

Child Protection Policy

Introduction

This Policy has been created in line with the most up to date procedures and practices in child protection as are described in The Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023) which apply to all recognised primary and post-primary schools and to all members of school personnel.

Following engagement between the Department of Education and the Education partners the Child Protection Procedures for Primary and Post-Primary Schools 2017 have been revised.

The 2023 procedures have been updated to take account of recent policy and legislative developments which include General Data Protection Regulation, the Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023 and the Teaching Council (Information to be Furnished by Employer in Case of Dismissal or Resignation of Registered Teacher) Regulations 2023.

The revised procedures are effective from 1 September 2023.

Relevant documents are available at the following links (Right click and select "Open Link"):

[Child Protection Procedures for Primary and Post-Primary Schools \(Revised 2023\)](#)

[Circular 0036/2023](#)

[Children First Guidance and Legislation](#)

St. Luke's NS and the Board of Management (BoM) recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in each school policy, school practices and activities. In accordance with the requirements of the Department of Education, *Child Protection Procedures for Primary and Post Primary Schools (Revised 2023)*, this policy has been agreed upon and adopted in St. Luke's NS from 2023/24 school year onwards.

This policy, the *Child Protection Guidelines and Procedures (Revised 2023)*, the *Children First* document (Published in 2017 and amended in 2019) and detailed guidelines and procedures for handling disclosures (See Appendices attached) are available to all staff members on the school website and as part of this document. It is incumbent on all staff members to familiarise themselves with all of these documents and guidelines.

St. Luke's NS has adopted and will fully implement without modification the [Department of Education and Skills Child Protection Procedures for Primary and Post-Primary Schools \(Revised 2023\)](#). These procedures will therefore underpin the content of this policy.

Aims

- To create a safe, trusting, responsive and caring environment for all pupils.
- To ensure that all staff are aware of what actions to take when dealing with a child protection issue.
- To develop awareness and responsibility in the area of child protection amongst the whole school community.
- To put in practice procedures to protect all pupils and staff.

- To ensure that all staff members are aware of and familiar with the [Child Protection Guidelines and Procedures \(DES, 2023\)](#) and the [Children First \(Dept. Of Children, 2017\)](#) guidelines in relation to reporting concerns and/or disclosures of child abuse.
- To provide for relevant and ongoing training in this and related areas for all school staff.

Key Personnel – Designated Liaison Person (DLP) and Deputy DLP

The following key personnel have been identified and ratified by the BoM:

The Designated Liaison Person (DLP) is Eddie Pepper

The Deputy Designated Liaison Person (Deputy DLP) is Claire O'Mahony

In St. Luke's NS, Eddie Pepper (Principal, appointed by the BoM) is the DLP. Claire O'Mahony (Infant Teacher) acts as Deputy DLP. Training in these roles has been completed and refresher training on the roles of Mandated Persons will happen on a yearly basis for **ALL STAFF**: [Mandated Persons information and links](#)

The DLP has specific responsibility for Child Protection Procedures and will represent the school in all correspondence with Tulsa, An Garda Siochana and other parties in connection with allegations of abuse. All matters pertaining to child abuse concerns should be processed through the DLP (DES Procedures 3:5)

The DLP acts appropriately where there are reasonable grounds for suspicion or where an allegation has been made.

Principles of Best Practice

In its policies, practices and activities, St. Luke's NS 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 cooperate 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
- Fully respect confidentiality requirements in dealing with child protection matters
- Adhere to the above principles in relation to any adult pupil with a special vulnerability

This policy will also be considered with reference to the participation by pupils in sporting activities, other extra-curricular activities and school outings. Other practices and activities, where child protection might have particular relevance, will consider the procedures outlined within this policy. The Board will ensure that the necessary policies, protocols or practices as appropriate are in place in respect of each of the aforementioned items/activities.

This policy is available to all school personnel and the Parent Association and is readily accessible to parents on [the school website](#). It is also available in hard copy in each

classroom. A copy of this policy will be made available for the attention of the DES and the patron if requested.

School Measures Taken to Protect the Children in Our Care

We believe that all children have the right to be safe in our society and that we must have in place procedures that will help to protect them. This policy addresses the responsibilities of the school in the following areas:

1. Prevention – Education and Curriculum provision.
2. Procedures – For dealing with concerns/disclosures
3. Practice – Best practice in child protection

1. Prevention

Stay Safe Programme

St. Luke's NS will fully implement the Stay Safe Programme. The Stay Safe programme is the primary resource used in this school to provide education for children on abuse prevention. The programme is taught as part of the school's SPHE curriculum under the strand unit 'Safety and Protection'. On enrolment of their child, parents will be informed that the Stay Safe programme is in use in the school. The Stay Safe programme will be taught **biannually** in its entirety from Senior Infants up to Sixth Class. Additional supplementary lessons are available for children with special needs. Information meetings for parents on Child Safety and the Stay Safe Programme may be organised by the school to explain the programme to parents.

Child Protection Policy and Guidelines

A copy of the school's Child Protection policy, which includes the names of the Designated Liaison Person (DLP) and Deputy DLP, will be made available to all school personnel and the Parents' Association and is readily accessible to parents on the school website. The name of the DLP and other relevant support services are displayed in a prominent position near the main entrance to the school. In addition to informing the Manager of the school of those cases where a report involving a child in the school has been submitted to the HSE, the DLP shall also inform the school's manager of cases where the DLP sought advice from the HSE and as a result of this advice, no report was made. St. Luke's NS will undertake an annual review of its Child Protection Policy and its implementation by the school. A checklist will be used in undertaking the review. The school will address any areas for improvement which might be identified in the annual review. School personnel will be informed that the review has been undertaken. Written notification that the review has been undertaken shall be provided to the Parents' Association. A record of the review and its outcome shall be made available, if requested, to the patron and the DES.

Other SPHE Programmes:

St. Luke's will endeavour to supplement and enhance child protection awareness and prevention by utilising programmes such as the following (not an exhaustive list):

- Walk Tall
- Friends for Life
- Webwise
- Internet Safety based programmes

2. Procedures

- All staff members (teachers, SNA's, ancillary, secretarial, caretaking etc.) in the school will follow the recommendations for reporting concerns or disclosures as outlined in the 'Children First – National Guidance for the Protection and Welfare

of Children' and the 'Child Protection Procedures for Primary and Post-Primary Schools' (Revised 2023).

- The BOM has appointed Eddie Pepper (Principal) as the Designated Liaison Person (DLP) and Claire O'Mahony (Infant Teacher) as the Deputy Designated Liaison Person (DDL). The DLP has specific responsibility for child protection and will represent the school in all correspondence with the HSE, An Garda Síochána and other parties in connection with allegations of abuse. All matters pertaining to the processing or investigation of child abuse should be processed through the DLP. The DLP acts in cases where there are reasonable grounds for suspicion or where an allegation has been made. It should be noted that the school assumes the role of a 'reporter' and not an 'investigator'. St. Luke's NS is obliged by law to report any concerns, suspicions or allegations of child abuse or neglect.
- The Board recognises that it has two duties of care. The primary duty is the protection, safety and welfare of the children attending St. Luke's NS. The Board as an employer also has duties and responsibilities towards its employees.
- As an employer, the Board will seek legal advice if an allegation of abuse is made against a school employee.
- Employees may be subject to erroneous or malicious allegations. Any allegation of abuse should be dealt with sensitively. The employee should be treated fairly which includes the right not to be judged in advance of a full and fair enquiry. The Board accepts that the principles of natural justice and fair procedures must be adhered to.
- The Board believes that the academic, personal and social development of children flourishes in a culture where good relationships are encouraged, people feel valued and respected and appropriate support is available for those in difficulty.
- The Board is committed to the maintenance of the environment where children feel secure, are encouraged to express themselves and are listened to. All children in the school will be made aware that there are adults in the school whom they can approach if they are worried. In addition, opportunities will be included in the curriculum for children to develop the skills they need to keep them safe.
- The Board undertakes to circulate this Child Protection Policy Statement to all parents and guardians.
- This policy statement regarding Child Protection at St. Luke's NS applies to all staff, members of the Board of Management, volunteers, visitors and contractors working in the school.
- The School Manager/Board of Management will ensure that appropriate, on-going training as necessary will be available to the DLP and DDL.

