

# **CHILD SAFEGUARDING STATEMENT AND RISK ASSESSMENT**



**Ratoath Senior National School  
20200T**

Ratoath Senior National School is a primary school providing primary education to pupils from Third Class to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First National Guidance 2017, the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post Primary Schools (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Ratoath Senior National School agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for primary and post-primary Schools (revised 2023) as part of this overall Child Safeguarding Statement.
- 2 The Designated Liaison Person (DLP) is Loraine Butler.
- 3 The Deputy Designated Liaison Person (DDL) is Mary Garvey.
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. The school will adhere to the following principles of best practice in child protection and welfare. The school will:
  - a. Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
  - b. Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
  - c. Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
  - d. 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
  - e. Develop a practice of openness with parents and encourage parental involvement in the education of their children; and
  - f. Fully respect confidentiality requirements in dealing with child protection matters
- 5 The following procedures/measures are in place:
  - a. In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and to the relevant agreed disciplinary procedures for school staff which are published on gov.ie
  - b. In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National

Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on gov.ie

- c. In relation to the provision of information and, where necessary instruction and training to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school:
    - i. Has provided each member of staff with a copy of the school's Child Safeguarding Statement
    - ii. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
    - iii. Encourages staff to avail of relevant training
    - iv. Encourages Board of Management members to avail of relevant training
    - v. The Board of Management maintains records of all staff and Board member training.
  - d. In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023), including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015
  - e. In this school, the Board has appointed the above named DLP as the 'relevant person' (as defined in the Children First Act 2015) to be the first point of contact in respect of the school's child safeguarding statement.
- 6 All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- 7 In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to these procedures.
- 8 The various procedures referred to in this Statement can be accessed via the school's website, gov.ie or will be made available on request by the school.
- 9 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department of Education if requested.
- 10 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers

Signed:

Liliana Byrne

Chairperson of Board of Management

Lorraine Butler

Principal / Secretary to the Board of Management

**Date: 9<sup>th</sup> October 2023**

<b>List of School Activities</b>	<b>Risk Level</b>	<b>The school has identified the following Risk of Harm</b>	<b>The school has the following Procedures in place to address risk identified in this assessment</b>
Training of school personnel in Child Protection matters	High	Harm not recognised or reported promptly	<p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> are made available to all school personnel</p> <p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></p> <p>DLP and DDLP to attend Professional Development Service for Teachers (PDST) face-to-face training</p> <p>All staff to view Túsla training module and any other training offered by PDST</p> <p>BOM records all records of staff and board training</p>
Curricular provision in respect of Social, Personal and Health Education (SPHE), Relationships and Sexuality Education (RSE), Stay Safe.	Medium	Non-teaching of same	<p>The school implements in full the Stay Safe programme.</p> <p>The school implements in full the SPHE curriculum.</p> <p>The school implements in full the RSE programme.</p>
One-to one-teaching	High	Harm by school personnel	School has clear procedures in place for one-to-one teaching activities
One-to-one with staff members	High	Harm by school personnel	School has clear procedures in place for one-to-one activities with staff members
Classroom teaching	Medium	<p>Harm by school personnel</p> <p>Harm to pupils by other pupils</p>	<p>The school has a Code of Behaviour for school personnel</p> <p>The school –</p> <ul style="list-style-type: none"> <li>➤ Has provided each member of school staff with a copy of the school's Child Safeguarding Statement</li> <li>➤ Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement</li> <li>➤ Encourages staff to avail of relevant training</li> <li>➤ Maintains records of all staff</li> </ul>

			➤ The school complies with the agreed disciplinary procedures for teaching staff
Daily arrival and dismissal of pupils	Medium	Harm from older pupils, unknown adults on the playground Bullying	The school has procedures in place to ensure appropriate supervision of children during arrival and dismissal
Outdoor teaching activities	Medium	Harm by school personnel Harm to pupils	The school has a Code of Behaviour for school personnel (teaching and non-teaching staff) The school has a Health and Safety policy
Use of external personnel to supplement curriculum	Medium	Harm not recognised or properly or promptly reported Harm from unknown adults	The school has in place procedures for the use of external persons to supplement delivery of the curriculum
Recreation breaks for pupils	Medium	Harm to pupils	The school has in place yard supervision procedures to ensure appropriate supervision of children during break times
Sporting Activities	Medium	Harm by school personnel Harm to pupils	The school has a Health and Safety policy The school has in place clear procedures in respect of sporting activities
Sports Coaches	Medium	Harm to pupils	The school has a Code of Behaviour for school personnel (teaching and non-teaching staff) The school has in place procedures for the use of external sports coaches
Annual Sports Day	High	Harm by school personnel Harm to pupils	The school has a Health and Safety policy The school has in place clear procedures in respect of sporting activities
Use of off-site facilities for school activities	High	Injury to pupils and staff Harm from unknown adults	The school has a Health and Safety policy  The school has in place supervision procedures to ensure appropriate supervision of children when using off-site facilities for school activities
School outings and school tours	High	Harm by school personnel Harm by tour personnel Harm to pupils Harm to volunteers	The school has a Health and Safety policy The school has in place clear procedures in respect of school outings and school tours
School transport arrangements	High	Harm from unknown adults	The school has in place clear procedures in respect of school transport

