

1.0 Policy

- 1.1 The Children’s Sunshine Home, operating as LauraLynn, Ireland’s Children’s Hospice (the Service) is fully committed to upholding children’s rights, and safe-guarding and promoting the well-being of all children that we provide a service to, and those who visit this service.
- 1.2 Some children are more vulnerable to abuse than others and there may be a particular time or particular circumstances when a child may be more vulnerable to abuse in their lives. Children with disabilities are three times more likely to be abused than their peers.
- 1.3 This policy is in line with the Children’s First National Guidance for the Protection & Welfare of Children (2017) and with the HSE Child Protection and Welfare Policy (2019) With a focus on the Guiding Principles that:
- 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.
 - Early intervention is key to getting better outcomes. Where it is necessary for the Service to intervene to keep children safe, the minimum intervention necessary should be used.
 - Children have a right to be heard, listened to and taken seriously. Taking into account their age and understanding, children should be consulted and involved in all matters and decisions that may affect their lives.
 - Parents and carers have a right to respect, and should be consulted and involved in matters that concern their family.
- 1.4 The *Children First Act (2015)* puts elements of the Children’s First: National Guidance for the Protection and Welfare of Children (2017) on a statutory basis. It includes requirement to have a child safeguarding statement which is displayed in prominent places (Appendix 1)) and identifying defined persons (mandated) to report child protection concerns over a defined threshold to Tusla.
- 1.5 The Service recognises its dual responsibility to both the child and staff member/volunteer with respect to allegations made against staff/volunteer.

2.0 Scope

- 2.1 This policy applies to staff, students, contractors, volunteers and families.

3.0 Definitions

- 3.1 *Child abuse*: a violation of an individual’s human and civil rights. It can be categorised into four different types, Neglect, Emotional Abuse, Physical Abuse and Sexual Abuse. (Refer to Chapter 1 of Children’s First, (2017) and the HSE Child Protection and Welfare Policy (2019).
- 3.2 *A child*: a person under the age of eighteen years, excluding a person who is or has been married. (Children’s First: National Guidance for the Protection & Welfare of Children) (2017).
- 3.3 *Neglect*: can be defined in terms of an omission of care. This is where a child suffers significant harm or impairment of their development. For example, by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision, safety, attachment to and affection from adults and/or medical care. Child neglect is the most frequently reported category of abuse both in Ireland and internationally.

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- 3.4 *Emotional abuse*: the systematic emotional or psychological ill treatment of a child as part of the overall relationship between a carer and child. It occurs when a child's developmental need for affection, approval, consistency and security are not met, due to incapacity or indifference from their caregiver.
- 3.5 *Physical abuse*: when someone deliberately hurts a child or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. The Children First Act (2015) includes the provision that abolishes the common law defence of reasonable chastisement in court proceedings.
- 3.6 *Sexual abuse*: occurs when a child is used by another person for his or her sexual gratification or arousal, or for that of others.
- 3.7 *Mandated Persons*: are people who have contact with children and/or families who, by virtue of their qualifications, training and experience, are in a key position to help protect children from harm. Refer to the Children First Act 2015, Schedule 2, for a full list of people who are classified as mandated persons.
- 3.8 *Threshold of harm*: is reached when you know, believe or have reasonable grounds to suspect that a child's health, development or welfare has been, is being or is likely to be seriously affected.
- 4.0 Responsibility**
- 4.1 *The Chief Executive Officer and Board of Directors*: have overall corporate duty and responsibility to safeguard children in the care of LauraLynn.
- 4.2 *The Executive Management Team*: Ensure that such policies and procedures in LauraLynn are in place and are operating correctly.
- 4.3 *The Designated Liaison Person*: should:
- Have a good knowledge of LauraLynn's guiding principles and child safeguarding procedures.
 - Receive Child Protection and Welfare concerns from staff/volunteers/contractors.
 - Ensure that LauraLynn's reporting procedure is followed in order that child protection and welfare concerns are referred promptly.
 - Act as a liaison with outside agencies.
 - Undertake and continue to undertake relevant training and provides in house training to staff.
 - Assist any person in following the guidelines in reporting concerns, suspicions or allegations of abuse.
 - Consult informally with Tusla duty social worker, where necessary.
 - Where appropriate, make a formal report of a child protection or welfare concern to Tusla on behalf of LauraLynn using the Child Protection and Welfare Report Form.
 - Record all concerns or allegations of child abuse brought to their attention and record as well as any action/inaction taken in response to these concerns.
 - Provide feedback to the referrer, as appropriate.
 - Ensure that a secure system is in place to manage confidential records.
 - Act as a liaison with Tusla and An Garda Siochana, as appropriate.
 - Where requested, jointly report with a mandated person, other staff members or volunteer.
 - Have copies of Children First National Guidance for the Protection and Welfare of Children (2019) available for all staff.
- 4.4 *The Clinical on-Call person*: should be available to assist staff with any concern raised out of hours.

