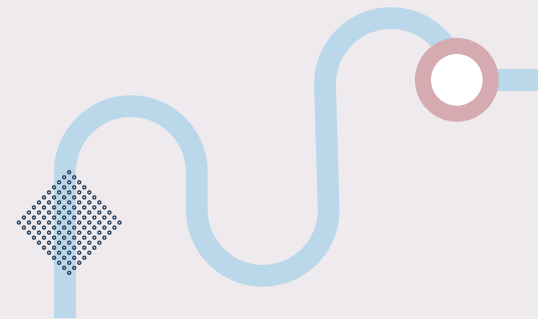


Child Protection Policy



Centre Name	
Centre Address	

Policy Name	Child Protection Policy
Policy Number	
Date Created	
Effective Date Adopted by the Board	
Version Number	
Date of Last Version	
Administrator Responsible	
Administrator Contact Information	

POLICY HISTORY

Version Number	Approved by	Revision Date	Author

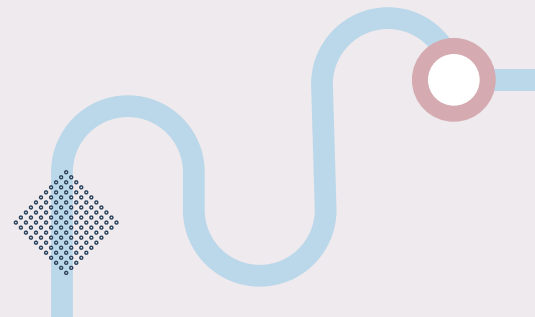
DOCUMENT CONTROL

Document Ref		Title	Child Protection Policy
Version & Date		Author	
Directorate:		Approved by Management	
Reviewed		Change History	

You can fill this out on a screen using Adobe Reader [Download Here](#) or by printing.



Child Protection Policy



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Child Protection Policy

Enter Centre Name Here

OVERVIEW

_____ is fully committed to safeguarding the wellbeing of all children using the centre. Every individual in the organisation should at all times show respect and understanding for their rights, safety and welfare and conduct themselves in a way that reflects the principles of the community centre and the guidelines contained in the *Children's First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children (2017)*. All staff including staff who do not have a specific role in child protection in the centre have a duty to safeguard and promote the welfare of children.

KEY PRINCIPLES/CENTRE OBLIGATIONS OF CHILD PROTECTION

There are several key principles of child protection and welfare that inform both Government policy and best practice for those dealing with children. These are:

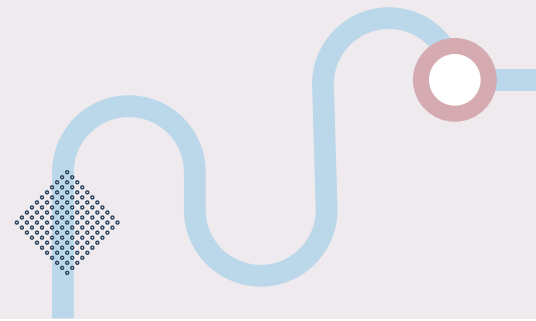
- The safety and welfare of children is everyone's responsibility
- The best interests of the child should be paramount
- The overall aim in all dealings with children and their families is to intervene proportionately to support families to keep children safe from harm
- Interventions by the State should build on existing strengths and protective factors in the family. Early intervention is key to getting better outcomes. Where it is necessary for the State to intervene to keep children safe, the minimum intervention necessary should be used
- Children should only be separated from parents/guardians when alternative means of protecting them have been exhausted
- Children have a right to be heard, listened to and taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives
- Parents/guardians have a right to respect, and should be consulted and involved in matters that concern their family

The Children First Act 2015 places specific obligations on organisations which provide services to children and young people, including the requirement to:

- Keep children safe from harm while they are using the service
- Carry out a risk assessment to identify whether a child or young person could be harmed while availing of the service
- Develop a Child Safeguarding statement that outlines the policies and procedures which are in place to manage the risks that have been identified
- Appoint a relevant person to be the first point of contact in respect of the organisation's Child Safeguarding statement