		Injury to pupils and staff	arrangements
Use of toilet/changing areas in schools	High	Inappropriate behaviour Harm to pupils by other pupils	The school has in place supervision procedures to ensure appropriate supervision of children when using the toilet or changing for sporting/drama or any other activity
Use of shower room	Low	Harm by school personnel	The shower room is used by one staff member in the morning before 8:30 a.m. There are no children on the premises
Fundraising events involving pupils	Low	Harm by school personnel	The school has in place a Code of Behaviour for pupils. The school has a Health and Safety policy
Administration of Medicine	High	Harm by school personnel Harm to pupils	The school has in place a policy and procedures for the administration of medication to pupils
Administration of First Aid	High	Harm not recognised or properly or promptly reported Harm from unknown adults	The school has in place procedures for the administration of First Aid to pupils
Prevention and dealing with bullying amongst pupils	High	Bullying	The school has in place an Anti-Bullying Policy for pupils. The school has in place a Code of Behaviour for pupils.
Managing of challenging behaviour amongst pupils	High	Bullying	The school has in place a Code of Behaviour for pupils. The school has a Health and Safety policy
Care of children with special needs, including intimate care needs and emotional needs	High	Harm by student Harm not recognised or properly or promptly reported Harm from unknown adults Harm to staff members	The school has in place plans and procedures in respect of students who require intimate care and emotional support
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none"> <li>• Pupils from ethnic minorities/migrants</li> <li>• Members of the Traveller community</li> <li>• Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>• Pupils perceived to be LGBT</li> <li>• Pupils of minority religious faiths</li> </ul>	High	Harm to pupils Harm not recognised or properly or promptly reported Harm from unknown adults Bullying	The school has in place a Code of Behaviour for pupils.  The school has in place an Anti-Bullying Policy for pupils.

<ul style="list-style-type: none"> <li>• Children in care</li> <li>• Children on Child Protection Notification System</li> </ul>			
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• Special Needs Assistants (SNAs)</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Sports coaches</li> <li>• External Tutors/Guest Speakers</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>	High	<p>Harm by school personnel</p> <p>Harm from unknown adults</p>	<p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> are made available to all school personnel</p> <p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></p> <p>Child Safeguarding Statement and DES procedures made available to all staff</p> <p>Staff to view Tusla training module and any other training offered by PDST</p> <p>The school. Board of Management and Parents' Association adhere to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</p> <p>The school has in place policies and procedures that apply to all parents, volunteers and visitors.</p>
<p>Use of Information and Communication Technology by pupils in school</p>	High	<p>Harm to staff</p> <p>Harm to children</p> <p>Harm not recognised or properly or promptly reported</p> <p>Harm from unknown adults</p> <p>Harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school</p>	<p>The school has in place an ICT Policy in respect of usage of ICT by pupils</p> <p>The school has in place a Code of Behaviour for pupils.</p> <p>The school has in place an Anti-Bullying Policy for pupils.</p> <p>The school has in place a firewall to ensure that the internet cannot be inappropriately accessed.</p> <p>The school has in place a Policy on the Use of Mobile Phones and Electronic Devices</p>
<p>Teacher and pupils teaching and learning remotely</p>	High	<p>Harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner.</p> <p>Harm caused by member of school personnel accessing/circulating</p>	<p>The school has in place an Acceptable Use Policy. The AUP has been reviewed to mitigate the potential risks linked to remote teaching and learning.</p> <p>The school has in place Protocols for Remote Learning. This was informed by DES guidance and advice from other professional bodies such as CPSMA and INTO.</p>

