

Achoimre ar Choimeád Taifead

Gaeilscoil
Thaobh na Coille



Sa rannóg seo déantar achoimre ar na ceangaltas maidir le coimeád taifead atá leagtha amach i 'Nósanna Imeachta um Chosaint Leanaí do Bhunscoileanna & Iar-bhunscoileanna 2017'

3.4.1 Tá ceangaltas ar bhaill foirne taifead scríofa a dhéanamh nuair a bhíonn amhras go ndearna mí-úsáid nó faillí ar leanaí.

3.4.2 Tá ceangaltas ar bhaill foirne aon trácht ag an leanbh nó ag aon duine eile, maidir le conas a tharla gortú a thaifeadadh, agus na focail iarbhíre a úsáideadh a lua, a luaithe. Is gá an taifead a shíniú, a dhátú agus a thabhairt don DIA, agus coinneoidh sé/sí é.

3.4.3 Tá ceangaltas ar an DIA taifead a dhéanamh de gach imní nó líomhain i ndáil le mí-úsáid leanaí a cuireadh in iúl dó/di.

3.4.4 Tá ceangaltas ar an DIA cóip a choinneáil de gach tuairisc a cuireadh chuig Tusla agus taifead d'aon ghníomh breise atá le déanamh ag an DIA agus d'aon chumarsáid bhreise le Tusla, leis an nGarda Síochána nó le páirtithe eile i ndáil leis an tuairisc sin.

3.4.5 Measfar go bhfuil na taifid uile a cruthaíodh an-rúnda agus curtha i suíomh slán.

3.4.6 Chun taifeadadh agus rianú éifeachtach de thaifid agus de ghníomhartha a éascú, tabharfaidh an DIA cód uathúil nó sraithuimhir do gach cáschomhad um chosaint leanaí agus d'aon pháirtí dá dtagraítear sna comhaid sin. Sa chomhthéacs seo, is ionann "páirtithe" agus aon pháirtí, dá nochtfaí a n-aitheantas, go bhféadfadh leanbh a bheith aitheanta nó go bhféadfadh duine a bhfuil líomhain déanta ina leith a bheith aitheanta.

9.4.1 Ag gach cruinniú den bhord bainistíochta, cuimseofar i dtuairisc an phríomhoide don bhord Tuairisc Maoirseacht Cosaint Leanaí ina mbeidh eolas faoi 4 cheannteideal:

1. Líomhaintí mí-úsáide in aghaidh baill den lucht foirne scoile
2. Ábhair imní cosaint leanaí eile faoi dhaltá sa scoil
3. Ábhair imní cosaint leanaí ag éirí as iompraíocht bhulaíochta líomhnaithe i measc daltaí
4. Sonraí achoimre maidir le tuairisciú

9.5, 9.6 and 9.7 Go mbainfear úsáid as cód uathúil nó sraithuimhir do gach cáschomhad um chosaint leanaí i dtaifid miontuairiscí cruinnithe Bord Bainistíochta.

5.3.6 Is ceart do DIA ar bith atá ag cur tuairisce faoi bhráid Thusla a chur in iúl don tuismitheoir/cúramóir go bhfuiltear ag déanamh tuairisce maidir lena leanbh agus na cúiseanna leis an gcinneadh leis an tuairisc a dhéanamh. Déanfar taifead den eolas a chuir an DIA ar fáil don tuismitheoir/cúramóir. Taifeadfar cinneadh de chuid an DIA gan tuismitheoir/cúramóir a chur ar an eolas mar aon leis na cúiseanna le gan déanamh amhlaidh.

5.3.8 Má chinneann an DIA nach ceart ábhar imní duine de lucht foirne na scoile, ábhar imní ag múinteoir cláraithe san áireamh, a thuairisciú chuig Tusla tabharfaidh an DIA ráiteas soiléir i scríbhinn maidir leis na

cúiseanna nach bhfuil aon bheart á dhéanamh don duine den lucht foirne scoile. Is ceart don DIA cóip den ráiteas seo a choimeád. Má chinneann an duine den lucht foirne scoile an imní a thuirisciú chuig Tusla is ceart dó cóip den tuairisc sin ar fáil don DIA.

5.6.1 Áit a ndéanann tuismitheoir dalta sa scoil líomhain mí-úsáide in aghaidh baill de lucht foirne na scoile cloífidh an DIA agus an bord bainistíochta leis na Nósanna Imeachta Cosanta Leanaí, Eiseoidh an DIA, laistigh de 10 lá scoile ón líomhain a bheith déanta fógra scríofa chuig an tuismitheoir i gceist ag dearbhú go bhfuil iniúchadh á dhéanamh ar an líomhain sin de réir cheanglas na Nósanna Imeachta Cosanta Leanaí do Bhunscoileanna agus Iarbhunscoileanna 2017. Coinneoidh an DIA cóip den chomhfhreagras sin.

3.5.4 Áiritheoidh an bord bainistíochta go bhfuil socruithe i bhfeidhm chun go bhféadfaidh an leas-DIA rochtain a fháil ar thaifid ábhartha nuair is gá.

8.1 3.6 Go ndéanfar aithbhreithniú bliantiúil ar Ráiteas um Chumhdach Leanaí na scoile agus go gcláraítear toradh an aithbhreithnithe sin agus go gcuirfear ar fáil é don Phatrún agus/nó An Roinn Oideachas má lorgaítear é.

Ní liosta uileghabhálach í seo de na taifead gur gá a choimeád agus is gá do bhaill foirne uile a chinntiú go gcoinnítear taifead de réir na ceangaltas atá leagtha amach i Nósanna Imeachta Cosaint Leanaí do Bhunscoileanna & Iar-bhunscoileanna 2017.

Summary of Record Keeping Requirements



The section references below relate to *'Child Protection Procedures for Primary and Post-Primary Schools 2017'* and summarise the main record-keeping requirements set out in those procedures as follows:

Section 3.4 sets out requirements on individual members of the school staff 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 the school staff and will 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 will 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 Síochana 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 (BoM), as part of the principal's report to the board, at every BoM meeting. The information that will 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 BoM meetings will 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 will 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 mandated person should not be reported to Tusla, the DLP shall give the member of the school staff 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 the school staff decides to make a report to Tusla, he or she must provide the DLP with a copy of that report

Section 5.6 If a parent of a pupil in the school makes an allegation of abuse against a member of school

personnel, the DLP shall issues a notification to a parent within 10 school days stating that the matter is being investigated in accordance with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools. A copy of that notification shall be retained by the DLP.

Section 3.5.4 requires the BoM to ensure that arrangements are in place to ensure that the DDLP can access relevant records when required

Section 8.1 3.6 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.