



**Deele College**

**Raphoe**

## **Child Protection Procedures and Safeguarding Statement**

*Updated 9<sup>th</sup> February 2022*

<i>This Policy has been reviewed and approved by the Board of Management of Deele College at their meeting on Wednesday 9<sup>th</sup> February 2022.</i>	
<b>Proposer:</b>	<i>Ms Bernie Mulhern</i>
<b>Seconder:</b>	<i>Mr Barry Molloy</i>
<b>Chairperson of the Board of Management:</b>	<i>Ms Patrice Gallagher</i>
<b>Principal:</b>	<i>Mr Joe Boyle</i>
<b>Date of Approval:</b>	<i>Wednesday 9<sup>th</sup> February 2022</i>
<b>Review Date</b>	<i>Wednesday 9<sup>th</sup> February 2023</i>



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## 1. Scope of the Child Protection Procedures and Safeguarding Statement

This Child Protection Procedures and Safeguarding Statement has been drawn up in consultation with the Board of Management, staff, parents and students of Deele College and has been approved and ratified by the Board of Management on **Wednesday 9<sup>th</sup> February 2022**. The statement applies to all Deele College staff members, pupils and their parents/guardians who are enrolled in Deele College as a student:

1. in Junior Cycle.
2. in Transition Year (TY).
3. in Senior Cycle – Leaving Certificate, Leaving Certificate Vocational Programme (LCVP) or Leaving Certificate Applied Programme (LCA).

This policy statement should be read in conjunction with all other Deele College policies, which are available on request from the school principal or administration office.

In devising this policy statement, Deele College aspires to establish and promote a positive teaching and learning environment within all our curricular and extra-curricular activities.

## 2. Mission Statement and Peace Pledge

Deele College aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. Our Mission Statement affirms that we are:

***“A Caring Learning Community, we promote mutual respect in a safe and happy school, where the fulfilment of each individual’s potential is our goal”.***

Our Peace Pledge inspires that:

***“Together we are rooted in peace which nurtures others and respects differences. In a spirit of true peace, we pledge to fulfil the happiness of others and build unending harmony.”***

The Board of Management, through the Principal, Mr. Joe Boyle, has drawn up the Child Protection Procedures and Safeguarding Statement as one element of the school’s policies and plans.

## 3. Operating Context

### 3.1 Relevant Legislation

The Board of Management of Deele College has adopted unamended the Child Protection Procedures for Primary and Post-Primary Schools 2017. These procedures have been developed by the Department of Education in accordance with the Children First Act 2015 and the National Guidance for the Protection and Welfare of Children 2017.

In accordance with the requirements of the [Children First Act 2015](#), [Children First: National Guidance for the Protection and Welfare of Children 2017](#), [the Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Deele College has agreed the Child Safeguarding Statement set out in this document.

- 3.1.1 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 2017 as part of this overall Child Safeguarding Statement.
- 3.1.2 The Designated Liaison Person (DLP) is Mr Joe Boyle.
- 3.1.3 The Deputy Designated Liaison Person (Deputy DLP) are Ms Carmel Mulligan, Ms Gearóidín Brady and Mr Shane Mc Art.



3.1.4 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. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- 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;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

#### **4. School Details**

##### **4.1 Type of School**

- Multi-Denominational, Co-educational school.
- Under the trusteeship of Donegal ETB.
- Grant aided and publicly funded.

##### **4.2 Management Structures**

- Under Donegal ETB, as patron of the school.
- The Deele College Board of Management.

##### **4.3 Members of Board of Management**

1. Ms Bernie Mulhern - Donegal ETB Nominee
2. Ms Anne-Marie Meehan - Donegal ETB Nominee
3. Mr Barry Molloy - Donegal ETB Nominee
4. Councillor Gary Doherty - Donegal ETB Nominee
5. Ms Donna Cannon – Parent Nominee
6. Mr Michael Lynch – Parent Nominee
7. Ms Patrice Gallagher – Teacher Nominee
8. Mr Andrew Mc Fadden - Teacher Nominee
9. Mr Joe Boyle – Secretary to the Board / Principal



## 5. Child Safeguarding Statement

### 5.1 The following procedures/measures are in place:

- 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 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.
- 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 Department of Education and available on the DE website.
- 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:
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management maintains records of all staff and Board member training
- 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 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the above named DLP (Mr Joe Boyle) 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.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), 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 included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.



5.2 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) 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 if requested.

5.3 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.

5.4 This Child Safeguarding Statement was adopted by the Deele College Board of Management on Wednesday 9<sup>th</sup> February, 2022.

5.5 This Child Safeguarding Statement was reviewed by the Deele College Board of Management on Wednesday 9<sup>th</sup> February, 2022.

