





DES Resourc	es – gov.ie	
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What should we do in schools when we have a child protection concern?

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Action to be taken by all school personnel (teaching and non-teaching)

If any member of school personnel receives an allegation or has a suspicion that, a child may have been abused or neglected, is being abused or neglected, or is at risk of abuse or neglect, they shall, without delay, report the matter to the DLP.

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Role of DLP

DLP acts as a resource person to any member of school personnel who has a child protection concern and is responsible for...

- •Ensuring the reporting requirements are followed correctly and promptly
- •Record keeping
- •Informing parents
- •Notifying BoM of allegations against staff
- •Communications with parents regarding allegations they make against staff
- •Child Protection Oversight Report (CPOR)
- •Dealing with Tusla, An Garda Síochána and other parties (Relevant Person)

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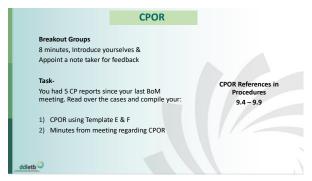


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	CPOR – providing information under 4 headings
	1.Allegations of abuse made against members of school personnel
	2. Other child protection concerns in respect of pupils in the school
	 Child protection concerns arising from alleged bullying behavior amongst pupils
	4. Summary data in respect of reporting
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Records p	ertaining to how th	e allegation ca	ame to be k	known to the	DLP		
. Any reco	ds pertaining to the	e seeking of Tus	sla advice a	and the advi	ce given	. /	
I. Copies of	any communicatio	ns between Tus	sla, An Garc	da Síochána	or any other p	oarty	
5. Any not il	ication regarding a	concern about	t a member	r of staff rais	ed by a parer	it (5.6)	
				he DLP decid	es not to rep		



CPOR — providing information under 4 headings 1. Allegations of abuse made against members of school personnel 2. Other child protection concerns in respect of pupils in the school 3. Child protection concerns arising from alleged bullying behavior amongst pupils 4. Summary data in respect of reporting

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	Records must be treated in the strictest confidence by all board members.
•	Under no circumstances shall the board members enter into any discussion or investigation in relation to the substance or credibility of the allegation when undertaking this oversight role.
•	Some information is redacted and anonymised (see 9.6.3/ 9.7.3)
•	The documents shall be provided to the board members at the board meeting and recovered after the matter has been dealt with.
	The documents shall not be separately circulated to or retained by any members of the board.
	CPOR needs to be recorded in the Minutes of the BoM
	ecords are to be reviewed solely for the purposes of oversight of the reporting quirements set out in these procedures.
•	9.5.4

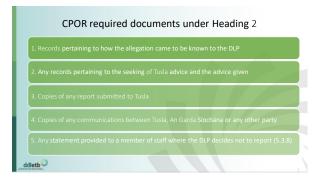
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Template E Heading 1

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Heading 2	OPTIONAL TEMPLATE 4 - Check List for preparing the Principar's C Owning Report (Corpil) to the Board of Management is accuration: to 9.8 of the Child Protection Procedures for Primary and Post Primary.	with sections 9.4
	Other child protection concerns in respect of pupils in the school in not involve any allegation of abuse against a member of school pa	
	Specify the number of cases that have arisen since the last board meeting unde following headings:	r each of the
	Information that shall be provided as set out in section 9.6 of the procedure	s Number
	 Any case where a member of school personnel has supmitted a report to Tulsa is respect of a child in the school in corumstances where the CGP has decided that matter did not warrant reporting. 	
	(b) Any case where the DLP has sought the advice of flusto in respect of a concern at a child in the school and Turia has adviced that the matter should not be reported	
	(c) Any case where the DEP has sought the advice of Tusta in respect of a concern at a chief in the school and Tusta addined that the matter should be reported but the DEP has not reported the matter in question.	
	(d) Where there were no such cases at (a), (b), or (c) above, state this fact by record "fall," \rightarrow	ne x
	Where the arosen is 1 or more in sections (a) to (1) above the board of management all of the documents specified in sections 5.6.2 of the procedures in respect of each is making.	ich case at the board
-	Note - the requirements of sections 9.5.2 to 9.6.6 must be followed where providing board under this heading.	documents to the

9.6.3	It should be noted that the records provided to the board of management under section 9.6.2, bill be annaymized and redacted as necessary to consure the identities of any children and any other parties to whom the concern or report relates are non disclosed. Ho documents in question shall be provided to the board of management members at the board meeting and all documents 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 separately circulated to or retained by any members of the board of management. The minutes of the board meeting shall specify the documents provided to the board meeting in accordance with the above requirement. The minutes shall not name any children or any other parties to show the economic or report relates but shall record the matter by reference to the unique code or serial number assigned to the casesparities concerned.



