**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 the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert school name).*

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of DLP