

Guidance Note 2: Child Protection Case File Checklist

- A paper file containing original papers/records must be maintained by the DLP for all child protection concerns. In general, there are 2 categories of files as outlined below at Part A and Part B.
- All original papers/records must be retained in full and unaltered on the relevant paper file which must be stored in a secure location by the DLP.
- It should be noted that redacting/anonymising applies (in the specific circumstances set out in sections 9.5, 9.6 and 9.7 of the procedures) when copies (not originals) of specified records are made and those copies are redacted/anonymised when they are being provided to the Board for oversight purposes in the Principal's Child Protection Oversight Report.
- The procedures require that all 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 (including the child) whose identity, if disclosed, might lead to the identification of a child or a person against whom an allegation has been made. A [guidance note 3 on the use of unique codes or serial numbers](#) is available as a separate note.

Part A – Files relating to concerns that were reported to Tusla should contain:

- A written record by the DLP of the child protection concern being brought to his or her attention (See [Optional Template A – Part A](#)).
- Where applicable, a record of the DLP's phone call with Tusla and the advice given. (See [Optional Template A – Part B](#)).
- A hardcopy of the report (Tusla's Child Protection and Welfare Report Form) submitted to Tusla (*This can be printed from the Tusla reporting Web Portal*).
- A copy of the acknowledgement of receipt from Tusla.
- All records of any further actions taken by the DLP and of any further communications with Tusla, An Garda Síochána or other parties in relation to the reported concern.
- A written record -
 - confirming that the DLP informed the parent/carer of the child that a report concerning his/her child was being made to Tusla and the reasons for the decision to report (See [Optional Template C – Part A](#)) **OR**
 - of the decision made by the DLP not to inform the parent/carer that a report concerning his/her child was being made to Tusla and the reasons for not doing so (See [Optional Template C – Part B](#)).
- In any case where a parent of a pupil in the school made an allegation of abuse against a member of school personnel, a copy of the written notification issued to that parent under Section 5.6 of the procedures where the matter was reported to Tusla (See [Optional Template D](#)).
- Where appropriate, a copy of the written statement provided by the DLP to the staff member where that staff member reported a concern to Tusla in circumstances where the DLP decided it should not be reported to Tusla. This statement to include the reasons why the concern was not being reported by the DLP (See [Optional Template B](#)).

Part B – Files relating to concerns that were not reported to Tusla should contain:

- A written record by the DLP of the child protection concern being brought to his or her attention (See [Optional Template A](#) – Part A).
- Where appropriate, a record of the DLP’s phone call with Tusla and the advice given. (See [Optional Template A](#) – Part B).
- A copy of the written statement provided by the DLP to the staff member who brought the concern to the DLP as to the reasons why the concern was not being reported and a record advising the staff member that he or she may still consult with and/or report that concern to Tusla. This is applicable where the staff member choose not to report the concern to Tusla after receiving the written statement from the DLP. (See [Optional Template B](#)).
- All records of any further actions taken by the DLP and of any further communications with Tusla, An Garda Síochana or other parties in relation to the concern.
- In any case where a parent of a pupil in the school made an allegation of abuse against a member of school personnel, a copy of the written notification issued to that parent under Section 5.6 of the procedures where the matter was not reported to Tusla (See [Optional Template D](#)).