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- 4.5 *Staff/Volunteers:* should
- Be alert for behaviour or signs and symptoms that may indicate abuse or neglect.
 - Know what steps to take, to report suspected abuse, or child protection and welfare concerns.
 - Complete HSE Introduction to Children First, E Learning Programme and in house mandatory face to face Child Protection training.
 - Be cognisant that the failure to report child abuse concerns may be considered an offence under the Criminal Justice Act (2006) (Reckless Endangerment of Children) or the Withholding of Information Act (2012) on offences against Children and Vulnerable Persons.
 - Be familiar with LauraLynn’s code of behaviour in relation to acceptable and unacceptable practice.
 - Be familiar with LauraLynn’s policy and reporting procedure and report any concern that a child may have been, is being, or is at risk of being abused or neglected. (Staff/Volunteers are protected under the Persons Reporting Abuse Act (1998). This Act protects staff /volunteers if they make a report in good faith, is not malicious, and in the child’s best interest).
 - **Note** - The failure of any member of staff to report child abuse concerns may lead to the disciplinary procedure being invoked.
- 4.6 *Mandated Persons:* are legally responsible to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed or is at risk of being harmed to Tusla and to assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report. (Children’s First Act, 2015).
- 4.7 The List of Mandated persons in LauraLynn are as follows:
- Registered Medical Practitioner;
 - Registered Nurse;
 - Allied Health Social Care Professionals (AHSCP) Registered Physiotherapist, Occupational Therapist, Registered Psychologist, Registered Social Worker and Chaplain.
- 4.8 It is the responsibility of all mandated persons in LauraLynn to pay particular attention to Chapter 3 of Children First National Guidance for the Protection and Welfare of Children (2017) and relevant chapter in HSE Child protection and Welfare Policy (2019) to fully understand their role and responsibilities. Mandated Persons must inform the Designated Liaison Person (DLP) that a report under the Children First Act (2015) has been made and a copy of the report made available to DLP.
- 4.9 The statutory obligation of mandated persons to report under the Children First Act (2015) must be discharged by the mandated person and cannot be discharged by the DLP on their behalf.
- 4.10 Staff can report individually but joint reporting is recommended. A copy of report should be made available to DLP, if they are unhappy with a decision by LauraLynn not to report, they are recommended to report individually and should be supported in this process.
- 4.11 *Human Resources:*
- Implements a Recruitment and Selection process - that minimise the risk of persons who are unsuitable to work with children and adults being engaged in a position in LauraLynn.
 - Ensures the provision of training and information on safeguarding of children is in place.
 - Ensures that staff and volunteer training in LauraLynn is compliant and consistent with Children First (2019).
 - Ensures there is an internal personnel procedure for dealing with staff and volunteers in relation to employment issues including an internal investigation adhering to the Trust in Care Policy (HSE, 2005).

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4.12 *The Child & Adult Protection Committee*: meet regularly to discuss in-house referrals, policy updates, in-house audits and other relevant issues.

It should be noted that where a staff member has a concern regarding unsafe practices taking place within LauraLynn they should inform their Line Manager or consider making a protected disclosure or a report under the HSE Good Faith Reporting Policy as soon as possible.

5.0 Reporting a Child Protection or Welfare Concern

5.1 If staff/volunteers are concerned about any child protection or welfare issues they should discuss or report to their Line Manager or DLP/Clinical On-Call Manager.

