policy in accordance with the Children First Act 2015, Children First: National Guidance 2017 (and *Addendum 2019*), and the Child Protection Procedures for Primary and Post-Primary Schools (2025). The Board recognises its statutory duty to protect all pupils from harm and to ensure that every member of staff understands their obligations as *mandated persons* under the Act. The school commits to implementing the Department's 2025 Procedures in full and without modification, including the revised Training Framework for Child Protection in Schools (2025)

2. Alignment with the DEIS Plan

- a. St. Joseph's N.S. Child Protection Plan aligns closely with the school's DEIS Plan through its shared commitment to safeguarding, inclusion, and promoting the wellbeing of every pupil. Both plans emphasise creating a safe, supportive and nurturing environment where children feel valued, protected and ready to learn. Child protection procedures underpin DEIS priorities by ensuring early identification of need, strong home-school links, and targeted supports for pupils who may be vulnerable or at risk of disadvantage.

3. Legislative and Procedural Context

This policy is guided by:

- *Children First Act 2015*
- *Child Protection Procedures for Primary and Post-Primary Schools (2025)*
- *Children First: National Guidance (2017, Addendum 2019)*
- *Data Protection Act 2018*
- *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016*
- *Education Act 1998 / Education (Welfare) Act 2000*
- Circular 0036/2023 and *Circular 0024/2025* - Implementation of Revised Procedures and Training Requirements
- *Tusla Guidance on Child Safeguarding Statements (2023)*

4. Designated Personnel

Role	Name /Title
Designated Liaison Person (DLP)	Geraldine Burke
Deputy Designated Liaison Person (DDLDP)	Gary Flynn
Relevant Person (Children First Act 2015)	Geraldine Burke

5. Principles of Best Practice

- a. St. Joseph's N.S. affirms that child protection and welfare considerations permeate all areas of school life. The school:
 - i. Recognise the welfare of the child as paramount.
 - ii. Comply fully with the *Children First Act 2015* and 2025 Department Procedures.
 - iii. Ensure all personnel receive mandatory training as per the 2025 Training Framework.
 - iv. Operate safe recruitment and vetting practices.
 - v. Foster an open, supportive culture that values confidentiality and accountability.

6. School Measures and Procedures

- a. Reporting: All staff follow the 2025 Child Protection Procedures. Mandated persons (registered teachers) report child protection concerns directly to Tusla and inform the OLP.
- b. Investigation: Where a staff member is the subject of an allegation, Chapter 8 of the 2025 Procedures applies.
- c. Recruitment and Vetting: All staff, contractors and volunteers are vetted in accordance with the *National Vetting Bureau Acts 2012-2016*.
- d. Training: All staff must complete the Department's *Child Protection Training Framework (2025)*, including the Tusla e-learning, the DES online module, and the new interactive scenario-based training for DLPs/DDLPs.
- e. Communication: The Child Safeguarding Statement and Risk Assessment are available on the school website, staff room noticeboard and by request.
- f. Review: The Statement and Risk Assessment are reviewed annually or following any material change in school operations.

7. Written Risk Assessment

The Board of Management has completed a comprehensive risk assessment as required under Section 11 of the *Children First Act 2015* and the 2025 Procedures. Details are in Appendix A.

8. Board of Management Review

- a. The Board conducts and records an annual review of the Child Safeguarding Statement and Risk Assessment, using the checklist in Appendix D, and confirms completion to the Patron each year.

9. Staff and Board Training

- a. Under the Child Protection Procedures for Primary and Post-Primary Schools (2025), every school must implement the Training Framework for Child Protection in Schools (2025), which includes four mandatory strands:

Training Strand	Description/ Content	Frequency/ Requirement
1. Tusla Children First e-Learning Programme	Foundational awareness training on recognising and reporting child protection and welfare concerns.	Completed by all staff and BoM members; renewed every 2 years.

