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Child Protection Procedures 2025: Board Adoption Checklist

For Irish boards of management.

Adoption checklist in time order

- [ ] Identify the last board meeting before 31 December 2026.
- [ ] Circulate Circular 0041/2025 and the updated procedures for preparation.
- [ ] Check the appointments and cover arrangements for DLP and DDLP.
- [ ] Confirm role-training attendance and retain the evidence.
- [ ] Obtain the latest CSS1 and appropriate student-friendly templates.
- [ ] Review school activities, risks of harm and protective procedures.
- [ ] Prepare the full and student-friendly statements for board consideration.
- [ ] Brief personnel and arrange required training and awareness work.
- [ ] Put formal procedures and statement adoption decisions on the agenda.
- [ ] Minute adoption and allocate any outstanding implementation actions.
- [ ] Complete display, website publication and required circulation.
- [ ] Confirm the evidence, follow-up and next annual review arrangements.

If the board meets only once more before the deadline

Use the remaining meeting for a prepared adoption decision, not an introductory discussion with no decision planned. Ask the principal and DLP to identify outstanding work now, and give board members the relevant documents ahead of the meeting. Prioritise templates, training evidence, staff awareness and publication arrangements.

If the ordinary schedule cannot support the required decision, the chair and school authority should arrange appropriate governance action under their applicable rules and seek advice from the patron, management body or Department where needed. Do not assume an informal email exchange is an authorised substitute for a board meeting. Record the decision and complete the implementation work without delaying any child protection reporting obligation.

Source: Circular 0041/2025, section 2.3; the article links the circular and procedures.

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