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IRELAND

FREE EDVANCE CHECKLIST - NO LOGIN REQUIRED

DLP handover checklist

Practical handover aid alongside the procedures; it does not replace urgent reporting or statutory advice.

- [ ] Confirm the board’s appointment and the procedures currently adopted.
- [ ] Record any reason the principal is not designated as DLP.
- [ ] Confirm the DDLP and arrangements for absence of both people.
- [ ] Update the names in the Child Safeguarding Statement and local contacts.
- [ ] Update the student-friendly statement and relevant displays after adoption.
- [ ] Check role-specific training and retain attendance evidence.
- [ ] Transfer authorised access to confidential files without widening access.
- [ ] Review active cases, outstanding communications and reporting actions securely.
- [ ] Confirm arrangements for the principal’s CPOR and relevant board oversight.
- [ ] Brief personnel on the contact and cover arrangements.

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