The staff and management of this school have agreed:

- All concerns/ disclosures involving children protection/ child welfare issues will be reported in the first instance to the DLP (deputy DLP in their absence).
- Each report to the DLP will be dated and signed by the person making the report (See Appendices for template).
- A strict adherence to maintaining confidentiality – information regarding concerns or disclosures of abuse should only be given on a 'need to know' basis.

(See 'Guidelines and Procedures on Handling Disclosures' and the Appendices attached for more detail)

3. Practice

Certain policies will take particular account of this Child Protection Policy. This policy will also be considered with reference to the participation by pupils in sporting activities,

other extra-curricular activities and school outings. Other practices and activities, where child protection might have particular relevance, will take due consideration of the procedures outlined within this policy.

Garda Vetting

Garda vetting is mandatory for the recruitment and selection of all teaching and non-teaching staff.

Supervision of pupils

- Children will never be left unsupervised at school. The class teacher will always stay with their class (e.g. visitors/ guests/coaches/trips etc). During yard times, teachers on duty will share the supervision of all classes.
- Normally, staff should not be alone in a classroom with one child before or after school. However, some circumstances require one-to-one teaching e.g. in the case of special needs pupils where resource hours and assistance are sanctioned on an individual basis. It is school policy that staff in such a situation should work with the classroom door open or within view of a glass area of the classroom door, thus rendering the occupants visible at all times.
- Members of the school staff will not carry children alone in their cars at any time.

Toileting accidents

- Wetting: children will be provided with clean clothes to change themselves. If a child is unable to change without help, a staff member who is Garda vetted and who is familiar to the child may assist the child.
- Soiling: parents will always be contacted for soiling incidents. Clean clothes and wipes will be provided for children who can clean and change themselves. The parents of children who are unable to clean and change themselves will be asked to come to the school to clean and change the child. In the event of the parent being unavailable and with their consent, a staff member who is Garda vetted and who is familiar to the child may help the child to change.

Children with specific toileting/ intimate care needs

In all situations where a pupil needs assistance with toileting/ intimate care, a meeting will be convened, between parents/ guardians, class teacher, special needs assistant, principal and if appropriate the pupil. The purpose of this meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs. The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file.

Internet and Mobile Phone Use

An Acceptable Use Policy for use of the Internet will be implemented in the school. Mobile Phones – phones may not be used by pupils at any time during the school day, on the school grounds. Teachers/Classroom staff may not use their phone during teaching time unless it is in relation to classroom or school activities or business.

Physical contact

Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult. While physical contact may be used to comfort, reassure or assist a child the following should be factors in determining its appropriateness;

- It is acceptable to the child
- It is open and not secretive
- The age and development stage of the child
- School personnel should avoid doing anything of a personal nature for children that they can do themselves.

Visitors/ Guest Speakers

Visitors/ Guest speakers should never be left alone with the pupils. The school principal/ teachers have a responsibility to check out the credentials of the visitor/ guest speaker and to ensure that the material in use by guests is appropriate and relevant to the curriculum.

Confidentiality

All information regarding concerns of possible child abuse should only be shared on a 'need to know' basis in the interests of the child. The giving of information to those who need to have that information is not a breach of confidentiality. This procedure exists for the protection of a child who may have been or has been abused. The DLP who is submitting a report to Tusla or An Garda Síochána should inform a parent/guardian, unless doing so is likely to endanger the child or place that child at further risk. A decision not to inform a parent/guardian should be briefly recorded together with the reasons for not doing so.

In emergency situations, where Tusla cannot be contacted, and the child appears to be at immediate and serious risk, An Garda Síochána should be contacted. A child should not be left in a dangerous situation where Tusla intervention is not forthcoming.

Protection for Persons Reporting Child Abuse

The protection for persons reporting Child Abuse Act 1998 provides immunity from civil liability to any person who reports a child protection concern 'reasonably and in good faith' to designated officers of Tusla or any member of an Garda Síochána

Qualified Privilege

People making a report to the DLP in good faith have 'qualified privilege' under common law. Reports made to Tusla may be subject to provisions of the Freedom of Information Act, 2014. This act enables members of the public to obtain access to personal information relating to them which is in the possession of public bodies. However, the act also provides that public bodies may refuse access to information obtained by them in confidence.

Definition and Recognition of Child Abuse

Child abuse can be categorised into four different types:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse

Each of these categories is defined in full in 'Children First' (Dept. of Children) and in the attached appendices.

Neglect can be defined in terms of an *omission*, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care.

Guidelines for Recognition of Child Abuse

A list of child neglect indicators is contained in Chapter 2:2 of Children First. This policy draws particular attention to 'persistent evidence' of neglect, including indicators such as no lunch, lack of uniform, no homework, poor attendance, persistent health problems, lack of sleep indicating inappropriate television viewing late at night and other evidence that would indicate lack of supervision in the home. All signs and symptoms must be examined in the total context of the child's situation and family circumstances.

There are commonly three stages in the identification of child abuse:

1. Considering the possibility
2. Looking out for signs of abuse
3. Recording of information

Each of these stages is developed in 'Children First' (2:2)

Handling Disclosures from Children

(DES Procedures 3:3) gives comprehensive details of how disclosures should be approached. Staff are advised to deal with each situation sensitively, reassure the child but not to make promises that cannot be fulfilled.

The adult should not ask leading questions or make suggestions. They should explain that further help may have to be sought. The discussion should then be recorded accurately.

The record should include reference to what was observed with sketches of physical injury where necessary. It should also record when the alleged incident took place. Records should be kept in a secure place. The information should then be conveyed to the school DLP.

If the reporting person and the DLP are satisfied that there are reasonable grounds for the suspicion/allegation, the procedures outlined in 'Children First' must be adhered to. Standardised reporting forms should be used (see appendices). The content of the report should follow the guidelines in 'Children First'.

Allegations or Suspicions in relation to School Employees (DES Procedures Chapter 7)

The Chairperson and the DLP are concerned with the protection of the children in their care in the first instance. However, employees must be protected against false and malicious claims. Due process must be observed in relation to allegations against employees. Legal Advice should be sought by the BoM in relation to an allegation in relation to an employee. If the allegation is against the DLP, the BoM Chairperson will assume the responsibility for reporting the matter to Tusla.

Reporting

When an allegation of abuse is made against a school employee, the DLP should act in accordance with the procedures outlined in Children First. A written statement of the allegation should be sought from the person/agency making the report. A parent/guardian may make a statement on behalf of a child. The DLP should always inform the Chairperson of the BoM and is responsible for liaising with the HSE. The Chairperson assumes responsibility for dealing with the employee.

School employees, other than the DLP, who receive allegations against another school employee, should immediately report the matter to the DLP. School employees who form suspicions regarding conduct of another school employee should consult with the DLP.

The employee should be informed by the Chairperson (Employer) that:

- a. An allegation has been made against him/her
- b. The nature of the allegation
- c. Whether or not Tusla or Gardaí has been informed.

