



**St. Peter Apostle Junior National School**



# Child Safeguarding Statement and Risk Assessment

## Policy Summary Details

<b>Policy Title:</b>	Child Safeguarding Statement
<b>Written/Reviewed:</b>	September 2023
<b>Date Ratified by BOM:</b>	5 <sup>th</sup> of October 2023



# St. Peter Apostle Junior National School

## Child Safeguarding Statement

### Introduction

St Peter Apostle J.N.S. is a primary school providing education to children in our pre-school settings (Early Start and Early Intervention) as well as primary education to pupils from Junior Infants to Second Class in both mainstream and special class settings. In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St Peter Apostle J.N.S has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person is **Orla Healy** (Acting Principal).
3. The Deputy Designated Liaison Person is **Kathy Gleeson** (Acting Deputy Principal).
4. The Relevant Person is **Orla Healy** (Acting Principal)

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- Adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- Develop a practice of openness with parents and encourage parental involvement in the education of their children; and





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- Fully respect confidentiality requirements in dealing with child protection matters.

1 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement;
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement;
  - Encourages staff to avail of relevant training;
  - Encourages Board of Management members to avail of relevant training; and
  - The Board of Management maintains records of all staff and Board member training.
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023), including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.



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- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
  - In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to these procedures.
  - The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.
- 2 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the Patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department, if requested.

- 3 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers (*Vide* Appendix 1).

**Ratified by BoM 5/10/23**

Signed

Signed

*Chairperson, Board of Management*

*Principal/Secretary to the Board of Management*





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### Child safeguarding Risk Assessment

#### Written Assessment of Risk of St Peter Apostle JNS

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*, the following is the Written Risk Assessment of St Peter Apostle JNS.

#### School Personnel

List of school Activities	The school has identified the following Risk of Harm	The school has the following procedures in place to address risk identified in this assessment
<p><i>Training of school personnel in Child Protection matters</i></p>	<p>Failure to identify a child protection concern</p> <p>Failure to report a concern in a timely manner</p>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff(revised 2023)</li> <li>• At the beginning of each all school year staff read and sign that they have received child safeguarding statement and they know who the DLP and DDLP are</li> <li>• Child protection is kept in focus through brief recaps on policy at each staff meeting</li> <li>• DLP &amp; DDLP to attend PDST face to face training</li> <li>• All Staff to engage with Tusla training module &amp; any other training offered to schools</li> <li>• BOM records all data pertaining to staff and board training</li> </ul>
<p><i>Recruitment of School Personnel including Teachers, SNAs, Childcare Workers, Secretary, Caretaker, Cleaning staff.</i></p>	<p>Failure to identify a child protection concern</p> <p>Failure to report a concern in a timely manner</p>	<ul style="list-style-type: none"> <li>• All new staff must supply the school with Garda vetting and a statutory declaration</li> <li>• DLP and DDLP will ensure new members of staff know who they are;</li> <li>• Child safeguarding statement is readily available (on display in school foyer, a copy is in each classroom, a copy can be supplied upon request, a copy is available online)</li> <li>• All new staff must provide evidence that they have completed the Tusla Training Module</li> </ul>
<p><i>Classroom Teaching/One to one teaching</i></p>	<p>Harm by School Personnel</p> <p>Risk of accusation</p>	<ul style="list-style-type: none"> <li>• Adherence to the Child Safeguarding Statement and DES Procedures/Training</li> <li>• Consent for 1:1 teaching</li> <li>• Glass window in doors of support teachers' rooms used where feasible</li> <li>• Open doors where teacher is 1:1 with pupils and door does not have a window</li> </ul>





