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| **Optional Template F for recording documents provided to the Board of Management as part of the Child Protection Oversight Report (CPOR)****Documents in respect of case: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [insert unique identifier for case here]****Date of board of management meeting**:\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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.

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| 1. **Copies of records and notes pertaining to how the allegation and/or concern came to be known to the DLP**. (*You may wish to use* [*Optional Template A*](https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/optional-template-a.docx) *– Part A])*
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| 1. **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.** (*You may wish to use* [*Optional Template A*](https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/optional-template-a.docx) *– Part B)*
 |
| 3.**Copies of any reports submitted to Tusla (by the DLP or any member of school personnel).** (*Example: Copy of the Tusla Report Form submitted to Tusla on [dd/mm/year] by [name of person])*  |
| **4.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). (***Example: Copy of the acknowledgement of receipt of a report by Tusla dated [dd/mm/year]).* |
| **5.Copies of any statement provided to a member of school personnel under section 5.3.8 of the procedures. (***You may wish to use* [*Optional Template B*](https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/optional-template-b.docx)*)* |
| **6.Copies of any notification issued under section 5.6 of the procedures.** *You may wish to use* [*Optional Template D*](https://www.education.ie/%21M7RUB6)*. (****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.

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| * 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](https://www.education.ie/%21ZTIY78) document as an aid to principals in preparing a CPOR available [here](https://www.education.ie/%21ZTIY78).
* This template must be completed in accordance with the [Child Protection Procedures for Primary and Post Primary Schools 2017](https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/child_protection_guidelines.pdf) 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](https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/child_protection_guidelines.pdf).
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**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](https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/guidance-note-on-the-use-of-unique-codes-or-serial-numbers.pdf)’ 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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Principal

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

Chairperson Board of Management