Child Protection Policy



The following safeguarding policies/procedures/measures are in place at _____

1. A Child Safeguarding statement (see appendix 1)
2. A fully trained Designated Liaison Person and Deputy have been appointed (see appendix 1)
3. Garda Vetting Policy (see appendix 2)
4. Child protection and welfare reporting procedures (See Section 4)
5. Induction check sheet (which includes procedures to inform new staff about the Child Safeguarding statement and accompanying safeguarding policies and procedures)
6. All staff have completed the Tusla eLearning module – Introduction to Children First Training.
7. Code of Ethics policy
8. Photography/filming policy included in Social Media Policy

The aim of these policies is to ensure that children attending our services are kept safe from harm and that all mandated persons working in our service are aware of their obligations and recognise signs of child abuse.

This policy should be read in conjunction with the Child Safeguarding statement which is on display in the centre.

Implementation and Review

- We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding statement and the accompanying child safeguarding policies and procedures that support our intention to keep children safe from harm while using the centre.
- The Child Safeguarding statement will be reviewed every 2 years or as soon as practicable after there has been a material change in any matter to which the statement refers.
- **This statement has been published on the centre website and is displayed in the centre.** It has been provided to all staff, volunteers and any other persons involved with the centre. It is readily accessible to parents and guardians on request. A copy of this statement will be made available to Tusla if requested.

STAFF RECRUITMENT/TRAINING

Role descriptions and person specifications

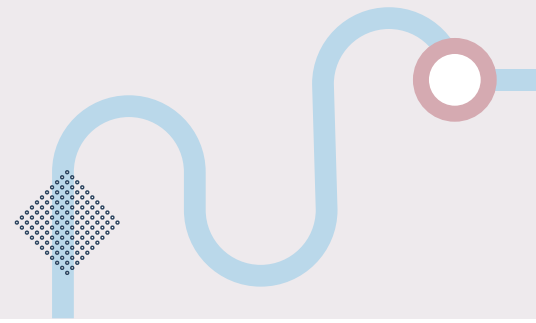
All centre staff require a clear and accurate description of the tasks and responsibilities they are expected to undertake. Prior to any assignment or recruitment effort, a role description must be developed for each opportunity. This must include a title of the role, starting and finishing dates, hours and place of work, name of supervisor and tasks to be undertaken. If appropriate, a brief person specification may also be drawn up.

Applications

All centre staff are required to complete a screening process and garda vetting on acceptance of any job offer.



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Interviews

All applications are short listed and suitable candidates are invited to attend an interview with _____ manager, to ascertain their interest in and suitability for the role. Written records of all interviews are kept.

Checks for suitability

References are always taken up. If the role requires it, health (mental and physical) is also undertaken. Other checks may also be completed (for example, ascertaining professional qualifications). Staff are always warned in advance of the intention to make these checks. If they refuse permission and cannot provide an acceptable reason, they will not be placed.

Probation

All centre staff are subject to a probation period of 6 months. At the end of this period, _____ manager meets with the staff member to fill out a probation report.

Induction

All centre staff receive induction when they begin work with _____. This consists of a general introduction to the organisation, as well as a specific orientation on the purposes and requirements of their role (which includes procedures to inform new staff about the Child Safeguarding statement and accompanying safeguarding policies and procedures)

On-the-job training

All centre staff receive initial and ongoing on-the-job training to provide them with the information and skills necessary to perform their tasks well. The training must be appropriate for the demands of the position. This training includes Tusla eLearning module – Introduction to Children First Training.

Additional training

All centre staff are actively encouraged to identify training courses, seminars, conferences, and so on, which would help them to perform their roles better and which would aid their personal development. Approval to undertake such training free-of-charge must be given by _____ manager and this will only be done if sufficient funds are available.

ROLE OF DESIGNATED LIAISON PERSON

The Designated Liaison Person (DLP) of each centre is the manager on duty, or the centre Supervisor if the manager is not available. This may vary from centre to centre. All DLP are fully trained in their role.

