

The Board of Management Communications Checklist – Child Safeguarding Statement
(Sections 8.11 and 8.13.6 of the Procedures)

Communicating aspects of the Child Protection Procedures with the school community:

- The Child Safeguarding Statement, including the Risk Assessment, is displayed in a prominent position near the main entrance.
- The name of the DLP is prominently displayed next to the Child Safeguarding Statement.
- Arrangements are in place to make a copy of the Child Safeguarding Statement, including the Risk Assessment, available to parents or the public on request.
- A copy of the Child Safeguarding Statement, including the Risk Assessment, has been provided in hardcopy or by email to:
 - the patron,
 - all school personnel, and
 - the parents' association (or all parents if you do not have a Parents' Association).
- A copy of the Child Safeguarding Statement, including the Risk Assessment has been published on the school's website.

Communications required after the Board of Management reviews the Child Safeguarding Statement:

*(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. For most schools, this will mean that the annual review must be completed before 11 March each year with the initial review due by 11 March 2019)*:*

- The Board of Management has issued the standard written notification** that the review of the school's Child Safeguarding Statement has taken place, in hardcopy or by email to:
 - the patron,
 - all school personnel, and
 - the parents' association (or all parents if you do not have a Parents' Association).
- The Board of Management has published a copy of the standard written notification** that the review of the school's Child Safeguarding Statement took place on the school's website.

***Schools must use 'Mandatory Template 3: Checklist for Review of the Child Safeguarding Statement' when completing the review.**

****In addition, schools must use 'Mandatory Template 4: Notification regarding the Board of Management's review of the Child Safeguarding Statement' when notifying the patron, school personnel and the Parents' Association that the review has taken place and publishing on the school's website that the review has taken place.**