



An Roinn Oideachais  
Department of Education

# **Guide to Child Protection and Safeguarding Inspections in Boarding Facilities associated with Recognised Schools**

March 2023

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## Introduction

This guide sets out how the Inspectorate conducts Child Protection and Safeguarding Inspections in boarding facilities associated with recognised primary and post-primary schools in Ireland and is effective for inspections carried out after 1 April 2023. The Guide was developed in consultation with the education partners as required under Section 13(8) of the *Education Act 1998*.

## Context

The Department of Education has a comprehensive system in place to support the implementation, in primary and post-primary schools, of child protection requirements under the *Children First Act 2015*. The Department requires all schools to implement its *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and, through its Inspectorate, it checks on school compliance with the key aspects of the Procedures during all school inspections.

The *Education Act 1998* does not make any provision in respect of boarding facilities attached to schools. The Inspectorate is now putting in place arrangements that can provide an assurance to the Minister for Education that clear and consistent child protection and safeguarding procedures, in line with the requirements of the *Children First Act 2015*, including *Children First: National Guidelines for the Protection and Welfare of Children 2017*, are in place in boarding facilities.

## Aims of the Child Protection and Safeguarding Inspection in Boarding Facilities associated with Recognised Schools

The aims of the Child Protection and Safeguarding Inspection model in boarding facilities associated with recognised schools are to ensure children are protected and safe in boarding facilities associated with recognised schools and to:

- Monitor the implementation of the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023* in a sample of boarding facilities annually
- Publish written reports on the implementation of the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023* in the sample of boarding facilities inspected
- Report to the Parents & Learners' Unit and to the Child Protection Oversight Group (CPOG) of the Department of Education on the extent to which the *Child Protection and*

*Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023* are implemented in the sample of boarding facilities inspected

- Gather information to inform the development of child protection and safeguarding requirements by the Department of Education and by other Government departments and agencies involved in child protection.

## Procedures for Child Protection and Safeguarding Inspection in Boarding Facilities associated with Recognised Schools

- Child Protection and Safeguarding Inspections in Boarding Facilities (CPSIBF) associated with Recognised Schools will typically be conducted in conjunction with a Child Protection and Safeguarding Inspection (CPSI) in the recognised school. The CPSIBF comprises 10 overarching checks, each of which has a number of sub-checks. The inspection framework, that is, the 10 checks and sub-checks, is set out in Appendix 1 of this guide.
- CPSIBF inspections are designed to promote best practice in the leadership of boarding facilities as it relates to child protection. During these inspections, inspectors engage with the Designated Liaison Person (DLP), the Deputy DLP, the chairperson of the management authority of the boarding facility, and a sample of boarding facility personnel.
- CPSIBF inspections involve inspectors engaging with boarders about their boarding experience and, in particular, the procedures and safeguards that are in place to minimise risk of harm to boarders.
- CPSIBF inspections seek to elicit the views of parents about the atmosphere and climate in the boarding facility, communication about child protection policies and procedures and their knowledge of whom to approach if they have a child protection concern.
- The CPSIBF inspection process consists of two inspections: an **Initial Child Protection and Safeguarding Inspection in Boarding Facilities** and a **Final Child Protection and Safeguarding Inspection in Boarding Facilities**. The two inspections are typically carried out in a boarding facility within a relatively short timeframe. Both inspections follow the procedures outlined in this guide.
- The **Initial Child Protection and Safeguarding Inspection in Boarding Facilities report** and the **Final Child Protection and Safeguarding Inspection in Boarding Facilities report** are published simultaneously on the gov.ie website. In the typical scenario where the CPSIBF is conducted in conjunction with a CPSI in the recognised school, the CPSI reports and the CPSIBF reports will also be published simultaneously.

- In addition to the ten checks conducted as part of the CPSIBF, inspectors will conduct a limited number of checks in boarding facilities during all inspections conducted in the recognised school associated with the boarding facility (see Appendix 2). The nature of these checks will be commensurate with the type of inspection that is being undertaken in the recognised school.

## Key features of Child Protection and Safeguarding Inspection in Boarding Facilities associated with Recognised Schools

### WHAT NOTICE IS PROVIDED IN ADVANCE OF A CPSIBF?

Between twenty-four and forty-eight hours' notice is typically provided for a CPSIBF. Notification is by phone call to the principal of the recognised school. A follow-up phone call will be arranged with the DLP of the boarding facility. The Inspectorate may also conduct unannounced CPSIBFs in a sample of boarding facilities.

