



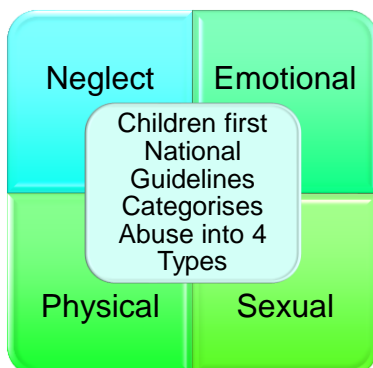
An Roinn Oideachais
Department of Education

Child Protection and Safeguarding - The Board's Role

December 2024

Ger Power
Assistant Chief Inspector
Department of Education

Categories of Abuse



Neglect occurs when a child does not receive adequate care or supervision to the extent that a child is harmed physically or developmentally

Emotional abuse is the systematic emotional or psychological ill treatment of a child as part of the overall relationship between a caregiver and a child

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others – includes involvement in pornography

Legislation

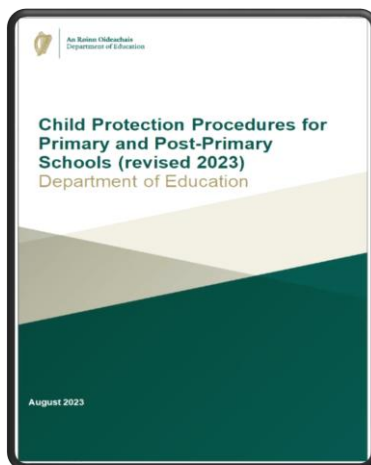


Children First Act 2015

Children First National Guidance 2017

- Non-statutory obligations for all individuals
- Statutory obligations that apply to teachers and schools

2023 – Child Protection Procedures for Schools





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Area 3 - Information and Training



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

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Area 4 - Vetting



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

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Area 5 - Preparing the Child Safeguarding Statement (CSS) which includes the Risk Assessment (RA)



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 (revised 2023).

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Role of the Board in preparing the CSS (which includes the RA)



Requirements

1. Board formally **adopts** the CSS using the mandatory (most up-to-date) template and record it in the board meeting minutes
2. Satisfies itself that each of the requirements for **display, publication and circulation** of the statement are met, and record in minutes
3. Undertakes an **annual review** of the CSS

- **Mandatory Template 1: UPDATED** Child Safeguarding Statement and Risk Assessment (2023)
- **Mandatory Template 2: UPDATED** Checklist for the review of the child safeguarding statement (2023)

Area 6 - The Child Protection Oversight Report; The board's oversight of relevant cases



The minutes of board meetings that were checked contained a record of a child protection oversight report (CPOR) being provided inline with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)

What does oversight mean?



The purpose of the board's oversight is solely to review whether, based on the information available to the DLP and any Tusla advice available, the relevant reporting requirements were followed.

When oversight occurs...



- Copies of **all documents**, including those relating to school personnel, are **always redacted** for presentation to the board
- Records must be treated in the **strictest confidence**
- They are reviewed solely for the purpose of **oversight of the reporting requirements** set out in the procedures
- **No discussion or investigation** re substance or credibility of allegation

Child Protection Oversight Report (CPOR)

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OPTIONAL TEMPLATE - Checklist 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 (revised 2023)

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 [2023 document](#) to accompany the template checklist as an aid to principals in preparing a CPOR available [here](#). This template checklist and the associated (a) document must be read in conjunction with the [Child Protection Procedures for Primary and Post Primary Schools \(revised 2023\)](#) and in particular sections 9.4 to 9.8 inclusive of chapter 9 of the procedures.

- This template CPOR checklist relates to the period since the last board of management meeting.
- Since that meeting state the number of cases/reports under (a) to (d) (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 (revised 2023).

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 9.5.4 of the procedures.

Note - the requirements of sections 9.5.2 to 9.5.5 must be followed where providing documents to the board under this heading.

Date: _____



What cases should the board exercise oversight of?





All cases involving school personnel



Where a member of school personnel submitted a report to Tusla in circumstances where the DLP decided the matter did not warrant reporting



Where the DLP sought the advice of Tusla and Tusla advised that the matter should not be reported



Where the DLP sought the advice of Tusla and Tusla advised that the matter should be reported but the DLP has not reported



Child protection concerns arising from alleged bullying behaviour amongst pupils



How many copies of the casefile documents are provided to the board and should they be retained?





The board decides.



All documents are recovered and accounted for.



Each set of documents must be retained in the relevant child protection case file.



The minutes should specify the documents provided.



Check 7 – Record Keeping

Correct record keeping procedures were found in the child protection cases examined

Record Keeping Key Requirements



- A case file is opened for **every child protection concern** which is brought to the DLP or is raised by the DLP
- **Original** documents are maintained in case files with full details such as names and dates set out clearly
- Every case file and relevant person (party) is assigned a **unique code** or serial number
- Records are kept in a **secure** location



Test your knowledge!



Scenario 1

A teacher reported a suspicion to the DLP that a child in her class is being neglected.

DLP rang Tusla.

Tusla advised no report should be made.

