





## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ [ourladyofmercyoffice@gmail.com](mailto:ourladyofmercyoffice@gmail.com)    🌐 <http://www.ourladyofmercy.ie>

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

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

6 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 gov.ie 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 Department of Education and available on the gov.ie 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
  - The Board of Management maintains records of all staff and Board member training



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

- 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.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), 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 included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) 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.
- 8 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.

This Child Safeguarding Statement was adopted by the Board of Management on 26-9-23 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on \_\_\_ [most recent review date].

Signed: Mary Eve McHugh \_\_\_\_\_

Signed: John O'Boyle \_\_\_\_\_



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: 26-9-23

Date: 26-9-23

### Child Safeguarding Risk Assessment

Written Assessment of Risk of Our Lady of Mercy Convent School

<b>List of School Activities</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>
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<ul style="list-style-type: none"><li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li><li>• DLP&amp; DDLP to attend PDST face to face training</li><li>• All Staff to view Túsla training module &amp; any other online training offered by PDST</li><li>• BOM records all records of staff and board training</li></ul>



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223 ✉ [ourladyofmercyoffice@gmail.com](mailto:ourladyofmercyoffice@gmail.com) 🌐 <http://www.ourladyofmercy.ie>

One to one teaching	Harm by school personnel	<ul style="list-style-type: none"> <li>Glass panel in door or door left ajar if there is no glass panel</li> </ul>
Care of Children with special needs, including intimate care needs	Harm by school personnel	<ul style="list-style-type: none"> <li>Policy on intimate care</li> </ul>
Toilet areas	Inappropriate behaviour	<ul style="list-style-type: none"> <li>Toileting Policy and Supervision policy</li> <li>Children to access the toilet one child at a time</li> </ul>
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same	<ul style="list-style-type: none"> <li>School implements SPHE, RSE, Stay Safe in full</li> </ul>
Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground	<ul style="list-style-type: none"> <li>Arrival and dismissal supervised by Teachers</li> <li>Supervision policy</li> </ul>
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	<ul style="list-style-type: none"> <li>Health &amp; Safety Policy Code of Behaviour</li> </ul>
Sports Coaches	Harm to pupils	<ul style="list-style-type: none"> <li>Supervision policy (teachers remain with class during coaching sessions)</li> <li>All coaches are Garda vetted</li> </ul>
Students participating in work experience	Harm by student	<ul style="list-style-type: none"> <li>TV Work Experience students only accepted if garda vetted ( over 16)</li> <li>Child Safeguarding Statement</li> </ul>
Recreation breaks for pupils	Harm to pupils	<ul style="list-style-type: none"> <li>Supervision Policy</li> <li>Child Safeguarding Statement</li> <li>Anti-bullying policy</li> <li>Code of Behaviour</li> </ul>



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ [ourladyofmercyoffice@gmail.com](mailto:ourladyofmercyoffice@gmail.com)    🌐 <http://www.ourladyofmercy.ie>

Classroom teaching	Harm to pupils	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>
Outdoor teaching activities within school grounds (e.g. nature walks, maths trails, art activities)	Harm to pupils, harm from other pupils	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>
Outdoor teaching activities (outside of school grounds) WAMWAS, Library visits, Book store visits, Science activities etc.	Harm to pupils, harm from other pupils, harm from unknown people	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>
Sporting Activities (during school hours)	Harm to pupils, harm from other pupils, harm from unknown people	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>
Extracurricular Sporting and Other Activities (outside of school hours)	Harm to pupils, harm from other pupils, harm from unknown people/bus driver/tour facilitators	<ul style="list-style-type: none"> <li>• Confirmation that the agency is compliant with current child protection procedures</li> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>
School outings	Harm to pupils, harm from other pupils, harm from unknown people/bus driver/tour facilitators	<ul style="list-style-type: none"> <li>• Confirmation that the agency is compliant with current child protection procedures</li> <li>• Supervision Policy</li> </ul>
School trips involving overnight stay	Harm to pupils, harm from other pupils, harm from unknown people/bus driver/tour facilitators	<ul style="list-style-type: none"> <li>• Confirmation that the agency is compliant with current child protection procedures</li> <li>• Supervision Policy</li> </ul>



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223 ✉ ourladyofmercyoffice@gmail.com 🌐 <http://www.ourladyofmercy.ie>

		<ul style="list-style-type: none"> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>
Use of toilet/changing/shower areas in schools	Harm to pupils, harm from other pupils	<ul style="list-style-type: none"> <li>• Children will change in their allocated bathroom</li> </ul>
Annual Active/Sports Week	Harm to pupils, harm from other pupils	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>
Fundraising events involving pupils for Charities (e.g. Carols outside of school grounds,.....)	Harm to pupils, harm from other pupils, harm from unknown people	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>
Use of off-site facilities for school activities (tennis, Santry sports)	Harm to pupils, harm from other pupils, harm from unknown people	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>
School transport arrangements (e.g. bus drivers, parents, teachers)	Harm to pupils, harm from other pupils, harm from unknown people	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> <li>• All parents to be Garda vetted</li> </ul>



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ ourladyofmercyoffice@gmail.com    🌐 <http://www.ourladyofmercy.ie>