### WHAT WILL THE MANAGEMENT OF THE BOARDING FACILITY NEED TO DO IN ADVANCE OF THE INSPECTION?

Prior to the CPSIBF inspection, the assistance of the principal of the recognised school and/or the manager of the boarding facility may be required to:

- Distribute a letter from the Inspectorate to all parents or guardians of students who are boarders in the boarding facility, telling them about the inspection that is due to take place and inviting them to complete an online parent/guardian survey (see Appendix 3) as part of the **Initial Child Protection and Safeguarding Inspection in Boarding Facilities**.
- Make practical arrangements for the meetings, including checking the availability of the chairperson of the management authority of the boarding facility.
- Ensure the relevant documents are available for the inspection
- Ensure that the chairperson of the management authority of the boarding facility completes a self-declaration in relation to Garda vetting of staff.

### HOW LONG DOES A CPSIBF TAKE?

In the typical scenario where the CPSIBF is conducted in conjunction with a CPSI in the recognised school, the combined inspection takes up to four school days, which may be consecutive or non-consecutive. The inspection is generally conducted by two inspectors.

### WHAT WILL HAPPEN DURING THE CPSIBF?

During the inspection inspectors will:

- Engage with boarders about their boarding experience and, in particular, the procedures and safeguards that are in place to minimise risk of harm to boarders. The written consent and assent of parents/guardians and of boarders will be obtained in advance of the boarders' participation in focus groups with the inspectors<sup>1</sup>
- Invite all parents of boarders, in the **Initial CPSIBF**, to complete an online parent survey (see Appendix 3) that explores issues relevant to the boarding facility's child protection and safeguarding procedures and their child's experience of boarding
- Hold meetings with:
  - Designated Liaison Person (DLP)
  - Chairperson of management authority of the boarding facility
  - A sample of boarding facility personnel
  - A sample of parents (in the **Final CPSIBF**). This meeting can be facilitated online.
- Review the following documents
  - Management authority minutes
  - Child safeguarding statement and risk assessment
  - Relevant planning documents, including the boarding facility's IT Acceptable Use Policy (AUP)
- Review child protection records

### REVIEW OF DOCUMENTS AND FILES

- Boarding facilities are not required to create any new documents for the purpose of a CPSIBF.
- The documents to be reviewed include records in relation to child protection concerns (including individual case files, disclosures made, actions taken, records of concerns brought to the attention of the Designated Liaison Person (DLP), records of interactions with Tusla and records of advice provided by Tusla, and responses to this advice (followed, not followed) and rationale.
- The purpose of the review of child protection files is to determine if the correct recording and reporting procedures were followed in respect of child protection concerns.

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<sup>1</sup> Where the boarding facility has a boarders' council, officers of the boarders' council will be included in the sample of boarders

- Inspectors do not remove files, records or other documents from the school/boarding facility; they do not make a copy of any part of a file or record; and no personal data relating to any person referred to in a file is recorded by inspectors.
- Inspectors review the storage and security arrangements of all files relating to child protection concerns
- The general framework of child protection legislation and national guidance, with the duties and obligations it imposes, and the pre-existing statutory functions of the Inspectorate under sections 7(b) and 13(8) of the *Education Act 1998* provide the legal basis for inspectors to access and review individual child protection case files.

#### WHEN WILL THE BOARDING FACILITY RECEIVE FEEDBACK ON THE INSPECTION?

The CPSIBF will conclude with feedback meeting(s) between the inspectors, the manager of the boarding facility and the DLP of the boarding facility. At this meeting the inspectors will discuss the findings of the inspection and afford the manager and the DLP an opportunity to respond to those findings. Shortly after the inspection, the boarding facility will receive a draft inspection report and the analysed data from the online parent survey.

#### OVERVIEW OF INSPECTION ACTIVITIES

<b>Before the Inspection Visit</b>	Inspectorate Activity	<ul style="list-style-type: none"> <li>• Provide between twenty-four and forty-eight hours' notice of the inspection via phone call</li> <li>• Forward a letter to the recognised school/boarding facility telling parents about the inspection, seeking consent for their child to participate in a focus group during the inspection, and inviting the parents to complete the online parent survey</li> <li>• Outline the documents required for the inspection and the meetings held during the inspection</li> <li>• Forward the Vetting Declaration to the school/boarding facility</li> </ul>
	School/Boarding Facility Activity	<ul style="list-style-type: none"> <li>• Complete and sign the Vetting Declaration</li> <li>• Distribute the letter inviting parents to complete the online questionnaire to all parents of boarders (<b>Initial CPSIBF</b>)</li> <li>• Ensure that all necessary documents are available for the inspection</li> <li>• Make the necessary practical arrangements for the meetings</li> </ul>