5.2 You should always inform Tusla if you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. Reasonable grounds include;

- Evidence, an injury or behaviour that is consistent with abuse and is unlikely to have been caused in any other way;
- Any concern about possible sexual abuse;
- Consistent signs that a child is suffering from emotional or physical neglect;
- A child saying or indicating by other means that he or she has been abused;
- Admission or indication by an adult or a child of an alleged abuse they committed;
- An account from a person who saw a child being abused.

NB Please note that in an emergency situation, where you believe the child is at risk of immediate harm, you should contact Tusla without delay before making a written report. Under no circumstances should a child be left in a situation that exposes him or her to harm or risk of harm, while waiting for Tusla to intervene. If you think the child is in immediate danger and you cannot contact Tusla, you should contact An Garda Síochána. In such an emergency situation, if you are a mandated person, you must follow up with a mandated report to Tusla within three days. Please note that confidentiality should never be used as a reason not to report child abuse.

5.3 Informing the family: it is good practice to tell the family that you are making a report.

However, there are some exceptions to informing the family:

- By doing so, the child will be placed at further risk.
- Where the family knowing about the report could affect Tusla’s ability to carry out a risk assessment.
- You believe that doing so would place you at risk of harm from the family.
- This decision should be made with your Line Manager, and where necessary with Tusla and or with An Garda Síochána. The reason for not informing parents or guardians should be clearly recorded.

5.4 Submitting the report: You can make the report to Tusla Duty Social Work Service in the area where the child lives. The Child Protection and Welfare report form is available on Tusla’s website www.tusla.ie. If staff are unable to access the portal, report form should be sent to Tusla by registered post.

5.5 The following are guidelines to support staff following a disclosure:

- Ensure the immediate safety of the child their safety and welfare is paramount importance.
- Assess child in the presence of a second staff member.
- Contact the Consultant Paediatrician/GP particularly if there is significant unexplained marks, swelling or bruising. If in doubt, check it out.

