



Malin Head Community Association LTD.

Child Safeguarding Policies & Procedures 2021

(Superseding the MHCA Ltd Child Protection Policy 2014)

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1. Guiding Principals

Malin Head Community Association (MHCA) Ltd is a grass roots charitable organisation. The Company was constituted in 1999 primarily to support the development and operation of the Malin Head Community Centre. Since our establishment we have endeavoured to enhance and encourage the participation of children and young people in the life of the MHCA Centre & the wider community.

1.1 Our Services

The MHCA:

- Provides a resource centre and programmes supporting the work of existing & developing community groups, clubs, services, businesses and initiatives aimed at encouraging and promoting enterprise, creativity and innovation,
- Facilitates workshops and training schemes for all ages in the promotion of art, music, creative writing and other cultural activities in the promotion of local talent and tourism.
- Encourages training in community development, leadership, organisational skills, social analysis and innovation for the benefit of the entire community.

Children and Young People form the core participants in many of the centres various groups, clubs and in the wider community events organised/hosted by the MHCA including:

- Preschool
- After-school
- Youth-club
- Sports activities and clubs
- Cultural Groups / Classes & Clubs
- Treasure & Scavenger hunts
- Annual Community Events & Celebrations
- Fund-raising and Sponsored Events.

1.2 Guiding Principals, Priorities and Beliefs:

1.2.1 Our priority is to ensure the welfare and safety of every child and young person who attends a service or avails of our facilities.

1.2.2 Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation underpinned by Children First: National Guidance for the Protection and Welfare of Children, Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice, the United Nations Convention on the Rights of the Child and current legislation such as the Children First Act 2015, Child Care Act 1991, Protections for Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau Act 2012.

1.2.3 All children and young people have an equal right to attend and participate in services that respects them as individuals and encourages them to reach their potential, regardless of their background.

1.2.4 all children attending our services (or using our facilities) have the right to be protected, treated with respect, listened to and to have their views taken into consideration in all decisions affecting them.

1.2.5 It is not only important for children and young people to feel that they are listened to, treated with respect and that they are safe but it is also essential that parents have confidence that the MHCA centre and community based activities ensure good practice in relation to the care and welfare of their children.

1.2.6 Our guiding principles apply to everyone in our organisation and to all groups and clubs availing of our facilities. This includes all paid staff, volunteers, committee/board members and students on work placement within our organisation and those organisations associated with us or who regularly avail of our facilities.

1.2.7 All Staff, Volunteers and user group operating or providing a service out of the Malin Head Community Centre, including visiting groups, must be aware of the policies for child protection and will be asked to confirm that they will sign up to and abide by these guiding principles and those contained in our Good Practice Guide and our Child safeguarding procedures.

1.2.8 Workers/volunteers must conduct themselves in a way that reflects the principles of our organisation at all times.

1.3 Good Practice Guide (*When working with, or around, Children & Young People*)

This section gives general guidance to all volunteers, employees and user groups on good practice for ensuring a safe environment for children and young people within the Malin Head Community Centre.

All Staff and volunteers must:

- Treat all children and young people with respect
- Provide an example of good conduct you wish others to follow
- Ensure that children & young people are supervised at all times
- Ensure that there is more than one adult present during all interactions or activities with children or young people, or at least that you are within sight or hearing of others. If this is not possible then the reasons should be recorded
- Respect a young person's right to personal privacy;
- Be available as a listening ear and, if necessary, refer for more appropriate help
- Try to remember that your actions may be interpreted differently from your intention
- Be aware that even caring physical contact with a child or young person may be misinterpreted
- Show understanding when dealing with sensitive issues
- Seek advice in any situation where you feel unsure.
- Report any safeguarding concerns to the Centre Manager (Designated Liaison Person)

Staff & Volunteers must NOT:

- Have inappropriate physical or verbal contact with others including adults
- Permit abusive behaviour such as bullying, ridiculing or taunting
- Make suggestive or derogatory remarks or gestures in front of children or young people
- Allow yourself to be drawn into inappropriate attention-seeking behaviour such as "crushes"
- Show favouritism to any individual;
- Jump to conclusions about others without checking the facts;
- Exaggerate or trivialise child abuse issues
- Speculate or gossip about any ongoing safeguarding concerns with colleagues or third parties.

2. Key Roles

While every volunteer, employee and user group are key in the MHCA child centred approach and to the safeguarding of children and young people using our facilities there are a number of defined roles with particular responsibilities under The Children First Act 2015.

2.1 Provider of a Relevant Service

MHCA is defined as a 'Provider of Relevant Services'. The Children First Act 2015 (s.8) defines a 'provider' as "a person who provides a relevant service, and who, in respect of the provision of such relevant service—

- employs (whether under contract of employment or otherwise) one or more than one other person to undertake any work or activity that constitutes a relevant service,
- enters into a contract for services with one or more than one other person for the provision by the person of a relevant service, or
- permits one or more than one other person (whether or not for commercial or other consideration and whether or not as part of a course of education or training, including an intern-ship scheme) to undertake any work or activity, on behalf of the person, that constitutes a relevant service".

Note: A number of our tenants and user groups, including the pre-school, after-school & Youth-club, would be considered as a 'Provider of Relevant Services', under the Children First Act 2015, and therefore have their own statutory responsibilities and must comply with all legal duties and execute their roles & responsibilities as defined in section 2.1.1 independently of the MHCA. If you are unsure if a group is defined in statute as a 'provider of relevant services' please visit <https://www.tusla.ie/children-first/children-first-2017/relevant-services/>

2.1.1 Roles & Responsibilities – Under the Children First Act 2015 and as a provider of a relevant service we are required to

- Ensure, as far as practicable, that a child is safe from harm while availing of the service
- Prepare a written child safeguarding statement specifying the service being provided and the principles and procedures to be observed to ensure as far as practicable, that a child, while availing of the service, is safe from harm
- Appoint a relevant person
- Display the Child Safeguarding Statement in a prominent place where the relevant service concerned relates or is provided, or both, as may be appropriate.

2.2 Relevant Person

As a provider of a relevant service under the Children First Act 2015 MHCA is required to appoint a relevant person. The relevant person is the first point of contact in relation to the Child Safeguarding Statement; their name and contact details are included in the Child Safeguarding Statement which is displayed prominently on the centre noticeboard.

2.2.1 Procedure for appointment of the Relevant Person. The relevant person is appointed and confirmed by the MHCA management committee. In appointing the relevant person the following considerations are taken into account:

- **Accessibility** – The appointee must be accessible and familiar to all employees, volunteers & users of our services and facilities as well as being accessible to the general public
- **Consistency**- The appointment is long term and requires a consistent approach and constant monitoring
- **Accountability** – The appointee must be accountable directly to the management committee and board of directors

- **Competency** – The appointee must be competent in their communication with all users, employees and volunteers and have a working knowledge of the associations responsibilities under the Children First Act 2015.

2.2.2 Appointed Relevant Person

As a small organisation with only 2 permanent employees the obvious appointee for the role of the relevant person is the Centre manager. This role has been added to the Centre managers job description.