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<p><i>Care of Children with special needs, including intimate care needs</i></p>	<p>Harm by school personnel Risk of accusation</p>	<ul style="list-style-type: none"> <li>• School personnel to assist children with SEN as delineated in their Additional Care Needs Plan</li> <li>• Use the minimum amount of intervention</li> <li>• Never be alone with a child when dealing with intimate care needs, whilst bearing in mind that every effort should be made to respect the child's dignity and privacy</li> </ul>
<p><i>Toilet areas in classrooms (Butterfly suite and mainstream)</i></p> <p><i>Use of changing/shower areas in school (Butterfly suite)</i></p>	<p>Inappropriate Behaviour Harm by School Personnel Risk of accusation</p>	<ul style="list-style-type: none"> <li>• Classroom procedure re: one child in toilet.</li> <li>• Adult stays outside toilet area where possible when child in need of support, Teacher and SNA deal with child in the toilet area where assistance is needed.</li> <li>• Recording intimate care needs on Aladdin, password protected document linked to their name, detailing what happened, who was present. Always tell parents when a child has had a toileting accident and if the parent wants to come and change the child that is okay.</li> <li>• Adult present – other adults notified</li> <li>• Parent notified at collection time.</li> </ul>
<p><i>School Transport arrangements including use of Bus Escort</i></p>	<p>Harm by School Personnel Risk of accusation</p>	<ul style="list-style-type: none"> <li>• All Staff to complete Tusla training module</li> <li>• Staff are vetted and furnish the school with appropriate documentation</li> <li>• Vetted staff are supplied with child safeguarding statement</li> <li>• Two adults to remain with children where possible during collection/drop off times</li> <li>• Adherence to the following policies and programmes:             <ul style="list-style-type: none"> <li>➢ Anti-Bullying Policy</li> <li>➢ Code of Behaviour</li> <li>➢ Covid Policy</li> </ul> </li> <li>• Delivery of the following programmes:             <ul style="list-style-type: none"> <li>➢ SPHE</li> <li>➢ RSE</li> <li>➢ Stay Safe Programme</li> <li>➢ Incredible years</li> </ul> </li> </ul>



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<p><b>LGBT</b> <i>Children/Pupils perceived with LGBT and/or ethnic minorities and/or pupils with SEN</i></p>	<p>Bullying</p>	<ul style="list-style-type: none"> <li>• Adherence to the following policies and programmes:             <ul style="list-style-type: none"> <li>➢ Anti-Bullying Policy</li> <li>➢ Code of Behaviour</li> </ul> </li> <li>• Delivery of the following programmes:             <ul style="list-style-type: none"> <li>➢ SPHE</li> <li>➢ RSE</li> <li>➢ Stay Safe Programme</li> <li>➢ Incredible years</li> <li>➢ Fun friends</li> </ul> </li> <li>• Individual/group targets for children with SEN re: Social skill –bullying</li> <li>• Use of social stories with children who have autism spectrum disorder</li> </ul>
<p><b>External personnel involved with children:</b> <i>Personnel for extra-curricular activities (on-going) e.g. violins, dance, play/art therapists, lunch time club</i></p>	<p>Failure to identify a child protection concern  Failure to report a concern in a timely manner  Harm by Personnel</p>	<ul style="list-style-type: none"> <li>• Vetting required for all external personnel and the school to be furnished with appropriate documentation</li> <li>• The school’s child safeguarding statement and risk assessment are readily available to all external personnel (on display in the school, a copy can be requested from the office and online)</li> <li>• DES Procedures made available to personnel.</li> <li>• Identity of DLP and DDLP to be made known to external personnel</li> <li>• Where a child is to work 1: 1 with external personnel (as is the case for some therapy sessions), parents are informed that their child will be working 1:1 with an adult, meetings with the personnel involved shall be offered and written consent shall be secured before the sessions are allowed to proceed</li> </ul>





