**OPTIONAL TEMPLATE B**

**Child Protection – Template statement from DLP to a member of school personnel as to the reasons why a report has not been made to Tusla (*Section 5.3.8 of the Procedures*)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_*(member of school personnel’s full name)*

In relation to the concern which you brought to my attention on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/year)*, please be advised that I have decided not to report the matter to Tusla for the following reason:

|  |
| --- |
| *Tick appropriate box* |
|  | I have sought advice from Tusla and have been advised by Tusla that the matter does not require reporting to Tusla |
| **OR** |
|  | Other reasons |

|  |
| --- |
| Where the DLP has ticked ‘Other reasons’, those reasons must be set out below: |
|  |

**If you (member of school personnel) remain concerned about the situation, you are free to consult with Tusla and/or report to Tusla. If you decide to report the concern to Tusla you must provide a copy of that report to me as DLP.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by DLP |   | Date |  |

**I acknowledge receiving this statement from the DLP:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by member of school personnel |   | Date |  |

**Note – A copy of this statement must be retained by the DLP on the relevant child protection file.**