Appointed 'Relevant Person' – Ali Farren (Centre Manager)

2.3 Named Person

This person is responsible for leading the development and review of the guiding principles and child safeguarding policies and procedures and for ensuring that policies and procedures are consistent with best practice. It is the role of the Named Person to liaise with all key workers and volunteers who have relevant roles and responsibilities. **Named Person: Hugh Farren** (Chairperson)

2.4 Designated Liaison Person(s) DLP's

In accordance with Children First: National Guidance for the Protection and Welfare of Children the MHCA has appointed a Designated Liaison Person (DLP). The DLP is a resource to any staff member who has a child protection or welfare concern. DLPs are responsible for ensuring that organisational reporting procedures are followed correctly and promptly and act as a liaison person with other agencies..

As a small organisation with only 2 permanent employees the obvious appointee for the role of the DLP is the Centre Manager. This role has been added to the Centre Managers job description.

MHCA Designated Liaison Person is: Ali Farren (Centre Manager)

2.4.1 Future Appointments As part of the associations strategic development plan the MHCA will be seeking funding to facilitate the appointment of a full time administrator. The role of Assistant DLP will be added to the job description for such an appointment. The assistant DLP would be available to perform the function of DLP should the Centre Manager not be available or have a specific or perceived conflict of interest.

2.4.2 Role & responsibilities of the DLP(s)

- Be fully familiar with the MHCA's responsibilities in relation to the safeguarding of children.
- Have good knowledge of the MHCA's guiding principles and child safeguarding policies & procedures.
- Reviewing & maintaining the Mandated Persons Register
- Ensure that the organisation's reporting procedure is followed, so that child protection and welfare concerns are referred promptly to Tusla.
- Receive child protection and welfare concerns from workers and volunteers and consider if reasonable grounds for reporting to Tusla exist.
- Consult informally with a Tusla Duty Social Worker through the Dedicated Contact Point, if necessary.
- Where appropriate, make a formal report of a child protection or welfare concern to Tusla on behalf of the organisation, using the Tusla Web Portal or the Tusla Child Protection and Welfare Report Form.

- Inform the child's parents/guardians that a report is to be submitted to Tusla or The Garda Síochána, unless:
 - Informing the parents/guardians is likely to endanger the child or young person
 - Informing the parents/guardians may place you as the reporter at risk of harm from the family;
 - The family's knowledge of the report could impair Tusla's ability to carry out an assessment.
- Record all child protection or welfare concerns, or allegations of child abuse, brought to your attention as well as any action taken in response to these concerns.
- Provide feedback to the referrer, as appropriate.
- Ensure that a secure system is in place to manage and store confidential records.
- Act as a liaison with Tusla and The Garda Síochána, as appropriate.
- Where appropriate, jointly report with a mandated person.
- Provide reports to management where appropriate.

2.5 Mandated Persons

Under the Children First Act 2015 mandated persons have a statutory obligation to report concerns which reach or exceed the legally defined threshold of harm (see the Children First Act 2015) and to cooperate with Tusla in the assessment of mandated reports, where requested to do so.

2.5.1 Designation of mandated persons – Schedule 2 of the Children First Act 2015 specifies the following classes of persons as mandated persons for the purposes of the Act:

- **Registered medical practitioner** within the meaning of section 2 of the Medical Practitioners Act 2007.
- **Registered nurse or registered midwife** within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
- **Physiotherapist** registered in the register of members of that profession.
- **Speech and language therapist** registered in the register of members of that profession.
- **Occupational therapist** registered in the register of members of that profession.
- **Registered dentist** within the meaning of section 2 of the Dentists Act 1985.
- **Psychologist** who practises as such and who is eligible for registration in the register (if any) of members of that profession.
- **Social care worker** who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
- **Social worker** who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
- **Emergency medical technician, paramedic and advanced paramedic** registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
- **Probation officer** within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
- **Teacher** registered with the Teaching Council.
- **Member of The Garda Síochána.**
- **Guardian ad litem** appointed in accordance with section 26 of the Child Care Act 1991.

Person employed in any of the following capacities:

- manager of domestic violence shelter;
- manager of homeless provision or emergency accommodation facility;
- manager of asylum seeker accommodation (direct provision) centre;
- **addiction counsellor** employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
- **psychotherapist or a person providing counselling** who is registered with one of the voluntary professional bodies;
- manager of a language school or other recreational school where children reside away from home;
- **member of the clergy** (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;
- director of any institution where a child is detained by an order of a court;
- **safeguarding officer, child protection officer or other person (how so ever described)** who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;
- **child care staff member** employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
- **person responsible for the care or management of a youth work service** within the meaning of section 2 of the Youth Work Act 2001.
- **Youth worker who—**
 - holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and
 - is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001.
- **Foster carer** registered with Tusla.
- **A person carrying on a pre-school service** within the meaning of Part VIIA of the Child Care Act 1991.

2.5.2 Responsibilities of mandated persons – Workers/volunteers who are mandated persons will be made aware of their responsibilities under the legislation at commencement of their appointment. Mandated persons have two main legal obligations under the Children First Act 2015

- To report harm of children, above a defined threshold, to Tusla
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

As a mandated person, under the legislation they are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances. Mandated persons may make joint reports with the DLP in their organisation, however, a mandated person cannot discharge their statutory responsibility to report by reporting to another person (e.g. by reporting to their DLP).

2.5.3 Procedure for maintaining List of mandated persons within MHCA

Under The Children First Act 2015 we are required to have a procedure in place to maintain a list of any mandated persons in our organisation.

- **How to identify which members of staff / volunteers who are mandated persons** - MHCA requires all committee members, employees and volunteers to complete a registration form (See Appendix i) which includes a specific field on safeguarding and identifying them as a mandated person under the children first act against those professions listed in section 2.5.1 above.
- **How to inform mandated persons of this responsibility** – Following identification individuals will be advised that their details will be recorded on the register. An appointment with the DLP may be organised to discuss their responsibilities and they will be directed to <https://www.tusla.ie/children-first/mandated-persons/> for additional information.
- **Who is responsible for maintaining the list.** - The DLP (Centre Manager) is responsible for maintaining the mandated person register. Upon completion of the employee / volunteer registration form and the identification of the individual as a mandated person the details should be passed on to the DLP who will add the details to the register. Likewise when an individual's service is terminated or a volunteer steps back the DLP is responsible for removing that person from the register.

2.5.4 MHCA Register Of Mandated Persons

Name	Role	Designation	Contact	
Eamon Ward	Director	Member of The Garda Síochána	0872876033	eamonn555@eircom.net
Eiblin Porter	Company Secretary	Registered Nurse	0872752899	eibhmcl@hotmail.com
Colette O'Doherty	Committee Member	Childcare Provider	0863391223	colette.mattie@yahoo.ie

3. Definitions and Recognition of Child Abuse

Child abuse can be categorised as follows:

- **Neglect**
- **Emotional Abuse**
- **Physical Abuse**
- **Sexual Abuse**
- **Bullying (peer Abuse)**

A child may be subjected to more than one form of abuse at any given time. The National Guidance for the Protection and Welfare of Children – Children First, published by the Department of Children and Youth Affairs in 2011 – have adopted the following definitions of Child Abuse.

