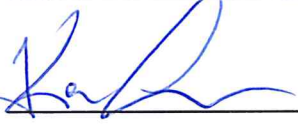



## Child Protection Procedures for Primary and Post-Primary Schools 2017

The Child Protection Oversight Report shall be presented at each Board of Management meeting as part of the Principal's report to the Board.

It shall include information under the following four headings:

- a) Allegations of abuse made against members of school personnel (see section 9.5)
- b) Other child protection concerns in respect of pupils in the school, that is, concerns that do not involve any allegation of abuse against a member of school personnel (see section 9.6)
- c) Child protection concerns arising from alleged bullying behaviour amongst pupils (see section 9.7)
- d) Summary data in respect of reporting (see section 9.8)

<b>Child Protection Oversight Report</b>	
<b>Date of Board meeting:</b> 23/5/2018	
<b>Signatures:</b>	
Principal 	Chairperson 



## **Oversight**

There is a strong culture of child protection across schools and the previous child protection procedures published in 2011 put in place certain oversight measures to help support and reinforce that culture.

In the context of the new statutory obligations that apply to all registered teachers and to all school authorities, the oversight arrangements are strengthened so that they are as comprehensive and robust as possible. This will help ensure that the sector can be satisfied and can demonstrate that schools and their staff are operating in full compliance with the Children First Act 2015, Children First National Guidance 2017 and with the Department of Education and Skills' Child Protection Procedures for Primary and Post-Primary Schools 2017 (Procedures).

### **Oversight by the Board of Management**

Under the Education Act, 1998, the Board of Management is charged with the governance of the school. Accordingly, it is the responsibility of the Board of Management to ensure that the Procedures are implemented in full and to quality assure their effectiveness on a regular basis (Chapter 9). The Procedures contain certain oversight measures aimed at ensuring that the Board of Management meets its responsibilities in this regard.

The Child Protection Oversight Report is in place to ensure that the Board of Management can satisfy itself that school management is dealing fully and properly with all child protection matters in the school. In addition to the oversight of reporting of allegations against members of school personnel, this report ensures that there is oversight in relation to the wider reporting of child protection concerns in respect of children in the school and compliance with child safeguarding requirements.

**To ensure that the Board of Management can fulfil its oversight responsibilities, the Principal, at each Board meeting, shall present a Child Protection Oversight Report which shall include information under the following four headings:**

- (1) Allegations of abuse made against members of school personnel**
- (2) Other child protection concerns in respect of pupils in the school, that is, concerns that do not involve any allegation of abuse against a member of school personnel**
- (3) Child protection concerns arising from alleged bullying behaviour amongst pupils**
- (4) Summary data in respect of reporting.**



**(1) ALLEGATIONS OF ABUSE AGAINST MEMBERS OF SCHOOL PERSONNEL**

	<b>Specify the number of cases that have arisen since the last Board meeting under each of the headings (a), (b) or (c). Where there are no such cases at (a), (b) or (c) the report shall state this fact.</b>	<b>Number of cases</b>
(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.	
(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 has advised the DLP that it should be reported.	

**Cases (a) and (b)**

In each case referred to at (a) and (b) above, the Board of management shall be provided with and shall review the following at the Board meeting:

- 1) Copies of all records and notes pertaining to how the allegation came to be known to the DLP
- 2) Copies of any records and notes pertaining to the seeking of Tusla advice in relation to the allegation and to the advice given
- 3) Copies of any report submitted to Tusla in respect of the allegation
- 4) Copies of any other records of communications with Tusla, An Garda Síochána or any other party in relation to the allegation (including any acknowledgement of receipt of the report by Tusla)
- 5) Copies of any notification issued under section 5.6 of these procedures
- 6) Copies of any statement provided to a member of school personnel under section 5.3.8 of these procedures.

**Where any of the cases referred to at (a) to (d) arise, the DLP shall immediately inform the Chief Executive of this fact.**





- It should be noted that these records must be treated in the strictest confidence by all Board of Management members and said members shall be aware that they are to be reviewed solely for the purposes of oversight of the reporting requirements set out in these procedures.
- It should be noted that the records provided to the Board of Management shall be anonymised and redacted as necessary to ensure the identities of any staff member, any children and any other parties to whom the concern or report relates, are not disclosed.
- Board members are also reminded of their duty to maintain the confidentiality of Board meetings.
- The purpose of this review is solely to review whether, based on the information available to the DLP and any Tusla advice available, the relevant reporting requirements were followed.
- The minutes shall not name the employee or any children referred to in the documentation but shall record the matter by reference to the unique code or serial number assigned to the case/parties concerned.
- When reviewing the documentation, the Board of Management shall follow the procedures in sections 9.5.3 to 9.5.5. Copies of these sections should be circulated to the Board members.