The employee should be given a copy of the written allegation and any other relevant documentation. The employee should be requested to respond to the allegation in writing to the BoM within a specified period and told that this may be passed to the Gardaí, Tusla and legal advisers.

The Chairperson must take the necessary steps to protect the child and may consult the BoM in this matter. The BoM may direct that the employee take administrative leave with pay and avoid suspension, thus removing any implication of guilt. The DES should be immediately informed.

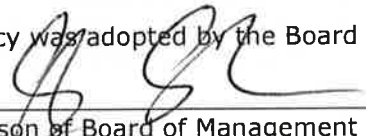
SEN and Children with disabilities

It should be noted that children with disabilities may be more at risk of abuse due to a number of reasons (DES Procedures 2.3.5). Parents, teachers and all staff involved in services for children with disabilities need to be familiar with the indicators of abuse and to be alert for signs of abuse.

Ratification of Policy, Review and Monitoring

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 November 2023

Signed: 
Chairperson of Board of Management

Date: 7/11/2023

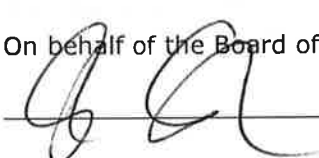
Signed: Eddie Pepper
Principal

Date: 07/11/23

Date of next review: September 2024

The Board further endorses the Principal, Eddie Pepper as the school DLP and Claire O'Mahony as Deputy DLP.

On behalf of the Board of Management:

 (Chairperson) Date: 7/11/2023

Appendix 1: When a Child Makes a Disclosure

When a child does disclose abuse, this needs to be taken very seriously. It is important that any disclosure is dealt with appropriately, both for the wellbeing of the child and also to ensure that your actions do not jeopardise legal action against the abuser.

If as a mandated person, you receive a disclosure of harm from a child, which is above the thresholds, you must consult with the Designated Liaison Person (DLP) and make a mandated report of the concern to Tusla. You are not required to judge the truth of the claims or the credibility of the child. If the concern does not meet the threshold to be reported as a mandated concern, you should report it to Tusla as a reasonable concern.

There are a number of basic 'rules' that should be followed to ensure the safe handling of any disclosures of abuse from a child:

- Don't panic
- Remember that the safety and well-being of the child come before the interests of any other person
- Listen to the child and accept what the child says
- Look at the child directly, but do not appear shocked
- Don't seek help while the child is talking to you
- Reassure them that they did the right thing by telling someone
- Assure them that it is not their fault and you will do your best to help
- Let them know that you need to tell someone else
- Let them know what you are going to do next and that you will let them know what happens
- Be aware that the child may have been threatened
- Write down what the child says in their own words – record what you have seen and heard also
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure
- Tell your DLP or DDLP as early as possible
- As a mandated person, you must make a report to Tusla, or the Gardaí immediately. This can be done in conjunction with the DLP/DDLP
- After making the referral, look after yourself. Discuss the matter with your DLP/DDLP or relevant person.

Important Notes

- The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to children
- Dealing with an allegation that a colleague on the school staff has abused a child is difficult, but must be taken seriously and dealt with carefully and fairly.

Things to say when a child discloses

Repeat the last few words in a questioning manner

- 'I believe you'
- 'I am going to try to help you'
- 'I will help you'
- 'I am glad that you told me'

- 'You are not to blame'

Things not to say when a child discloses

- 'You should have told someone before'
- 'I can't believe it! I am shocked!'
- 'Oh that explains a lot'
- 'No not...he's a friend of mine'
- 'I won't tell anyone else'
- 'Why? How? When? Where? Who?'

Things to do

- Reassure the child that s/he was right to tell you
- Let them know what you are going to do next
- Immediately seek help, in the first place from the DLP/DDLP
- Write down accurately what the child has told you. Sign and date your notes. Keep all notes in a secure place for an indefinite period
- Seek help for yourself if you feel you need support

Things not to do

- Do not attempt to deal with the situation yourself
- Do not formally interview the child:
 - o Never ask leading questions
 - o Never push for information or make assumptions
 - o Only necessary relevant facts should be obtained, when clarification is needed
 - o Do not make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents
 - o Do not keep the information to yourself or promise confidentiality
 - o Do not take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents or carers
 - o Do not permit personal doubt to prevent you from reporting the allegation to the designated child protection officer

Appendix 2: Summary of Record Keeping Requirements

The section references below relate to '*Child Protection Procedures for Primary and Post-Primary Schools (Revised 2023)*' and summarise the main record-keeping requirements set out in those procedures as follows:

Section 3.4 sets out requirements on individual members of the school staff to record child protection concerns that they may have, including disclosures from children and any actions taken in respect of same

Section 5.1.1 requires that the DLP shall make a written record of any concern brought to his or her attention by a member of the school staff and will place this record in a secure location

Section 5.3.3 requires that in all cases where the DLP has sought the advice of Tusla, the DLP will retain a record of the consultation which will note the date, the name of the Tusla official and the advice given

Section 3.4.4 requires that the DLP shall retain a copy of every report submitted by him or her to Tusla and shall keep a record of any further actions taken by the DLP and of any further communications with Tusla, An Garda Síochána or other parties in relation to that report

Section 3.4.5 requires that all records created shall be regarded as highly confidential and placed in a secure location

Section 3.4.6 requires that to allow for the effective recording and tracking of relevant records and actions, child protection case files and any parties referenced in such files shall be assigned a unique code or serial number by the DLP. In this context 'parties' means any party whose identity, if disclosed, might lead to the identification of a child or a person against whom an allegation has been made

Section 9.4 requires that a Child Protection Oversight Report must be provided to the Board of Management (BoM), as part of the principal's report to the Board, at every BoM meeting. The information that will be provided in this report is set out in sections 9.5 to 9.8 of these procedures

Sections 9.5, 9.6 and 9.7 provide that the minutes of BoM meetings will record child protection matters by reference to the unique code or serial number assigned to the case/parties concerned

Section 5.3.6 requires that where the DLP informs a parent/carer that a report concerning his or her child is being made, a record will be made of the information communicated by the DLP to the parent/carer. It also requires that a decision by the DLP not to inform a parent/carer shall be recorded together with the reasons for not doing so

Section 5.3.8 requires that if the DLP decides that the concern of the member of school personnel, including that of a mandated person should not be reported to Tusla, the DLP shall give the member of the school staff a clear statement, in writing, as to the reasons why action is not being taken. A copy of this statement shall be retained by the DLP. Where that member of the school staff decides to make a report to Tusla, he or she must provide the DLP with a copy of that report

Section 5.6 requires that where the DLP issues a notification to a parent in accordance with that section, a copy of that notification shall be retained by the DLP

Section 3.5.4 requires the BoM to ensure that arrangements are in place to ensure that the DDLP can access relevant records when required

Section 8.13.6 requires that records of the annual review of the school's Child Safeguarding Statement and its outcome shall be retained and made available, if requested, to the patron and/or the Department

The above is not intended to be an exhaustive list of the record keeping requirements in these procedures and school personnel should ensure that records are maintained in line with the requirements set out in these procedures.

Appendix 3: Child Protection Case File Checklist

Introduction

A paper file containing original papers/records must be maintained by the DLP for all child protection concerns. In general, there are 2 categories of files as outlined below at **Part A** and **Part B**.

All original papers/records must be retained in full and unaltered on the relevant paper file which must be stored in a secure location by the DLP.

It should be noted that redacting/anonymising applies (in the specific circumstances set out in **sections 9.6 & 9.7** of the procedures) when copies (not originals) of specified records are made and those copies are redacted/anonymised when they are being provided to the Board for oversight purposes in the Principal's Child Protection Oversight Report.