3.1 Neglect

Neglect can be defined in terms of an *omission*, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

3.1.1 Recognition: Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having

his/her needs met for supervision and safety. A child whose height or weight is significantly below average may be deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

3.1.2 Threshold of Significant Harm – The threshold of significant harm is reached when the child's needs are neglected to the extent that his/her well-being and/or development are severely affected.

3.2 Emotional Abuse

Emotional abuse is normally to be found in the relationship between a parent/guardian and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. It is rarely manifested in terms of physical symptoms.

3.2.1 Examples may include:

- The imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;
- Conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- Emotional unavailability by the child's parent/guardian
- Unresponsiveness or a parent/guardian and/or inconsistent or inappropriate expectations of the child;
- Premature imposition of responsibility on a child;
- Unrealistic or inappropriate expectations of a child's capacity to understand something or to behave and control himself/herself in a certain way;
- Under or over-protection of a child
- Failure to show interest in, or provide age-appropriate opportunities for, a child's cognitive and emotional development;
- Use of unreasonable or over-harsh disciplinary measures
- Exposure to domestic violence
- Exposure to inappropriate or abusive material through new technology.

3.2.2 Recognition: Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and development underachievement, and oppositional behaviour.

3.2.3 The threshold of significant harm is reached when the abusive interactions dominate and become typical of the relationship between the child and the parent/guardian.

3.3 Physical Abuse

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

3.3.1 Physical abuse can involve:

- Severe physical punishment;
- Beating, slapping, kicking or hitting;
- Pushing, shaking or throwing;

- Pinching, biting, choking or hair-pulling;
- Terrorizing with threats;
- Observing violence;
- Use of excessive force in handling;
- Deliberate poisoning;
- Suffocation;
- Fabricated/induced illness;
- Allowing or creating a substantial risk of significant harm to a child.

3.4 Sexual Abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others.

3.4.1 Examples of child sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- Masturbation in the presence of a child or involvement of the child in the act of masturbation;
- Sexual intercourse with the child, whether oral, vaginal or anal;
- Sexual exploitation of a child, which includes
 - inciting, encouraging, propositioning or other sexual acts.
 - Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for these purposes, of the image by computer or other means.
 - It may also include showing sexually explicit material to children, which is often a feature of the “grooming” process by perpetrators of abuse.

3.4.2 Consensual sexual activity between an adult and a child under 17 years.

In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years. This means, for example, that sexual intercourse between a 16 year old girl and her 17 year old boyfriend is illegal, although it might not be regarded as constituting child sexual abuse.

***It should be noted that the definition of child abuse in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual abuse.**

3.5 Bullying

Bullying isn't strictly a child protection issue in the context of this policy as it is generally perpetrated by children. It is however recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare.

3.5.1 Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating, and occurs mainly among children in social environments.

3.5.2 It includes behaviours such as

- physical aggression
- cyber-bullying
- damage to property
- intimidation
- isolation/exclusion
- name calling
- malicious gossip and extortion

3.5.3 Bullying can also take the form of abuse based on

- gender identity
- sexual preference
- race
- ethnicity
- religious factors.

3.5.4 With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

3.5.5 Note: In the first instance, the management/facilitators of any user group are responsible for dealing with bullying issues. All groups using the Malin Head Community Association facilities must have a code of behaviour and an anti-bullying policy in place.

3.5.6 In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, it may be necessary to make a referral to Tusla and/or An Garda Síochána.

4. Responding to Concerns (*Reporting Procedure*)

Children First: National Guidance for the Protection and Welfare of Children requires organisations to have reporting procedures in place that are understood and followed by all workers and volunteers within the organisation. The responsibility to report child protection or welfare concerns applies to everyone working with children or family members.

4.1 Identifying Reasonable Grounds for Concern

There are many reasons a worker/volunteer may be concerned about the welfare or protection of a child or young person. Children First: National Guidance for the Protection and Welfare of Children states that Tusla should always be informed when a person has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. Children/young people are sometimes abused by members of their own family, by peers or by others outside the family environment such as strangers, workers or trusted adults. Children First: National Guidance for the Protection and Welfare of Children lists the following as reasonable grounds for concern:

- Evidence, for example 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.

4.2 Reporting Concerns to The DLP

All workers and volunteers (including students on placement or work experience) have a responsibility to safeguard children and young people and to report any concerns they may have for the protection or welfare of a child/young person. Regardless of how a concern comes to a worker/volunteer's attention, it should be reported to the Designated Liaison Person (Centre Manager)

4.2.1 Impediments to Reporting

There may be a tendency by workers/volunteers to deny, minimise or explain away any signs that a child/young person is being harmed. Sympathy for families in difficult circumstances can sometimes dilute personal concerns about the safety or welfare of children/young people. Workers/volunteers may be afraid of repercussions, being thought insensitive, breaking a confidence or being thought of as disloyal. **Reporting child protection or welfare concerns to Tusla is about supporting the best outcomes for children and young people.**

4.3 Emergency Situations

In an emergency situation, where the DLP believes the child is at risk of immediate harm, they 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 DLP thinks the child is in immediate danger and cannot contact Tusla, they should contact An Garda Síochána.

4.3.1 Reporting to Gardai - Where a crime is suspected consideration must also be given to responsibilities under the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012, which are in addition to any reporting requirements under the Children First Act 2015 or Children First: National Guidance for the Protection and Welfare of Children.

4.4 DLP Procedure for Establishing Reasonable Grounds for Concern

if the child/young person is not in immediate danger as above, the Designated Liaison Person, in consultation with the person who raised the concern, will take detailed notes and in deciding if reasonable grounds for concern exist may ask themselves and or the person reporting the concerns the following questions :

- **What are we worried about?**
 - What have I seen or heard that worries me about the child?
 - If nothing changes, what am I most worried about that will happen to the child?
 - What are the adults that are caring for the child doing that is bad for or harming the child
 - What has been the impact of their behaviour on the child?

- What would the child say they are most worried about?
- **What is working well?**
 - Who helps or supports the family and child?
 - How do they help?
 - Thinking about the problems I am worried about who has helped the child and family deal with this problem in the past?
 - What do I like about the child/parents?
 - What would the child say are the best things about their life?
- **What needs to happen?**
 - What do I think needs to happen to make the situation better?
 - Who do I think is best placed to help this family?
 - What services do I think this family/parent/children need most?
- **Helpful questions you might ask the family before contacting Tusla.** (See section 4.9 for further guidance on discussing concerns with family members)
 - Is there anyone else supporting you at the moment? Do you mind if I speak to them?
 - Is there any other support that you feel you need at the moment?
 - What would you ideally like to see happen next?
 - Have you told anyone about this before?
 - Has this happened before?
 - Do you feel that professionals understand your concerns?

4.4.1 If the DLP is unsure if reasonable grounds exist – If the DLP is concerned about a child but unsure if they should report it to Tusla, they should contact Tusla informally to discuss their concerns. Tusla can provide advice on other services that may be more suitable to meet the needs of the child and/or family. Contact details for Tusla can be found on www.tusla.ie.