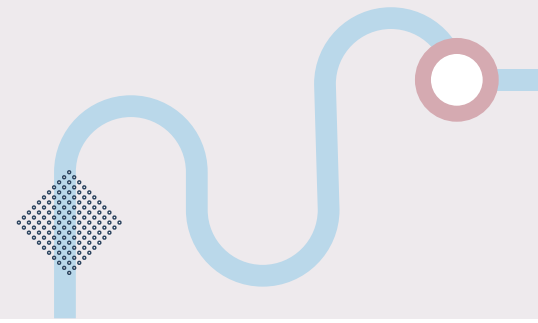
The DLP is the resource person for any staff member, volunteer or centre users who has a child protection concern in the centre. Any staff member, volunteer or centre user who has received a disclosure of child abuse or who has concerns about a child should bring them to the attention of the Designated Liaison Person immediately. (see types of abuse appendix 3)

The DLP is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly. As the centre DLP is not a mandated person, they will liaise with outside agencies in respect of child welfare concerns e.g. Local Social Care worker, directly with Tusla or An Garda Síochána. All these agencies are mandated persons.

The DLP should record all reasonable concerns or allegations of child abuse brought to his or her attention, and the actions taken in relation to a concern or allegation of child abuse.



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While mandated persons have statutory obligations to report mandated concerns, they may make a report jointly with another person, whether the other person is a mandated person or not. In effect, this means that a mandated person can make a joint report with a DLP (see appendix 4)

The DLP should:

- Receive information from staff, volunteers, centre users or anyone with a child protection concern.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Report the concern as in flowchart (section 5)

REPORTING PROCEDURE

5.1 Reporting procedure for dealing with disclosures, concerns or allegations of child abuse.

(<https://earlychildhoodireland.ie/wp-content/uploads/2015/03/Child-Protection-Policy.pdf>)

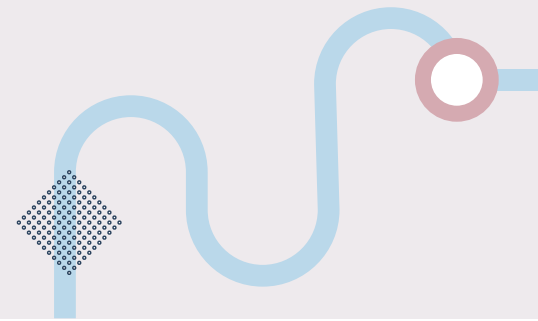
1. The staff member, volunteer, centre user, other who has received a disclosure of child abuse or who has concerns about a child should bring them to the attention of the **Designated Liaison Person** immediately.
2. Under no circumstances should a child be left in a situation that exposes him or her to harm or of risk to harm pending Tusla intervention. In the event of an emergency where you think a child is in immediate danger and you cannot get in contact with Tusla, you should contact the Gardaí. This may be done through any Garda station.
3. Where the Designated Liaison Person considers that a child protection or welfare concern meets the reasonable grounds for concern criteria outlined below, then the Designated Liaison Person can refer to Tusla.

Examples of reasonable grounds for concern are:

- specific indication from the child that he/she was abused;
 - an account by the person who saw the child being abused;
 - evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused in another way;
 - an injury or behaviour which is consistent with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
 - Consistent indication over a period of time that a child is suffering from emotional or physical neglect
4. Where the Designated Liaison Person remains uncertain he/she should contact the Child and Family Agency Tusla for informal advice relating to the allegation, concern or disclosure.
 5. The Designated Liaison Person will ensure that the parents/ carers are informed that a report/ referral had been made to Tusla. The Designated Liaison Person will make an appointment with parents to inform them that the report has been made to Tusla unless to do so would be likely to endanger the child.