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### Curricular Policies

List of School activities	The School has identified the following Risk of Harm	The School has the following procedures in place to address risk identified in this assessment
<i>Curricular provision in respect of SPHE, RSE and Stay Safe</i>	Non-teaching of same	<ul style="list-style-type: none"> <li>• School implements SPHE, RSE, Stay Safe in full.</li> <li>• AP1 Post Holder complies and oversees delivery of these programmes.</li> <li>• Parents will be informed of any missed content in the Stay Safe Programme and worksheets will be provided. Parents will be informed in advance of the importance of the programme and the topics that will be covered.</li> </ul>
<i>Prevention and Dealing with Bullying amongst pupils</i>	Failure to identify a child protection concern Failure to report a concern in a timely manner	<ul style="list-style-type: none"> <li>• Implementation of Code of Behaviour</li> <li>• Regular revision of Code of Behaviour</li> <li>• Anti-Bullying Policy and revision</li> <li>• Incredible Years Programme</li> <li>• Weekly Assemblies</li> </ul>
<i>Management of challenging behaviour amongst pupils</i>	Injury to Pupils and Staff Risk of accusation	<ul style="list-style-type: none"> <li>• Code of Behaviour</li> <li>• Health and Safety Policy</li> <li>• Behaviours of concern policy and planning templates</li> <li>• Use of Occupational therapy activities to help children self-regulate</li> </ul>
<i>Administration of Medicine Administration of First Aid</i>	Non-Compliance with Policy Harm by personnel	<ul style="list-style-type: none"> <li>• Ensuring that everyone is aware of and adheres to the Health and Safety Policy as well as practices pertaining to the administration of First Aid (Staff are furnished with the policies each year and pertinent points highlighted at a Croke Park hour early each year)</li> <li>• A “Care Needs Plan” to be designed for individual children regarding any medication, allergies they may have and the location of these medicines</li> <li>• Children’s Care Needs plans to be included in their red folder (with parental consent) and photos displayed in classroom</li> <li>• Photographs (with parental consent) to be displayed of children who are deemed to be high risk of having a medical episode</li> <li>• Once parental consent has been given, the use of thermometer to should be done out of view of other children- another adult will be need to be present whilst taking temperature</li> </ul>



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<p><i>Use of Information and Communication Technology by pupils in school</i></p>	<p>Bullying Cyber Bullying</p>	<p>Adherence to the following policies:</p> <ul style="list-style-type: none"> <li>• ICT Policy – Acceptable Usage Policy</li> <li>• Anti-Bullying Policy</li> <li>• Code of Behaviour</li> </ul>
<p><i>Use of video/photography/other media to record school events</i></p>	<p>Images used by others in harmful way Social Media Commentary</p>	<ul style="list-style-type: none"> <li>• Permission signed by Parent/Guardian on enrolment, allowing photography/recordings for school/educational events.</li> <li>• Parents/Visitors requested never to post image of children other than their own on social media (See enrolment form, code of conduct).</li> <li>• Parents/Visitors reminded that no adult should comment on other children on social media (See enrolment form, code of conduct)</li> </ul>
<p><b>Activities/Events</b></p>		
<p><b>List of school activities</b></p>	<p><b>The School has identified the following Risk of Harm</b></p>	<p><b>The School has the following procedures in place to address risk identified in this assessment</b></p>
<p><i>Recreation Breaks for Pupils</i></p>	<p>Injury to pupils Bullying Harm by others on school premises</p>	<ul style="list-style-type: none"> <li>• Supervision procedures in place with a staff rota for teachers and SNAs</li> <li>• On wet days, where possible, SNA supervision is provided for the Junior and Senior Infant classes. Corridor supervision is also provided by Teachers.</li> <li>• Wet day supervision is provided for the Butterfly Suite as required</li> <li>• Teachers on duty must remain on yard until all pupils have returned to class.</li> <li>• Pupils are not to eat food without an adult present.</li> <li>• Adherence to the following policies             <ul style="list-style-type: none"> <li>➢ Health and Safety</li> <li>➢ Code of Behaviour</li> <li>➢ Anti-Bullying</li> </ul> </li> </ul>
<p><i>Entrance doors to school</i></p>	<p>Possibility of non-vetted people with access to the school corridors</p>	<ul style="list-style-type: none"> <li>• Main door has access camera and buzz in system</li> <li>• Release button for the door is out of reach for children as to prevent them from opening the doors to the public</li> </ul>