During the Inspection Visit	Inspectorate Activity	Request list of boarders and list of boarding facility personnel from the principal or management authority of the boarding facility
		Review: <ul style="list-style-type: none"> <li>• Child protection records / storage /access</li> <li>• Minutes of management authority meetings</li> <li>• Child safeguarding statement, including risk assessment</li> </ul>
		Hold meetings with: <ul style="list-style-type: none"> <li>• A sample of boarding facility personnel</li> <li>• The Designated Liaison Person</li> <li>• The Deputy Designated Liaison Person</li> <li>• The chairperson of the management authority of the boarding facility and, if available, other management authority representatives</li> <li>• A group of boarders</li> <li>• A group of parents (in the <b>Final CPSIBF</b>)</li> </ul>
		Provide oral feedback to the manager of the boarding facility and the DLP of the boarding facility (in cases where the DLP is not the manager)
After the Inspection Visit	School/Boarding Facility Activity	Manager/DLP makes available any child protection records, files, relevant documents and arranges meetings that are required
	Inspectorate Activity	<ul style="list-style-type: none"> <li>• Forward parental survey to the school/boarding facility</li> <li>• Issue of draft report for factual verification and for school and boarding management authority response</li> <li>• Publication of the final report on the gov.ie website following the final CPSIBF</li> </ul>
	School/Boarding Facility Activity	Response at factual verification and school and boarding management authority response stage, if relevant



## Inspection Framework

The inspection framework for Child Protection and Safeguarding Inspections in Boarding Facilities derives from the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023*. Those procedures are designed to ensure that boarding facilities provide a safe and secure environment for all boarders. The inspection framework consists of 10 overarching checks based on the 2023 Procedures.

The main checks relate to requirements around the preparation of a Child Safeguarding Statement and communicating with members of the school community about child protection matters in general and about the Child Safeguarding Statement in particular. They also include checks on the provision of information and relevant training to boarding facility personnel and management authority members in respect of child protection; the management authority's awareness of its Garda vetting obligations; reporting about child protection to the management authority of the boarding facility; and fulfilling certain reporting and record keeping obligations in relation to child protection matters.

One check will be based primarily on information reported by boarders in relation to their experience of boarding as it relates to child protection and safeguarding, and how well informed they are in relation to the boarding facility's child protection and safeguarding procedures. This check will also be informed by the views of parents which will be gathered via an online survey (see Appendix 3), open to all parents, in the Initial CPSIBF and via an online focus group meeting in the Final CPSIBF.

The 10 overarching checks are further divided into a number of sub-checks. These sub-checks are the specific actions that management and/or staff in boarding facilities are required to take in order to be fully compliant with the main check. The sub-checks for each main check enable the inspector(s) to arrive at a judgement as to the extent to which the boarding facility is compliant with the main check. The full inspection framework for Child Protection and Safeguarding Inspections in Boarding Facilities is available in Appendix 1.

## The judgements made by inspectors during a CPSIBF

Through examining the evidence available for each sub-check in the framework, inspectors form a judgement as to the extent to which the boarding facility is compliant with each of the main checks in the framework. Inspectors use the following scale to describe the boarding facility's level of compliance:

- Fully compliant
- Substantially compliant
- Partially compliant
- Not compliant

In forming a judgement as to the overall quality of the boarder experience of child protection and safeguarding measures in the boarding facility and how well informed boarders are in relation to the boarding facility's child protection and safeguarding procedures, inspectors make reference to the appropriate quality level of the Inspectorate's Quality Continuum:

- *Excellent*
- *Very good*
- *Good*
- *Requires improvement to achieve a good standard*
- *Requires significant improvement to achieve a good standard*

## Reporting

Two reports will be published: an Initial Child Protection and Safeguarding Inspection in Boarding Facilities report and a Final Child Protection and Safeguarding Inspection in Boarding Facilities report. Typically, these reports will be published in conjunction with reports arising from an initial and a final Child Protection and Safeguarding Inspection conducted in the recognised school associated with the boarding facility.