2. Department of Education Online Module {2025 Update)	Aligns with 2025 Procedures; includes legal obligations of mandated persons and updated case-study scenarios.	Completed within first month of each school year or on appointment.
3. POST/ Education Support Centre Workshop	In-person or live online; focuses on practical school application of 2025 Procedures and policy compliance.	Every 3 years for all staff.
4. DLP / DDLP Advanced Training Programme {2025)	Two-day blended course delivered by POST Child Protection Team; required for all DLPs/DDLPs.	On appointment and refresher every 3 years.

The Principal maintains a signed Training Record (Appendix B) confirming completion dates for each staff member and BoM participant. Training records are reviewed annually by the Board.

10. Visitor and Volunteer Management

- a. All visitors sign the Visitor Log (Appendix C).
- b. Visitors are accompanied by staff at all times while pupils are present.
- c. ID badges must be visible.
- d. Volunteers are Garda-vetted and briefed on the school's Child Safeguarding Statement prior to engagement.
- e. Contractors work outside pupil hours where possible.

11. External Use of Premises

External groups using school premises must:

1. Provide Garda Vetting evidence for all personnel.
2. Submit insurance documentation and a completed Child Safeguarding Compliance Form.
3. Obtain written approval from the Board for a defined period.
4. Adhere to the school's Child Safeguarding Statement and 2025 Procedures

12. Mandated Person Reporting Protocol

1. Identify reasonable grounds for concern.
2. Consult immediately with the OLP.
3. Submit a report to Tusla via the online Child Protection and Welfare Report Form.
4. Inform the OLP/Principal.
5. Record the concern securely.
 - Tusla Duty Social Work Office:
 - DES Child Protection Unit: (090) 648 3945

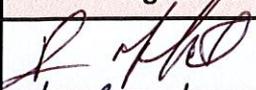
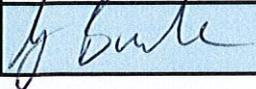
13. Annual Notification to Patron and Inspectorate

The Board confirms annually that:

- The Child Safeguarding Statement and Risk Assessment have been reviewed in line with the 2025 Procedures.
- All staff have completed the required training under the 2025 Framework.
- The Statement is publicly displayed and accessible.

Child Safeguarding Statement

14. Ratification and Review Page

Role	Name	Signature	Date
Chairperson BoM	Kieran McCarthy		10/2/26
Principal	Geraldine Burke		10/2/26

Appendix A - Risk Assessment Table

Activity/ Context	Potential Risk of Harm	Controls in Place
Arrival/ Dismissal	Unauthorised adult access	Controlled entry system; supervision rota
Classroom Teaching	Failure to recognise harm	Annual 2025 refresher training; reporting protocol poster displayed
One-to-One Teaching	Isolation or boundary breach	Glass panels; prior parental consent; open-door procedure
Online Learning	Exposure to harmful content	2025 AUP; NCTE filtering; teacher supervision
School Tours	Inadequate supervision	Tour policy; risk assessment; consent forms
Intimate Care	Breach of privacy	Intimate Care Policy; dual staff presence
Recruitment	Unvetted staff	Vetting verification; references; BoM approval
Visitors	Unsupervised interaction	Visitor log; staff accompaniment

Appendix B - Training Record Template

Name	Role	Training Strand Completed	Date	Next Renewal	Signature

Appendix C - Visitor Log Template

Date	Name / Organisation	Purpose of Visit	Vetting Verified	Accompanied by	Time In	Time Out	Signature

Appendix D-Annual Review Checklist

Stand-alone Document

Appendix E - Reference Section

Legislation and Guidance

- *Child Protection Procedures for Primary and Post-Primary Schools (2025)*
- *Children First Act 2015*
- *Children First: National Guidance 2017 (and Addendum 2019)*
- *Education Act 1998 | Education (Welfare) Act 2000*
- *Data Protection Act 2018*
- *National Vetting Bureau Acts 2012-2016*

Training and Support Resources

- *Training Framework for Child Protection in Schools (2025)- Department of Education*
- *Tusla Children First e-Learning Programme*
- *DES Online Module (2025)*
- *POST Child Protection Workshops and DLP/DDLP Advanced Training (2025)*
- *Inspectorate CPSI Handbook (2025)*
- *Wellbeing Framework for Practice (2023)*