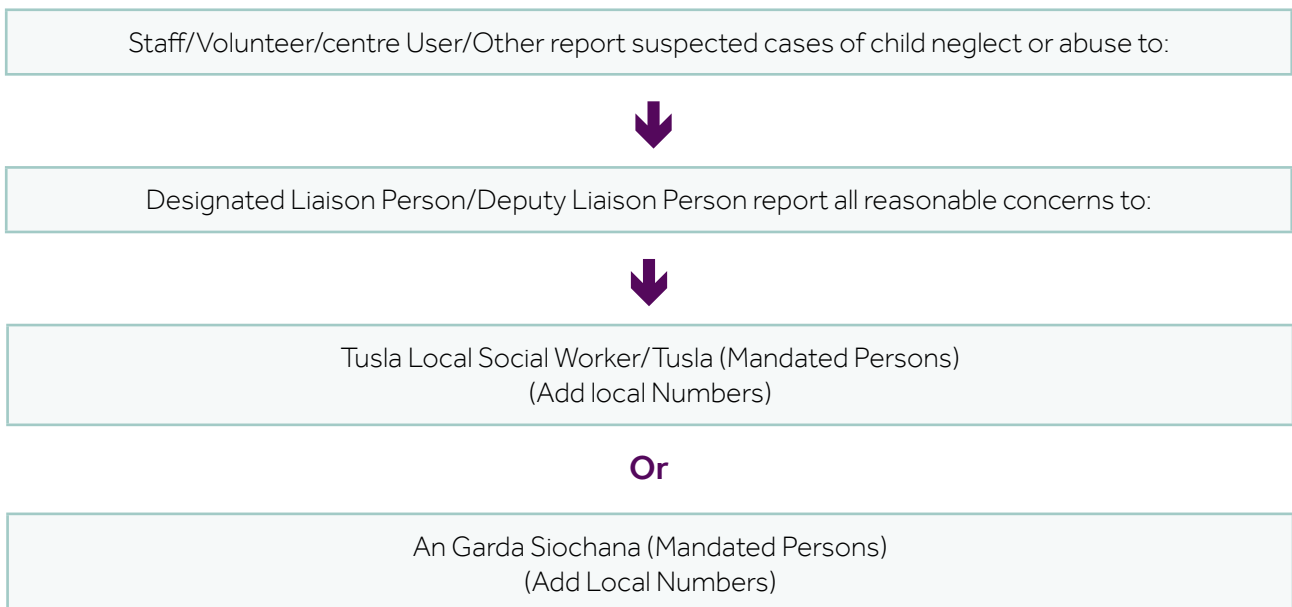
Child Protection Policy



6. After consultation with the Duty Social Worker the Designated Liaison Person will then take one of two options:
- a. Report the allegation, concern or disclosure to the relevant authority (e.g. Tusla, An Garda Síochána, etc.) using the standard reporting form from Children First and in the case of out of hours or immediate danger contact An Garda Síochána.
 - b. In those cases where a childcare service decides not to report concerns to Tusla or An Garda Síochána, the individual employee or volunteer who raised the concern should be given a clear written statement of the reasons why the childcare service is not taking such action. The employee or volunteer should be advised that if they remain concerned about the situation, they are free as individuals to consult with, or report to, the Tusla or An Garda Síochána. The provisions of the Protections for Persons Reporting Child Abuse Act 1998 apply once they communicate 'reasonably and in good faith' (see Paragraph 3.10.1 of Children First National Guidance for the Protection and Welfare of Children).

In making a report on suspected or actual child abuse, the Designated Liaison Person must ensure that the first priority is always for the safety and welfare of the child/young person and that no child/young person is ever left in a situation that could place a child/young person in immediate danger.

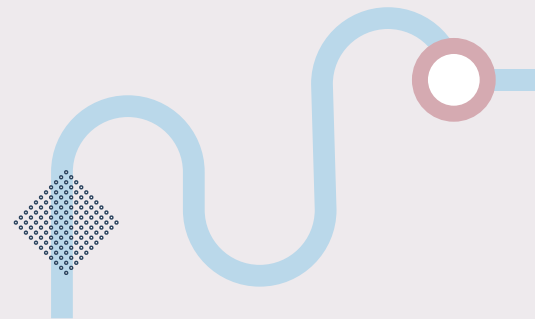
5.2 Reporting Flow Chart



Note: The centre Board Chairperson must be notified of any child protection issues that are reported to Mandated persons. Only date of incident can be disclosed, and no further information can be given.