The procedures require that all child protection case files and any parties referenced in such files shall be assigned a unique code or serial number by the DLP. In this context 'parties' means any party (including the child) whose identity, if disclosed, might lead to the identification of a child or a person against whom an allegation has been made. A guidance note on the use of unique codes or serial numbers is available as a separate note.

Part A – Files relating to concerns that were reported to Tusla should contain:

- A written record by the DLP of the child protection concern being brought to his or her attention (See **Optional Template A – Part A**)
- Where applicable, a record of the DLP's phone call with Tusla and the advice given. (See **Optional Template A – Part B**)
- A hardcopy of the report (**Tusla's Child Protection and Welfare Report Form**) submitted to Tusla (This can be printed from the Tusla reporting Web Portal) A copy of the **acknowledgement of receipt from Tusla**
- All records of any further actions taken by the DLP and of any further communications with Tusla, An Garda Síochána or other parties in relation to the reported concern
- A written record - confirming that the DLP informed the parent/carer of the child that a report concerning his/her child was being made to Tusla and the reasons for the decision to report (See **Optional Template C – Part A**) OR of the decision made by the DLP not to inform the parent/carer that a report concerning his/her child was being made to Tusla and the reasons for not doing so (See **Optional Template C – Part B**)
- In any case where a parent of a pupil in the school made an allegation of abuse against a member of school personnel, a copy of the written notification issued to that parent under Section 5.6 of the procedures where the matter was reported to Tusla (See **Optional Template D**)
- Where appropriate, a copy of the written statement provided by the DLP to the staff member where that staff member reported a concern to Tusla in circumstances where the DLP decided it should not be reported to Tusla. This statement to include the reasons why the concern was not being reported by the DLP (See **Optional Template B**)

Part B – Files relating to concerns that were not reported to Tusla should contain:

- A written record by the DLP of the child protection concern being brought to his or her attention (See **Optional Template A – Part A**)

- Where appropriate, a record of the DLP's phone call with Tusla and the advice given (See **Optional Template A – Part B**)
- A copy of the written statement provided by the DLP to the staff member who brought the concern to the DLP as to the reasons why the concern was not being reported and a record advising the staff member that he or she may still consult with and/or report that concern to Tusla. This is applicable where the staff member chose not to report the concern to Tusla after receiving the written statement from the DLP. (See **Optional Template B**)
- All records of any further actions taken by the DLP and of any further communications with Tusla, An Garda Síochána or other parties in relation to the concern
- In any case where a parent of a pupil in the school made an allegation of abuse against a member of school personnel, a copy of the written notification issued to that parent under Section 5.6 of the procedures where the matter was not reported to Tusla (See **Optional Template D**)

Appendix 4: Summary of Reporting Procedures

Below is a summary of the actions to be taken by the DLP in relation to Child Protection Concerns brought to him/her. Section 4 of the IPPN Resource Bundle on Child Protection contains full details of:

- The actions to be taken at each stage
- The Templates or Guides to be used at each stage
- The sections of Child Protection Procedures applicable to each stage

Actions of DLP on Becoming aware of any Concern

Open a Secure File – Give it a Coded File Name. Record names using codes

Record all details of the Concern in coded format

Use Optional Template A

Ask adults for a written allegation of abuse

Consider whether the Thresholds of Harm have been exceeded

If you are clear, make a Mandated Report

If in any doubt, contact Tusla for advice and follow it

Record Tusla call and advice using Optional Template A

If Tusla is not available and the child is in danger, contact Gardaí

Make a Mandated Report to Tusla, if so advised**

Consider whether or not to inform the family of the child concerned. Use Optional Template C

Include the Concern in your next CPOR. Read FAQs re CPOR

Prepare CPOR

Additional Actions of DLP on becoming aware of an allegation of abuse by a member of school personnel

Inform the Chairperson of the BoM

Have the Chairperson inform the school employee of the allegation

Consider whether temporary suspension is warranted in the interests of child safety. **LEGAL ADVICE is STRONGLY RECOMMENDED**

Appendix 5: Unique Codes in relation to Child Protection Case Files Simplified

Requirement

Child Protection Procedures require that in Child Protection Case Files, all parties whose identity, if revealed, might result in the identification of a child or a person against whom an allegation has been made, be assigned unique codes or serial numbers.

Why are the Codes used?

The codes are used to allow for:

- Effective recording and tracking of relevant records and actions
- Confidentiality at BoM meetings, where it is required
- The recording of cases in the BoM minutes

What must be coded

- Each Child Protection Case File
- The name of any person whose identification might lead to the identification of a child or a person against whom an allegation has been made

How will the Codes Be Decoded?

- A 'Master Index' will be kept to link the 'Case File Serial Number' to the child to whom it refers
- A list of codes used in each case file will be created by the DLP and appended to the inside cover of each case file

Coding Each Child Protection Case File

A simple Code for each Child Protection Case File

Each case file must be assigned an 'unique code or serial number'. The easiest way to do this is to give each one a sequential serial number e.g. 0001, 0002, 0003 etc. Ensuring that the 'Master Index' is secure is the most important issue. For extra security, store in electronic format on the cloud.

Keeping Track of the File Codes

A 'Master Index' must be created by the DLP and kept in a secure location to allow each case file to be linked to the child concerned. It is recommended that a backup copy of the 'Master Index' be kept in a secure electronic location e.g. in the cloud, using a system such as Aladdin, Data Bizz etc. This 'Master Index' must be available to the DDLP. The following is an example of a 'Master Index':

Master List of Child Protection Case File Numbers	
Case file number	Details of Child in respect of whom the file was created
0001	Ann Adams, 4 Main Street, Castletown
0002	Barry Brown, 22 Orchard View, Castletown
0003	Colin Collins, Apartment 4B, Bridgeview Apartments, Castletown

Unique Code or Serial Number for Parties Mentioned in each Case File

A simple List of Codes used in each Child Protection Case File

A list of codes used for names etc is attached to the inside cover of each Child Protection Case File. This will decode the codes used in that particular file. Therefore codes such as Child A, Child B, Adult A, Adult B can be re-used for each file. Much of the material in the file e.g. written statement of an allegation by an adult or mandated reports to Tusla will not be coded. The codes will only be used in documents going to the BoM and for recording in the minutes of the BoM.

The easiest way to do this is to assign each Child or Adult sequential codes as follows: -

Child A, Child B etc and Adult A, Adult B etc. These may be re-used in every file, thus only requiring that codes are only assigned as and when they are needed.

The List of Codes

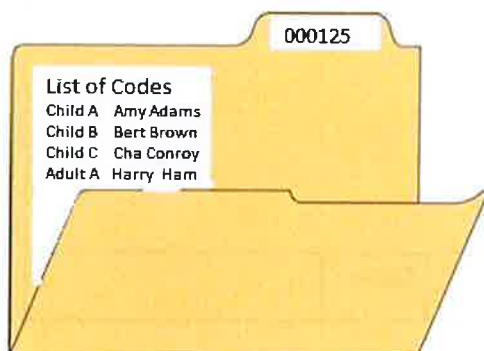
The DLP will create a list of codes used in each case file which will link the codes used to identify the Child(ren) and Adult(s) involved in the case. The list of codes should be appended to the inside cover of the case file. As further information is added to the case file, the list of codes will be added to. This list of codes must be available to the DDLP.

