

Child Protection Casefiles Check list

Part A - Child Protection report made to Tusla Case number _____

Item	Tick if included	Notes
Written record of how CP concern was brought to attention of DLP (<i>Template A- part A</i>)		
Written report from staff member about CP concern		
Record of DLP phone call to Tusla and advice given (<i>Template A – part B</i>)		
Copy of Report to Tusla (printed from portal)		
Copy of acknowledgements of report email/letter from Tusla		
Records of any further follow up by DLP with Tusla, Garda, etc.		
Records of whether or not parent was informed of report to Tusla. (<i>Template C, part A or part B</i>)		
If allegation is raised by parent or pupil against staff, written notification to parent/guardian outlining action taken (<i>Template D</i>)		
Copy of written statement to staff where DLP decided not to report to Tusla (<i>Template B</i>)		
Copy of statement to Teacher when DLP seeking advice & advice given by Tusla		

Signed (DLP) _____

Highlighted items are essential – others may be N/A

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Part B - When a concern is not reported to Tusla Case number _____

Item	Tick if included or N/A	Notes
Written record by DLP of CP concern brought to their attention (<i>Template A-part A</i>)		
Record of DLP phone call seeking Tusla's advice, & advice given (<i>Template A – part B</i>)		
Records of any further action or follow up by DLP with or from Tusla, Garda, etc.		
Copy of written statement to staff where DLP decided not to report to Tusla (<i>Template B</i>)		
Copy of statement to Teacher when DLP decided to seek advice from Tusla & advice given.		
If allegation is raised by parent or pupil against staff member, written notification to parent/guardian outlining action taken (<i>Template D</i>)		

Signed (DLP) _____ Date: _____

Highlighted items are essential – others may be N/A