Child Protection Policy



5.3 Protection for persons reporting abuse

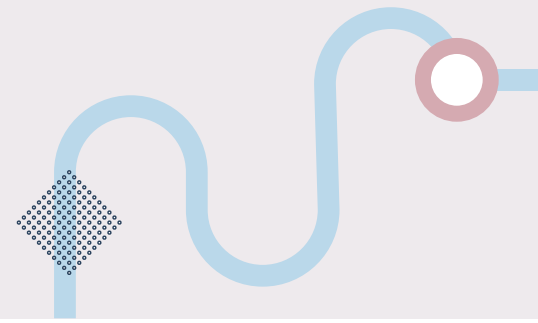
The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report abuse 'reasonably and in good faith' to Tusla or An Garda Síochána. This protection applies to organisations as well as individuals. All reports should be passed to the relevant statutory bodies as quickly as possible.

5.4. Recording/Storage of information

All data in relation to child protection records collected must be stored in a safe and confidential manner in a secure locked cabinet. All information must be stored in line with General Data Protection Regulations 2018.



Child Protection Policy



APPENDIX 1: CHILD SAFEGUARDING STATEMENT

Child Safeguarding statement

Our Purpose, Service and Principles of Safeguarding Children

The aim of the _____ is to provide a positive focal point for the community of X and to strive to meet the needs of the diverse local community in an inclusive way through the provision of space which supports the promotion of participation in sport, leisure, educational and recreational activities.

Our Safeguarding statement is designed to ensure up to date "best practice" in all aspects of safeguarding children in the creation and maintenance of a safe environment.

Risk Assessment

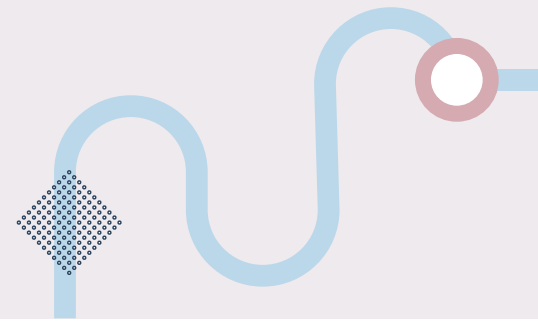
We have carried out a risk assessment of any potential for harm to a child while using the community centre.

Below is a list of the areas of risks identified and the list of procedures for managing these risks.

Risk Identified	Policies and/or Procedures in place to manage risk
Staff/Volunteers/Students	<ul style="list-style-type: none">• Garda vetting.• Reference checking of staff.• Supervision of volunteers and students.
Public	<ul style="list-style-type: none">• Child Safeguarding statement on display to the public.• Maglock controlled doors at reception.• Group leaders sign in at reception and keep attendance list of class.• CCTV in operation.
Staff training	<ul style="list-style-type: none">• All staff are required to complete safeguarding training and assessment.
Risk assessment/ Policy review.	<ul style="list-style-type: none">• Risk assessment and policy reviews are carried out every two years. All staff are subject to Garda vetting.



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Procedure

Our Child Safeguarding statement has been developed in line with requirements under the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children (2017)*, and *Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service;
- Procedure for the safe recruitment and selection of workers and volunteers to work with children;
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- Procedure for the reporting of child protection or welfare concerns to Tusla;
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons;
- Procedure for appointing a relevant person.

All procedures listed are available upon request.

Implementation

We recognise that implementation is an on-going process. Our service is committed to the implementation of this Child Safeguarding statement and the procedures that support our intention to keep children safe from harm while availing of our service.

This Child Safeguarding statement will be reviewed on 00/00/0000 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Name	
Signed	Manager _____
Date	

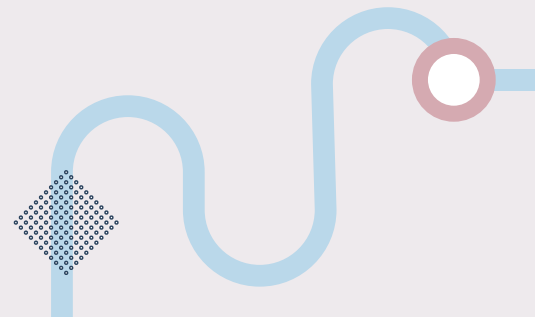
For queries, please contact:

Contact Details	
------------------------	--

Relevant Person under the Children First Act 2015.