The CPSIBF reports state the extent to which a boarding facility was compliant with each of the 10 overarching checks undertaken during each inspection. Where a boarding facility is less than fully compliant with a particular requirement, the report provides some additional evaluative comment on the check. It also advises actions that the boarding facility should take in order to comply more fully with the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023*. Each report also provides an evaluative comment on the overall boarding experience of child protection and safeguarding measures in the boarding facility, based on meetings with boarders, parents and staff.

The Initial Child Protection and Safeguarding Inspection in Boarding Facilities report and the Final Child Protection and Safeguarding Inspection in Boarding Facilities report will be published in accordance with the Guidelines for the Publication of Inspection Reports (September 2015). This means:

- The boarding facility will have the opportunity to factually verify each draft report. The boarding facility will have five working days in which it can point out any errors of fact in the report to the Inspectorate prior to its finalisation.
- Each finalised report will be re-issued to the boarding facility and the boarding facility will have 10 working days in which to respond to the report. Normally, the response will be published in line with the Guidelines for the Publication of Inspection Reports. The boarding management authority response stage is an important opportunity for the boarding facility to set out how it intends to address any actions advised in the CPSIBF inspection report.

- The finalised reports and the school and boarding facility's responses to each will be published simultaneously on the gov.ie website.

## Following up on non-compliance

In accordance with the Inspectorate's procedures for following up on non-compliance with child protection procedures, the Inspectorate will continue to engage with a boarding facility that is not fully compliant with aspects checked during a CPSIBF until the boarding facility becomes fully compliant. Typically, the Inspectorate will follow up on non-compliance noted during an Initial CPSIBF during the Final CPSIBF. The Inspectorate will use a range of actions to follow-up on non-compliance noted during a Final CPSIBF depending on the nature of the non-compliance. These actions may include further CPSIBFs.

## Resources to support boarding facilities

The Department will develop a number of templates to support boarding facilities in their implementation of the *Child Protection Procedures associated with Recognised Schools 2023*.

All of these templates will be available on the child protection page of the gov.ie website.

## Appendix 1: Child Protection and Safeguarding Inspection Framework for Boarding Facilities associated with Recognised Schools

The inspection framework for Child Protection and Safeguarding Inspections in Boarding Facilities derives from the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023*. It consists of 10 overarching checks based on the 2023 Procedures. The overarching checks relate to requirements around the preparation of a Child Safeguarding Statement and communicating with members of the boarding facility community about child protection matters in general and about the Child Safeguarding Statement in particular. They also include checks on the provision of information and relevant training to boarding facility personnel and management authority members in respect of child protection; the management authority's awareness of its Garda vetting obligations; reporting about child protection to the management authority of the boarding facility; and fulfilling certain reporting and record keeping obligations in relation to child protection matters. The 10 overarching checks are as follows:

1	The boarding facility has communicated the required aspects of the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> to the relevant stakeholders.
2	A Designated Liaison Person (DLP) and a deputy DLP have been appointed in line with the requirements of the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> .
3	The management authority of the boarding facility reported that it is aware of and discharges its responsibilities to provide information to all boarding facility personnel relevant to child protection and to ensure that training is undertaken by members of staff, as required.
4	The management authority of the boarding facility reports that it is aware of its responsibilities in relation to vetting of all boarding facility personnel and reports that they discharge these responsibilities.
5	A child safeguarding statement and risk assessment have been prepared in line with the template and requirements of the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> .
6	The minutes of the management authority meetings that were checked contained a record of a child protection oversight report being provided in line with the requirements of the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> .
7	Correct record keeping procedures were found in the child protection cases examined.
8	The procedures to report child protection concerns were implemented in the records examined.
9	The procedures to report allegations or suspicions of abuse against boarding facility personnel were implemented in the records examined.
10	The quality of the boarder experience of child protection and safeguarding measures in the boarding facility and how well-informed boarders and their parents are in relation to the boarding facility's child protection procedures, as evident during the inspection.

Each of the 10 overarching checks is divided into a number of sub-checks. These sub-checks are the specific actions that boarding facilities are required to take in order to be fully compliant with the main check. The sub-checks for each overarching check enable the inspector(s) to arrive at a judgement as to the extent to which the boarding facility is compliant with the main check. The sub-checks for each of the main checks are set out below.

**Check one** relates to the way in which a boarding facility communicates various aspects of its child protection procedures to its community and to the public. The sub-checks involve the display of the name of the boarding facility's Designated Liaison Person, or DLP, and the Child Safeguarding Statement near the main entrance to the boarding facility. It also includes the provision of the Child Safeguarding Statement to a range of stakeholders including parents and the patron and its publication on the school's website (or website of the boarding facility, if separate/different from the school's website), if relevant. Boarding facilities are also required to inform these stakeholders when a review of the Child Safeguarding Statement has taken place, and the sub-checks also examine this.