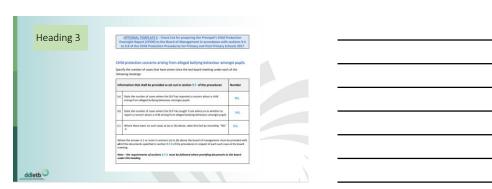
Casefile o	checklist for CP concerns
(to support c	ase management/record keeping)
o	pen new case file, assign case code and unique identifiers for persons in report
	Written record of CP concern brought to attention of DLP (optional Template A- part A)
	Written report from staff member about concern
	Record of DLP phone call to Tusla and advice given (Template A – part B)
	Copy of Report to Tusla (printed from portal)
	Copy of acknowledgement of report from Tusla
	Records of any further actions, follow up or communications by DLP with Tusla, Garda, etc.
	Records of whether or not parent was informed of report to Tusla. (Template C – part A or part B)
	If allegation is raised by parent or pupil against staff member, written notification to parent/guardian outlining action taken (Template D)
	Copy of written statement to staff where DLP decided not to report to Tusia (Template B)
ddletb	Copy of statement to teacher where DLP has decided to seek advice from Tusia & advice given

Template F	Optional Template F for recording documents provided to the Board of Management as part of the Child Protection Oversight Report (CPOR)	
	Documents in respect of case: 00012	
	Date of board of management meeting, 25/1/23	
	In each box under, questly each document provided to the board of menagement as accordance with sections 9.5.2.9.6.7 and 9.1.2 declarier of the providers, as appropriate, by indicating the nature and date of each sector factor upport.	
	 Cupin of records and notes pertaining to how the allegation and/or concern came to be known to the DEP, (Too may not to not "gatton Employe, 4-2m; A). Template A part A = 20 11/22. 	
	2 Cipies of any records and notes permissing on the sorting of Taula, which is relation to the allegation and or onescens and to the ablies given. (Dits vary with to not Quintuil, Zimplan, a. Part B. Templane A part B —2011/22	
	3. Copin of any reports submitted to Tails (by the BEP or any member of school personnel). (Emply Copy of or Tails from From constants in Tails of Interview) by Jones of persons).	
	N/A	

Temp	late F			
		4.Copies of any other records of communications with <u>Tutla</u> , <u>An</u> Garda Siochina or any other party in relation to the allegation and/or concern (including any acknowledgement of receipt of the report by <u>Tutla</u>). (Example: Copy of the acknowledgement of receipt of a report by <u>Tutla</u> dated [4th turn) war.]		
		N/A		
		5.Copies of any statement provided to a member of school personnel under section 5.3.8 of the procedures. (You sup, with to use Optional Template 20		
		Template B = 21/11/22		
		6.Copies of any notification issued under section 5.6 of the procedures. You may with to use Optional Empires D. (sag Note A overloof)		
		N/A		
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Tamanlata F	Important note: This template shall not include the names of any employee, any children or any	
Template F	important note: Inis tempiate 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" fag further information.	
	I	
	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 $25/1/23$	
	Signed: S Graham Date: 25/1/23	
	School Principal	
	Signed: John Doe Date: 25/1/23	
	Chairperson Board of Management	
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Heading 4	Summary data in respect of reporting Spoils the number of cases that have arose since the test board meeting under each of the following testings.	
	information that that be provided as set out in vector 6.6 of the providers Number	
	(pa) State the cool number of reports reads to Table by the DLP Feat	
	Sale the number of those reports which more submitted as manifold reports. Tixts	
	Value whether or not any of those reports (mandated or otherwise) concerned a NU.	
	(b) Made the former number of course where the EEP sought advisor from Teste and as a Const result of this advisor, no report man made to the EEP.	
	State substitute or not any of those cases at (b) (constroned is recordered school specialised.	
	Some the trood number of loansy where a manufact of scholar personnel provided the last scholar personnel provided the last scholar schol	
	Sots whether or not any such cases at it is concerned a member of school generated. ML	
	(gg) Where there were no such create an (a) (b) on (c) above date that fact by recording "16"," -p.	
	Important field importing disease sentency data. It should be recent that the commercy data under the commercy data under the commercy data and the commercy data under the developer and assertance of the currence of conscience control under the first 3 headings in the frequently COFF interestant Commercy Septem (COO).	
	Speed 5. Stellers Sale 25/303	
ddletb	School Principal	

Minutes	of BoM meeting – CPOR
	The minutes should specify the documents provided to the BoM Use unique identifying codes, no names or identifying features
	A copy of the CPOR should be attached to the minutes
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1. The principal presented the attached CPOR to the board. In respect of Case 0012/2020, the Board relewed the redacted documents that were provided for oversight purposes. These documents are recorded in template F attached. All documents were redacted and a copy of each one was made for every board member. All redacted copies were subsequently retained in file 0012/2020. The Board was satisfied that the relevant reporting procedures were followed 2. The Principal presented the attached CPOR to the Board, there were no case files to oversee. The Board was satisfied that the relevant reporting procedures were followed.



