



4 CPSMA Checklist for Child Protection and Safeguarding Inspections

Check 1	Sub-checks	Checked
The school has communicated the required aspects of the Child Protection Procedures to relevant stakeholders	The name of the DLP is prominently displayed near the main door of the school / in the reception area	✓
	The child safeguarding statement is displayed in a prominent position near the main entrance	✓
	The risk assessment is on display with the Child Safeguarding statement	✓
	A copy of the child safeguarding statement was provided to all school personnel	✓
	The school has arrangements in place to make a copy of the child safeguarding statement available to parents on request	✓
	A copy of the child safeguarding statement was provided to the patron	✓
	A copy of the child safeguarding statement was provided to the parents' association	✓
	The child safeguarding statement is published on the school's website	✓
	School personnel are informed when a review of the school's Child Safeguarding Statement has taken place	✓
	The parents' association receive written notification that the review of the school's Child Safeguarding Statement has taken place (where no parents' association exists, this notification is provided to the parents)	✓
	A copy of the written notification that the review of the school's Child Safeguarding Statement has taken place is placed on the school's website.	✓
Check 2	Sub-checks	Checked
DLP and a deputy DLP have been appointed in line with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools 2017	The DLP and Deputy DLP are named in the school's Child Safeguarding Statement	✓
	The DLP and Deputy DLP are current senior members of the full-time teaching staff	✓
	If the DLP is not the principal the school authority has put arrangements in place to ensure that the DLP will keep the principal of child protection matters	✓
Check 3	Sub-checks	Checked
The board of management reports that it is aware of and discharges its responsibilities to provide information to all school personnel relevant to child protection and to ensure that available training is undertaken by all and/or some members of staff as required	The board of management has arrangements in place to ensure that the DLP has the necessary familiarity with the Child Protection Procedures for Primary and Post Primary Schools 2017 to enable him/her to fulfil his/her responsibilities	✓
	The board of management has put arrangements in place to enable the deputy DLP to effectively assume his or her responsibilities in the absence of the DLP and to ensure that the deputy DLP can access relevant records when required	✓
	The board of management have arrangements in place to ensure that all school personnel have the necessary familiarity with the Child Protection Procedures for Primary and Post Primary Schools 2017 to enable them to fulfil their responsibilities	✓
	All registered teachers who were interviewed as part of the interview with school personnel during the inspection were aware of the responsibilities of a mandated person	✓
	All members of school personnel who were interviewed as part of the interview with school personnel during the inspection were aware of the actions to take if they receive an allegation or have a suspicion that a child may have been	✓

	abused or neglected, is being abused or neglected, or is at risk of abuse or neglect	
	The board of management has arrangements in place to ensure that all members of the board of management have the necessary familiarity with the Child Protection Procedures for Primary and Post Primary Schools 2017 to enable them to fulfil their responsibilities	✓
Check 4	Sub-checks	Checked
The board of management reports that it is aware of its responsibilities in relation to vetting of all school personnel and report that they discharge these responsibilities	The chairperson of the board of management and the principal orally report that the board is aware of its responsibilities in relation to vetting of all school personnel and that they discharge these responsibilities.	✓
	The chairperson of the board of management and the principal sign the declaration that the board is aware of its responsibilities in relation to vetting of all school personnel and that they discharge these responsibilities.	✓
	The chairperson of the board of management and the principal confirm that all employees of the board of management are vetted.	✓
Check 5	Sub-checks	Checked
A Child Safeguarding Statement and Risk Assessment have been prepared in line with the template and requirements of the Child Protection Procedures for Primary and Post-Primary Schools 2017	The child safeguarding statement is in the format of the template published by the Department	✓
	The child safeguarding statement is reviewed annually	✓
	A record of the review and its outcome has been retained by the board	✓
	If areas of improvement are identified in the review of the child safeguarding statement the school has put an action plan in place to deal with the issues	✓
	A risk assessment, having regard to the particular school's context, has been completed based on the template provided with the Child Protection Procedures for Primary and Post-Primary Schools 2017	✓
	The school has specified, in its written risk assessment, the policies and procedures in place to minimise the risk of harm by responding to potential risks	✓
Check 6	Sub-checks	Checked
The minutes of board meetings that were checked contained a record of a child protection oversight report being provided in line with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools 2017	The minutes of each board of management meeting that were checked contain a child protection oversight report	✓
	The child protection oversight report is fully completed on the template provided by the Department or contains all of information required under each of the headings on the template	✓
	Where there are cases under section 9.5 of the procedures (involving school personnel) the board was provided with all of the documents specified in section 9.5.2 of the procedures in respect of each such case	✓
	Where there were cases under section 9.6 of the procedures (not involving school personnel) the board was provided with all of the documents specified in sections 9.6.2 of the procedures in respect of each such case.	✓
	Where there were cases under section 9.7 of the procedures (arising from alleged bullying behaviour) the board was provided with all of the documents specified in section 9.7.2 of the procedures in respect of each such case	✓
	The minutes of the board meeting use unique identifiers to refer to the individuals, including children, involved and do not record the names of the individuals involved	✓
Check 7	Sub-checks	Checked
Correct record keeping procedures were found in the child protection cases examined	A hardcopy file is available for all child protection concerns which contains original, unredacted records of the concern and all correspondence relevant to the concern.	✓
	All parties referenced in all files are assigned a unique identifier number	✓
	All files relevant to child protection are maintained in a secure location	✓
	The DDLP is aware of the location of the child protection files and can access them if required	✓