The following is an example of a List of Codes:

Master List of Child Protection Case file numbers	
Code	Person referred to
Child A	Ann Adams, RIII
Adult A	Adam Adams, father of Ann
Adult C	Audrey Collins, mother of Ann
Adult D	Dan Donovan, Caretaker

For further guidance on the use of Codes, See ***Appendix 7: Child Protection Case File Checklist***

Summary of Codes used in Child Protection Case Files



**Appendix 6: Record of Allegation & Tusla Call
(OPTIONAL TEMPLATE A)**

Child Protection – Record of how the allegation and/or concern came to be known to the DLP and record of DLP's phone call seeking advice from Tusla

Part A – Record of how the concern came to be known to the DLP

Date:		Name of child:	
DLP's record of how the concern came to be known to the DLP:			
Signed by DLP:		Date:	

Part B – Record of DLP's phone call seeking the advice of Tusla (where relevant)

Date:		Time:	
Name of Social Worker, title and contact details:			
Details of information provided by the DLP to the Tusla Social Worker in respect of the concern (including whether or not any identifying details were provided):			
Advice provided by Tusla in relation to whether or not to report the concern or whether or not to report the concern as a mandated report:			
Any other information or advice provided by Tusla:			
Signed by DLP:		Date:	

**Appendix 7: Child Protection – Template Statement from DLP to a Member of School Personnel as to the Reasons why a Report has not been made to Tusla
(OPTIONAL TEMPLATE B)**

Dear _____ (Member of School Personnel's Full Name)

In relation to the concern which you brought to my attention on (dd/mm/year), please be advised that I have decided not to report the matter to Tusla for the following reason:

Tick appropriate box	
<input type="checkbox"/>	I have sought advice from Tusla and have been advised by Tusla that the matter does not require reporting to Tusla
OR	
<input type="checkbox"/>	Other Reasons

Where the DLP has ticked 'Other Reasons', those reasons must be set out below:

If you (member of school personnel) remain concerned about the situation, you are free to consult with Tusla and/or report to Tusla. If you decide to report the concern to Tusla you must provide a copy of that report to me as DLP.

Signed by DLP		Date	
------------------	--	------	--

I acknowledge receiving this statement from the DLP:

Signed by member of school personnel		Date	
---	--	------	--

Note – A copy of this statement must be retained by the DLP on the relevant Child Protection File.

Appendix 8: Record of DLP Informing or not Informing a Parent/Carer That a Report Concerning his or her Child is Being Made

(OPTIONAL TEMPLATE C)

Part A: Applicable where the DLP has informed the Parent/Carer that a Child Protection Concern Report concerning his or her child is being made to Tusla

Name of Child:		Name of Parent/Carer:	
Date & time Parent/Carer was Informed:		Means of Informing Parent/Carer (phone call, meeting etc.)	
<p>On the date and by the means referred to above, I have informed the above named Parent/Carer that a Child Protection Report concerning his/her child is being made to Tusla. I gave the following reasons for the decision to report:</p>			
Signed by DLP:		Date:	

Part B: Applicable where the DLP has, in accordance with the Children First National Guidance 2017, decided NOT to inform the Parent/Carer that a Child Protection Concern Report concerning his or her child is being made to Tusla

Name of Child:			
<p>As DLP and in accordance with the Children First National Guidance 2017, I have decided not to inform the Parent/Carer that a Child Protection Concern Report concerning his/her child is being made to Tusla for the following reason(s): <i>[please tick relevant box(es) below]</i></p>			
	(a) I consider that the child will be placed at further risk or		
	(b) I consider that the family's knowledge of the report could impair Tusla's ability to carry out a risk assessment or		
	(c) I am of the reasonable opinion that by doing so it may place the reporter at risk or harm from the family, or		
	(d) I have sought advice from Tusla as to whether the parent/carers should be informed and on foot on that advice I have decided not to inform the parent/carers		
Signed by DLP:		Date:	

Appendix 9: Frequently Asked Questions (FAQs) for Principals and BoMs in relation to the Principal's Child Protection Oversight Report (CPOR) to the Board in accordance with the Child Protection Procedures for Primary and Post Primary Schools

The FAQs refer to the CPOR and refer to Sections 9.4 to 9.8 inclusive of the Child Protection Procedures in particular. Because many of the questions are inter-connected, they should not be read in isolation

Content:

1. What is the purpose of the Principal's Child Protection Oversight Report (CPOR) to the Board?
2. How often is the Principal's Child Protection Oversight Report (CPOR) provided to the Board?
3. Is there any template to help the Principal in relation to providing his or her Child Protection Oversight Report (CPOR) to the Board?
4. In what circumstances must documents be provided to the Board for oversight purposes as part of the Principals Child Protection Oversight Report (CPOR)?
5. What must be provided in the Principals CPOR to the Board in respect of allegations of abuse against a member of school personnel?
6. What types of cases must be reported on under the heading "Other child protection concerns in respect of pupils in the school (i.e. cases that do not involve any allegation of abuse against a member of school personnel?"
7. What types of cases must be reported on under the heading "Child protection concerns arising from alleged bullying behaviour amongst pupils"?
8. What information must be provided under the heading "Summary data in respect of reporting" in the Principals Child Protection Oversight Report (CPOR)?
9. What documents must be provided to the Board of Management?
10. Is there a template to help Principals record the documents provided to the Board as part of the Principals Child Protection Oversight Report?
11. Should the documents be anonymised/redacted to conceal the identities of parties involved?
12. How are the documents provided to the Board of Management?
13. What must be recorded in the Board minutes in respect of the information/documents provided as part of the Principals Child Protection Oversight Report (CPOR)?
14. In an Education and Training Board school, is the Principals Child Protection Oversight Report (CPOR) provided to the Board of Management of the school?

15. In an ETB school (where the ETB is the employer of school personnel), should the CPOR include details of cases where an allegation of abuse is made against a member of school personnel in the school?
16. Is there any guidance available on the use of unique codes or serial numbers on child protection cases files and in the minutes of Board of Management meetings?
17. Key points in relation to the documents provided to the Board at each Board of Management meeting as part of the Principals Child Protection Oversight Report (CPOR)

1. What is the purpose of the Principals Child Protection Oversight Report (CPOR) to the Board?

The purpose of the CPOR is for the BoM to be provided with and to review certain information at every board meeting so that the board can and does satisfy itself that the relevant child protection reporting requirements set out in the Child Protection Procedures for Primary and Post Primary Schools are being followed.

2. How often is the Principals Child Protection Oversight Report (CPOR) provided to the Board?

The principal's report to the BoM must include a (CPOR) at each BoM meeting. In the case of an emergency board meeting to deal with a single item issue, the CPOR report is not required.

3. Is there any template to help the Principal in relation to providing his or her Child Protection Oversight Report (CPOR) to the Board?

As an aid to principals in preparing a CPOR, the Department has published a template available here ([Optional Template E](#)). The information in this FAQ will also assist principals and boards in understanding the CPOR reporting requirements set out in [sections 9.4, 9.5, 9.6, 9.7](#) and [9.8](#) inclusive of chapter 9 of the procedures.

4. In what circumstances must documents be provided to the BoM for oversight purposes as part of the Principals Child Protection Oversight Report (CPOR)?

While the reporting requirements in the CPOR may appear extensive, it should be noted that the requirement to provide the documents specified in this report applies only where cases of a specific type (as set out in [sections 9.5 to 9.7](#) inclusive of the procedures) arise in the school. Where any such case does arise, it is essential that the BoM is provided with the information necessary for it to have oversight of compliance with the relevant reporting requirements, particularly where the matter relates to a member of school personnel

Specific documents must be provided to the board where the Principals CPOR report indicates one or more cases under any of the three headings listed in the CPOR as follows-

- Allegations of abuse against members of school personnel (see [question 5](#) for the information that must be provided)
- Other child protection concerns in respect of pupils in the school i.e. cases that do not involve any allegation of abuse against a member of school personnel (see [question 6](#) for the types of cases that must be reported on under this heading)

- Child protection concerns arising from alleged bullying behaviour amongst pupils (see [question 7](#) for the types of cases that must be reported on under this heading).