		<p>inappropriate material via social media, texting, digital device or other manner. Harm caused by school personnel or another child when engaging in remote teaching and learning e.g. screenshotting images and sharing without consent, changing the images to cause hurt and embarrassment etc. Harm being caused to child while engaging in remote teaching and learning e.g. viewing inappropriate behaviour or images</p>	<p>Staff have discussed and agreed procedures on the safe use of Seesaw in order to ensure that all safety features have been enabled when using this platform. The school has in place a Mobile Phone and Electronic Devices policy in respect of usage of mobile phones and other electronic devices (e.g. smart watches) by pupils. Only those children with SNA access may be contacted by the SNA/SET by phone during periods of remote teaching and learning.</p>
Use of video/photography/other media to record school events	High	<p>Harm by school personnel Harm from unknown adults Harm to staff Harm to children</p>	<p>The school has in place procedures in respect of the use of video/photography/other media to record school events The school follows Diocesan Guidelines</p>
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	Medium	Bullying	<p>The school has in place a Code of Behaviour for pupils. The school has in place a Policy on the Use of Mobile Phones and Electronic Devices Teachers must inform the Principal if a child is being kept in at break time</p>
Students participating in work experience	Medium	<p>Harm not recognised or properly or promptly reported Harm from unknown adults</p>	<p>The school has in place procedures in respect of students undertaking work experience in the school. All students on work experience are provided with a copy of the school's <i>Child Safeguarding Statement</i> All students on work experience are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i></p>
Student teachers undertaking training placement in school	Medium	<p>Harm to pupils Harm not recognised or properly or promptly reported Harm from unknown adults</p>	<p>The school has in place procedures in respect of student teacher placements</p>
After school use of school premises by other organisations	Medium	<p>Harm to staff Harm not recognised or properly or promptly reported</p>	<p>The school has in place policies and procedures that apply to all parents, volunteers and visitors.</p>

After school use of school premises by school personnel	Low	Harm to staff Harm not recognised or properly or promptly reported Harm from unknown adults	The school has in place policies and procedures that apply to all staff members
Past pupils visiting the school	High	Harm by past pupil Harm not recognised or properly or promptly reported	The school has in place policies and procedures that apply to all parents, volunteers and visitors.

**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Schools (revised 2023)*

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on \_\_\_\_\_. It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: Lilina Byrne                      Lorraine Butler  
Chairperson of Board of Management    Principal / Secretary to the Board of Management

**Date: 9<sup>th</sup> October 2023**



## **Appendix 1**

### **Reasonable Grounds for Concern/Threshold of Harm**

The Reasonable Grounds for Concern are:

#### **Neglect**

The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child's needs have been neglected, are being neglected, or are at risk of being neglected to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

#### **Emotional Abuse/Ill-Treatment**

The threshold of harm at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

#### **Physical Abuse**

The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

#### **Sexual Abuse**

If, as a mandated person, you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, then you must report this to Tusla under the Children First Act 2015. As all sexual abuse falls within the category of seriously affecting a child's health, welfare or development, you must submit all concerns about sexual abuse as a mandated person to Tusla.

## APPENDIX 2

### EXPLANATION OF HOW THE RISK ASSESSMENT IS A FOUR STEP PROCESS

#### **Step 1 – Identify the Risk**

Think about who or what might cause harm to children in the school.

Involve all stakeholders – Teachers, SNAs, Ancillary Staff, Parents, Board of Management and Children. Different people will have different perceptions of what is a risk because of their engagement experiences with the school.

#### **Step 2 – Rank each Risk**

Consider the likelihood of the risk occurring and how serious the consequences could be.

Rank each risk in terms of low, medium and high risks.

#### **Step 3 – Control and Manage each Risk**

Who owns the risk? Assign risk owners

What current controls are in place to reduce the risk?

What future actions must be done to reduce the risk?

What else do you need to do about the risk?

#### **Step 4 – Monitor and Review**

Are the controls effective?

Are the actions effective?

## APPENDIX 3

### CIRCUMSTANCES WHICH GIVE RISE TO CONCERN IN RELATION TO CHILD ABUSE

Children living in certain circumstances may be particularly vulnerable to harm. Children living in the following situations may be at increased risk of harm. However, it is important to note that the presence of any of these circumstances does not mean that the child is being abused:

#### a) Parent/Guardian/Carer Factors

- Drug and alcohol misuse
- Addiction, including gambling
- Mental health issues
- Conflictual relationships
- Domestic violence
- Adolescent parents
- Parental disability issues, including learning or intellectual disability

#### b) Child Factors

- Age
- Gender
- Sexuality
- Previous abuse
- Disability
- Communication difficulties
- Trafficked/Exploited
- Young carer
- Mental health issues, including self-harm and suicide