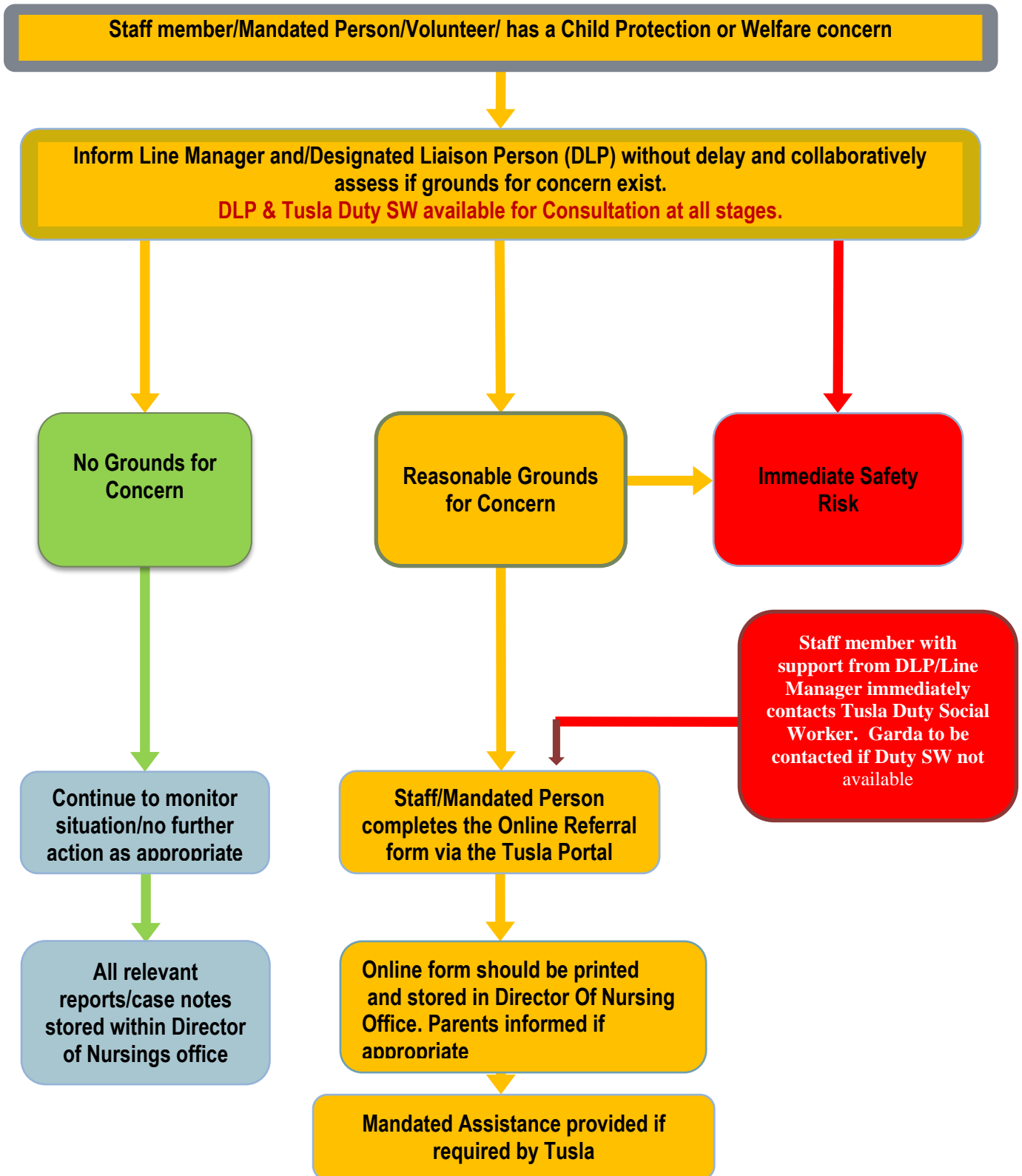
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- Inform next of kin; unless doing so may place a child at further risk of abuse. If there is a concern, re parental contact this decision needs to be taken in consultation with the Line Manager or the Executive Manager on call/and or the DLP (if on duty).
 - Ensure observations are documented. Describe any physical signs of injury and complete a body chart.
 - Complete Child Protection Welfare Report Form (Appendix 3).
- 5.6 In LauraLynn, if a concern arises “out of hours” or in an emergency situation, where the Tusla Duty Social Worker is unavailable, contact should be made with An Garda Siochana. Children First (2019) state that “under no circumstances should a child be left in a dangerous situation pending intervention. The report should be made via the Tusla Portal and the printed report forwarded to DLP.
- 5.7 Out of hours service – The HSE operate an out-of-hours social work service, which is available by contacting An Garda Siochana. This service deals with any emergencies that occur outside of office hours. If you, have concerns for the immediate safety of a child, the decision to contact them will be made by Clinical On Call Manager and on call member of Executive Team.
- 5.8 In LauraLynn, when an out-of-hours concern arises, it is priority to ensure the immediate safety of the child. The person made aware of their concern should contact the Clinical On-Call Manager. Phone: 087-2228252, and document the episode immediately.
- 5.9 Commitment and flexibility in relation to time to attend meetings, to carrying out work specified in the child protection assessment/investigation/planning process, and a willingness to exchange information promptly, will be required from all staff/volunteers involved with the child and family.

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6.0 LauraLynn Children's Hospice Child Protection Reporting Process

6.1 (All staff and volunteers irrespective of role, grade or profession has a duty to report suspected child abuse, neglect or welfare concerns to Tusla – Child and Family Agency).



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6.2 Recording Guidelines

- Record accurately, clearly and contemporaneously.
- Be factual and objective.
- Record all you observe and hear.
- Record dates, times and descriptions of all incidents/discussions and names of those involved. Records should be timed in the 24 hour clock.
- All entries must be signed and recorder clearly identifiable.
- Avoid abbreviations and initials.
- Remember all recordings are subject to Data Protection and Freedom of Information provisions.
- Record keeping is of critical importance. A confidential record of a concern of abuse shall be held by Director of Nursing/Person in Charge.
- Records may be accessed for multiple reasons over many years. Always write from the perspective that your entry could be viewed by family and various professions including the legal professionals.
- Refer to HSE Child Protection and Welfare Policy (2019) for further guidance.

6.3 Information Sharing and Record Keeping

It is important that information about concerns for the welfare or protection of a child is gathered early and shared as soon as possible with the DLP within LauraLynn. Good record keeping will support the recording of pertinent information in a manner that is accessible and relevant.