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

Chairperson of Board of Management

Date: 9<sup>th</sup> February, 2022.

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

Principal/Secretary to the Board of Management

Date: 9<sup>th</sup> February, 2022.



## 6. Child Safeguarding Risk Assessment

### 6.1 Written Assessment of Risk of Deele College

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Deele College.

### 6.2 List of Deele College School Activities.

List of Deele College's School Activities.
1. Daily arrival and dismissal of pupils.
2. Recreation breaks for pupils.
3. Classroom teaching.
4. One-to-one teaching.
5. One-to-one learning support.
6. One-to-one counselling.
7. Outdoor teaching activities.
8. Online teaching and learning remotely.
9. Sporting Activities.
10. School outings.
11. School trips involving overnight stay.
12. School trips involving foreign travel.
13. Use of toilet/changing/shower areas in schools.
14. Provision of residential facilities for boarders.
15. Annual Sports Day.
16. Fundraising events involving pupils.
17. Use of off-site facilities for school activities.
18. School transport arrangements including use of bus escorts.
19. Care of children with special educational needs, including intimate care where needed.
20. Care of any vulnerable adult students, including intimate care where needed.
21. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required.
22. Management of provision of food and drink.
23. Administration of Medicine.
24. Administration of First Aid.
25. Curricular provision in respect of SPHE, RSE, Stay Safe.
26. Prevention and dealing with bullying amongst pupils.
27. Training of school personnel in child protection matters.
28. Use of external personnel to supplement curriculum.
29. Use of external personnel to support sports and other extra-curricular activities.
30. 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></ul>



<ul style="list-style-type: none"> <li>• Pupils perceived to be LGBT.</li> <li>• Pupils of minority religious faiths.</li> <li>• Children in care.</li> <li>• Children on CPNS.</li> <li>• Children with medical needs.</li> </ul>
<p>31. Recruitment of school personnel including:</p> <ul style="list-style-type: none"> <li>• Teachers/SNA's.</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>
32. Participation by pupils in religious ceremonies/religious instruction external to the school.
33. Use of Information and Communication Technology by pupils in school, including social media.
34. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
35. Students participating in work experience in the school.
36. Students from the school participating in work experience elsewhere.
37. Student teachers undertaking training placement in school.
38. Use of video/photography/other media to record school events.
39. After school use of school premises by other organisations.
40. Use of school premises by other organisation during school day.
41. Breakfast club.
42. Homework club/evening study.

### 6.3 The school has identified the following risk of harm in respect of its activities.

<b>Deele College has identified the following risk of harm in respect of its activities.</b>
1. Risk of harm not being recognised by school personnel.
2. Risk of harm not being reported properly and promptly by school personnel.
3. Risk of child being harmed in the school by a member of school personnel.
4. Risk of child being harmed in the school by another child.
5. Risk of child being harmed in the school by volunteer or visitor to the school.
6. Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons.
7. Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms.
8. Risk of harm due to bullying of child.
9. Risk of harm due to racism.
10. Risk of harm due to inadequate supervision of children in school.
11. Risk of harm due to inadequate supervision of children while attending out of school activities.
12. Risk of harm due to inappropriate relationship/communications between child and another child or adult.
13. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.



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| 14. Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities.   |
| 15. Risk of harm to child while a child is receiving intimate care.   |
| 16. Risk of harm due to inadequate code of behaviour.   |
| 17. Risk of harm in one-to-one teaching, counselling, coaching situation.   |
| 18. Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner. |
| 19. Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner.         |
| 20. Risk of harm due to gender identity or sexual orientation.  |

**6.4 The school has the following procedures in place to address the risks of harm identified in this assessment**

<b>Deele College has the following procedures in place to address the risks of harm identified in this assessment.</b>
1. All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> .
2. The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel.
3. School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i> and its Addendum (2019).
4. The school implements in full the SPHE curriculum.
5. The school implements in full the Wellbeing Programme at Junior Cycle.
6. The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> .
7. The school undertakes anti-racism awareness initiatives.
8. The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
9. The school has in place a policy and clear procedures in respect of school outings.
10. The school has a Health and safety policy.
11. The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting.
12. The school has a codes of conduct for school personnel (teaching and non-teaching staff).
13. The school complies with the agreed disciplinary procedures for teaching staff.
14. The school has a Special Educational Needs policy.
15. The school has an intimate care policy/plan in respect of students who require such care.
16. The school has in place a policy and procedures for the administration of medication to pupils.
18. The school: <ul style="list-style-type: none"> <li>• Has provided each member of school staff with a copy of the school's <i>Child Safeguarding Statement</i>.</li> <li>• Ensures all new staff are provided with a copy of the school's <i>Child Safeguarding Statement</i>.</li> <li>• Encourages staff to avail of relevant training.</li> <li>• Encourages board of management members to avail of relevant training.</li> <li>• Maintains records of all staff and board member training.</li> </ul>
19. The school has in place a policy and procedures for the administration of First Aid.
20. The school has in place a code of behaviour for pupils.