#### c) Community Factors

- Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this
- Jurisdiction Culture-specific practices, including:
  - Female genital mutilation
  - Forced marriage
  - Honour-based violence
  - Radicalisation

#### d) Environmental Factors

- Housing Issues
- Poverty/Begging
- Bullying
- Communication difficulties
- Children who are out of home and not living with their parents, whether temporarily or permanently
- Internet and social media-related concern

#### e) Poor Motivation or Willingness of Parents / Guardians to engage

- Non-attendance at appointments
- Lack of insight or understanding of how the child is being affected
- Lack of understanding about what needs to happen to bring about change
- Avoidance of contact and reluctance to work with services

- Inability or unwillingness to comply with agreed plans

These factors should be considered routinely as part of the process of being alert to the possibility that a child may be at risk.

## **Bullying**

Bullying is defined as repeated aggression – verbal, psychological or physical and can be conducted by an individual or group against one or more persons. It is behaviour that is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools. It includes behaviours such as physical aggression, cyberbullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. It can often be based on perceived differences e.g. gender identity, sexual preference, race, ethnicity, religion, parent's occupation etc. ICTs mean that bullying can be perpetrated through mobile phones or other personal devices using internet and social media enablers such as Facebook, Snapchat etc.

Some children are particularly vulnerable to bullying. These include:

- SEN children
- Minority ethnic groups
- Traveller children
- LGBT children
- Minority religious faiths
- Academic high achievers
- Children with underdeveloped social skills and social cue recognition
- 

The management of bullying among children in a school environment is an ongoing task and requires constant vigilance among school staff as well as constantly revised and understood policies.

All of the above factors and bullying need to be taken into account as part of the process of being vigilant for the presence of child abuse and suffering among the children in Ratoath Senior National School.

## Appendix 4

### When a Child Makes a Disclosure

When a child discloses 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, in consultation with the DLP. 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, in consultation with the DLP.

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

- Do not 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
- Do not seek help while the child is talking to you
- Reassure the child that they did the right thing by telling you
- Assure the child that it is not their fault and you will do your best to help
- Let the child know that you need to tell someone else
- Let the child 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 possible
- As a mandated person, you must make a report to Tusla, or the Gardaí immediately. This is to 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:
  - Never ask leading questions
  - Never push for information or make assumptions
  - Only necessary relevant facts should be obtained, when clarification is needed
  - Do not make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents
  - Do not keep the information to yourself or promise confidentiality
  - 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
  - Do not permit personal doubt to prevent you from reporting the allegation to the designated child protection officer

## Appendix 5

### Procedures for the Reporting of Child Protection and Welfare Concerns to Tusla

Below is a summary of the actions to be taken by the Designated Liaison Person (DLP) in relation to Child Protection Concerns brought to her. These give an outline and the DLP will consult the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) for details before proceeding. Chapter 5 contains the details of Reporting Concerns.

Allegations of abuse made against school staff may require immediate action involving suspension of the teacher, SNA or member of ancillary staff. The Board of Management should always seek comprehensive legal advice before embarking on such action.

#### **When a Registered Teacher has a Child Protection Concern (Procedures 5.1.1 / 5.1.2)**

- A teacher will immediately report a child protection concern to the DLP. The teacher will work with the DLP on the reporting procedures.
- A registered teacher is a mandated person and has a statutory obligation to make a mandated report to Tusla. This will normally be done by making joint mandated report with the DLP.

#### **When someone else in the School Community has a Child Protection Concern**

- SNA/Ancillary Staff – Report Concern to DLP (Procedures 5.1.1 / 5.1.2)
- Parent/Guardian - Report Concern to DLP (Procedures 5.6)

#### **Actions of DLP on becoming aware of a Concern (Procedures 5.1.1 / 5.1.2)**

- Open a Secure File – use child’s Clár Uimhir
- Record all details of the concern
- Consult:
  - Resource Bundle and PAMs (Principal Adie Memoires)
  - Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)
  - Children First National Guidelines 2017
  - Commence Reporting Procedure

#### **Reporting Procedures (Procedures 5.3 / 5.4)**

##### **Are there Reasonable Grounds for Concern? Have the Thresholds for Harm been reached?**

- If yes – Make a mandated report to Tusla
- If unsure – Consult with Tusla and follow advice given. Be clear that you are consulting only and do not give details of persons involved
- If in any doubt – make a mandated report
- If thresholds not reached, but you have concerns – make a report

