**OPTIONAL TEMPLATE D**

**Template written notification from DLP to a parent where a child protection concern about a member of school personnel has been raised by a parent *(Section 5.6.2 of the Procedures)***

*Name of Parent*

*Address of Parent*

*Date of letter*

Dear \_\_\_\_\_\_\_\_\_\_*(name of Parent)*

I am writing to you in relation to an allegation of abuse that you made against a member of school personnel on \_\_\_\_\_\_\_\_\_\_\_\_ *(dd/mm/year).* I am the Designated Liaison Person (DLP) for child protection matters in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert school name).*

Section 5.6 of the [Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)](https://www.gov.ie/en/collection/12bee3-child-protection-procedures-in-schools/) requires that where a parent of a pupil in the school makes an allegation of abuse (as described in chapter 2 of the procedures) against a member of school personnel, the DLP must issue a written notification to the parent setting out certain matters.

In that regard, any allegation of abuse against a school employee reported to Tusla falls to be dealt with under the relevant procedures set out in chapter 7 “Allegations of Suspicions of Child Abuse regarding School Employees” of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and, as applicable, under relevant employee disciplinary procedures and therefore shall not be dealt with under the school’s parental complaints procedures.

In accordance with the requirement of section 5.6, I am writing to inform you that –

*(insert relevant text from options 1,2 or 3 below)*

1. As DLP, I have reported the matter to Tusla **OR**
2. As DLP, I have sought the advice of Tusla on the matter and on foot of that advice I have not reported the matter to Tusla **OR**
3. As DLP, I have determined that the matter did not constitute reasonable grounds for concern as set out under the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and therefore I did not report the matter to Tusla. My reasons for that determination are as follows (*insert reasons below*):

Finally, I must advise you that it is open to you to contact Tusla directly in relation to this matter, should you wish to do so.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of DLP