Specified documents (see [question 9](#)) must be provided in respect of each such case reported.

5. What must be provided in the Principals CPOR to the Board in respect of allegations of abuse against a member of school personnel?

The information that shall be provided in the CPOR where an allegation of abuse is made against a member of school personnel is set out in [section 9.5](#) of the procedures and in the CPOR template published by the Department available here ([Optional Template E](#)). Specified documents (see [question 9](#)) must be provided to the board of management in respect of each such case reported.

6. What types of cases must be reported on under the heading "Other child protection concerns in respect of pupils in the school (i.e. cases that do not involve any allegation of abuse against a member of school personnel)"?

The types of cases that must be reported on under this heading in the CPOR are set out in [section 9.6](#) of the procedures and in the CPOR template published by the Department available ([Optional Template E](#)). Specified documents (see [question 9](#)) must be provided to the board of management in respect of each such case reported.

7. What types of cases must be reported on under the heading "Child protection concerns arising from alleged bullying behaviour amongst pupils"?

The types of cases that must be reported on under this heading in the CPOR are set out in [section 9.7](#) of the procedures and in the CPOR template published by the Department available ([Optional Template E](#)). Specified documents (see [question 9](#)) must be provided to the board of management in respect of each such case reported.

8. What information must be provided under the heading "Summary data in respect of reporting" in the Principals Child Protection Oversight Report (CPOR)?

The information that shall be provided in the CPOR under the heading of "summary data in respect of reporting" is set out in [section 9.8](#) of the procedures and in the CPOR template published by the Department available here ([Optional Template E](#)). It should be noted that the summary data under this heading in the CPOR relates to the overall number of cases/reports arising since the last board meeting and is therefore **not** a summary of the number of cases/reports recorded under the first 3 headings in the CPOR

9. What documents must be provided to the BoM?

The procedures require that certain documents must be provided in respect of each case referred to under any of the three headings in [question 4](#) of this guidance and as set out in [sections 9.5 to 9.7](#) inclusive of the procedures.

In all cases the documents listed below from (1) to (5) inclusive must be provided to the board. The documents listed from (6) to (8) inclusive must also be provided, where relevant, in cases concerning allegations of abuse against members of school personnel-

1. Copies of all records and notes pertaining to how the allegation and/or concern came to be known to the DLP (You may use [Optional Template A- Part A](#))
2. Copies of any records and notes pertaining to the seeking of Tusla advice in relation to the allegation and/ or concern and to the advice given (You may use [Optional Template A- Part B](#))

3. Copies of any reports submitted to Tusla (as per **sections 9.5.2, 9.6.2 or 9.7.2** as applicable)
4. Copies of any other records of communications with Tusla, An Garda Síochána or any other party in relation to the allegation and/or concern (including any acknowledgement of receipt of the report by Tusla)
5. Copies of any statement provided to a member of school personnel under **section 5.3.8** of the procedures (You may use **Optional Template B**)

The following must also be provided, where relevant, in cases concerning allegations of abuse against members of school personnel:-

6. Copies of any notification issued under section 5.6 of the procedures (You may use **Optional Template D**) (see **Note A** under)
7. A copy of the chairperson's notes or records pertaining to his or her seeking of Tusla advice in relation to the allegation and the advice given (see **Note B** under)
8. A copy of the report submitted to Tusla by the chairperson in respect of the allegation and any acknowledgement of receipt of that report by Tusla (See **Note B** under)

Note A – Regarding 6 above, this notification applies only to cases where a parent of a pupil in the school made an allegation of abuse against a member of school personnel

Note B – Regarding 7 and 8 above: An emergency meeting of the board must be held (in accordance with section 9.5.6 to 9.5.9 inclusive of the procedures) and the documents at 7 and 8 must also be provided to the board at that meeting in cases where-

- An allegation of abuse has been made against a member of school personnel and the DLP has not sought any advice from Tusla in relation to the matter and has not reported the matter to Tusla or
- An allegation of abuse has been made against a member of school personnel and the DLP has not reported the matter to Tusla in circumstances where Tusla has advised the DLP that it should be reported

10. Is there a template to help Principals record the documents provided to the Board as part of the Principals Child Protection Oversight Report?

To assist principals in recording documents provided to the board at board meetings as part of the Principals Child Protection Oversight Report (CPOR) the Department has published a template for recording documents available here (**Optional Template F**)

11. Should the documents be anonymised/redacted to conceal the identities of parties involved?

The records provided to the BoM as part of the CPOR must be anonymised and redacted as necessary to ensure the identities of any children and any other parties to whom the concern or report relates are not disclosed except in the case of any records provided in respect of cases under **section 9.5** of the procedures (Allegations of abuse against members of school personnel)

It should be noted that these records must be treated in the strictest confidence by all BoM members and board members shall be cognisant that **they are to be reviewed solely for the purposes of oversight of the reporting requirements set out in these procedures.**

Board members are also reminded of their duty to maintain the confidentiality of board meetings and must not disclose or discuss matters discussed at board meetings unless explicitly authorised by the BoM to do so. A board member who breaches this requirement may be removed from the board by the patron in accordance with the relevant provisions of section 16 of the Education Act, 1998 and in relation to such breach may not be protected in any legal proceedings taken against him or her by the general indemnity provided to board of management members under section 14(7) of the Education Act, 1998.

12.How are the documents provided to the BoM?

The relevant documents shall be provided to the BoM members **at the board meeting not before**

All documents provided at the board meeting shall be recovered after the matter has been dealt with and placed on the appropriate case file by the DLP

The documents shall not be circulated separately to the meeting

The documents shall not be retained by any members of the board

It is a matter for the board to determine how many copies of the documents shall be provided. For example, it may choose to have one set provided for the entire board or it may choose to have one set provided per member or per two members. Whichever approach is agreed, great care must be taken to ensure that all copies are recovered and accounted for after the matter has been dealt with

13.What must be recorded in the Board minutes in respect of the information/documents provided as part of the Principals Child Protection Oversight Report (CPOR)?

The minutes will:-

- a. Record the number of cases/reports detailed under each of the four headings in the Principals Child Protection Oversight Report (CPOR) (see [questions 5, 6, 7 and 8](#) inclusive). This can be done by detailing the number of such cases within the minutes themselves or alternatively by appending to the minutes a CPOR template completed by the principal for the period in question. Where a CPOR template has been appended to the minutes, the minutes shall clearly record this fact
- b. In respect of each case in which documents were provided to the board meeting (see [question 9](#)), the minutes shall specify the documents that were provided. This can be done by detailing the documents provided in respect of each case within the minutes themselves or by appending to the minutes the template for recording documents (see [question 10](#)) in respect of each such case. It should be noted that the minutes shall not name any employee, any children or other parties referred to in the documentation but shall record the matter by reference to the unique code or serial number assigned by the DLP to the case/parties concerned. Where the template for recording documents has been appended to the minutes, the minutes shall clearly record this fact

14. Is there any guidance available on the use of unique codes or serial numbers on child protection cases files and in the minutes of Board of Management meetings?