Check 1	Sub-checks
The boarding facility has communicated the required aspects of the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> to the relevant stakeholders.	The name of the DLP is prominently displayed near the main entrance to the boarding facility <sup>2</sup>
	The child safeguarding statement of the recognised school makes due reference to the school's boarding context <u>or</u> a separate child safeguarding statement is in place for the boarding facility
	The risk assessment of the recognised school includes identified risks associated with the boarding facility <u>or</u> a separate risk assessment is in place for the boarding facility
	The child safeguarding statement is displayed in a prominent position near the main entrance to the boarding facility <sup>2</sup>
	The risk assessment is on display with the child safeguarding statement <sup>2</sup>
	A copy of the child safeguarding statement was provided to all boarding facility personnel

<sup>2</sup> If the boarding facility consists of multiple buildings, documents should be displayed prominently near the main entrance to each building.

	The boarding facility 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 of the recognised school and of the boarding facility
	A copy of the child safeguarding statement was provided to the parents' association of the recognised school <u>or</u> of the boarding facility (if applicable)
	The child safeguarding statement is published on the school's website (or website of boarding facility, if separate)
	Boarding facility personnel are informed when a review of the child safeguarding statement has taken place
	The parents' association of the recognised school <u>or</u> of the boarding facility (if applicable) receives written notification that the review of the boarding facility'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 boarding facility's Child Safeguarding Statement has taken place is placed on the school's website (or website of boarding facility, if separate)

**Check two** deals with the requirement to appoint a Designated Liaison Person (DLP) and a deputy Designated Liaison Person (DDLDP). The sub-checks here examine whether the DLP and DDLDP are named in the boarding facility's Child Safeguarding Statement<sup>3</sup>. The subchecks also enquire into arrangements that the boarding facility has in place to keep the principal of the recognised school informed of child protection matters if he/she is not the DLP of the boarding facility.

Check 2	Sub-checks
A Designated Liaison Person (DLP) and a deputy DLP have been appointed in line with the requirements of the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> .	The DLP and the Deputy DLP are named in the boarding facility's Child Safeguarding Statement <sup>3</sup>
	If the DLP of the boarding facility is not the principal of the recognised school, the management authority of the boarding facility has put arrangements in place to ensure that the DLP will keep the principal appropriately informed of child protection matters
	Arrangements are in place for boarding facility personnel to contact the DLP of the boarding facility at all times when the boarding facility is operational

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<sup>3</sup> The Child Safeguarding Statement of the recognised school can be considered to be the Child Safeguarding Statement of the Boarding Facility if the Child Safeguarding Statement makes due reference to the school's boarding context

**Check three** is concerned with the management authority's responsibility to provide information and relevant training to boarding facility personnel on child protection matters. In relation to the Designated Liaison Person (DLP), the management authority has a responsibility to ensure that he/she is sufficiently familiar with the *Child Protection Procedures Boarding Facilities associated with Recognised Schools 2023* to enable him/her to fulfil his/her role. The management authority should also put arrangements in place to provide training to the DLP and the deputy DLP, as required. The management authority also has a responsibility to ensure that the Deputy Designated Liaison Person (DDLP) is able to fulfil the role of DLP, if required. The first three sub-checks examine if the management authority is fulfilling these responsibilities. The management authority is also required to ensure that all boarding facility personnel and all members of the management authority are familiar with the *Child Protection Procedures Boarding Facilities associated with Recognised Schools 2023*. The sub-checks enquire therefore into the arrangements the management authority has in place to provide information about child protection to boarding facility personnel and to management authority members. The sub-checks also examine the awareness of boarding facility personnel of the responsibilities of a mandated person (if applicable) and of the actions that they should take if they have a child protection concern.