Donegal Dedicated Contact Point Tel: 074 9123672 Address : Child and Family Agency, Ground Level, Scally Place, Justice Walsh Road, Letterkenny, Co. Donegal

4.5 Upon Deciding to Submit a Report to Tusla

It is usually good practice to **tell the family** that a report is being lodged. This means that the family is fully informed about the services they are being referred to and understand what information is being passed on and why (See section 4.9 for guidance on best practice when talking to parents & guardians). However, there are some exceptions to informing the family. The family should not be informed if:

- 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 or the person reporting the concern at risk of harm from the family.

4.6 Submitting a Report to Tusla

If reasonable grounds for concern exist, the Designated Liaison Person will submit a report to Tusla without delay. A report can be made to Tusla in person, by telephone or in writing to the local Child Protection and Welfare Duty Social Work Service in the area where the child lives. Contact details for Tusla Child Protection and Welfare Duty Social Work Services can be found on the Tusla website, www.tusla.ie. If the DLP makes the report verbally, the DLP should follow it up by completing the Child Protection and Welfare Report Form. This can be found on the Tusla website: www.tusla.ie/children-first/publications-andforms/. (See appendix iv for a blank form for reference)

4.7 If the DLP Decides that Reasonable Grounds do Not Exist

they should ensure the following procedures are followed:

- The reasons for not reporting are to be recorded;
- If any actions are taken as a result of the concern, these should be recorded;
- The worker or volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla;
- The worker or volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or The Garda Síochána.
- The worker or volunteer who raised the concern should also be reassured that if they do choose to report to Tusla, they are covered by the Protections for Persons Reporting Child Abuse Act 1998.

4.8 Reports From Mandated Persons Within the Organisation

It is important to note that 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. It is the policy of the MHCA that Mandated persons make a joint mandated report with the DLP where possible. If, however the DLP does not wish to report to Tusla, the individual, as a mandated person, should proceed with making a report. The Protections for Persons Reporting Child Abuse Act 1998 will apply in this instance. Where a mandated person has a concern that they believe does not reach the threshold of harm for a mandated report, they should consider whether the concern meets reasonable grounds for concern. If the mandated person thinks the concern does meet reasonable grounds for concern, they should report the concern to the DLP.

4.9 Communicating with Parents & Guardians

Whether or not a report to Tusla is to be made, the DLP, staff or volunteers may feel the need to discuss a concern about the welfare or protection of a child/young person or an issue which relates to the child/young person's developmental needs with the respective parents or guardians. The following best practice tips may be useful:

Remember it is not your role to decide if a child is abused, your role with parents/carers is to advise them that you are concerned about the child

Plan Ahead

- Consider who is the best person/people to have the conversation with the parents/carers
- Consider arranging to meet both parents/carers
- Find a time when parents/carers are not in a hurry.

- Find a place that is quiet and allows privacy.

Speaking to the Parent(s) or Guardian(s)

- Start with the positive declarations about the parents/carers. Most parents/carers are trying to do their best for their children/ young people and need that acknowledgement.
- Explain what responsibilities the organisation has when they have a concern about a child or young person.
- Make sure parents/guardians have prior awareness of your guiding principles, procedures and duties to safeguard children.
- Ensure that the parents/guardians know that you care about the welfare of their child and recognise their strengths.
- Be straightforward and clearly explain the nature of the concern or issue, e.g. by using facts and records of observations made
- Use a calm and gentle tone, consider the language used.
- Take the approach that you are seeking to work with the Parent/Carer for the best result for the child/young person.
- Refer as to how, in your opinion, the situation is affecting the child/ young person and how they may be feeling.
- Give the parents/carers an opportunity to talk and acknowledge their feelings.
- Don't blame, don't get defensive and don't take things personally
- Ensure that you are supportive but also address the issue.
- Offer possible solutions, where appropriate.
- Advise parents/guardians how you plan to follow up and keep them informed and involved, where appropriate.
- Refer to your guiding principles and child safeguarding procedures for support.

5. Responding to a Disclosure from a Minor

A child or young person may disclose to a trusted worker or volunteer that they have been or are being harmed or abused. Children/young people will often have different ways of communicating that they are being abused. If a child or young person hints at or tells a worker or volunteer that he or she is being harmed by someone, be it a parent/carer, another adult or by another child/young person (peer abuse), it should be treated in a sensitive way. It is important that all employees/volunteers are aware and prepared for responding to child/young person who may disclose abuse.

5.1 Initial Contact with a Child or Young Person

If a child / young person discloses to you, you should strive to:

- Be as calm and natural as possible.
- Remember that you have been approached because you are trusted and possibly liked. Do not panic.
- Do not promise to keep secrets
- Be aware that disclosures can be very difficult for the child/young person.

- Remember, the child or young person may initially be testing your reactions and may only fully open up over a period of time.
- Listen to what the child/young person has to say. Give them the time and opportunity to tell as much as they are able and wish to.
- Do not pressurise the child/young person. Allow him or her to disclose at their own pace and in their own language.
- Conceal any signs of disgust, anger or disbelief.
- Accept what the child or young person has to say – false disclosures are very rare.
- Remember It is important to differentiate between the person who carried out the abuse and the act of abuse itself. The child/young person quite possibly may love or strongly like the alleged abuser while also disliking what was done to them. It is important therefore to avoid expressing any judgement of, or anger towards the alleged perpetrator while talking with the child/young person
- It may be necessary to reassure the child/young person that your feelings towards him or her have not been affected in a negative way as a result of what they have disclosed.
- Reassure the child/young person that they have taken the right action in talking to you.
- Questions should be supportive and for the purpose of clarification only. Do not ask leading questions.
- Explain to the child/young person that this information will only be shared with people who can help.

Note : By refusing to make a commitment to secrecy to the child/young person, you do run the risk that they may not tell you everything (or, indeed, anything) there and then. However, it is better to do this than to tell a lie and ruin the child/young person's confidence in yet another adult. By being honest, it is more likely that the child/young person will return to you at another time.

5.2 Take Immediate Action

At the earliest possible opportunity:

- Record in writing, in a factual manner, what the child/young person has said, including, as far as possible, the exact words used by the child/young person.
- Inform the DLP immediately and agree measures to protect the child/young person, e.g. report the matter directly to Tusla.
- Maintain appropriate confidentiality.

5.3 On-going Support

Following a disclosure by a child/young person, it is important that the worker/volunteer continues in a supportive relationship with the child/young person. Disclosure is a huge step for a child/young person. Workers/volunteers should continue to offer support, particularly by:

- Maintaining a positive relationship with the child/young person;
- Keeping lines of communication open by listening carefully to the child/young person;
- Continuing to include the child/young person in the usual activities.

- Any further disclosure should be treated as a first disclosure and responded to as indicated above. Where necessary, immediate action should be taken to ensure the child/young person's safety

6. Responding to Adults who Disclose Childhood Abuse

There are an increasing number of adults disclosing abuse that took place during their childhood. Often such disclosures come to light when people attend counselling. They also sometimes arise in adult services and services which work with parents/guardians and families.