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		<ul style="list-style-type: none"> <li>Entrance to the school should be through the foyer at reception. The double doors here are locked. The visitor must check in with Lorraine who will then release the lock, allowing the visitor to gain entry to the school. Lorraine will guide the visitor in the correct direction.</li> <li>Door to the Butterfly suite is keypad protected</li> </ul>
<i>Early Collection of Pupils by Parents/Guardians/Others</i>	Where A.N. Other sent by parents/guardians to collect child	<ul style="list-style-type: none"> <li>The Parent/Guardian must inform personnel of the change of persons collecting.</li> <li>Person collecting must be at least 17 years of age.</li> </ul>
<i>Toileting – Catheterisation</i>	<p>Injury – Fall from bed/chair</p> <p>Breach of trust</p> <p>False allegation</p> <p>Injury at catheterisation site</p>	<p>Ensure side rail is secured/brakes are on wheelchair</p> <p>Two staff members always present- all staff Garda vetted</p> <p>Two staff members always present</p> <p>Medical training and competency approval</p> <p>Only staff who are authorised to carry out the procedure may do so</p>
<i>Toileting breaks at sports days, school tours and school events</i>	<p>Harm to child</p> <p>Risk of accusation</p>	<ul style="list-style-type: none"> <li>Only a staff member is allowed to bring a child to the toilet. Where possible, groups of two or more children should be brought to the toilet in one trip. If this is not possible, a buddy should accompany the child and adult to the toilet.</li> <li>No adult to enter toilet area with an individual child.</li> </ul>
<i>Toileting during yard breaks</i>	<p>Harm to child</p> <p>Risk of accusation</p>	<ul style="list-style-type: none"> <li>Only a staff member is allowed to bring a child to the toilet. Where possible, groups of two or more children should be brought to the toilet in one trip. If this is not possible, a buddy should accompany the child and adult to the toilet.</li> <li>No adult to enter toilet area with an individual child.</li> </ul>
<i>Toileting whilst in the church</i>	<p>Harm to child</p> <p>Risk of accusation</p>	<ul style="list-style-type: none"> <li>Two adults (SNA and a class teacher) should accompany child to the toilet and wait outside toilet until the child is ready to return to the church</li> </ul>





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		<ul style="list-style-type: none"> <li>No adult to enter toilet area with an individual child.</li> </ul>
<i>Toileting during swimming lessons</i>	Harm to child Risk of accusation	<ul style="list-style-type: none"> <li>Two adults will accompany a child to the toilet, an adult will check that the toilet area is empty before allowing a child to enter</li> <li>No adult to enter toilet area with an individual child.</li> </ul>
<i>Children changing in the changing room</i>	Harm to child Risk of accusation	<ul style="list-style-type: none"> <li>Only personnel employed by the school are allowed to monitor children in changing area.</li> <li>Where a child needs help, help is provided overtly and parents are informed</li> <li>Where agreed such as with Parent(s) of children in the Butterfly suite; parents accompany their children when swimming. Parents change and dress their own children</li> <li>Children are not allowed in areas out of sight of adult, unless accompanied by parent</li> </ul>
<i>Organising school tours</i>	Harm by unknown adults	<ul style="list-style-type: none"> <li>Class Teacher to check on vetting status of tour provider and school to be furnished with appropriate documentation</li> <li>Vetting to be secured for bus driver and school furnished with appropriate documentation</li> <li>No non-staff personnel to be on own with individual child.</li> </ul>
<i>Fundraising Events involving pupils e.g. School Disco – after school hours.</i>	Harm to the child Risk of accusation	<ul style="list-style-type: none"> <li>Garda vetting</li> <li>Presence of school personnel at all fundraising events</li> <li>All personnel involved are supplied with Child Safeguarding Statement</li> <li>Only school staff (at least two) can accompany younger pupils to toilet area (where possible a group should be brought)</li> <li>No adult to enter toilet area with an individual child.</li> </ul>
<i>Summer Camp</i>	Risk of accusation Injury to pupils and staff Harm by school personnel	<ul style="list-style-type: none"> <li>Adherence to the Child Safeguarding Statement and DES Procedures/Training</li> <li>Classroom procedure re: one child in toilet.</li> <li>Code of Behaviour</li> <li>Health and Safety Policy</li> </ul>
<b>External Personnel</b>		
<b>External Personnel</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following procedures in place to address risk identified in this assessment</b>