Child Protection Policy



APPENDIX 2: DEFINITIONS OF CHILD ABUSE

www.tusla.ie/services/child-protection-welfare/definitions-of-child-abuse

Overview

Child abuse can be categorised into four different types: Neglect, Emotional abuse, Physical abuse and Sexual abuse. A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger, and can be an adult, or another child. In a situation where abuse is alleged to have been carried out by another child, you should consider it a child welfare and protection issue for both children and you should follow child protection procedures for both the victim and the alleged abuser.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/carer.

The definitions of neglect and abuse presented in this section are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

Neglect

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

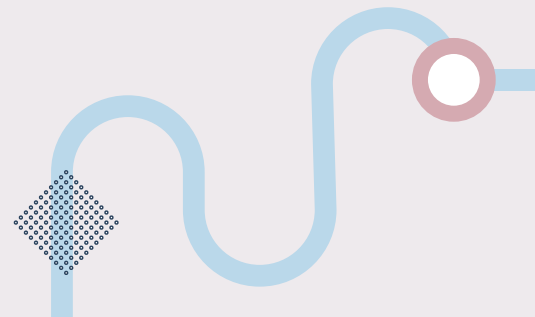
Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child's health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child's life as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence, and parental mental illness and disability.

A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once.



Child Protection Policy



The following are features of child neglect:

- Children being left alone without adequate care and supervision
- Malnourishment, lacking food, unsuitable food or erratic feeding
- Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Abandonment or desertion

Emotional Abuse

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen.

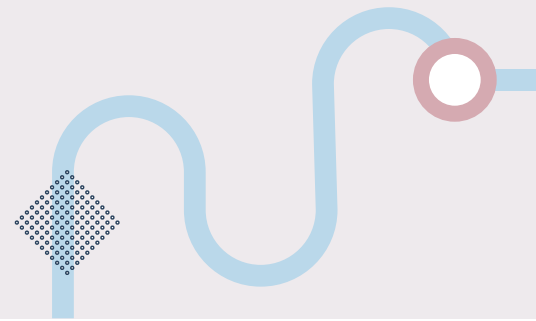
A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

Emotional abuse may be seen in some of the following ways:

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Continuous lack of praise and encouragement
- Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions



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- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in bedroom)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to his/her age and stage of development

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

Physical Abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- Physical punishment
- Beating, slapping, hitting or kicking
- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Fabricated/induced illness
- Female genital mutilation

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult.

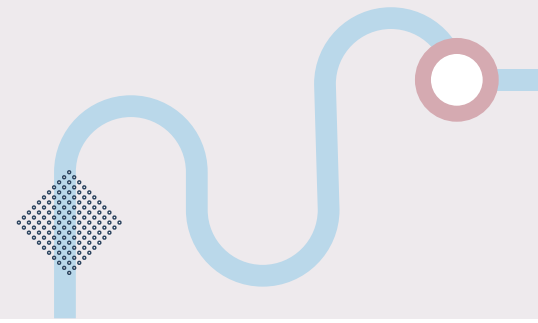
Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident



Child Protection Policy



and, in some instances, occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation
- Sexual intercourse with a child, whether oral, vaginal or anal
- Sexual exploitation of a child, which includes:
 - Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]
 - Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
 - Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Exposing a child to inappropriate or abusive material through information and communication technology
- Consensual sexual activity involving an adult and an underage person

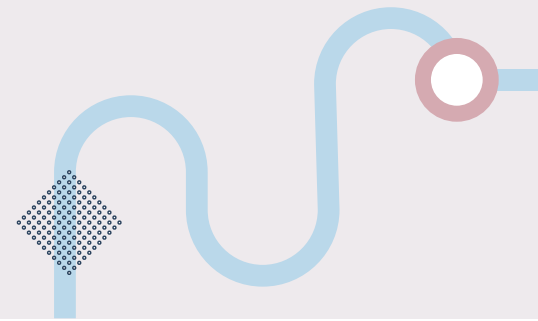
An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a child will be considered within the wider objective of child welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation.

In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse.