6.1 Assess Current Risk to Children or Young Adults

Where such a disclosure is made it is essential to establish whether there may be current risk to any child or young person who may be in contact with the person subject to an abuse allegation (PSAA) revealed in the disclosure. This is important even where the children/young people about whom there may be a concern are still to be identified.

6.2 Reporting Ongoing Risk to Children or Young People

If any risk is deemed to exist to a child/young person who may be in contact with a PSAA, follow the MHCA child protection and welfare reporting procedure (see section 4 of this document); reports should be made to Tusla without delay.

6.3 Mandated Persons

Certain persons who work with adults are mandated persons and have a statutory obligation to report concerns which meet or exceed the threshold for 'harm' as defined in the Children First Act 2015. For mandated persons, the obligation to make a mandated report applies where you have knowledge or belief that a child has been, is being or may be harmed.

7. Responding to Allegations Made Against Workers/Volunteers

An allegation of abuse may relate to a person who works with children who has:

- Behaved in a way that has or may have harmed a child/young person;
- Possibly committed a criminal offence in relation to a child/young person;
- Behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person;
- Behaved in a way that is contrary to the organisation's code of behaviour for workers and volunteers;
- Behaved in a way that is contrary to professional practice guidelines.

If an allegation is made against a worker/volunteer it is imperative that we ensure that everyone involved is dealt with appropriately and in accordance with the MHCA's guiding principles and child safeguarding procedures, the rules of natural justice and any relevant employment law. We have a dual responsibility in respect of both the child/young person and the worker/volunteer. There are two separate procedures to be followed:

- The reporting procedure to Tusla in respect of the child/young person and the alleged abuser (See section 4 of this document)
- The internal personnel procedure for dealing with the worker/volunteer covered in this section.

7.1 Immediate Action

The first priority is for the safety of the child/young person; management must make sure no child or young person is exposed to unnecessary risk and in extreme cases immediate action may be required such as removing the member of staff or volunteer or contacting the Gardai.

7.2 Report the Accusation to Management

The Chairperson, as 'named person' must be alerted to the allegation by the DLP immediately

7.3 The Appointment of an Employee/Volunteer Liaison Person

The Chairperson, as 'named person' should ensure that the (or an) appropriate liaison person is notified (or appointed) and is available immediately to execute the role. Due consideration should be given to any potential or perceived conflict of interest. It is policy that the same person should not have responsibility for dealing with the child protection reporting procedure and the employment/contractual issues. It is the MHCA policy that where allegations are made involving:

- **A Direct Employee or Volunteer** - A suitable committee member will be appointed to Liaise with the volunteer or employee while the DLP follows the standard reporting procedure as detailed in section 4, or vice versa where the DLP is the direct line manager to the employee or other conflicts of interest exist or may be perceived.
- **A person on a placement scheme such as Tus or equivalent** – their scheme supervisor will be contacted immediately by the DLP or Chairperson. The supervisor should take on the role or appoint a member of their own organisation to act as liaison. If for whatever reason the role is not taken up the Chairperson will appoint a suitable liaison as they would for a direct employee or volunteer (see above)

7.4 Employee / Volunteer Liaison

It is the responsibility of the appointed employee/volunteer liaison, with the support of management, to inform the employee:

- That an allegation has been made
- The nature of the allegation.
- Their role (as Employee Liaison) & the role of the DLP.
- The Procedure to be followed (referencing section 4 of this document)
- Any immediate actions (as decided by management) giving reference to any codes of conduct, employee handbook or contract of employment.

7.4.1 Employee Response – The employee must be afforded the opportunity to respond.

- The appointed employee/volunteer liaison must note the response
- The liaison must pass on the information to the DLP to be considered in evaluating grounds for concern and to be submitted with any report to Tusla.

7.5 Decision to Submit a Report to Tusla

- It is the DLP's duty to submit a report to Tusla immediately upon establishing reasonable grounds for concern in line with section 4 of this document.

- It is the responsibility of the liaison to inform the employee/volunteer of such a decision and to advise them of the procedure moving forward.

7.6 Following Submission of a Report to Tusla

- Any disciplinary action including suspension should be guided by the agreed procedures applicable to the individual's employment contract, the employee handbook, relevant codes of conduct and the rules of natural justice.
- The liaison should inform and discuss any disciplinary measures with, the person in question
- Parents/guardians should be informed by the DLP of any action planned while having regard to the rights to confidentiality of others, such as the person against whom the allegation has been made.
- Follow-up on an allegation of abuse against an Employee / Volunteer should be made in consultation with Tusla / Gardai. A meeting will be arranged to discuss the allegation.
- After the above consultation and when pursuing the future position of the employee / volunteer the liaison should advise the person about all agreed procedures to be followed, as advised by the Tusla and Gardai.
- The Liaison should take care to ensure that actions taken by them do not undermine any investigation by the HSE and it is strongly recommended that the Chairperson maintain close contact with both the HSE and Gardai to achieve this.

7.7 If Reasonable Grounds for Concern Have Not Been Established (or report is dismissed by Tusla)

There are many reasons why reasonable grounds may not be met, though this does not necessarily mean that no further action is required by the employee/volunteer, the association or management. There are often many lessons to be learned.

7.7.1 Disciplinary Action – In some cases, where employee 'Misconduct' or 'Serious Misconduct' (as defined in section 36.0 of the MHCA Employee Handbook) is identified as part of the reporting process, the relevant disciplinary procedures (as set out in that document) will be applied.

7.7.2 Review -In all cases where reasonable grounds have not been met the Liaison should review the allegations with the employee / volunteer they should discuss any disciplinary action proposed by management (As per 7.7.1) and take on board any concerns that they may have and together decide what future support may be required. It may be worth discussing in some detail:

- why the employee/volunteer believes the allegation may have been made
- what the employee/volunteers believes they can do to protect themselves against any future allegations
- what the employee/volunteers believes management can do to protect and support them moving forward.

7.7.3 Ongoing Support – management's response to any issues raised in the review and any offers of support should be tailored to the individual and the specific circumstances of any allegations e.g.:

- Staff or volunteers may be subjected to erroneous or malicious allegations against them. All allegations should be dealt with sensitively, support should be provided for staff and counselling if necessary.
- In some cases concerns may have arisen due to genuine misunderstandings or bad practice in these instances:
 - additional safeguarding training or reinforcement may be required

- some personal development training may be offered such as communication skills
- Additional structure and supervision may be required moving forward
- Changes to specific work practices and schedules may be required

Note: Outside of formal disciplinary measures mandated by management, any offers of support or additional training should be made in consultation with the individual in such a way that it is not perceived as a punishment but rather as a means of protecting themselves against future allegations. Individuals should feel supported and feel comfortable in coming forward with any issues that may arise in the future where they may feel exposed or at risk of future allegations.

8. Confidentiality

Where child protection and welfare concerns arise, information must be shared on a 'need to know' basis in the best interest of the child/young person with the relevant statutory authorities and with parents/guardians. No undertakings regarding secrecy can be given. Those working with children/young people and families and in adult services should make this clear to parents/guardians and to the child/young person. 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. Parents/guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.