Points to consider regarding record-keeping:

- Records should be factual i.e. what the person said and include details of contacts, consultations and any actions taken. They should be contemporaneous.
- LauraLynn must cooperate in the sharing of records with Tusla where a child protection or welfare issue arises.
- Records should be kept secure and safe and only be used for the purpose for which they are intended and only be shared on a need to know basis in the best interest of the child. They are secure stored in the Director of Nursing office.
- Members of Management team, DLP/Deputies, relevant mandated persons and relevant Line Managers have access to these records on a case by case basis. The "need to know" principle applies.
- Relevant record will be made on Vitro referring to a child protection file being held in Director of Nursing office.
- All recording are subject to Data Protection and Freedom of information provisions. The Data protection Acts do not prevent the sharing of information on a reasonable and proportionate basis for the purposes of child protection.
- Refer further to HSE Child Protection and Welfare policy (2019).

7.0 **Confidentiality**

7.1 **It is essential that there is a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information.**

7.2 Where child protection and welfare concerns arise, information must be shared on "a need to know basis" in the best interests of the child with the relevant statutory authorities and with parents/guardians. No undertaking regarding secrecy can be given. This should be made clear to children and families. The proportionate provision of information to the statutory agencies necessary for the protection of a child is not a breach of confidentiality or data protection. It must be clearly understood that information gathered for one purpose must not be used for another without consulting the person who provided the information.

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8.0 Responding to adults who disclose childhood abuse

- 8.1 Where such a disclosure is made it is essential to establish whether there may be current risk to any child who may be in contact with the alleged abuser revealed in the disclosure.
- 8.2 If any risk is deemed to exist to a child who may be in contact with an alleged abuser, follow LauraLynn’s child protection and welfare reporting procedure. The mandated person/DLP should report the allegation to Tusla without delay. (Refer to Children First National Guidance 2019).
- 8.3 The Retrospective Abuse Report Form (RARF) should be used to report disclosures of childhood abuse by adults. The form is available on the Tusla website, www.tusla.ie - refer to HSE Child Protection and Welfare Policy (2019) for further guidance.

9.0 Evaluation and Audit

This policy and associated procedure will be amended as necessary to reflect any changes to best practice, law or substantial organisational changes. It is reviewed and evaluated for appropriateness and effectiveness every two years at a minimum/according to expiry and unless otherwise stated. An audit tool has been developed and staff/volunteers are randomly selected to complete this audit following in house training. This audit is completed three times annually, to assess staff learning in child protection and welfare, and identify areas that need to be improved in training.

10.0 Supporting Documentation

- LauraLynn’s – Your Feedback Matters – Complaints Policy, Ref: 1.3
- LauraLynn’s Protected Disclosures of Information (Whistleblowing) Policy, Ref: 1.5
- LauraLynn’s Staff Recruitment Policy, 3.1
- LauraLynn’s Staff Code of Conduct, Ref: 3.3
- LauraLynn’s Grievance and Disciplinary Procedure, Ref: 3.13
- LauraLynn’s Risk Management Policy, Ref: 7.1
- LauraLynn’s Incident Reporting Policy, Ref: 7.4

11.0 Appendices

- 11.1 Appendix 1: Child Safeguarding Statement
- 11.2 Appendix 2: Names and Contact Details of Designated Liaison Persons (DLP’s)
- 11.3 Appendix 3: Tulsa standard report form

12.0 References/Resources

Children First Act (2015);
 Children First National Guidance for the Protection and Welfare of Children (2017);
 Health Service Executive (2005) Trust in Care (Upholding the Dignity and Welfare of Patients/Clients, Dublin) HSE;
 Tusla Child and Family Agency - Guide for the reporting of Child Protection and Welfare concerns (2019);
 Department of Health and Children *Our Duty to Care: The principles of good practice for the protection of children and young people*. Dublin: Government Publications (2002);
 Government of Ireland *Protection for Persons Reporting Child Abuse Act (1998)*. Dublin: Government Publications;

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Health Service Executive (2005) *Trust in Care*;

Health Service Executive (2011) *Child Protection and Welfare Practice Handbook*. Dublin: HSE;