To assist schools on the use of unique codes and serial numbers, IPPN has prepared a separate document. See [Appendix 9 Guide to Codes](#)

15. Key points in relation to the documents provided to the Board at each Board of Management meeting as part of the Principals Child Protection Oversight Report (CPOR)

The following are key points for the principal and board members to note in relation to the documents provided to the board at each board of management meeting as part of the Principals Child Protection Oversight Report (CPOR):-

1. The documents shall be provided to the board of management members at the relevant board meeting (not before)
2. All documents shall be recovered after the matter has been dealt with and placed on the appropriate case file by the DLP
3. The documents shall not be separately circulated to or retained by any members of the board
4. The minutes of the board of management meeting shall specify the documents provided to the board meeting as set out in [question 9](#) of this guidance and as specified in [sections 9.5.2, 9.6.2](#) and [9.7.2](#) of the procedures
5. The minutes shall not name the employee, any children or any other parties referred to in the documentation but shall record the matter by reference to the unique code or serial number assigned by the DLP to the case/parties concerned
6. It should be noted that these records must be treated in the strictest confidence by all board of management members and board members shall be cognisant that **they are to be reviewed solely for the purposes of oversight of the reporting requirements set out in the Child Protection Procedures for Primary and Post Primary Schools 2017**
7. Accordingly, under no circumstances shall the board members enter into any discussion or investigation in relation to the substance or credibility or otherwise of the allegation, concern or report in question when undertaking this oversight role
8. **The purpose of this review is solely to review whether, based on the information available to the DLP and any Tusla advice available, the relevant reporting requirements were followed**
9. The records provided to the board of management must be anonymised and redacted as necessary to ensure the identities of any children and any other parties to whom the concern or report relates are not disclosed **except** in the case of any records provided in respect of cases under [section 9.5](#) of the procedures (Allegations of abuse against

members of school personnel). In respect of such anonymised/redacted records, board members **will not** enter into any discussion or investigation in relation to the identity of the children or other parties in question when undertaking this oversight role as specified in [sections 9.6.4](#) and [9.7.3](#) of the procedures

10. Where an allegation of abuse is made against a member of school personnel great care shall be taken to ensure that the board members' oversight of the reporting requirements do not impinge on any future actions that may be required to be taken in accordance with the relevant disciplinary procedures
11. Any discussion, investigation or decision in respect of any further actions to be taken in respect of a member of school personnel against whom the allegation has been made must be undertaken separately and in accordance with the relevant procedures in chapter 7
12. Where a child protection concern arises from alleged bullying behaviour amongst pupils it should be noted that any discussions or decisions in respect of any further actions to be taken in respect of the alleged bullying behaviour shall be undertaken separately in accordance with the school's Anti-Bullying Policy and the relevant procedures set out in the Department's [Anti-Bullying-Procedures-for-Primary-and-Post-Primary-Schools](#)
13. Board members are also reminded of their duty to maintain the confidentiality of board meetings and must not disclose or discuss matters discussed at board meetings unless explicitly authorised by the board of management to do so
14. A board member who breaches the confidentiality requirement may be removed from the board by the patron in accordance with the relevant provisions of section 16 of the Education Act, 1998 and in relation to such breach may not be protected in any legal proceedings taken against him or her by the general indemnity provided to board of management members under section 14(7) of the Education Act, 1998

Appendix 10 – DES checklist for Preparing Principals Oversight Report to the Board

This template checklist, published by the Department, is intended to assist principals of recognised schools in preparing for the Principal's Child Protection Oversight Report (CPOR). The Department has also published a [FAQ](#) document to accompany the template checklist as an aid to principals in preparing a CPOR available [here](#). This template checklist and the associated [FAQ](#) document must be read in conjunction with the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and in particular sections 9.4 to 9.8 inclusive of chapter 9 of the procedures.

- This template CPOR check list relates to the period since the last board of management meeting.
- Since that meeting state the number of cases/reports under (a) to (e) (as applicable) under each of the 4 headings set out underneath.
- Where there were no such reports/cases state this fact by inputting "Nil".
- The reference to procedures in this template is the Child Protection Procedures for Primary and Post Primary Schools.

Date of board of management meeting: _____ **Date of last board of management meeting:** _____

Allegations of abuse against members of school personnel

Information that shall be provided as set out in section 9.5 of the procedures		Number
(a)	State the number of reports made to Tusla since the last board meeting in respect of an allegation of abuse against a member of school personnel.	
(b)	State the number of cases, since the last board meeting, where the DLP sought advice from Tusla in relation to an allegation of abuse against a member of school personnel and the matter was not reported by the DLP based on the advice of Tusla.	
(c)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a member of school personnel and the DLP has not sought any advice from Tusla in relation to the matter and has not reported the matter to Tusla, and	
(d)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a member of school personnel and the DLP did not report the matter to Tusla in circumstances where Tusla advised the DLP that it should be reported	
(e)	Where there were no such cases at (a), (b), (c), or (d) above, state this fact by recording "NIL" →	

Where the answer is 1 or more in sections (a) to (d) above the board of management must be provided with **all** of the documents specified in section **9.5.2** of the procedures in respect of each such case at the board meeting.

Where any case at sections 9.5 (c) and (d) arise the DLP must **immediately** inform the chairperson of the board of management in accordance with section **9.5.6** of the procedures.

Note – the requirements of sections 9.5.3 to 9.5.5 must be followed where providing documents to the board under this heading

Other child protection concerns in respect of pupils in the school (i.e cases that do not involve any allegation of abuse against a member of school personnel)

Specify the number of cases that have arisen since the last board meeting under each of the following headings-

Information that shall be provided as set out in section 9.6 of the procedures		Number
(a)	Any case where a member of school personnel has submitted a report to Tusla in respect of a child in the school in circumstances where the DLP has decided that the matter did not warrant reporting	
(b)	Any case where the DLP has sought the advice of Tusla in respect of a concern about a child in the school and Tusla has advised that the matter should not be reported	
(c)	Any case where the DLP has sought the advice of Tusla in respect of a concern about a child in the school and Tusla advised that the matter should be reported but the DLP has not reported the matter in question.	
(d)	Where there were no such cases at (a), (b), or (c) above, state this fact by recording "NIL" →	
<p>Where the answer is 1 or more in sections (a) to (c) above the board of management must be provided with all of the documents specified in sections 9.6.2 of the procedures in respect of each such case at the board meeting.</p> <p>Note – the requirements of sections 9.6.3 to 9.6.6 must be followed where providing documents to the board under this heading.</p>		

Child protection concerns arising from alleged bullying behaviour amongst pupils

Specify the number of cases that have arisen since the last board meeting under each of the following headings-

Information that shall be provided as set out in section 9.7 of the procedures		Number
(a)	State the number of cases where the DLP has reported a concern about a child arising from alleged bullying behaviour amongst pupils	
(b)	State the number of cases where the DLP has sought Tusla advice as to whether to report a concern about a child arising from alleged bullying behaviour amongst pupils	
(c)	Where there were no such cases at (a) or (b) above, state this fact by recording "NIL" →	
<p>Where the answer is 1 or more in sections (a) to (b) above the board of management must be provided with all of the documents specified in section 9.7.2 of the procedures in respect of each such case at the board meeting.</p> <p>Note – the requirements of sections 9.7.3 must be followed where providing documents to the board under this heading</p>		

Summary data in respect of reporting

Specify the number of cases that have arisen since the last board meeting under each of the following headings-

Information that shall be provided as set out in section 9.8 of the procedures		Number
(a)	State the total number of reports made to Tusla by the DLP	
	State the number of those reports which were submitted as mandated reports	
	State whether or not any of those reports (mandated or otherwise) concerned a member of school personnel	

(b)	State the total number of cases where the DLP sought advice from Tusla and as a result of this advice, no report was made by the DLP	
	State whether or not any of those cases at (b) concerned a member of school personnel	
(c)	State the total number of cases where a member of school personnel provided the DLP with a copy of a report submitted by that person to Tusla in relation to a matter that the DLP had considered did not require reporting or did not require reporting as a mandated report	
	State whether or not any such cases at (c) concerned a member of school personnel	
(d)	Where there were no such cases at (a) (b) or (c) above state this fact by recording "NIL" →	

Important Note regarding above summary data: It should be noted that the summary data under this heading relates to the overall number of cases/reports arising since the last board meeting and is therefore not a summary of the number of cases/reports recorded under the first 3 headings in the Principal's Child Protection Oversight Report (CPOR).