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| 21. The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents. |
| 22. The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018.                         |
| 23. The school has in place a Critical Incident Management Plan.   |
| 24. The school has in place a Home School Liaison policy and related procedures.   |
| 25. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum.                                      |
| 26. The school has in place a policy and procedures for the use of external sports coaches.  |
| 27. The school has in place a policy and clear procedures for one-to-one teaching activities.  |
| 28. The school has in place a policy and procedures for one-to-one counselling.  |
| 29. The school has in place a policy and procedures in respect of student teacher placements.  |
| 30. The school has in place a policy and procedures in respect of students undertaking work experience in the school.  |
| 31. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations.                      |

**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 2017*.

*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.*



## 7.0 Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools 2017](#) require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the [Children First Act 2015](#), to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the [Children First Act 2015](#), the [Addendum to Children First \(2019\)](#) and the [Child Protection Procedures for Primary and Post-Primary Schools 2017](#).

### 7.1 Checklist for Review of the Child Safeguarding Statement

Checklist for Review of the Child Safeguarding Statement		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 2017'?	√
2.	Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	√
3.	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 2017'?	√
4.	Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	√
5.	Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	√
6.	Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	√
7.	Has the DLP attended available child protection training?	√
8.	Has the Deputy DLP attended available child protection training?	√
9.	Have any members of the Board attended child protection training?	√
10.	Are there both a DLP and a Deputy DLP currently appointed?	√
11.	Are the relevant contact details (Tusla and An Garda Síochána) to hand?	√
12.	Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	√
13.	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 2017' and the Children First Act 2015?	√
14.	Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	√
15.	Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	√
16.	Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	√
17.	Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	√
18.	Have the minutes of each Board meeting appropriately recorded the CPOR report?	√



19. 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?	√
20. 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?*	√
21. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	√
22. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	√
23. 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 2017'?	√
24. 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 2017' were subsequently issued by the DLP?	√
25. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	√
26. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	√
27. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	√
28. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	√
29. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	√
30. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	√
31. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	√
32. Is the Board satisfied that the Department'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?*	√
33. 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)?*	√
34. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	√
35. 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 2017'?	√
36. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	√
37. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	√
38. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	√
39. 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?	√
40. 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?	√

\*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed: \_\_\_\_\_  
 Chairperson of Board of Management  
 Date: 9<sup>th</sup> February, 2022.

Signed: \_\_\_\_\_  
 Principal/Secretary to the Board of Management  
 Date: 9<sup>th</sup> February, 2022.

**Note:** Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.



**8. Notification regarding the Board of Management's review of the Child Safeguarding Statement.**



## Deele College

Meetinghouse Street, Raphoe, Co. Donegal. F93D237

Telephone: 074-9145493

Email: [deelecollege@donegaletb.ie](mailto:deelecollege@donegaletb.ie)

### Notification regarding the Board of Management's review of the Child Safeguarding Statement.

To: Ms Anne Mc Hugh, Donegal ETB CE,

The Board of Management of Deele College wishes to inform you that:

The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of Wednesday 9<sup>th</sup> February, 2022.

This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website [www.education.ie](http://www.education.ie)

**Signed:** \_\_\_\_\_ **Date:** 09-02-2022

Chairperson, Board of Management

**Signed:** \_\_\_\_\_ **Date:** 09-02-2022

Principal/Secretary to the Board of Management

This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website [www.education.ie](http://www.education.ie)



## Appendix 1

### Optional Template A:

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:	
<i>DLP's record of how the concern came to be known to the DLP:</i>			
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Signed by DLP:		Date:	



**Appendix 1A**

**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):			
	•		
	•		
	•		
	•		
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	•		
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:	



## Appendix 2

### Optional Template B

**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:

<b>Tick appropriate box</b>	
<input type="checkbox"/>	I have sought advice from TUSLA and have been advised by TUSLA that the matter does not require reporting to TUSLA
<b>OR</b>	
<input type="checkbox"/>	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	
---------------	--	------	--

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.*



## Appendix 3

### Optional Template C

#### 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.)			
<ul style="list-style-type: none"> <li>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: <b>1.</b></li> </ul>			
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:			
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):			
Please tick relevant box(es)			
	(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:	



## Appendix 4

### Optional Template D

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 Deele College.

