

MONAGHAN WALDORF SCHOOL CLG

PROCEDURE FOR MAINTAINING A LIST OF MANDATED PERSONS

Purpose

This procedure outlines the steps for identifying, recording, and maintaining an up-to-date list of mandated persons within Monaghan Waldorf School, in compliance with the Children First Act 2015 and our Child Safeguarding Statement.

Definition of mandated persons

Mandated persons are individuals who, by virtue of their profession or role, have a legal obligation to report child protection concerns to Tusla – Child and Family Agency. A full list of mandated persons is provided in Schedule 2 of the Children First Act 2015 & includes teachers registered with the Teaching Council of Ireland.

Procedure

1. Identification of mandated persons

- All colleagues, volunteers, and personnel engaged by Monaghan Waldorf School will be informed about the role of mandated persons during induction and child safeguarding training.
- Any staff member who meets the criteria as a mandated person under the Children First Act 2015 will be identified and notified of their responsibilities.

2. Maintaining the list of mandated persons

- The Designated Liaison Person (DLP) is responsible for compiling and maintaining an up-to-date list of all mandated persons within the school.
- The list will include:
 - Name of the mandated person
 - Role within the school
 - Date of appointment as a mandated person
 - Confirmation of training in Children First Guidelines
- The list will be reviewed and updated at least annually or when changes in staffing occur.

3. Notification & acknowledgement

- All mandated persons will receive written notification of their role and responsibilities.
- They will be required to sign a declaration confirming their awareness of their legal obligations under the Children First Act 2015.

4. Access & confidentiality

- The list of mandated persons will be securely stored and accessible only to the DLP, Deputy DLP, and school management for child safeguarding purposes.
- Any updates to the list will be communicated to relevant persons within the school while maintaining confidentiality.

5. Training & support

- Mandated persons will be provided with ongoing training and guidance to support them in fulfilling their reporting responsibilities.
- Any updates to child protection legislation or Tusla procedures will be shared promptly.

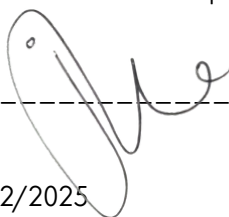
This procedure will be reviewed annually or after any incident that necessitates its use. The review will ensure the procedure remains in compliance with legislative requirements and best practices.

This policy was adopted by Monaghan Waldorf School CLG on this 15th day of February 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director & Company Secretary

Signature: _____



Date: 15/02/2025

Version: 001



LIST OF MANDATED PERSONS

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