Signed

Date: _____

School Principal

Appendix 11: Child Protection Oversight Report

A. Allegations of abuse against members of school personnel

State the number of Reports/Cases since the last BoM Meeting in each category - (See **9.5 DES Procedures***)

	Category	No
a	Reports made to Tusla	
b	Cases where the DLP sought advice from Tusla and the matter was not reported by the DLP based on the advice of Tusla	
c	Cases where the DLP has not sought any advice from Tusla and has not reported the matter to Tusla	
d	Cases where the DLP did not report the matter to Tusla in circumstances where Tusla has advised the DLP that it should be reported	
e	No cases in a to d above – put an X in the box <input type="checkbox"/>	

See **9.5.2 DES Procedures** for documentation required to accompany any of the above cases*

B. Other child protection concerns in respect of pupils in the school

(i.e. cases that do not involve any allegation of abuse against a member of school personnel)

State the number of Reports/Cases since the last BoM Meeting in each category - (See **9.6 DES Procedures***)

	Category	No
a	Cases where a member of school personnel has submitted a report to Tusla in circumstances where the DLP has decided that the matter did not warrant reporting	
b	Cases where the DLP has sought the advice of Tusla and Tusla has advised that the matter should not be reported	
c	Cases where the DLP has sought the advice of Tusla and Tusla has advised that the matter should be reported but the DLP has not reported the matter in question	
e	No cases in a to c above – put an X in the box <input type="checkbox"/>	

See **9.6.2 DES Procedures** for documentation required to accompany any of the above cases*

C. Child protection concerns arising from alleged bullying behaviour amongst pupils

State the number of Reports/Cases since the last BoM Meeting in each category - (See **9.7 DES Procedures***)

	Category	No
a	Cases where the DLP has reported a concern	
b	Cases where the DLP has sought Tusla advice as to whether to report a concern	
c	No cases in a to b above – put an X in the box <input type="checkbox"/>	

See **9.7.2 DES Procedures** for documentation required to accompany any of the above cases*

D. Summary data

State the number of Reports/Cases since the last BoM Meeting in each category - (See **9.8 DES Procedures***)

	Category	No
a	Total reports made to Tusla by DLP <ul style="list-style-type: none"> No of those total reports which were mandated No of those total reports concerning members of school personnel 	

b	No of cases where the DLP has sought the advice of Tusla and, as a result of the advice, no report was made by the DLP <ul style="list-style-type: none">No of those total reports concerning members of school personnel	
c	No of cases where a member of school personnel provided the DLP with a copy of a report submitted by that person to Tusla in relation to a matter that the DLP had considered did not require reporting or did not require reporting as a mandated report <ul style="list-style-type: none">No of those total reports concerning members of school personnel	
d	No cases in a to c above – put an X in the box <input type="checkbox"/>	

****Child Protection Procedures for Primary and Post-Primary Schools 2017 – DES***

Appendix 12: Template for Recording Documents Provided to the Board of Management as part of the Child Protection Oversight Report (CPOR) (Optional Template F)

Documents in respect of each case: _____ (Insert case unique identifier)

Date of Board of Management Meeting: _____

In each box under, specify each document provided to the board of management in accordance with **Sections 9.5.2, 9.6.2 and 9.7.2** inclusive of the procedures, as appropriate, by indicating the nature and date of each record/note/report.

<p>1. Copies of records and notes pertaining to how the allegation and/or concern came to be known to the DLP (You may wish to use Optional Template A – Part A)</p>
<p>2. Copies of any records and notes pertaining to the seeking of Tusla advice in relation to the allegation and/or concern and to the advice given (You may wish to use Optional Template A – Part B)</p>
<p>3. Copies of any reports submitted to Tusla (by the DLP or any member of school personnel) (Example: Copy of the Tusla Report Form submitted to Tusla on [dd/mm/year] by [name of person])</p>
<p>4. Copies of any other records of communications with Tusla, An Garda Síochána or any other party in relation to the allegation and/or concern (including any acknowledgement of receipt of the report by Tusla) (Example: Copy of the acknowledgement of receipt of a report by Tusla dated [dd/mm/year])</p>
<p>5. Copies of any statement provided to a member of school personnel under section 5.3.8 of the procedures. (You may wish to use Optional Template B)</p>
<p>6. Copies of any notification issued under section 5.6 of the procedures. (You may wish to use Optional Template D. see Note A overleaf)</p>

Note A:

Regarding '6' above, this notification applies only to cases where a parent of a pupil in the school made an allegation of abuse against a member of school personnel.

- This template (Optional Template F) is intended to assist principals of recognised schools in recording the documents provided by the principal to the board as part of the Principal's Child Protection Oversight Report (CPOR)
- The Department has also published an [FAQ](#) document as an aid to principals in preparing a CPOR available [here](#)
- This template must be completed in accordance with the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and in particular sections 9.5 to 9.7 inclusive of chapter 9 of the procedures
- The reference to procedures in this template is the [Child Protection Procedures for Primary and Post Primary Schools 2017](#)

Important note: This template shall not include the names of any employee, any children or any other parties referred to in the documentation but shall record the matter by reference to the unique code or serial number assigned by the DLP to the case/parties concerned. See '[Guidance Note on the use of unique codes or serial numbers](#)' for further information.

I certify that this template accurately records the documents provided to the Board of Management as part of the Principal's Child Protection Oversight Report (CPOR) at the board meeting on _____ [dd/mm/year].

Signed: _____

Date: _____

School Principal

Signed: _____

Date: _____

Chairperson Board of Management

**Appendix 13: Written Notification from DLP to a Parent where a
Child Protection Concern about a member of School Personnel has
been raised by a Parent (Section 5.6.2 of the Procedures)
(OPTIONAL TEMPLATE D)**

Name of Parent
Address of Parent
Date of letter

Dear _____ (Name of Parent)

I am writing to you in relation to an allegation of abuse that you made against a member of school personnel on _____ (dd/mm/year). I am the Designated Liaison Person (DLP) for Child Protection matters in the _____ (Insert School Name).

Section 5.6 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 requires that where a parent of a pupil in the school makes an allegation of abuse (as described in chapter 2 of the procedures) against a member of school personnel, the DLP must issue a written notification to the parent setting out certain matters.

In that regard, any allegation of abuse against a school employee reported to Tusla is to be dealt with under the relevant procedures set out in chapter 7, '*Allegations of Suspicions of Child Abuse regarding School Employees*' of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and, as applicable, under relevant employee disciplinary procedures and therefore shall not be dealt with under the school's parental complaints procedures.

In accordance with the requirement of section 5.6, I am writing to inform you that –
(insert relevant text from options 1,2 or 3 below)

1. As DLP, I have reported the matter to Tusla **OR**
2. As DLP, I have sought the advice of Tusla on the matter and on foot of that advice I have not reported the matter to Tusla **OR**
3. As DLP, I have determined that the matter did not constitute reasonable grounds for concern as set out under the Child Protection Procedures for Primary and Post-Primary Schools 2017 and therefore I did not report the matter to Tusla. My reasons for that determination are as follows (insert reasons below):

Finally, I must advise you that it is open to you to contact Tusla directly in relation to this matter, should you wish to do so.

Yours sincerely

Name of DLP

Templates Mandatory and Optional:

<https://www.gov.ie/en/collection/12bee3-child-protection-procedures-in-schools/#supporting-documents-and-templates>