Year	Case file number	Date reported	Name of Child/member of school personnel	Address	Name of DLP
2020	0001	5/2/20	Ann Adams	4 Main Street, Castletown	H. Hillard
	0002	18/4/20	Barry Brown	22 Orchard View, Castletown	H. Hillard
2021	0003	16/1/21	Colin Collins	Bridgeview Apartments, Castletown	H. Hillard
	0004	22/3/21	Denis Downs	34 Orchard Park, Castletown	H. Hillard
	0005	3/5/21	Eliza Ennis	9 Main Street, Castletown	K. Kelleher
2022	0006	10/11/22	Mary Murphy	17, Bridgeview Park, Castletown	K. Kelleher
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Have a good und	derstanding of the procedures
Be aware of the	possibility of abuse
Know the signs a	and symptoms of abuse
Know the limits	of confidentiality and be able to explain these to students
Record concerns	s/disclosures accurately and objectively
Pass on concern	s in writing to the DLP
Be aware of the	need for confidentiality with regard to Child Protection concerns/reports
Know their statu	tory and non statutory obligations



'...the sheer normality, routine and safety of school may be powerfully therapeutic for a vulnerable child.'

'School can be a refuge from neglectful or abusive home environments....the alertness of a school can protect a child from bullying and mistreatment....



Gilligan, R., Child & Family Social Work,1998

Teachers can act as listeners, confidants and role models for children.....'

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Child Protection & Safeguarding Inspections Models:

Level 1 -Specific aspects of a schools' provision, such as a **subject inspection** or a **curriculum evaluation** and **incidental inspections**.

Level 2- More than one dimension of the work of a school, such as a whole-school, evaluation of centre, type evaluation e.g. WSE, MLL, DEIS..

Level 3- Intensive, full-scale inspections in a sample of schools i.e. a dedicated Child Protection and Safeguarding Inspection (CPSI).

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Level One Checks:

- The name of the DLP and the Child Safeguarding Statement are prominently displayed near the main entrance to the school.
- 2. The Child Safeguarding Statement has been ratified by the board and includes an annual review and a risk assessment.
- 3. All teachers visited reported that they have read the Child Safeguarding Statement and that they are aware of their responsibilities as mandated persons.

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Level Two Checks
 The Child Safeguarding Statement meets the requirements of the Child Protection Procedures for Primary and Post-Primary Schools 2017.
5. The records of the last three board of management meetings record a child protection oversight report that meet the requirements of the Child Protection Procedures for Primary and Post-Primary schools 2017
The board of management has ensured that arrangements are in place to provide information to all school personnel on the Child Protection Procedures for Primary and Post-Primary Schools, 2017
School planning documentation indicates that the school is making full provision for the relevant aspects of the curriculum (SPHE, Stay Safe, RSE, Wellbeing).
8. Child protection records are maintained in a secure location.
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	Lever 3 -10 Checks for CPSI							
	1	The school has communicated the required aspects of the Child Protection Procedures for Primary and Post-Primary Schools 2017 to relevant stakeholders.	6	The minutes of the board meetings that were checked contained a record of a child protection oversight report being provided in line with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools 2017.				
	2	A Designated Liaison Person (DLP) and a deputy DLP have been appointed in line with the requirements of the Child Protection Procedures for Primory and Post-Primary Schools 2017.	7	Correct record keeping procedures were found in the child protection cases examined.				
	3	The board of management reports that it is aware of and discharges its responsibilities to provide information to all school personnel relevant to child protection and to ensure that available training is undertaken by all or some members of staff as required.	8	The procedures to report child protection concerns were implemented in the records examined.				
ı	4	The board of management [†] reports that it is aware of its responsibilities in relation to vetting of all school personnel and report that they discharge these responsibilities	9	The procedures to report allegations or suspicions of abuse against school personnel were implemented in the records examined.				
	5	A child safeguarding statement and risk assessment have been prepared in line with the template and requirements of the Child Protection Procedures for Primory and Post-Primory Schools 2017.	10	The quality of planning for and implementation of the SPHE curriculum and the Stay Safe programme in primary schools and of the SPHE curriculum and the Relationship and Sexuality Education (RSE) programme in post-primary schools, as evident during the inspection.				

All school personnel are required to: Have a good understanding of the procedures Be aware of the possibility of abuse Know the signs and symptoms of abuse Know the limits of confidentiality and be able to explain these to students Record concerns/disclosures accurately and objectively Pass on concerns in writing to the DLP Be aware of the need for confidentiality with regard to Child Protection concerns/reports Know their statutory obligations