8.1 Information Sharing and Record-Keeping

It is important that information about concerns for the welfare or protection of a child/young person is gathered early and shared as soon as possible with the appropriate person within the organisation. This can facilitate early warning signs being picked up and interventions being put in place at the earliest opportunity. All concerns which, following consideration, do not initially meet reasonable grounds for concern should be recorded and filed confidentially and securely by the DLP. Concerns which do not initially meet reasonable grounds for concern may, upon review, show patterns or clusters which may heighten the level of concern.

- Records should be factual and include details of contacts, consultations and any actions taken.
- All agencies dealing with children must cooperate in the sharing of records with Tusla where a child protection or welfare issue arises.
- The DLP will ensure that records on child protection concerns, allegations and disclosures are kept securely and safely within the organisation and that:
 - Records should only be used for the purpose for which they are intended.
 - Records should only be shared on a need-to-know basis in the best interests of the child/young person.
 - Only the DLP (& Deputy) will have access to child safeguarding reports.
 - All reports are to be stored on the main office computer and password protected. Paper records of child protection or welfare concerns and any associated documents are to be filed and stored under lock & key in the managers office.
 - Records will be reviewed annually with records deemed no longer relevant being removed / deleted or shredded as appropriate. Indicate how long the organisation will retain these types of records. This will be informed by your record retention policy, taking into account legislative principles such as Data Protection and Freedom of Information Acts.

9. Working Safely With Children & Young People

9.1 A Child Centred Approach

In addition to the implementation of our guiding principles in safeguarding, the MHCA will strive to ensure that all procedures and practice are child-centred at all times. Child-centred practice means working in a way that puts the welfare and best interests of the child at the core of how we work. Child-centred practice supports the legal principle that the welfare of the child is of paramount importance. To ensure that all staff and volunteers are working in ways which are compliant with our guiding principles, Good Practice Guide and Child Safeguarding Procedures.

We also include clear guidance on the following areas of best practice:

- Safe recruitment and selection of workers and volunteers;
- Provision of and access to child safeguarding training and information;
- Procedures for safe management of activities;
- Management of workers and volunteers.

9.2 Recruitment

The MHCA will take all reasonable steps to ensure that only suitable people are recruited to work with children and families by adopting and consistently applying a safe and clearly defined method of recruiting staff and volunteers. Best practice in the recruitment and management of workers and volunteers includes

- providing information relevant to the post,
- seeking information from the applicant,
- Garda vetting,
- use of a declaration form,
- taking up of references,
- good HR practices in
 - interviewing,
 - induction,
 - training,
 - probation
 - on-going supervision and management.

9.3 Vetting

9.3.1 Our Responsibilities – Under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 all people working with children and vulnerable adults are required to undergo vetting. Our organisation must vet applicants who will be working directly (or indirectly) with children with the National Vetting Bureau prior to appointment and commencement of work or placement.

9.3.2 Decisions Based on Vetting – The MHCA committee is responsible for deciding on the suitability of individuals, based on the information received under a vetting application, giving due regard to the organisation's needs, client group and ethos. Information received about applicants will be treated as highly sensitive and confidential.

9.3.3 Confidentiality & Data Protection – Information received about applicants will be treated as highly sensitive and confidential. It will be stored securely and be accessible only to specified individuals within

the organisation who are integral to the recruitment process. In line with data protection legislation, information from the National Vetting Bureau should only be retained when necessary and must be stored securely with secured access. Where information is destroyed, a note should be included on any personnel file stating that a vetting check was carried out and that the person's conditional offer of appointment was confirmed/withdrawn as a result.

9.3.4 Appeals against decisions based on vetting - Where information arising from a vetting application leads you to an applicant being excluded a , they will be be informed of the reason for the decision and afforded an opportunity to appeal. Further information on vetting can be accessed from the National Vetting Bureau's website, <https://vetting.garda.ie/>.

9.4 Induction

All new employees trustees & volunteers will have an induction programme at the start of their employment / appointment. The induction will be provided by the Management Committee or, where appropriate, by an appointed member of staff.

The purpose of induction is to help the new employees / volunteers settle into the position as quickly as possible and to make sure he/she has all the necessary information needed in order to perform job or duties effectively. This will be both formal and informal and will include topics such as:

- Background to Malin Head Community Association Limited
- Introduction to the programme of activities
- Introduction to other staff and a "who's who" of the Staff including the DLP(s) and their responsibilities
- Introduction to internal procedures, including the following:
 - Staff Handbook or Trustee/Volunteer Codes of Conduct
 - Child Safeguarding Policies & Procedures
 - Health and safety Policy
 - All other Policy documents relevant to their position

New employees, trustees & volunteers will be expected to familiarise themselves with all of the information provided at induction, thoroughly read all the policies and procedures of the service and sign, stating that they have read and agreed with them.

9.5 Training

9.5.1 Assessment of training needs – The MHCA Management committee will continually assess and review the training needs of all staff, trustees and volunteers in-line with the current best practice, guidance and legislation.

9.5.2 Minimum Requirements – All staff members, trustees & Volunteers will be at a minimum required to:

- Complete an induction (as detailed in section 9.4)
- Complete the *Introduction to Children First e-learning Programme*
- Familiarise themselves with this policy document
- Complete a registration form including the signing of the *Child Safeguarding Best Practice Declaration*

9.5.3 Named Person & DLP Training – In addition to the minimum requirements set out in section 9.5.2 the 'Named Person & DLP(S)' shall as part of their Personal Training Plan (PTP):

- Complete any additional safeguarding training deemed relevant and/or necessary as and when it becomes available
- Visit <https://www.tusla.ie/children-first/publications-and-forms/> and Read & become familiar with the following documentation:
 - [Children First Act 2015](#)
 - [Children First: National Guidance for the Protection and Welfare of Children](#)
 - [Child Protection and Welfare Practice Handbook 2](#)
 - [Child Safeguarding: A Guide for Policy, Procedure and Practice](#) (2nd Edition)
 - [A Guide for the Reporting of Child Protection and Welfare Concerns](#)
 - [Best Practice Principles for Organisations in Developing Children First Training Programmes](#)

9.5.4 Mandated Persons - In addition to the minimum requirements set out in section 9.5.2 all mandated Persons shall as part of their PTP:

- Complete any additional safeguarding training deemed relevant and/or necessary as and when it becomes available
- Visit <https://www.tusla.ie/children-first/mandated-persons/> and Read & become familiar with the following Guidance notes
 - [What are the legal obligations of a Mandated Person?](#)
 - [What are the types of abuse and how do I recognise them?](#)
 - [What is the threshold for making a Mandated Report?](#)
 - [How do I make a Mandated Report?](#)
 - [How do I contact a Social Worker?](#)
 - [Making a Mandated Report Out of Hours](#)
 - [How should I deal with a disclosure of abuse from a child?](#)
 - [What happens after I make a report to Tusla?](#)
 - [What is Mandated Assisting?](#)
 - [How can I get information and advice on Children First?](#)

9.6 Public/Users Complaints Procedure

The MHCA has published a detailed complaints procedure at www.malinheadcommunity.ie and details are also posted on the main notice board in the atrium of the Malin Head Community Centre. The procedure is tiered and complaints can be escalated up the tiers as necessary.

