

ETBI Principals Conference January 2023

Presenting the Child Protection Oversight Report(CPOR) to the Board of Management



Suzanne Graham, Development Officer DDLETB



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Two key areas of compliance

These procedures have put in place oversight measures to ensure that the statutory and best practice obligations are being adhered to by both school personnel and by school authorities under these two key areas:

- Child safeguarding obligations
- Reporting obligations



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**Aim of this session**

To explore reporting obligations of DLP's with regard to Child Protection Oversight Report to the BoM



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DES Resources – 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.

5.1

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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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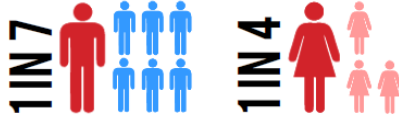
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### SEXUAL ABUSE - BOYS

### SEXUAL ABUSE - GIRLS



SAVI Report 2003



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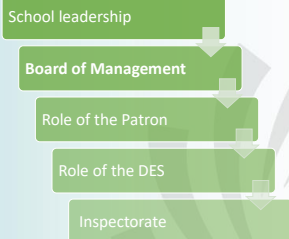
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### Oversight groups



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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
- 3. Child protection concerns arising from alleged bullying behavior amongst pupils
- 4. Summary data in respect of reporting



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### CPOR required documents under Heading 1

- 1. Records pertaining to how the allegation came to be known to the DLP
- 2. Any records pertaining to the seeking of Tusla advice and the advice given
- 3. Copies of any report submitted to Tusla
- 4. Copies of any communications between Tusla, An Garda Síochána or any other party
- 5. Any notification regarding a concern about a member of staff raised by a parent (5.6)
- 6. Any statement provided to a member of staff where the DLP decides not to report (5.3.8)



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### CPOR

#### Breakout Groups

8 minutes, Introduce yourselves & Appoint a note taker for feedback

#### Task-

You had 5 CP reports since your last BoM meeting. Read over the cases and compile your:

CPOR References in Procedures 9.4 – 9.9

- 1) CPOR using Template E & F
- 2) Minutes from meeting regarding CPOR



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### CPOR- important considerations

- 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

Records are to be reviewed solely for the purposes of oversight of the reporting requirements set out in these procedures.

9.5.4



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### Template E Heading 1

**OFFICIALS, LEADERSHIP & STAFF** (check box for providing the Principal's/Chairman's/Headteacher's Report (CPOR) to the Board of Management in accordance with section 5.1 of the CPOR Procedures for Primary and Post-Primary Schools 2017)

This template records, as required by the Regulations, a resolution by a board member / management member in support of the Principal's/Chairman's/Headteacher's Report (CPOR). The requirement for a parent's/ guardian's/ child's consent to access certain information is not an exemption from reporting to the Board members. This information is redacted and anonymised. The school must ensure that the CPOR procedures are followed in accordance with the Regulations and the CPOR Procedures for Primary and Post-Primary Schools 2017.

**1** Does the report CPOR relate to the period since the last board of management meeting including meeting minutes/minutes of proceedings under the CPOR procedures and all other relevant information?

**2** Where there were no such report/minutes date refer to meeting "N/A"

**3** The information is provided to the members of the Board of Management for Primary and Post-Primary Schools (BOM).

**4** Name of board of management meeting: 20220120, Date of last board of management meeting: 20/01/2022

**5** Allegations of abuse against members of school personnel

Information that shall be provided as set out in section 5.1 of the procedures	Number
104 Does the number of reports relate to the period since the last board meeting in respect of an allegation of abuse against a member of school personnel?	104
105 Does the number of cases since the last board meeting, where the staff member whose name has been included in allegations of abuse against a member of school personnel and the number also reported to the CPOR procedures are the same?	105
106 Does 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 number also reported to the CPOR procedures are the same?	106
107 Where there were no such cases @ 104, 105, or 106 above, date referred to recording	107

**108** Does the report 1 (CPOR) in respect of the CPOR procedures for Primary and Post-Primary Schools 2017, in accordance with section 5.1 of the procedures in respect of each column of the board meeting

**109** Where are cases of section 5.1 (1) and (2) and (3) of your procedures which the content of the board of management in accordance with section 5.1 of the procedures

**Note:** All requirements of section 5.1 (1) and (2) must be followed when providing documents to the Board of Management.

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**Template F**

**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 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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Breathe in



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**Heading 3**

**OPTIONAL TEMPLATE:** Check list for preparing the Principal's Child Protection Oversight Report (CPOR) to the Board of Management in accordance with sections 9.4 to 9.8 of the Child Protection Procedures for Primary and Post Primary Schools 2017


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	NIL
(b) State the number of cases where the DLP has sought Tuas advice as to whether to report a concern about a child arising from alleged bullying behaviour amongst pupils	NIL
(c) Where there were no such cases at (a) or (b) above, state this fact by recording "NIL"	NIL

Where the answer is 0 or none in sections (a) to (c) 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.

**Note - the requirements of sections 9.7.2 must be fulfilled when providing documents to the board under this heading**



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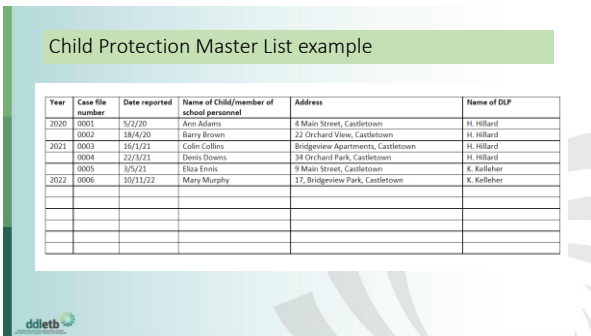
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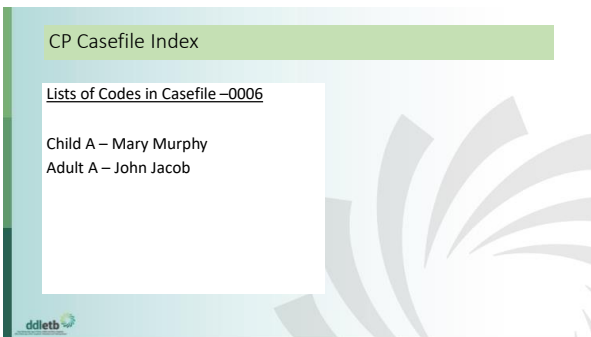
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**All school personnel are required to:**

- 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 and non statutory obligations

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**Any Questions?**

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

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




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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, IML, 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:

1. 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**

4. 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
6. 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
7. 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 Primary 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.
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 Primary and Post-Primary 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.

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- Know their statutory obligations



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