		<ul style="list-style-type: none"> <li>• No child will travel on her own in a car with a teacher, parent or known adult)</li> <li>• Administration of Medicines Policy</li> <li>• First Aid policy update</li> <li>• Where possible another adult will be present and/or notified</li> <li>• Classroom door and bathroom door will be left open at all times</li> </ul>
Administration of Medicine Administration of First Aid	Harm to pupils	<ul style="list-style-type: none"> <li>• Anti-bullying Policy</li> </ul>
Prevention and dealing with bullying amongst pupils	Harm to pupils, harm from other pupils	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> <li>• Vetting of all individuals who come in to the school</li> <li>• Personnel will be complete/will be invited to complete Túsla training programme?</li> <li>• External personnel will be provided with a visitors badge</li> </ul>
Use of external personnel to supplement curriculum (e.g. Gymnastics, Yoga, Play ball, Art programme. Recycling programme)	Harm to pupils	
Peer tutoring	Harm from other pupils	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>





## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223

✉ [ourladyofmercyoffice@gmail.com](mailto:ourladyofmercyoffice@gmail.com)

🌐 <http://www.ourladyofmercy.ie>

<p>Care of pupils with specific vulnerabilities/needs such as</p> <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> <li>• Children in care</li> <li>• Children on CPNS (child protection notification system)</li> </ul>	<p>Harm to pupils, harm from other pupils, harm from other adult (known/unknown)</p>	<ul style="list-style-type: none"> <li>• Supervision Policy</li> <li>• Child Safeguarding Statement</li> <li>• Code of Behaviour</li> <li>• Anti-bullying policy</li> </ul>
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNAs</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>	<p>Harm not recognised or properly or promptly reported</p>	<ul style="list-style-type: none"> <li>• Child Safeguarding Statement &amp; DES procedures made available to all staff</li> <li>• Staff to view Tusla training module &amp; any other online training offered by PDST</li> <li>• Vetting Procedures</li> <li>• Policy of Parental Involvement</li> </ul>



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223 ✉ ourladyofmercyoffice@gmail.com 🌐 <http://www.ourladyofmercy.ie>

Visiting contractors	Harm to pupils		<ul style="list-style-type: none"> <li>Any contract work will be completed outside of school hours if possible</li> <li>Children will be supervised at all times should visiting contractors be in the school environs.</li> <li>All contractors be provided with a 'Visitor's Badge'</li> <li>Visitors Policy incorporated into Health and Safety Statement 2017</li> </ul>
Use of Information and Communication Technology by pupils in school or Online Learning.	Bullying		<ul style="list-style-type: none"> <li>ICT policy</li> <li>Anti-Bullying Policy</li> <li>Acceptable usage policy</li> <li>Code of Behaviour</li> <li>Distance Learning Policy</li> </ul>
Student teachers undertaking training placement in school	Harm to pupils		<ul style="list-style-type: none"> <li>Confirmation from Teacher Training Colleges that students have been vetted prior to undertaking School Placement</li> </ul>
After school use of school premises by other organisations	Harm to pupils		<ul style="list-style-type: none"> <li>Organisations to complete Our Lady of Mercy Certificate of Compliance in relation to Child Protection Procedures 2017 (will be done from September 2018 onwards)</li> </ul>



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223 ✉ ourladyofmercyoffice@gmail.com 🌐 <http://www.ourladyofmercy.ie>

Use of video/photography/other media to record school events	Harm to pupils	<ul style="list-style-type: none"> <li>• All parents requested to sign a consent form to allow their child's image and work to be used on school website.</li> <li>• Garda vetting of photographer/videographer</li> </ul>
Bins/composting	Harm to pupils	1.

**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 2017*

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.

This risk assessment has been completed by the Board of Management on 16/09/2021. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed W. Fove W. Hugh Date 26/09/23



## Our Lady of Mercy Convent School

Rosemount Terrace, Booterstown, Co. Dublin

☎ 01 2884223    ✉ [ourladyofmercyoffice@gmail.com](mailto:ourladyofmercyoffice@gmail.com)    🌐 <http://www.ourladyofmercy.ie>

Chairperson, Board of Management

Signed John O Boyle Date 28/9/23

Principal/Secretary to the Board of Management

## Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **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.** Undertaking an annual review will also 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 every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, 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 Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Yes
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
4. Does the school's Child Safeguarding Statement include 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)	Yes
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Yes
7. Has the DLP attended available child protection training?	Yes
8. Has the Deputy DLP attended available child protection training?	Yes
9. Have any members of the Board attended child protection training?	Yes
10. Has the school appointed a DLP and a Deputy DLP?	Yes
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	Yes
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Yes
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Yes
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	Yes



18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	Yes
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Yes
20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Yes
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	Yes
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
24. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	Yes
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	N/A
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
33. 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
34. 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
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	None received
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	None received
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	Yes
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Increase vetting
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	One month to increase vetting.

41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes
---	-----

\*In schools where the ETB is the employer, the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed Worve M<sup>y</sup> Hugh Date 26-09-23

Chairperson, Board of Management

Signed John O'Boyle Date 26-09-23

Principal/Secretary to the Board of Management

**Note:** Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.





Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: whom it may concern,

The Board of Management of Our Lady of Mercy wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 26-9-23 [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the gov.ie website

Signed Maire Uí Hugh Date 26-9-23

Chairperson, Board of Management

Signed John O'Boyle Date 26-9-23

Principal/Secretary to the Board of Management