Section 5.6 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 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 2017 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 2017 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,

*Mr. Joe Boyle*

Designated Liaison Person (DLP) at Deele College



## Appendix 5

### Optional Template E

#### 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

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 FAQ document to accompany the template checklist as an aid to principals in preparing a CPOR available at <https://www.gov.ie/en/organisation/department-of-education/?referrer=http://www.education.ie/en/Schools-Colleges/Information/Child-Protection/faqs-principals-cpor.pdf>

This template checklist and the associated FAQ document must be read in conjunction with the Child Protection Procedures for Primary and Post Primary Schools 2017 and in particular sections 9.4 to 9.8 inclusive of chapter 9 of the procedures.

- This template CPOR check list 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 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 2017.

Date of Board of Management meeting: dd/mm/yyyy.

Date of last Board of Management meeting: dd/mm/yyyy.

#### Principal's Child Protection Oversight Report to Board of Management from 25-05-2021 to the Board of Management Meeting on 29-09-2021.

Allegations of abuse made against members of school personnel.		
Information that shall be provided as set out in section 9.5 of the procedures.		
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.	0
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.	0
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	0
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	0
E	Where there were no such cases at (a), (b), (c), or (d) above, state this fact by recording "NIL" →	0
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 9.5.6 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

**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 since the last board meeting under each of the following headings

Information that shall be provided as set out in section 9.6 of the procedures		No.
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	0
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	0
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 advised that the matter should be reported but the DLP has not reported the matter in question.	0
D	Where there were no such cases at (a), (b), or (c) above, state this fact by recording “NIL” →	0

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 sections 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.

**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		No.
A	State the number of cases where the DLP has reported a concern about a child arising from alleged bullying behaviour amongst pupils.	0
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.	0
C	Where there were no such cases at (a) or (b) above, state this fact by recording “NIL” →	0

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.

**Summary data in respect of reporting.**

Specify the number of cases that have arisen since the last board meeting under each of the following headings:



A	State the total number of reports made to Tusla by the DLP.	0
	State the number of those reports which were submitted as mandated reports.	0
	State whether or not any of those reports (mandated or otherwise) concerned a member of school personnel.	0
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.	0
	State whether or not any of those cases at (b) concerned a member of school personnel.	0
C	State the total 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.	0
	State whether or not any such cases at (c) concerned a member of school personnel.	0
D	Where there were no such cases at (a) (b) or (c) above state this fact by recording "NIL" →	0
<b>Important Note regarding above summary data:</b> It should be noted that the summary data under this heading relates to the overall number of cases/reports arising since the last board meeting and is therefore not a summary of the number of cases/reports recorded under the first 3 headings in the Principal's Child Protection Oversight Report (CPOR).		

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

Date: 09-02-2022

Principal / Secretary to the Board of Management



## Appendix 6

### Optional Template F Recording documents provided to the Board of Management as part of the Child Protection Oversight Report (CPOR)

Optional Template F Recording documents provided to the Board of Management as part of the Child Protection Oversight Report (CPOR)	
<i>Documents in respect of case (Unique Identifier Case Number)</i>	
<i>Date of Board of Management meeting:</i>	
<i>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.</i>	
<b>1.</b>	<b>Copies of records and notes pertaining to how the allegation and/or concern came to be known to the DLP.</b> (You may wish to use <a href="#">Optional Template A</a> – Part A) •
<b>2.</b>	<b>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.</b> (You may wish to use <a href="#">Optional Template A</a> – Part B) •
<b>3.</b>	<b>Copies of any reports submitted to Tusla (by the DLP or any member of school personnel).</b> (Example: Copy of the Tusla Report Form submitted to Tusla on [dd/mm/year] by [name of person]) •
<b>4.</b>	<b>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).</b> (Example: Copy of the acknowledgement of receipt of a report by Tusla dated [dd/mm/year]). •
<b>5.</b>	<b>Copies of any statement provided to a member of school personnel under section 5.3.8 of the procedures.</b> (You may wish to use <a href="#">Optional Template B</a> ) •
<b>6.</b>	<b>Copies of any notification issued under section 5.6 of the procedures.</b> You may wish to use <a href="#">Optional Template D</a> . (see Note A overleaf) •

**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 (Optional Template F), 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).
- The Department has also published an [FAQ](#) document as an aid to principals in preparing a CPOR available [here](#).
- This template must be completed in accordance with the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) 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 2017](#).

**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 (dd/mm/year).

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

**Date:** 09-02-2022

Principal/Secretary to the Board of Management

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

**Date:** 09-02-2022

Chairperson, Board of Management