

#### **Guidance Note 4: Recording the Board's oversight of child protection cases in its minutes.**

This note is intended to provide guidance to principals, DLPs and Boards of Management in relation to recording the Board's oversight of child protection cases in its minutes.

This guidance note should be read in conjunction with the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) (hereinafter referred to as "the procedures")

#### **Key principles**

- The relevant sections of the procedures are sections 9.4, 9.5, 9.6, 9.7 and 9.8.
- All child protection records provided to the board for oversight purposes, including those that relate to school personnel, should be anonymised and redacted to ensure the identities of any children and any other parties are not disclosed.
- It is a matter for the school to decide how many copies of documents should be provided to the Board
- The minutes should specify the documents provided at the board meeting. This information can be specified on optional template F, which is available [here](#) and can be attached to the minutes.
- At the end of the meeting all documents provided to board members should be collected from the members and retained in the child protection file.

**The following is a sample extract from board of management minutes that exercised oversight of a child protection concern that the DLP did not report to Tusla and that did not involve a member of school personnel.**

*15/10/2020*

*The principal presented the attached CPOR to the board. In respect of Case 0012/2020, the Board reviewed the redacted documents that were provided for oversight purposes. These documents are recorded in template F attached. All documents were redacted and a copy of each one was made for every board member. All redacted copies were subsequently retained in file 0012/2020.*

*The Board was satisfied that the relevant reporting procedures were followed.*

**The following is a sample extract from Board of Management minutes that exercised oversight of a child protection concern that the DLP reported to Tusla and that involved a member of school personnel.**

*20 October 2020 (School Personnel)*

*The principal presented the attached CPOR to the board. In respect of Case 0014/2020 the Board reviewed the redacted documents that were provided for oversight purposes. One copy of the redacted file documents was provided for the board meeting. This redacted copy was subsequently retained in file 0014/2020. These documents are recorded in template F attached. The Board was satisfied that the relevant reporting procedures were followed.*