Check 8	Sub-checks	Checked
The procedures to report allegations of abuse were fully implemented in the records examined	A written record from the DLP of how the concern came to his/her attention is retained on the relevant file for all concerns in respect of learners in the school	✓
	A copy of the report submitted to TUSLA is available for all concerns that were reported to TUSLA	✓
	A record of further action taken by the DLP and of any further communication with TUSLA, An Garda Síochana or other parties in relation to that report is available for all concerns that were reported to TUSLA	✓
	A record of the information communicated by the DLP to the parent/carer of the child about whom the report is being made to TUSLA or a record of the decision made by the DLP not to inform the parent/carer and the reasons for not doing so is available for all concerns that were reported to TUSLA	✓
	A record of any consultation with TUSLA, which includes the date, the name of the TUSLA official and the advice given is available for all concerns where the advice of TUSLA was sought and evidence that a report was submitted to Tusla where Tusla advised to do so	✓
	A record that the registered teacher was informed that advice was being sought is available for all concerns where the advice of TUSLA was sought	✓
	A record that the registered teacher was provided with the advice received is available for all concerns where the advice of TUSLA was sought	✓
	A record of a clear statement in writing provided to the relevant staff member as to the reasons why his or her concern is not being reported and that the staff member was advised that he/she may still report that concern to TUSLA is available for all concerns that were not reported to TUSLA	✓
Check 9	Sub-checks	Checked
The procedures to report allegations or suspicions of abuse against school personnel were fully implemented in records examined	A written record from the DLP of how the concern came to his/her attention is available in all cases of allegations made against a member of school personnel	✓
	A record that the school employer was informed is available in all cases of allegations made against a member of school personnel	✓
	A record that the DLP sought advice from or made a report to TUSLA is available in all cases of allegations made against a member of school personnel	✓
	A record that the DLP reported to Tusla where Tusla advised to do so	✓
	A record of the DLP's notification under section 5.6 of the procedures to the parent informing him/her of whether or not the concern has been reported to TUSLA, and if not the reasons for not referring it is available if the allegation is made against school personnel by a parent	✓
	A record that the chair of the board of management /Chief Executive Officer of the ETB has assumed the role of the DLP for reporting the matter is available if the allegation is made against the DLP	✓
	A record that TUSLA has been informed that the school's protocol authorising immediate action has been operated and/or that the employee has been formally placed on administrative leave is available	✓
	A record that the DLP sought advice from or made a report to TUSLA is available if the allegation is made against a member of the board	✓
	A record that the DLP reported the allegation against a member of the school board to Tusla where Tusla advised the DLP to do so	✓
	A record that the board informed the patron is available if the allegation is made against a member of the board	✓
Check 10	Sub-checks	Checked
The quality of planning for and implementation of the SPHE curriculum and the Stay Safe programme in primary schools and	There is a Social Personal and Health Education Programme for all children in the school (Primary)	✓
	The Stay Safe Programme is implemented within the school (Primary)	✓
	There is a Social Personal and Health Education Programme for all children in Junior Cycle (Post-primary check)	-
	There is a Relationships and Sexuality Education Programme for all children in the school (Post-primary check)	✓

of the SPHE curriculum and the Relationship and Sexuality Education (RSE) programme in post-primary schools, as evident during the inspection.	Whole-school planning documents indicate that the school has planned appropriately for the implementation of the SPHE curriculum and the Stay Safe programme (Primary)	✓
	SPHE subject planning documents, RSE programme planning documents and school timetable information indicate that the school has planned appropriately for the implementation of the SPHE curriculum and the RSE programme (post-primary check)	✓
	The individual teacher planning documents reviewed indicate that the teachers are implementing the SPHE curriculum and Stay Safe programme appropriately (Primary)	✓
	The interactions with pupils indicate that pupils have a satisfactory or better understanding of a number of the key topics of SPHE and Stay Safe (Primary) and of SPHE and RSE (Post-primary)	✓