Check 3	Sub-checks
The management authority of the boarding facility reported that it is aware of and discharges its responsibilities to provide information to all boarding facility personnel relevant to child protection and to ensure that training is undertaken by members of staff as required.	The management authority has arrangements in place to ensure that the DLP has the necessary familiarity with the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> to enable him/her to fulfil his/her responsibilities
	The management authority has put arrangements in place to enable the deputy DLP to effectively assume his/her responsibilities in the absence of the DLP and to ensure that the deputy DLP can access relevant records when required
	The management authority has arrangements in place to ensure that all boarding facility personnel have the necessary familiarity with the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> to enable them to fulfil their duties
	The boarding facility maintains a list of mandated persons working in the boarding facility
	All mandated persons who were interviewed as part of the interview with boarding facility personnel during the inspection were aware of the responsibilities of a mandated person



	All members of boarding facility personnel who were interviewed as part of the interview with boarding facility personnel during the inspection were aware of the actions to take if they receive an allegation or have a suspicion that a boarder or another child may have been abused or neglected, is being abused or neglected, or is at risk of abuse or neglect
	The management authority has arrangements in place to ensure that all members of the management authority have the necessary familiarity with the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> to enable them to fulfil their responsibilities

**Check four** is concerned with the management authority's responsibility in relation to vetting of all boarding facility employees. The sub-checks seek to confirm if both the principal and chairperson are aware of their responsibilities in relation to vetting through securing both oral and written confirmation of this. The final sub-check also seeks confirmation that all employees of the management authority are vetted.

Check 4	Sub-checks
The management authority of the boarding facility reports that it is aware of its responsibilities in relation to vetting of all boarding facility personnel and reports that they discharge these responsibilities.	The chairperson of the management authority of the boarding facility and the DLP of the boarding facility orally report that the management authority of the boarding facility is aware of its responsibilities in relation to vetting of all relevant boarding facility personnel and that they discharge these responsibilities
	The chairperson of the management authority of the boarding facility and the DLP of the boarding facility sign the declaration that the management authority is aware of its responsibilities in relation to vetting of all relevant boarding facility personnel and that they discharge these responsibilities
	The chairperson of the management authority of the boarding facility and the DLP of the boarding facility confirm that all relevant personnel of the boarding facility are vetted

**Check five** deals with the Child Safeguarding Statement and risk assessment. The sub-checks establish if the Child Safeguarding Statement (including risk assessment) has been prepared in line with the templates provided by the Department. The sub-checks also establish if the Child Safeguarding Statement is reviewed annually, if a record of the review is maintained, and if actions advised in the review are implemented. In relation to the risk assessment, the sub-checks also investigate if the boarding facility has policies, procedures and precautions in place to minimise the risk of harm to boarders.

Check 5	Sub-checks
A child safeguarding statement and risk assessment have been prepared in line with the template and requirements of the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> <sup>4</sup> .	The child safeguarding statement is in the format of the template published by the Department
	The child safeguarding statement is reviewed annually
	The board of management of the recognised school associated with the boarding facility was afforded an opportunity to provide input during the annual review of the child safeguarding statement
	A record of the review and its outcome has been retained by the management authority of the boarding facility
	If areas of improvement, relating to the boarding facility, are identified in the review of the child safeguarding statement, the boarding facility has put an action plan in place to deal with the areas identified in the review
	A risk assessment, having regard to the particular boarding facility's context, has been completed based on the template provided on gov.ie
	The boarding facility has specified, in its written risk assessment, the policies and procedures in place to minimise the risk of harm by responding to potential risks

<sup>4</sup> The Child Safeguarding Statement and the risk assessment of the recognised school can be considered to be the Child Safeguarding Statement and risk assessment of the Boarding Facility if the Child Safeguarding Statement and the risk assessment makes due reference to the school's boarding context

**Check six** deals with the provision of a Child Protection Oversight Report to the management authority of the boarding facility. The first two sub-checks establish if a Child Protection Oversight report is provided to the management authority and if it contains all the required headings. The third and fourth sub-checks enquire into the documents provided to the management authority when it is considering specific cases relevant to child protection. The final check examines the minutes of management authority meetings to establish if unique identifiers are used to refer to individuals involved.

Check 6	Sub-checks
The minutes of the management authority meetings that were checked contained a record of a child protection oversight report being provided in line with the requirements of the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i> .	The minutes of each management authority meeting that were checked contain a child protection oversight report that pertains exclusively <sup>5</sup> to concerns raised in relation to the boarding facility
	The child protection oversight report is fully completed on the template provided by the Department or contains all of the information required under each of the headings on the template
	Where there are child protection cases involving boarding facility or school personnel, the management authority of the boarding facility was provided with all of the documents specified in the relevant section of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> in respect of each such case
	Where there are child protection cases not involving boarding facility or school personnel, the management authority of the boarding facility was provided with all of the documents specified in the relevant section of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> in respect of each such case
	Where there are child protection cases arising from alleged bullying behaviour, the management authority of the boarding facility was provided with all of the documents specified in the relevant section of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> in respect of each such case
	The minutes of the management authority meeting use unique identifiers to refer to the individuals, including children, involved and do not record the names of the individuals involved

<sup>5</sup> In the case of a single DLP reporting to a single board of management, the board has the discretion to decide if a single Child Protection Oversight Report, covering both the school and the boarding facility will suffice

**Check seven** is concerned with the boarding facility's record keeping procedures and specifically if the boarding facility has an original file for all concerns that is stored in a secure location and that can be accessed by the Deputy DLP, if required. It also enquires into the use of unique codes or serial numbers to reference relevant parties.

