

OPTIONAL TEMPLATE E - Checklist for preparing the Principal’s Child Protection Oversight Report (CPOR) to the Board of Management in accordance with sections 9.4 to 9.8 of the Child Protection Procedures for Primary and Post Primary Schools (revised 2023)

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](#) document to accompany the template checklist as an aid to principals in preparing a CPOR available [here](#). This template checklist and the associated [FAQ](#) document must be read in conjunction with the [Child Protection Procedures for Primary and Post Primary Schools \(revised 2023\)](#) and in particular sections 9.4 to 9.8 inclusive of chapter 9 of the procedures.

- This template CPOR checklist 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 (revised 2023).

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” → | |
| <p>Where the answer is 1 or more in sections (a) to (d) above the board of management must be provided with all of the documents specified in section 9.5.2 of the procedures in respect of each such case at the board meeting.</p> <p>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.</p> <p>Note – the requirements of sections 9.5.3 to 9.5.5 must be followed where providing documents to the board under this heading</p> | | |

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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 Tusla 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” → | |
| <p>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.</p> <p>Note – the requirements of sections 9.6.3 to 9.6.6 must be followed where providing documents to the board under this heading.</p> | | |

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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” → | |
| <p>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.</p> <p>Note – the requirements of sections 9.7.3 must be followed where providing documents to the board under this heading</p> | | |

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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