**(2) OTHER CHILD PROTECTION CONCERNS IN RESPECT OF PUPILS IN THE SCHOOL, that is, cases that do not involve any allegation of abuse against a member of school personnel**

	Specify the number of cases that have arisen since the last Board meeting under each of the headings (a), (b) or (c). Where there are no such cases at (a), (b) or (c) the report shall state this fact.	Number of cases
<b>(a)</b>	The number of cases 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.	0
<b>(b)</b>	The number of cases 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.	2
<b>(c)</b>	The number of cases 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.	0

In respect of each case arising under the above headings, the Board of Management shall also be provided with and review the documents listed below:

- 1) Copies of all records and notes pertaining to how the concern came to be known to the DLP
- 2) Copies of any records and notes pertaining to the seeking of Tusla advice in relation to the concern and to the advice given
- 3) Copies of any reports submitted to Tusla by any member of school personnel in relation to the concern
- 4) Copies of any other records of communications with Tusla, An Garda Síochána or any other party in relation to the concern (including any acknowledgement of receipt of the report by Tusla)
- 5) Copies of any statement provided to a member of school personnel under section 5.3.8 of the Child Protection Procedures.





- It should be noted that the records provided to the Board of Management shall be anonymised and redacted as necessary to ensure the identities of any children and any other parties to whom the concern or report relates are not disclosed.
- Board members are also reminded of their duty to maintain the confidentiality of Board meetings.
- The purpose of this review 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 reviewing the documentation, the Board of Management shall follow the procedures in sections 9.6.3 to 9.6.5. Copies of these sections should be circulated to the Board members.
- It should also be noted that failure by any member of school personnel to report a matter to Tusla where advised by Tusla to do so or to otherwise fail to comply with these procedures, is a disciplinary matter to be reported to and dealt with separately by the employer in accordance with the relevant disciplinary procedures. (9.6.6)

### **(3) CHILD PROTECTION CONCERNS ARISING FROM ALLEGED BULLYING BEHAVIOUR AMONGST PUPILS**

	Specify the number of cases, since the last Board of Management meeting. Where there were no such cases at (a) or (b), the report shall state this fact.	Number of cases
<b>(a)</b>	The number of cases where the DLP has reported a concern to Tusla arising from alleged bullying behaviour amongst pupils.	0
<b>(b)</b>	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.	0

In respect of any case referred to at (a) or (b) above the Board shall also be provided with and review the documents listed below:

- 1) Copies of all records and notes pertaining to how the concern came to be known to the DLP
  - 2) Copies of any records and notes pertaining to the seeking of Tusla advice in relation to the concern and to the advice given
  - 3) Copies of any reports submitted to Tusla by any member of school personnel in relation to the concern
  - 4) Copies of any other records of communications with Tusla, An Garda Síochána or any other party in relation to the concern (including any acknowledgement of receipt of the report by Tusla)
  - 5) Copies of any statement provided to a member of school personnel under section 5.3.8 of these procedures.
- It is important to note that sections 9.6.3 to 9.6.5 inclusive shall also apply to the records provided to the Board of Management. Copies of these sections should be circulated to the Board members.
  - Board members are also reminded of their duty to maintain the confidentiality of Board meetings.



- It should be noted that the records provided to the Board of Management shall be anonymised and redacted as necessary to ensure the identities of any children and any other parties to whom the concern or report relates are not disclosed.
- It should also be noted that any discussion or decisions in respect of any further actions to be taken in respect of the alleged bullying behaviour shall be undertaken separately in accordance with the school's Anti-Bullying Policy and the relevant procedures set out in the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

#### (4) SUMMARY DATA IN RESPECT OF REPORTING

As part of the Principal's report to the Board of Management, the Child Protection Oversight Report shall also:

1. *State the total number of reports made to Tusla by the DLP since the last Board of Management meeting and state the number of those reports which were submitted as mandated reports and whether or not any of those reports (mandated or otherwise) concerned a member of school personnel.*

Total number of reports	Number of mandated reports	Number of reports concerning a member of school personnel
5	1	0

2. *State the total number of cases, since the last Board meeting, where the DLP sought advice from Tusla and as a result of this advice no report was made by the DLP, and state whether or not any of those cases concerned a member of school personnel.*

Number of cases where Tusla advice was sought	Number of cases where no report was made	The number of these cases that concerned a member of school personnel
0	0	0

3. *State the total number of cases since the last Board meeting 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 and state whether or not any such cases concerned a member of school personnel.*

Number of reports received from a member of school personnel	How many of these reports concerned a member of school personnel?
0	0

**NOTE: WHERE THERE WERE NO SUCH CASES AT (1), (2) OR (3) ABOVE, STATE THIS FACT.**