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<p><i>External Speakers/Coaches, etc.</i></p>	<p>Harm to pupils Failure to identify a child protection concern Failure to report a concern in a timely manner</p>	<ul style="list-style-type: none"> <li>• Identity of DLP and DDLP prominently displayed along with Child Safeguarding Statement.</li> <li>• Vetted by their own organisation and school office furnished with appropriate documentation.</li> <li>• No unsupervised interaction between external speakers/coaches and an individual pupil</li> </ul>
<p><i>Student Teachers undertaking Teaching Practice in school</i></p>	<p>Harm to pupils Failure to identify a child protection concern Failure to report a concern in a timely manner</p>	<ul style="list-style-type: none"> <li>• Vetted by Colleges of Education and school furnished with appropriate documentation</li> <li>• Made aware of the identity of the DLP, DDLP</li> <li>• School are informed of named person acting as a Liaison Person between College and School.</li> <li>• Child Safeguarding Statement made available to student</li> <li>• Briefed by their teacher he/she is working with as to commonplace practices regarding child protection in the school</li> </ul>
<p><i>Students participating in work experience in the school.</i></p>	<p>Failure to identify a child protection concern Failure to report a concern in a timely manner</p>	<ul style="list-style-type: none"> <li>• Vetted by Secondary Schools/Colleges and DLP, DDLP informed of named Person acting as a Liaison Person between College and School.</li> <li>• Child Safeguarding Statement made available to students.</li> <li>• Identity of DLP and DDLP on Student Welcome Pack.</li> <li>• No unsupervised interaction between Work Placement Student and an individual pupil.</li> <li>• Briefed by their teacher he/she is working with as to commonplace practices regarding child protection in the school</li> </ul>
<p><i>Volunteers/Parents</i></p>	<p>Harm to pupils Failure to identify a child protection concern Failure to report a concern in a timely manner</p>	<ul style="list-style-type: none"> <li>• Vetting of parent volunteers</li> <li>• Contribution and access to mandatory policies including Child Safeguarding Statement and Identity of DLP and DDLP known.</li> <li>• Briefed by their teacher he/she is working with as to commonplace practices regarding child protection in the school</li> </ul>
<p><i>Use of school premises by other</i></p>	<p>Failure to identify a child protection concern</p>	<ul style="list-style-type: none"> <li>• Letter from school office advising them of need for vetting and training in Child Protection Procedures when dealing with children.</li> </ul>





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<i>organisation during and after school.</i>	Failure to report a concern in a timely manner	
<i>Visitors</i>	Harm to pupils Failure to identify a child protection concern Failure to report a concern in a timely manner	<ul style="list-style-type: none"> <li>• Visitors must register their presence in the school in the office upon arrival</li> <li>• Visitors may be asked for I.D.</li> <li>• Use of a frequent visitors board, where photos are posted of personnel who are likely to be in the school on a recurrent basis (e.g. SLT/OT/NEPS psychologist)</li> </ul>
<b>Distance Learning</b>		
<b>Distance Learning</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following procedures in place to address risk identified in this assessment</b>
<b>Distance collaboration</b>	Exposure to sensitive content about a child if sharing screens or if working from home	<ul style="list-style-type: none"> <li>• Double authentication process to access passwords for St. Peter Apostle Office 365</li> <li>• Adherence to our GDPR policy</li> <li>• Adherence to our AUP</li> </ul>
<b>Video calls</b>	Harm by personnel – images used in a harmful way Observing a reason for concern in the background of a video Disclosure by the child Failure to report a concern Risk of accusation	<ul style="list-style-type: none"> <li>• Garda vetting of all staff members</li> <li>• All staff to complete the children first training</li> <li>• Treat concern in the same way as if it were contact teaching time- report immediately to DLP or DDLP, or if unavailable/urgent teachers should report themselves</li> <li>• Child protection guidelines available to all staff</li> <li>• Protocols for children responding online are set out in our AUP policy – e.g. requesting that a parent is present for the call, parent checks work before it is uploaded, no recording of calls</li> </ul>
<b>Uploading of material</b>	Inappropriate content Failure to report such activity	<ul style="list-style-type: none"> <li>• Protocols for children responding online are set out in our AUP policy – e.g. requesting that a parent is present for the call, parent checks work before it is uploaded, no recording of calls</li> <li>• Teacher approval feature is enabled before content can be assigned to the page</li> <li>• Privacy settings are enabled meaning that children cannot see the work uploaded by other children</li> </ul>



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- Report to DLP/DDLP if both unavailable and/or if the case is urgent teacher should report him/herself

**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

Signed

*Ms. Rowan*

Vivion Powney  
Chairperson, Board of Management

Signed *Orla Kealy (Acting Principal)*

Principal/Secretary to the Board of Management