Check 7	Sub-checks
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 <sup>6</sup> referenced in all files are assigned a unique code or serial 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

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<sup>6</sup> 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

**Check eight** enquires into the boarding facility's procedures to report allegations of child abuse. The first sub-check examines the procedures adopted for all concerns. The next three sub-checks enquire into the procedures adopted for concerns that were reported to Tusla. Sub-checks five, six and seven specifically look at procedures for concerns where the advice of Tusla was sought and the final sub-check is concerned with concerns which were not reported to Tusla.

<b>Check 8</b>	<b>Sub-checks</b>
The procedures to report child protection concerns were 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 boarders in the boarding facility
	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 Síochána 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 boarder 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 mandated person <sup>7</sup> was informed that advice was being sought is available for all concerns where the advice of Tusla was sought

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<sup>7</sup> In relation to this check and the following sub-check: this requirement applies only where the concern was brought to the DLP's attention by a mandated person

	A record that the mandated person 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 nine** enquires into the boarding facility's procedures for dealing with allegations of abuse against boarding facility personnel. The term 'boarding facility personnel' is used as a generic term to encompass all adults who are involved in the operation of the boarding facility. It covers employees and voluntary workers, and includes parent association members when they are working in the boarding facility. The first four sub-checks relate to all allegations made against boarding facility personnel. The fifth sub-check refers to procedures to be adopted if the allegation was made by a parent. Sub-checks six, seven and eight enquire into the boarding facility's procedures for dealing with allegations made against a DLP. The final sub-checks examine the procedures adopted by the boarding facility in relation to allegations made against a boarding facility employer or a member of the management authority of the boarding facility.

Check 9	Sub-checks
The procedures to report allegations or suspicions of abuse against boarding facility or school personnel <sup>8</sup> were implemented in the 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 boarding facility or school personnel
	A record that the boarding facility employer was informed is available in all cases of allegations made against a member of boarding facility or 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 boarding facility or 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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> 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 boarding facility or school personnel by a parent

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<sup>8</sup> These personnel include, for example, teachers, nurses, members of the clergy, special needs assistants, caretakers, secretaries, cleaners, coaches, voluntary workers in the boarding facility, paid or voluntary tutors, parent association members helping with aspects of the work of the boarding facility



	A record that the chair of the management authority has assumed the role of DLP for reporting the matter is available if the allegation is made against the DLP
	A record that the boarding facility employer sought advice from or made a report to Tusla is available if the allegation is made against the DLP
	A record that Tusla has been informed that the boarding facility'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 management authority of the boarding facility
	A record that the DLP reported the allegation against a member of the management authority of the boarding facility to Tusla is available where Tusla advised the DLP to do so
	A record that the management authority informed the patron is available if the allegation is made against a member of the management authority

**Check ten** looks at the overall quality of the boarder experience as it relates to child protection and safeguarding. The first sub-check looks at the quality of the boarders' experience of child protection and safeguarding measures in the boarding facility and draws on information gathered from boarders and their parents during the inspection. The second sub-check looks at how well informed boarders and their parents are in relation to the boarding facility's child protection procedures.

<b>Check 10</b>	<b>Sub-checks</b>
The quality of the boarder experience of child protection and safeguarding measures in the boarding facility and how well informed boarders and their parents are in relation to the boarding facility's child protection procedures, as evident during the inspection	What is the overall quality of the boarder experience of child protection and safeguarding measures in the boarding facility?
	How well informed are boarders and their parents in relation to the boarding facility's child protection procedures?

