



An Roinn Oideachais  
agus Óige  
Department of Education  
and Youth

# Child Protection Oversight Booklet





The board of management should refer to the *Child Protection Procedures for Schools 2025* when conducting its oversight of child protection matters as part of the CPOR process. The board should use Chapter 12, Oversight, which addresses the CPOR and the board's review, and Chapter 8, Record Keeping, along with other relevant sections of the procedures.

The templates in this booklet are provided to support schools in keeping children safe by ensuring that required steps are taken and essential information is recorded.

At each board of management meeting, as a standalone item, the principal shall provide a Child Protection Oversight Report (CPOR). These templates are provided to support the principal in preparing for this report and assist the board of management in carrying out its oversight role in relation to child protection. The templates can be used and edited to suit the school context. Presentation of the CPOR in another form or format is acceptable, however, the Department recommends the use of the templates provided.

## Templates

CPOR 1	Child Protection Oversight Report
CPOR 2	Record of documents provided to the board as part of the Child Protection Oversight Report (CPOR)

# Checklist to Support the Board of Management and Principal

The board of management and the principal may use these checklists as support to ensure that all necessary steps have been taken at each ordinary meeting of the board in the presentation of the CPOR and oversight of child protection case files. Full details of requirements for the CPOR are set out in Chapter 12 of the *Child Protection Procedures for Schools 2025* and should be consulted if further information is required.

## Preparation of the CPOR

- ☐ Has the principal provided a Child Protection Oversight Report (CPOR) as a standalone item?
- ☐ Has the CPOR been fully completed?
- ☐ Were there any cases to report under the categories requiring oversight (allegations against staff, non-reported concerns, or child protection cases arising from alleged bullying behaviour between pupils)?
- ☐ Has an in-person board meeting been convened?
- ☐ If there are no cases to report under each of the headings 12.3.4, 12.3.5, 12.3.6 and 12.3.8 (a NIL CPOR), has this been recorded in the minutes of the meeting?
- ☐ Where there are cases which are reported to Tusla by the DLP in respect of pupils in the school that **do not** involve any allegation of abuse against a member of staff or alleged bullying between pupils, has the CPOR recorded this in the summary data in respect of reporting? To note: these case files are **not** presented to the board for oversight.

## Oversight of Case Files

- ☐ For child protection concerns in the three categories below, copies of the following specified relevant documents from the case file are presented for oversight in redacted and anonymised form:
  1. Concerns about members of school personnel (current or former).<sup>1</sup>
  2. Concerns about students which were **not reported** to Tusla by the DLP.
  3. Concerns arising from alleged bullying behaviour amongst pupils that give rise to child protection concerns.
- ☐ Have all relevant parties been assigned a unique code or serial number?
- ☐ Have the specified relevant documents been provided to board members at the board meeting? Documents shall not be separately circulated or retained by any board member.
- ☐ Has the DLP recovered all documents provided to the board and ensured that they are all accounted for?
- ☐ Has a signed note been placed on the case file indicating the number of redacted copies of documents provided to the board for oversight, the number recovered, the number shredded, and that one redacted copy was retained in the appropriate case file?
- ☐ Do the minutes of the board meeting specify the documents provided to the board?
- ☐ Do the minutes record the matter by reference only to the unique code or serial number assigned to the case/parties? Minutes shall not name any children or other parties.
- ☐ Do the minutes record the decision of the board in each case?

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<sup>1</sup> Members of school personnel" refers to those who are or were involved in the operation of the school, including employees and volunteers, board of management members, student teachers and those on work experience.

# CPOR 1

## Child Protection Oversight Report (CPOR)

This report relates to the period:

**From:** \_\_\_\_\_ (date of last ordinary board meeting)

**To:** \_\_\_\_\_ (date of current board meeting)

Specify the number of cases that have arisen since the last ordinary board meeting under each of the following headings:

Summary of Cases	Number of Cases	Unique Case File Numbers
Allegations of abuse against members of school personnel		
Other child protection concerns in respect of pupils in the school (that do not involve allegations against members of school personnel)		
Child protection concerns arising from alleged bullying behaviour amongst pupils		

**Signed:\***

School Principal

**Print Name:\***

**Signed:\***

Chairperson Board of Management

**Print Name:\***

\* Document to be printed and signed with original signatures

## 1. Allegations of Abuse Against Members of School Personnel

Information shall be provided as set out in section 12.3.4 of the *Child Protection Procedures for Schools 2025*.