HSE Child protection and Welfare Policy (2019);

Relevant Legislative Framework Documents: Refer HSE Child Protection and Welfare Policy (2019) for a summary of all relevant legislation

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11.1 Appendix 1 - Child Safeguarding Statement

1. **Name of Service being provided:** Children's Sunshine Home, operating as LauraLynn Ireland's Children's Hospice. This includes, LauraLynn House, LauraLynn@HOME and Hazel House,
2. **Nature of Service:** the Hospice services supports children with life limiting conditions and their families through;
 - Direct Care of the child, short break stays in the hospice, planned sessions of care in the family home or unplanned sessions of care either in the hospice or in the family home.
 - Family Support, including family camps, psychological supports, therapeutic family sessions, individual and group play sessions, sibling support.
 - Symptom Management, medical and nursing assessment and advice regarding symptom management.
 - End of Life Care, in the hospice, at home or at the hospital.
 - Bereavement Support including, memory making, structured family bereavement programmes and informal supports and events.

The Children's Disability Residential Respite Service supports children with complex disabilities and care needs and their families through regular planned respite breaks. LauraLynn@HOME provides direct care for children with life limiting conditions in their home and supports in the hospital.
3. **Principles to Safeguard Children from Harm:** we accept and recognise our responsibilities to inform ourselves of the issues that cause harm and to establish and maintain a safe, person-centred environment for those we serve. We are committed to promoting an atmosphere of inclusion, openness and transparency and greatly welcome feedback from the people who use our services, their families, carers, our staff and volunteers so that we can continue to try to continuously improve our services. We will strive to safeguard those who use our services by adhering to our Policy on Child Protection & Welfare which is in line with the Children's First National Guidance for the Protection & Welfare of Children. We have a zero tolerance towards abuse and will not tolerate any form of abuse wherever it occurs or whoever is responsible.
4. **Risk Assessment:** the service has carried out a risk assessment of any potential harm to a child whilst availing of our services and any potential organisational risks. Below is a list of the areas of risk identified and the list of procedures for managing those risks:

Risk identified		Procedures in place to manage the risk identified	
1.	Risk of harm to a child from a member of staff	<ul style="list-style-type: none"> • Pre-employment checks incl. Garda Vetting • Professional standards for healthcare staff • Professional registration for healthcare staff • Code of behaviour for all staff • Trust in care policy • Child protection and welfare policy 	<ul style="list-style-type: none"> • Personal care policy • Restrictive practice policy • Manual Handling policy • Positioning Care Plans • Incident Reporting • Mandatory Training
2.	Risk of harm to a child from a service user (adult/child), visitor or member of the public	<ul style="list-style-type: none"> • Staff supervision and training • Care plans in place and updated • Supervision/accompaniment in place for visitors and members of public • Restricted access – badges only 	
3.	Risk of non-compliance with Children's First Act	<ul style="list-style-type: none"> • Mandatory Training for all staff • Policy and procedures in place • Child Protection Audits 	

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	and National Guidance	•
4.	Risk of harm or concern not being recognised or reported	<ul style="list-style-type: none"> • Child protection reporting process and forms in place • Details of the designated liaison persons and reporting process in prominent areas in the houses • All staff have received child protection training incl. reporting forms

5. Procedures:

LauraLynn’s Ireland’s Children’s Hospice Child Safeguarding Statement has been developed in line with the requirements under the Children First Act 2015, the *Children First: National Guidance*, and Tulsa’s *Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in the Risk Assessment (Section 3), the following procedures support our intention to safeguard children while they are availing of our service.

- Procedure for the management of allegations against a staff member/volunteers (Ref No: 5.1 Child Protection and Welfare Policy).
- Procedure for the safe recruitment and selection of workers (Ref No: 3.1 Policy on Staff Recruitment) and Volunteers (Ref No: 3.4 Policy on Volunteer Recruitment).
- Procedure for the provision and access to child safeguarding training and information including the identification of the occurrence of harm (Ref No: 5.1 Child Protection & Welfare Policy & Ref No: 5.3 Safeguarding and Protection from Abuse Policy).
- Procedure for reporting of child protection or welfare concerns to Tulsa (Ref No: 5.1 Child Protection and Welfare Policy).
- Procedure for maintaining a list of the persons in the service who are mandated persons (Ref No: 5.1 Child Protection and Welfare Policy).
- Procedure for appointing a relevant person (Ref No: 5.1 Child Protection and Welfare Policy).