## Appendix 2: Child protection checks undertaken during school inspections – Level 1 and Level 2

Level	Primary Inspection Models	Checks undertaken in school	Checks undertaken in boarding facility
<b>One</b>	<ol style="list-style-type: none"> <li>1. Incidental Inspection</li> <li>2. Curriculum Evaluation</li> <li>3. Evaluation of inclusive practices and provision for children with special and additional educational needs in primary schools</li> <li>4. Follow-Through Inspection</li> </ol>	<ol style="list-style-type: none"> <li>1. The name of the DLP and the Child Safeguarding Statement were prominently displayed near the main entrance to the school.</li> <li>2. The Child Safeguarding Statement had been ratified by the board and includes an annual review and risk assessment.</li> <li>3. All teachers visited reported that they have read the Child Safeguarding Statement and that they are aware of their responsibilities as mandated persons.</li> </ol>	<ol style="list-style-type: none"> <li>1. The name of the DLP and the Child Safeguarding Statement were prominently displayed near the main entrance to the boarding facility.</li> <li>2. The Child Safeguarding Statement had been ratified by the management authority and includes an annual review and risk assessment.</li> </ol>
	<b>Post-Primary Inspection Models</b>		
<b>One</b>	<ol style="list-style-type: none"> <li>1. Incidental Inspection</li> <li>2. Subject Inspection</li> <li>3. Programme Evaluation</li> <li>4. Evaluation of inclusive practices and provision for children with special and additional educational needs in post-primary schools</li> <li>5. Follow-Through Inspection</li> </ol>		
Level	Primary/Post-primary Inspection Models	Checks undertaken in school	Checks undertaken in boarding facility
<b>Two</b>	<ol style="list-style-type: none"> <li>1. Whole-School Evaluation</li> <li>2. Whole-School Evaluation – Management, Leadership and Learning</li> </ol>	<ol style="list-style-type: none"> <li>1. The name of the DLP and the Child Safeguarding Statement were prominently displayed near the main entrance to the school.</li> <li>2. The Child Safeguarding Statement had been ratified by the board and includes an annual review and risk assessment.</li> </ol>	<ol style="list-style-type: none"> <li>1. The name of the DLP and the Child Safeguarding Statement were prominently displayed near the main entrance to the boarding facility.</li> <li>2. The Child Safeguarding Statement had been ratified by the management authority and includes an annual review and risk assessment</li> </ol>

	<p>3. Evaluation of Action Planning for Improvement in DEIS Schools</p>	<p>3. All teachers visited reported that they have read the Child Safeguarding Statement and that they are aware of their responsibilities as mandated persons.</p> <p>4. The Child Safeguarding Statement meets the requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i>.</p> <p>5. The records of the last three board of management meetings record a child protection oversight report that meet the requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i>.</p> <p>6. The board of management has ensured that arrangements are in place to provide information to all school personnel on the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i>.</p> <p>7. School planning documentation indicates that the school is making full provision for the relevant aspects of the curriculum (SPHE, Stay Safe, RSE, Wellbeing).</p> <p>8. Child Protection Records are maintained in a secure location.</p>	<p>3. The Child Safeguarding Statement meets the requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i>.</p> <p>4. The records of the last three management authority meetings record a child protection oversight report that meets the requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i>.</p> <p>5. The management authority has ensured that arrangements are in place to provide information to all school personnel on the <i>Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023</i>.</p> <p>6. Child Protection Records are maintained in a secure location.</p>
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## Appendix 3: Survey for parents of boarders as part of the Child Protection and Safeguarding Inspection in Boarding Facilities associated with Recognised Schools

The Department of Education is currently conducting a Child Protection and Safeguarding Inspection in the boarding facility associated with your child's school. The purpose of this inspection is to monitor the implementation, by the boarding facility, of the *Child Protection and Safeguarding Procedures for Boarding Facilities associated with Recognised Schools 2023*.

This inspection is taking place in conjunction with a Child Protection and Safeguarding Inspection in the school with which your child's boarding facility is associated. As well as this short survey, which relates specifically to the boarding facility and your child's experience of boarding, you will receive a separate survey related to the school-based inspection.

We thank you for your participation in this survey and look forward to taking your views on board as part of the inspection.

1. My child enjoys boarding

<Strongly agree> <Agree> <Don't know> <Disagree> <Strongly disagree>

2. My child is safe and well looked after in the boarding facility

<Strongly agree> <Agree> <Don't know> <Disagree> <Strongly disagree>

3. I am aware of the arrangements that are in place for the supervision of boarders outside of scheduled class times

<Strongly agree> <Agree> <Don't know> <Disagree> <Strongly disagree>

4. I am satisfied with the arrangements in place for the supervision of boarders outside of scheduled class times

<Strongly agree> <Agree> <Don't know> <Disagree> <Strongly disagree>