#### **Records of Reporting**

- Record the details of the concern in the Child Protection file
- Keep records of all reports made to Tusla or Gardaí
- Record details of advice sought:
  - The person you spoke to
  - The advice given

**When the DLP decides not to make a Report to Tusla  
(Procedures 5.3.8)**

- Inform the reporting person in writing of the decision not to make a report
- Inform the reporting person that they may make a report to Tusla and give the school a copy
- Keep copies of the above in the Child Protection file
- Keep a copy of any report by the reporting person in the Child Protection file
- Include all details in your next oversight report to the Board of Management

**Informing Parents  
(Children First Chapter 3 Page 25)**

A school is not required to inform the family that a report is being made to Tusla. It is good practice however to tell the family that a report is being made and the reasons for the decision.

It is not necessary to inform the family if by doing so:

- The child will be placed at further risk
- Might impair Tusla's ability to carry out a risk assessment
- You believe that you are putting yourself at risk of harm from the family

The DLP may seek advice from Tusla regarding informing the family and record all communication with the family or Tusla in the Child Protection file

**Child Protection Oversight Report (CPOR)  
(Procedures 5.5)**

The Principal (normally DLP) will make a CPOR at every Board of Management meeting. It will detail:

- Any allegations of abuse raised in relation to school staff since the last Board of Management meeting
- Other child protection concerns raised in relation to any child since the last Board of Management meeting
- Child protection concerns regarding alleged bullying behaviour since the last Board of Management meeting

**Tusla Reporting Forms**

Tusla has two Reporting Forms

- Child Protection and Welfare Report Form
- Retrospective Abuse Report Form



## Appendix 6

### 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 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 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 Board of Management meeting. The information that will be provided in this report is set out at sections 9.5 to 9.8 of these procedures.

**Sections 9.5, 9.6 and 9.7** provide that the minutes of Board of Management 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 Board of Management to ensure that arrangements are in place to ensure that the DDLP can access relevant records when required.

**Section 8.1 3.6** 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 of Education.

## Appendix 7

### Checklist for Review of the Child Safeguarding Statement Ratoath Senior National School 20200T

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools (revised 2023)'?	
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools (revised 2023)'?	
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools (revised 2023)' and the Children First Act 2015?	
12. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	
13. Since the Board's last review, was the Board informed of any child protection reports made to Túsla / An Garda Síochána by the DLP?	
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Túsla and as a result of this advice, no report to the HSE was made?	
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of the school personnel?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools (revised 2023)'?	
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools (revised 2023)' were subsequently issued by the DLP?	

23. Has the Board ensured that the Parents' Association has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school?	
27. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
28. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)?	
29. Is the Board satisfied that the Department of Education's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	
30. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?	
31. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
32. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools (revised 2023)'?	
33. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools (revised 2023)' are being fully and adequately implemented by the school?	
34. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
35. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	
36. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

Signed:

*Lorraine Butler*

Chairperson of Board of Management

Principal / Secretary to the Board of Management

Date: \_\_\_\_\_

## Appendix 8

Agency	Contact Numbers
Designated Liaison Person: Loraine Butler	(01)8254470
Deputy Designated Liaison Person: Mary Garvey	(01)8254470
Chairperson of Board of Management: Lelia Byrne	(01)8254470
Parents' Association Chairperson: David Hopkins	(01)8254847
Parish Priest: Fr Gerry Stuart	(01)8256207
Local Garda Station: Ashbourne Gardaí	(01)8010600
Community Garda: none assigned	(01)8010600
TUSLA Navan	(046)9097870
Fire Brigade: Ashbourne	(01)8352444
Ambulance: Dunshaughlin	112/999
Local GPs: Dr Ursula Keane	(01)8257901
Dr Barry Browne	(01)8257151
Hospitals: Navan	(046)9071088
Blanchardstown	(01)6465000
Temple Street	(01)8784200
NEPS Psychologist: Emma Joyce	(01)8650635
Cigire Scoile: John Fitzgerald	john_fitzgerald@education.gov.ie
Community Care Psychology Department HSE	(046)9078826
Child and Adolescent Mental Health Service (CAMHS)	(046)9420803
Employee Assistance Service	1800 411 057
Family Resource Centre	(046)9438850
Inspire Workplace Services (formerly Carecall)	1800 411 057
Other local Schools:	
Ratoath Junior National School	(01)8256639
St. Paul's National School	(01)8257246
Rathbeggan National School	(01)8259891
Ratoath College	(01)8254102
Department of Education	(01)8896400
INTO	(1850)708708