All above policies are available on request.

6. Implementation: the Service recognises that implementation is an ongoing process. The Service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm whilst availing of our service. This Child Safeguarding Statement will be reviewed annually, or as soon as practicable after there has been a material change in any matter which the statement refers.

Orla O’Brien, Chief Executive Officer/(Provider Nominee), Children’s Sunshine Home, Operating as LauraLynn Ireland’s Children’s Hospice, Leopardstown Road, Foxrock, Dublin 18, Tel: 012893151
For queries, please contact: Rosaleen Maguire - relevant person under the Children First Act 2015.

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11.2 Appendix 2: Names and Contact Details of Designated Liaison Persons (DLP's)

Designated Liaison Persons	Senior Social Worker Telephone: (01) 2893151 In the event of her absence please contact one of the other Designated Liaison Persons below. Director of Nursing/Assistant Director of Nursing Telephone: (01) 2893151
Out of Hours	Clinical on Call for Out of Hours Emergency Mobile: 087 222 8252
Complaints Officer	Telephone: (01) 2893151
Local Child & Family Agency/ Social Work Duty Service Dublin Mid Leinster	Dublin South East Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14 Telephone: (01)6637300
Garda Liaison Officer, Garda Síochána	Garda, Dun Laoghaire Garda Station Telephone : (01) 6665000
List of Mandated Persons in the Organisation.	Registered medical practitioner Registered nurse/midwife Registered Physiotherapist Registered Social Worker Registered Psychologist Registered Occupational Therapist Member of the clergy/pastoral care worker

The Data Protection Acts 1988 and 2003 afford rights to individuals to access personal data held about them by any entity whether in the public or private sector. The right to access does not apply in a range of circumstances that may be relevant in a child welfare context. Equally the right of access does not extend to any information that identifies a third party where that third party has an expectation of confidence. Accordingly, it would not be necessary to provide any information that would identify a person making a child welfare report in response to a request under the Data Protection Acts. A full list of relevant legislation concerning child protection and welfare is provided in Chapter 2 of the National Guidance (2017).

Designated Liaison Persons to receive Child / Adult Protection or Welfare concerns



Rosaleen Maguire
Senior Social Worker
Lead Designated Person



Anne-Marie Carroll
Director of Nursing
Dept Designated Person




Annette Hanlon
Assistant Director of Nursing
Dept Designated Person

Contact **01 289 3151** and ask to speak to the **Lead Designated Person** or in her absence one of the named deputies above.
DO NOT leave a message but speak directly to one of the Designated Persons. In the event if an emergency you can make contact with
The Duty Manager on 087 222 8252

Orla O'Brien, CEO and the Board of Directors have overall corporate responsibility for the safeguarding of children and young adults in our service

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11.3 Appendix 3 - Tulsa standard report form



An Children's Health Trust
Local agencies in Traill/Mail
Children's 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*	<input type="text"/>	Surname*	<input type="text"/>
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*	Date of Birth*		<input type="text"/>
	Estimated Age*		<input type="text"/>
	School Name		<input type="text"/>
	School Address		<input type="text"/>
Eircode	<input type="text"/>		

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	<input type="text"/>	Surname	<input type="text"/>
Address if reporting in a professional capacity, please use your professional address	Organisation		<input type="text"/>
	Position Held		<input type="text"/>
	Mobile No.		<input type="text"/>
	Telephone No.		<input type="text"/>
Eircode	<input type="text"/>	Email Address	<input type="text"/>

TUSLA An Ghníomhaíocht ar Leasal agus an Trághlach
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"/>
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Details of Father

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



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Is the Father a Legal Guardian?* Yes No

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

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

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address	Date of Birth		
	Estimated Age		
	Mobile No.		
	Telephone No.		
Eircode	Email Address		
Occupation	Organisation		
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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First Name	Surname	Date Sent
Authorised Person Signature*		
Date*		
Child Previously Known	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Allocated Case No		