

## Appendix 4: Summary of record keeping requirements

This appendix contains a summary of the main record-keeping requirements set out in these procedures as follows:

- [Section 3.4](#) sets out requirements on individual members of school personnel to record child protection concerns that they may have, including disclosures from children and any actions taken in respect of same.
- [Section 5.1.1](#) requires that the DLP shall make a written record of any concern brought to his or her attention by a member of school personnel and shall place this record in a secure location.
- [Section 5.3.3](#) requires that in all cases where the DLP has sought the advice of Tusla the DLP shall retain a record of the consultation which will note the date, the name of the Tusla official and the advice given.
- [Section 3.4.4](#) requires that the DLP shall retain a copy of every report submitted by him or her to Tusla and shall keep a record of any further actions taken by the DLP and of any further communications with Tusla, An Garda Síochána or other parties in relation to that report.
- [Section 3.4.5](#) requires that all records created shall be regarded as highly confidential and placed in a secure location.
- [Section 3.4.6](#) requires that to allow for the effective recording and tracking of relevant records and actions, child protection case files and any parties referenced in such files shall be assigned a unique code or serial number by the DLP. In this context “parties” means any party whose identity, if disclosed, might lead to the identification of a child or a person against whom an allegation has been made.
- [Section 9.4](#) requires that a Child Protection Oversight Report must be provided to the board of management, as part of the principal’s report to the board, at every board of management meeting. The information that shall be provided in this report is set out at sections 9.5 to 9.8 of these procedures.
- [Sections 9.5, 9.6](#) and [9.7](#) provide that the minutes of board of management meetings shall record child protection matters by reference to the unique code or serial number assigned to the case/parties concerned.
- [Section 5.3.6](#) requires that where the DLP informs a parent/carer that a report concerning his or her child is being made, a record shall be made of the information communicated by the DLP to the parent/carer. It also requires that a decision by the DLP not to inform a parent/carer shall be recorded together with the reasons for not doing so.
- [Section 5.3.8](#) requires that if the DLP decides that the concern of the member of school personnel, including that of a registered teacher, should not be reported to Tusla the DLP shall give the member of school personnel a clear statement, in writing, as to the reasons why action is not being taken. A copy of this statement shall be retained by the DLP. Where that member of school personnel decides to make a report to Tusla, he or she must provide the DLP with a copy of that report.

- [Section 5.6](#) requires that where the DLP issues a notification to a parent in accordance with that section, a copy of that notification shall be retained by the DLP.
- [Section 3.5.4](#) requires the board of management to ensure that arrangements are in place to ensure that the deputy DLP can access relevant records when required.
- [Section 8.13.6](#) requires that records of the annual review of the school's Child Safeguarding Statement and its outcome shall be retained and made available, if requested, to the patron and/or the Department.

The above is not intended to be an exhaustive list of the record keeping requirements in these procedures and school personnel should ensure that records are maintained in line with the requirements set out in these procedures.