## Appendix 9

### Notification Regarding the Board of Management's Review of the Child Safeguarding Statement

To: \_\_\_\_\_

The Board of Management of Ratoath Senior National School wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board of Management meeting on October 9<sup>th</sup> 2023
- This review was conducted in accordance with the 'Checklist for Review of the Child Safeguarding Statement' published on the Department's website [www.gov.ie](http://www.gov.ie) – Department of Education

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## Appendix 10

### 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 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 (e) (as applicable) under each of the four headings set out underneath.
- Where there were no such reports/cases state this fact by inputting 'Nil'.
- The reference to procedures in this checklist is the Child Protection Procedures for Primary and Post Primary Schools (revised 2023).

**Date of Board of Management meeting: October 9<sup>th</sup> 2023**

**Date of last Board of Management meeting: May 29<sup>th</sup> 2023**

#### 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 9.5 (c) and (d) arises 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.**

**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)**

**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 under each of the following headings: -

<b>Information that shall be provided as set out in section 9.6 of the procedures</b>		<b>Number</b>
(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 has 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’ →	

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 section 9.6.2 of the procedures in respect of each such case at the board meeting.

*Note – the requirements of sections 9.6.3. to 9.6.6 must be followed where providing documents to the board under this heading.*



**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)**

**Child protection concerns arising from alleged bullying behaviour amongst pupils**

Specify the number of cases that have arisen under each of the following headings: -

<b>Information that shall be provided as set out in section 9.7 of the procedures</b>		<b>Number</b>
(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), (b) or (c) above, state this fact by recording ‘NIL’ →	

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.

*Note – the requirements of sections 9.7.3. must be followed where providing documents to the board under this heading.*

**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)**

**Summary data in respect of reporting**

Specify the number of cases that have arisen under each of the following headings: -

<b>Information that shall be provided as set out in section 9.8 of the procedures</b>		<b>Number</b>
(a)	State the total number of reports made to Tusla by the DLP.	
	State the number of these reports which were submitted as mandated reports.	
	State whether or not any of these 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 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 of those 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’ →	

**Signed:** \_\_\_\_\_

**Date:** October 9<sup>th</sup> 2023

School Principal

**Signed:** \_\_\_\_\_

**Date:** October 9<sup>th</sup> 2023

Chairperson Board of Management.

## Appendix 11

### Template for recording documents provided to the Board of Management as part of the Child Protection Oversight Report (CPOR)

Documents in respect of case: \_\_\_\_\_

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.

**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 Form A Part A below)*

**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 Form A Part B below)*

**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])*

**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]).*

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 Form B below)

6. Copies of any notification issued under section 5.6 of the procedures. You may wish to use Form D below. (see Note A below)

**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, 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).
- This template must be completed in accordance with the [Child Protection Procedures for Primary and Post Primary Schools \(revised 2023\)](#) 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 \(revised 2023\)](#).

**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 \_\_\_\_\_.

**Signed:** \_\_\_\_\_  
School Principal

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
Chairperson Board of Management

**Date:** \_\_\_\_\_

**Form A: Ratoath Senior National School**

**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 of Tusla (Sections 5.1.1 and 5.3.3)**

**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 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:	
Signed by member of school personnel (where applicable)		Date:	

**Form B: Ratoath Senior National School**

**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 (Section 5.3.8 of the Procedures)**

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:

<i>Tick appropriate box</i>	
	I have sought advice from Tusla and have been advised by Tusla that the matter does not require reporting to Tusla
<b>OR</b>	
	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	
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**I acknowledge receiving this statement from the DLP:**

Signed by member of school personnel		Date	
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**Note – A copy of this statement must be retained by the DLP on the relevant child protection file.**

**Form C: Ratoath Senior National School**

**Record of DLP informing or not informing a parent/carer that a report concerning his or her child is being made (Section 5.3.6 of the Procedures)**

**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 and 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 and 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 <b>or</b>		
	(b) I consider that the family's knowledge of the report could impair Tusla's ability to carry out a risk assessment <b>or</b>		
	(c) I am of the reasonable opinion that by doing so it may place the reporter at risk or harm from the family, <b>or</b>		
	(d) I have sought advice from Tusla as to whether the parent/carer should be informed and on foot on that advice I have decided not to inform the parent/carer.		
Signed by DLP:		Date:	



**Form D Ratoath Senior National School**

**Template 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)**

*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 Ratoath Senior National School.

Section 5.6 of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) 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 falls 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 (revised 2023) 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 (revised 2023) 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