- Tier 1 – The service provider meaning the Instructor or supervisor of any group class or club
- Tier 2 – The centre Manager or Relevant Person
- Tier 3 – The Association Chairperson or named person
- Tier 4 – Report Concerns to external bodies or relevant agencies

9.6.1 Members of the public or centre users with Child Safeguarding Concerns- if a member of the public has any child safeguarding concerns they should first report them to the 'Relevant Person' (Centre Manager). If they are dissatisfied with the response from the Relevant person they can then make a complaint to the 'named Person' (Chairperson) if they are still unsatisfied with the response they may contact Tusla directly with their concerns. They can visit <https://www.tusla.ie/children-first/parents-and-guardians/how-do-i-report-a-concern-about-a-child/> for more information or contact Tusla directly.

10. User Groups and Service Providers Working with Children

This section outlines the various types of user groups/service providers that operate out of the Malin Head Community Centre and outlines the relevant policy decisions and procedures that the MHCA have put in place for each, along with some general safeguarding policies which apply to all users working with unaccompanied children & young people..

10.1 User Group Registration

All individuals / groups / organisations prior to being accepted by the MHCA LTD to provide any service will be required to complete the relevant registration and declaration form (See Appendix ii).

10.2 Events and Group Activities Open to All Age Groups or to the Public.

It is MHCA policy that unaccompanied children and Young people are not permitted to register or participate in groups classes or events which also cater for adults, are open to the public or are hosted in an uncontrolled environment. In all these instances under 18s must be accompanied and supervised by a suitable parent/guardian at all times.

10.3 MHCA Groups & Clubs (Organised or funded through the MHCA)

- All groups will be informed that a Child Safeguarding Policy is in place, provided with a summary of the reporting procedure by the DLP and advised that a copy of the complete MHCA Safeguarding Policy and Procedures document will be available in the office for review or can be e-mailed upon request.
- The DLP (Centre Manager) will insure that all volunteers working within the group have taken part in the induction process; have completed the registration form & associated declarations, are vetted and completed the Introduction to Children First e-learning programme.

10.4 Independent Groups & Organisations (Providing a service for Unaccompanied under 18s)

Each independent organisation, with rental agreements only, that is considered '*a provider of relevant services*' (See section 2.1) is responsible for drafting, implementing, reviewing and updating their own Child Safeguarding Statement and Policies and ensuring that all employees, volunteers and those on student placements are vetted and hold a current Child safeguarding Training Certificate. (Recommended every 4 years) Upon registration they will be asked to declare that they are fully compliant with all statute obligations under the Children First Act 2015. They will also be asked to provide contact details for their key personnel under the act.

10.5 Solo/Self Employed Instructors (who provide a Service for Unaccompanied Children/Young People)

Solo or self employed instructors, and all others that have a rent only agreement and are not defined as '*a provider of relevant services*', operating out of the Malin Head Community Centre must either

- Be certified by, or registered with a recognised organisation or body which can provide the MHCA with written assurances that the individual(s) has/Have been properly vetted and hold a current Child Safeguarding Training Certificate.
- Complete the MHCA Safeguarding Induction Process; complete the appropriate registration form & associated declarations, undergo the Garda vetting process and complete the Introduction to Children First e-learning programme.

In each case they will be informed that a Child Safeguarding Policy is in place, provided with a summary of the policies & reporting procedure by the DLP and advised that a copy of the complete MHCA

Safeguarding Policy and Procedures document will be available in the office for review & can be e-mailed upon request.

10.6 General Policies

- All individuals / groups / organisations using MHCA LTD centre must ensure the registration of all persons Under the age of 18 takes place using the relevant MHCA Registration form (See Appendix iii) or that organisations equivalent. This should include a minimum of:
 - the contact details of parents / guardians;
 - relevant medical background (e.g. medications needed, allergies etc.)
 - permission to contact their doctor / emergency services on their behalf.
- All individuals / groups / organisations are responsible for ensuring that adult child ratios meet the appropriate government guidelines for their service or insurance stipulations, whichever is greater.
- No Child / children will be left unattended or supervised by only one adult at any time, in accordance with latest child safeguarding guidelines
- It is the policy of MHCA Ltd that all Under 18s who attend the centre are collected from the door of the centre by their respective parent/guardian, unless prior permissions are expressly granted in writing and recorded on the relevant registration form.

11. Review & Revision Policy -

The Child Safeguarding Policies and Procedures contained in this document will be reviewed biannually by the MHCA Management Committee, or earlier, as soon as practicable, if there is a material change in any matter referenced.

11.1 Record of Reviews & Revisions

Reviews and revisions will be recorded on the Schedule to follow and referenced when approved in the relevant management committee minutes.

11.2 Schedule of Reviews & Revisions

Date	Revision	Reference

11.3 Signatories

Committee Secretary: (Eibhlin Porter) _____ Date : _____


Committee Chairperson: (Hugh Farren) _____ Date : _____

11.4 Next Scheduled Policy Review

All Policies & Procedures as documented here will be reviewed by The 'Named Person' (Hugh Farren), The DLP (Ali Farren) and other relevant staff and committee members in good time for it to be presented for approval and adoption at the **March 2024 Management Committee meeting**

APPENDICES

i. Volunteer / Employee Registration Form (MHCA)