	Allegations of Abuse Against Members of School Personnel	Number
a)	State the number of reports made to Tusla since the last board meeting in respect of an allegation of abuse against a <b>current</b> member of school personnel.	
b)	State the number of cases in (a) that are allegations of abuse that an adult experienced in their childhood (retrospective abuse).	
c)	State the number of reports made to Tusla since the last board meeting in respect of an allegation of abuse against a <b>former</b> member of school personnel.	
d)	State the number of cases, in (c) that are allegations of abuse that an adult experienced in their childhood (retrospective abuse).	
e)	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 current or former member of school personnel and the matter was not reported by the DLP based on the advice of Tusla.	
f)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a current or former 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.	
g)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a current or former member of school personnel and the DLP did not report the matter to Tusla in circumstances where Tusla has advised the DLP that it should be reported.	
h)	Where there were no cases at (a) to (g) above, state this fact by recording "NIL". Where there are cases at (a) to (g) above, state the total number.	

## 2. Other Child Protection Concerns in Respect of Pupils in the School - Concerns That Do Not Involve Allegations of Abuse Against Members of School Personnel

Information shall be provided as set out in section 12.3.5 of the *Child Protection Procedures for Schools 2025*.

	Other Child Protection Concerns in Respect of Pupils in the School - Concerns That Do Not Involve Allegations of Abuse Against Members of School Personnel	Number
a)	State the number of cases where a member of school personnel has submitted a report to Tusla in respect of a child in the school in circumstances where the DLP has decided that the matter did not warrant reporting.	
b)	State the number of cases 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)	State the number of cases 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 be reported but the DLP has not reported the matter in question.	
d)	State the number of cases where the DLP has not sought any advice from Tusla in respect of a concern about a child in the school and has not reported the matter to Tusla.	
e)	Where there were no cases at (a), (b), (c) and (d) above, state this fact by recording "NIL". Where there are cases at (a) to (d) above, state the total number.	

(a), (b), (c), and (d) specifically relate to cases where there was no report made to Tusla by the DLP.

Where the DLP **has** submitted a report to Tusla under this category (that is, a child protection concern in respect of pupils in the school that do not involve any allegation of abuse against a member of staff) these are included in the summary data presented under heading 4 of the CPOR. In such circumstances case files are not presented to the board of management for oversight.



### 3. Child Protection Concerns Arising from Alleged Bullying Behaviour Amongst Pupils

Information shall be provided as set out in section 12.3.6 of the *Child Protection Procedures for Schools 2025*.

	Child Protection Concerns Arising from Alleged Bullying Behaviour Amongst Pupils	Number
a)	State the number of cases where the DLP has reported a child protection 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 child protection concern about a child arising from alleged bullying behaviour amongst pupils.	
c)	State the number of cases where the DLP has not sought any advice from Tusla in respect of a child protection concern about a child arising from alleged bullying behaviour amongst pupils and has not reported the matter to Tusla.	
d)	Where there were no cases at (a), (b) or (c) above, state this fact by recording "NIL". Where there are cases at (a), (b) or (c) above, state the total number.	

### 4. Summary data in respect of reporting

Information shall be provided as set out in section 12.3.8 of the procedures.

	Summary Reporting Data	Cases
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 current or former 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 concerned a current or former 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 above concerned a current or former member of school personnel (insert number of cases).	
d)	Where there were no such cases at (a), (b), or (c) above, state this fact by recording "Nil".	

## CPOR 2

# Record of Documents Provided to the Board of Management as Part of the Child Protection Oversight Report (CPOR)

Unique Case File Number: \_\_\_\_\_

Date of Board of Management meeting: \_\_\_\_\_

Please specify each document provided to the Board of Management by indicating each record/note/report and respective dates. This record should be completed for each case being brought to the attention of the Board of Management.

This template should not include the names of any individuals referred to in the documentation but shall use unique codes assigned by the DLP as necessary. Information shall be provided as set out in section 12.3.7 of the procedures.

Copies of records and notes relating to how the allegation/concern came to be known to the DLP		No. of copies:
	Dated:	
	Dated:	
	Dated:	
Copies of any records and notes relating to the seeking of Tusla advice in relation to the allegation/or concern and to the advice given		No. of copies:
	Dated:	
	Dated:	
	Dated:	
Copies of any reports submitted to Tusla, and any correspondence with An Garda Síochána or any other party, and acknowledgements received e.g. copy of the Tusla Report Form		No. of copies:
	Dated:	
	Dated:	
	Dated:	
Copies of statement provided to a member of school personnel		No. of copies:
	Dated:	
	Dated:	
	Dated:	

Copies of correspondence issued to a parent/carer, if applicable		No. of copies:
	Dated:	
	Dated:	
	Dated:	

  

Copies of any other relevant records		No. of copies:
	Dated:	
	Dated:	
	Dated:	

I certify that this is an accurate record of the redacted documents provided to the board of management as part of the Principal's Child Protection Oversight Report (CPOR) at the board meeting on \_\_\_\_\_ (date).

**Signed:\***

School Principal

**Print Name:\***

**Signed:\***

Chairperson Board of Management

**Print Name:\***

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\* Document to be printed and signed with original signatures

