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](https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/faqs-principals-cpor.pdf) document to accompany the template checklist as an aid to principals in preparing a CPOR available [here.](https://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](https://www.education.ie/en/Schools-Colleges/Information/Child-Protection/child_protection_guidelines.pdf) [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 9.4 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: Date of last board of management meeting: \_**

# Allegations of abuse against members of school personnel

|  |  |  |
| --- | --- | --- |
| **Information that shall be provided as set out in section 9.5 of the procedures** | | **Number** |
| (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. |  |
| (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. |  |
| (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 |  |
| (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  . |  |
| (e) | Where there were no such cases at (a), (b), (c), or (d) above, state this fact by recording “NIL” → |  |
| Where the answer is 1 or more in sections (a) to (d) above the board of management must be provided with **al**l 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** | | **Number** |
| (a) | Any case where a member of school personnel has submitted a report to Tulsa in respect of a child in the school in circumstances where the DLP has decided that the matter did not warrant reporting |  |
| (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 |  |
| (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. |  |
| (d) | Where there were no such cases at (a), (b), or (c) above, state this fact by recording “NIL” → |  |
| 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** | | **Number** |
| (a) | State the number of cases where the DLP has reported a concern about a child arising from alleged bullying behaviour amongst pupils |  |
| (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 |  |
| (c) | Where there were no such cases at (a) or (b) above, state this fact by recording “NIL”  → |  |
| 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-

|  |  |  |
| --- | --- | --- |
| **Information that shall be provided as set out in section 9.8 of the procedures** | | **Number** |
| (a) | State the total number of reports made to Tusla by the DLP |  |
|  | State the number of those reports which were submitted as mandated reports |  |
|  | State whether or not any of those reports (mandated or otherwise) concerned a member of school personnel |  |
| (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 |  |
|  | State whether or not any of those cases at (b) concerned a member of school personnel |  |
| (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 |  |
|  | State whether or not any such cases at (c ) concerned a member of school personnel |  |
| (d) | Where there were no such cases at (a) (b) or (c ) above state this fact by recording “NIL” → |  |

**Important Note regarding above summary data:** 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:**

**School Principal**