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Child Protection Policy



APPENDIX 3: TUSLA STANDARD REPORT FORM/GUIDANCE NOTES



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.
Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*

--	--

2. Date of Report*

--	--

3. Details of Child

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*	Date of Birth*		
	Estimated Age*		
	School Name		
	School Address		
Eircode			

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see *'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns'* for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

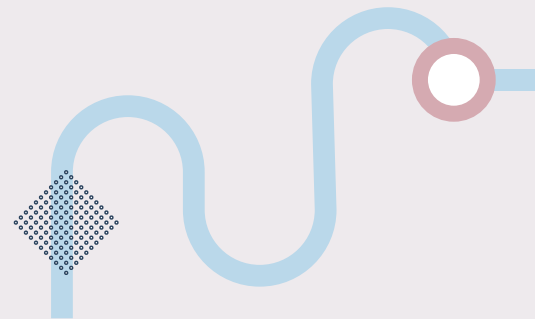
Child Welfare Concern	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Emotional Abuse	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>		


6. Details of Reporter

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address	Organisation		
	Position Held		
	Mobile No.		
	Telephone No.		
Eircode		Email Address	



Child Protection Policy





An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is this a Mandated Report made under Sec 14, Children First Act 2015?*		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type					

7. Details of Other Persons Where a Joint Report is Being Made

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother

First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

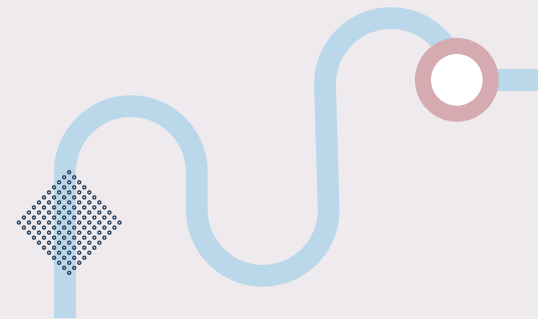
Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
----------------------------------	-----	--------------------------	----	--------------------------


Details of Father

First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			



Child Protection Policy





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Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
----------------------------------	-----	--------------------------	----	--------------------------

10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*	Surname*	Date of Birth	Estimated Age
Male* <input type="checkbox"/>	Female* <input type="checkbox"/>	Mobile No.	Telephone No.
Address		Email Address	Organisation
Eircode	Occupation	Position Held	

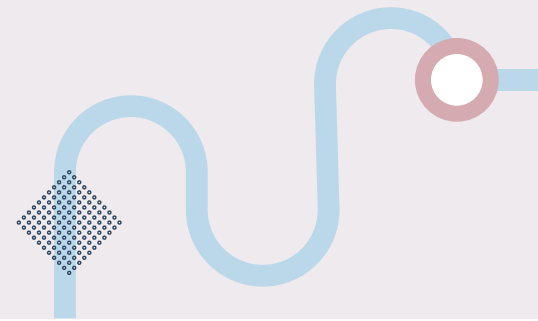
Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	


First Name*	Surname*	Date of Birth	Estimated Age
Male* <input type="checkbox"/>	Female* <input type="checkbox"/>	Mobile No.	Telephone No.
Address		Email Address	Organisation
Eircode	Occupation	Position Held	

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	



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12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

Please ensure you have indicated if this is a mandated report in section 6.
Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

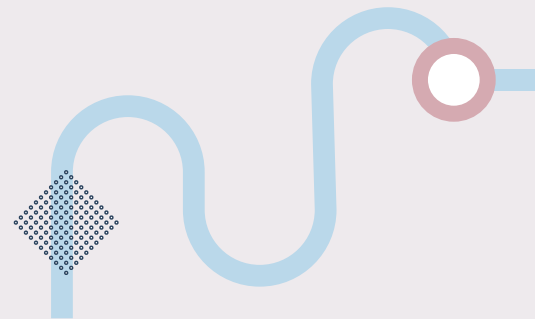
14. For Completion by Tusla Authorised Person on Receipt of Report

Report Received by			
First Name	Surname	Date	

Mandated Report Acknowledgement by



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TUSLA An Ghníomhaireacht um
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Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

First Name		Surname		Date Sent	
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Authorised Person Signature*	
Date*	

Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated Case No				



Child Protection Policy

NOTES ON FILLING OUT TUSLA FORM



Child Protection and Welfare Report Form (CPWRF) – Guidance Notes – November 2017:

Tusla – Child and Family Agency has a statutory responsibility under the Child Care Act 1991 and the Child and Family Agency Act 2013 to promote the protection and welfare of children. Tusla therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

Reports should generally be made using the electronic Child Protection and Welfare Report Form, which is available at <http://www.tusla.ie/children-first/publications-and-forms/>

This report form is for use by:

- Any professional, individual or group involved in services to children, including Tusla personnel, who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.
- Professionals and individuals involved in the provision of child protection and welfare related services in the community who have service contracts with Tusla.
- Mandated persons under the Children First Act 2015, as specified in Schedule 2 of the Act.
- Designated Liaison Persons in any organisation.
- Any member of the public who has a child protection or welfare concern which they believe should be reported to Tusla.

Please fill in as much information and detail as is known to you. This will assist Tusla and the Social Work Department in screening the report, assessing the level of risk to the child or the support services required, and when necessary in assigning a priority status to the case. If the information requested is not known to you, please indicate this by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

In section 6 of the form, you must indicate whether the report is a mandated report and, if so, your category of profession under "Mandated Person's Type".

Tusla aims to work in partnership with parents and others. If you are making this report in confidence, you should note that Tusla cannot guarantee absolute confidentiality for the following reasons:

- A Court could order the information be disclosed.
- Under the Freedom of Information Acts 1997 and 2003, the Freedom of Information Commissioner may order that information be disclosed.
- Any individual against whom allegations of abuse are made has a right to fair procedures; however at times this right may need to be secondary to the protection of children at risk. The right of fair procedure applies equally to adults, adolescents and children who have allegations made against them.

You should also note that in making a 'bona fide report', you are protected under the Protection for Persons Reporting Child Abuse Act, 1998.

Consideration must also be given to responsibilities under the Criminal Justice (Withholding of Information on Offences against Children and



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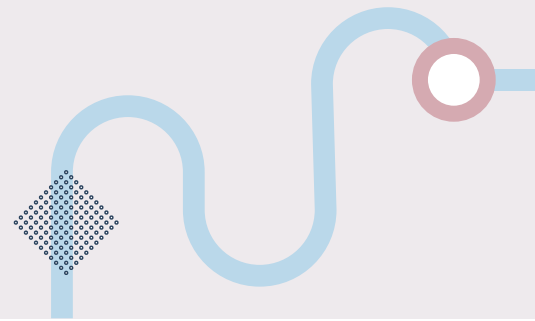
Vulnerable Persons) Act 2012, which are in addition to any reporting requirements under the Children First Act 2015 or Children First: National Guidance.


If you are unsure if you should report your concerns, please telephone the Tusla duty social worker and discuss your concerns with them (see <http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/> for local contact details).

A MSWord version of the Child Protection and Welfare Report Form may be accessed <http://www.tusla.ie/children-first/publications-and-forms/>



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Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
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**Use block letters when filling out this form.
Fields marked with an * are mandatory.**

1. Tusla Area (this is where the child resides)*

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2. Date of Report*

--	--

3. Details of Child

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*	Date of Birth*		
	Estimated Age*		
	School Name		
	School Address		
Eircode			

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see '*Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns*' for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

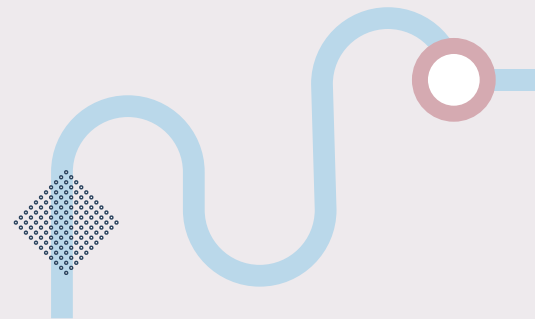
Child Welfare Concern	<input type="checkbox"/>		
Emotional Abuse	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>

6. Details of Reporter

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address	Organisation		
	Position Held		
	Mobile No.		
	Telephone No.		
Eircode		Email Address	



Child Protection Policy



Notes on filling out Tusla Form-