DLP did not report to TUSLA



All cases involving school personnel



Where a member of school personnel submitted a report to Tusla in circumstances where the DLP decided the matter did not warrant reporting



Where the DLP sought the advice of Tusla and Tusla advised that the matter should not be reported



Where the DLP sought the advice of Tusla and Tusla advised that the matter should be reported but the DLP has not reported



Child protection concerns arising from alleged bullying behaviour amongst pupils

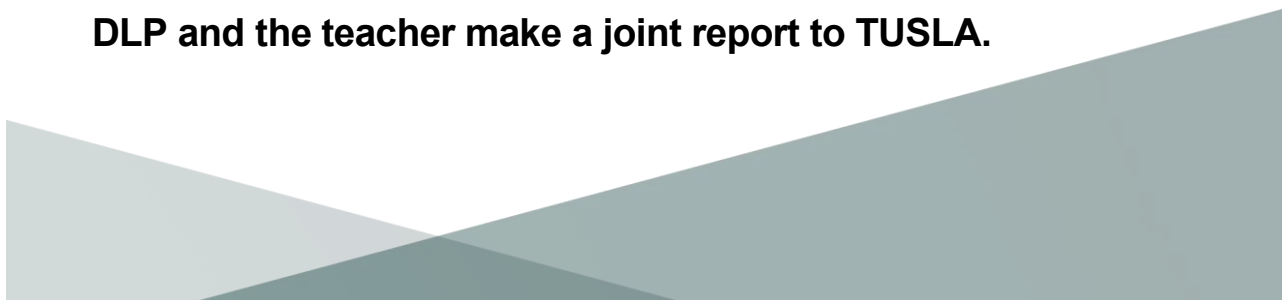


Scenario 2

A teacher reports to the DLP that a child is being physically abused at home.

The DLP seeks advice from TUSLA who advise to report.

DLP and the teacher make a joint report to TUSLA.



All cases involving school personnel



When a member of school personnel made a report to Tusla, cases where the matter did not warrant a report



Where the DLP and Tusla advised that a report should be reported



When the DLP and Tusla advised that a report should be reported but was not reported



Child protection concerns arising from alleged bullying behaviour amongst pupils





Scenario 3

A teacher reports to the DLP that a child is being sexually abused at home.

DLP and the teacher make a joint report to TUSLA.



All cases involving school personnel



When a member of school personnel makes a report to Tusla, the matter did not arise from a war



Where the DLP and Tusla advised the reported



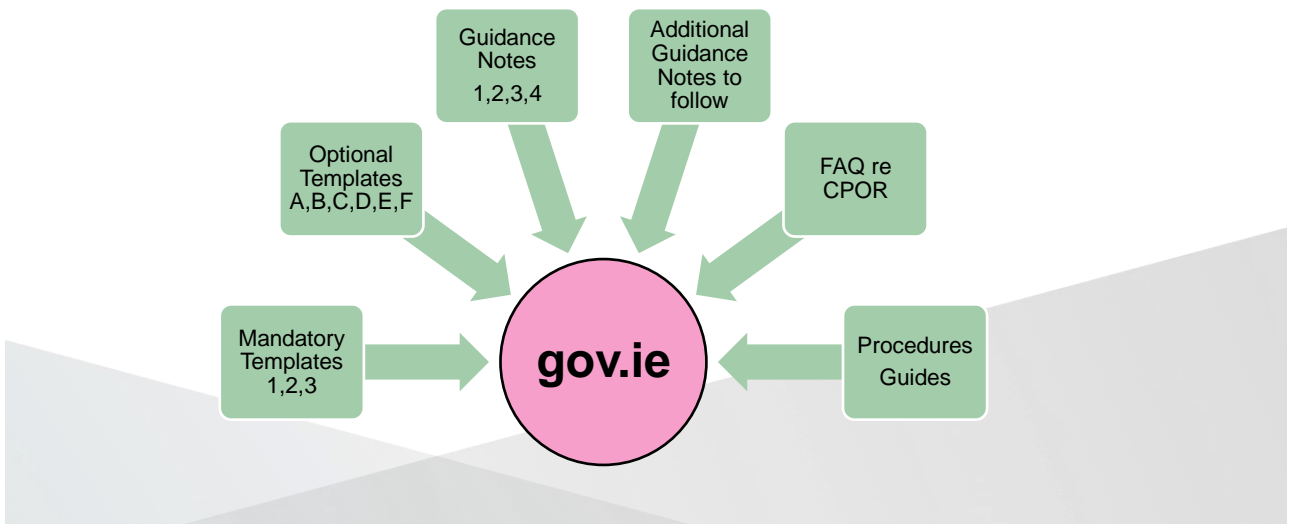
When the DLP and Tusla advised that a case should be reported but was not reported



Child protection concerns arising from alleged bullying behaviour amongst pupils



Department of Education Supports



Oide



Child Protection E-Learning Presentation Series for DLPs and DDLPs

The aim of these presentations is to support you in navigating the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#), in order for you to understand and fulfil your role as Designated Liaison Person (DLP) or Deputy Designated Liaison Person (DDLp). We recommend that you complete the presentations in sequential order. Please ensure you have a copy of the Child Protection Procedures to hand to support your engagement with the content. You can revisit these presentations as often as required.



Presentation #1 - Overview & Context



Presentation #2 - Role of DLP & DDLP



Presentation #3 - Record Keeping&Oversight

Children First: Designated Liaison Person Role and Responsibilities

START COURSE

TÚSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Take Home Messages



Ask questions

Expect to
engage in
oversight

Take Home Messages



Know the CPOR

Thank You



An Roinn Oideachais
Department of Education

Go raibh míle maith agaibh

Ger Power