**OPTIONAL TEMPLATE C**

**Record of DLP informing or not informing a parent/carer that a report concerning his or her child is being made *(Section 5.3.6 of the Procedures)***

**Part A: Applicable where the DLP has informed the parent/carer that a child protection concern report concerning his or her child is being made to Tusla**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of child: |  | Name of parent/carer: |  |
| Date and time parent/carer was informed: |  | Means of informing parent/carer (phone call, meeting etc.) |  |
| On the date and by the means referred to above, I have informed the above named parent/carer that a child protection report concerning his/her child is being made to Tusla and I gave the following reasons for the decision to report: |
| Signed by DLP: |  | Date: |  |

**Part B: Applicable where the DLP has, in accordance with the Children First National Guidance 2017, decided not to inform the parent/carer that a child protection concern report concerning his or her child is being made to Tusla**

|  |  |
| --- | --- |
| Name of Child: |  |
| As DLP and in accordance with the Children First National Guidance 2017, I have decided not to inform the parent/carer that a child protection concern report concerning his/her child is being made to Tusla for the following reason(s):*[please tick relevant box(es) below]* |
|  | 1. I consider that the child will be placed at further risk **or**
 |
|  | 1. I consider that the family’s knowledge of the report could impair Tusla’s ability to carry out a risk assessment **or**
 |
|  | 1. I am of the reasonable opinion that by doing so it may place the reporter at risk or harm from the family, **or**
 |
|  | 1. I have sought advice from Tusla as to whether the parent/carer should be informed and on foot on that advice I have decided not to inform the parent/carer.
 |
| Signed by DLP: |  | Date: |  |