 <h2 style="margin: 0;">Registration Form</h2> <p style="margin: 0;"><i>(Employees & Volunteers)</i></p>	
Registration As ...	
An Employee <input type="checkbox"/> A Volunteer <input type="checkbox"/> Other (Please Specify) <input style="width: 150px;" type="text"/>	
Role(s) / Position(s) <input style="width: 95%;" type="text"/> Including membership & positions held in any groups or committees <input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	From Date <input style="width: 80%;" type="text"/> From Date <input style="width: 80%;" type="text"/> From Date <input style="width: 80%;" type="text"/>
Contact Details	
Name <input style="width: 95%;" type="text"/> Tel <input style="width: 95%;" type="text"/> E-mail <input style="width: 95%;" type="text"/>	Address Line 1 <input style="width: 95%;" type="text"/> Line 2 <input style="width: 95%;" type="text"/> Line 3 <input style="width: 95%;" type="text"/> County <input style="width: 95%;" type="text"/> Eir Code <input style="width: 100%;" type="text"/>
Emergency Contact Details (Relationship)	
Name <input style="width: 95%;" type="text"/> Tel <input style="width: 95%;" type="text"/>	
Child Safeguarding	
<i>Note: The MHCA Child Safeguarding Statement is displayed on the main noticeboard in the centre atrium and at www.malinheadcommunity.ie. The MHCA Child Safety Policy & Procedure Document is available for review in the office and a digital copy can be e-mailed upon request</i>	
Have you been Garda vetted by the MHCA in the past 4 years? No <input type="checkbox"/> Yes <input type="checkbox"/> Date <input style="width: 100px;" type="text"/>	
If No - please request a form from the office. Complete the form in full and return to the office with photocopies of 2 forms of ID. The form will be submitted by us and you will be invited to complete an online application. The results will be sent directly to the Centre Manager.	Office Use Only Received: <input style="width: 80%;" type="text"/> Completed: <input style="width: 80%;" type="text"/>
Have you completed 'An Introduction to Children First' e-learning programme in the past 4 years? Yes <input type="checkbox"/> No <input type="checkbox"/> Date <input style="width: 100px;" type="text"/>	
If Yes - Please e-mail a copy of your cert to malinheadcommunity@gmail.com . If No - visit https://childrenfirstuniversal.hseland.ie/en/ Complete the online course & forward the cert.	Office Use Only Received: <input style="width: 80%;" type="text"/>
Are you a 'Mandated Person' under the Children First Act 2015? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes (or are unsure) - please contact the Centre Manager (Designated Liaison Person) and visit https://www.tusla.ie/children-first/mandated-persons/ for more information	Office Use Only Added to register: <input type="checkbox"/>
Have you read and signed the declaration on the reverse of this form? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Conflicts of Interest (Only required by Trustees & Management Committee Members)	
<i>Note: For more information regarding Conflicts of Interest, including definitions and examples, please contact our office.</i>	
Do you have any pecuniary or other personal interest, direct or indirect, in certain matters that raises or may raise a conflict with your duties/tenure or role within the MHCA ? No <input type="checkbox"/> Yes <input type="checkbox"/> (If Yes Please provide Details below)	
<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>	Office Use Only Added to register: <input type="checkbox"/>
Declaration: I Declare that the information provided is correct at the time of signing (Tick box to confirm) <input type="checkbox"/>	
<i>Note: The MHCA reserves the right to record & publish photos and video of events for the purposes of publicity and promotion. By registering you give your consent for footage that may include you to be used without additional or specific permissions being sought.</i>	
Signature <input style="width: 95%;" type="text"/>	Date <input style="width: 80%;" type="text"/>
Office Use Only Checked By <input style="width: 150px;" type="text"/> Date <input style="width: 80%;" type="text"/>	
Following confirmation / completion of Garda vetting, Safeguard Training & Required Registrations	

Child Safeguarding Best Practice Declaration**Guiding Principal**

At the MHCA our priority is to ensure the welfare and safety of every child and young person who attends our service or avails of our facilities and to enhance and encourage the participation of children and young people in the life of the MHCA Centre & wider community activities.

It is not only important for children and young people to feel that they are listened to, treated with respect and that they are safe but it is also essential that parents have confidence that the MHCA centre and community based activities ensure good practice in relation to the care and welfare of their children.

I here by declare that I will uphold the MHCA Good Practice and codes of behaviour in support of the MHCA Child Safeguarding Guiding Principals, Priorities, Beliefs, Policies & Procedures. (Tick box to confirm) ☐

I will:

- Treat all children and young people with respect
- Provide an example of good conduct I wish others to follow
- Ensure that children & young people are supervised at all times
- Ensure that there is more than one adult present during all interactions or activities with children or young people, or at least that I am within sight or hearing of others.
- Respect a young person's right to personal privacy
- Be available as a listening ear and, if necessary, refer for more appropriate help
- Try to remember that my actions may be interpreted differently from my intention
- Be aware that even caring physical contact with a child or young person may be misinterpreted
- Show understanding when dealing with sensitive issues
- Seek advice from the Office Manager (Designated Liaison Person) in any situation where I feel unsure.
- Report any safeguarding concerns to the Centre Manager (Designated Liaison Person) immediately


I will NOT:

- Have inappropriate physical or verbal contact with others including adults
- Permit abusive behaviour such as bullying, ridiculing or taunting
- Make suggestive or derogatory remarks or gestures in front of children or young people
- Allow myself to be drawn into inappropriate attention-seeking behaviour such as "crushes"
- Show favouritism to any individual
- Jump to conclusions about others without checking the facts
- Exaggerate or trivialise child abuse issues
- Speculate or gossip about any ongoing safeguarding concerns with colleagues or third parties.

Signature**Date**

The MHCA Volunteer & Trustee Codes of Conduct and Employee Handbook are available from the office for your reference and a digital copy can be e-mailed upon request.

ii. User Group Registration Form

 MALIN HEAD COMMUNITY ASSOCIATION	<h2 style="margin: 0;">Registration Form</h2> <p style="margin: 0;"><i>(Groups, Clubs & Classes)</i></p>
1. About The Group, Class or Club	
Group Name (Inc. Organising/Funding Body) <input style="width: 80%;" type="text"/>	
Contact Name <input style="width: 20%;" type="text"/>	Tel <input style="width: 20%;" type="text"/> e-mail <input style="width: 40%;" type="text"/>
Is this group currently represented on the MHCA Management Committee? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes Please Provide Name(s) of Committee Member(s) <input style="width: 80%;" type="text"/>	If No - Please Note that a member can be nominated at any time and representations can be made in writing or in person at the monthly meetings by contacting the Centre Manager or Chairperson.
How often does this group meet/service run? (mark appropriate box) Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other (specify) <input style="width: 20%;" type="text"/>	
On what Day(s) (mark appropriate boxes) Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Time from <input style="width: 10%;" type="text"/> to <input style="width: 10%;" type="text"/>	
Start date <input style="width: 20%;" type="text"/> Course Limits: Term Time only <input type="checkbox"/> No. of Weeks <input style="width: 10%;" type="text"/> Other (Specify) <input style="width: 20%;" type="text"/>	
Description of activities <input style="width: 80%;" type="text"/>	
Facility /Equipment Requirements <input style="width: 80%;" type="text"/>	
2. Insurance	
Is your Service, Group or Club Covered by it's own Insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes – confirm Insurance No. <input style="width: 40%;" type="text"/> Type of Insurance <input style="width: 40%;" type="text"/> Name of Insurer <input style="width: 40%;" type="text"/>	If No Please confirm with the Centre Manager that the proposed activities are covered by the MHCA insurance Office Use Only Adequate Insurance Cover Confirmed <input style="width: 20%;" type="text"/>
3. Membership (Note: It is MHCA policy that all groups must maintain a register of all members and record attendance for fire safety protocols, Insurance and funding review purposes. Attendance/Sign-in forms are available from the office upon request)	
Number of Registered Members <input style="width: 20%;" type="text"/> Average Attendance <input style="width: 20%;" type="text"/> Male/ Female Ratio <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/>	
Age Profile (Please approximate the number of members who fall under each of the age categories) 0-4* <input type="checkbox"/> 5-11* <input type="checkbox"/> 12-15* <input type="checkbox"/> 16-18* <input type="checkbox"/> 19-25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-50 <input type="checkbox"/> 51-65 <input type="checkbox"/> 65+ <input type="checkbox"/>	
Does your Group, Class or Club provide a service for participants under the age of 18* who may be unaccompanied by a Suitable parent/guardian? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes Please complete Sections 4 & Section 5 or 6 Which ever applies to your group or organisation	If No Please sign below, your Registration is complete. Thank you Signed <input style="width: 40%;" type="text"/> Date <input style="width: 20%;" type="text"/>
4. Child Safeguarding (to be completed by <u>all groups whose membership/participants includes unaccompanied minors</u>)	
Does your group have a detailed registration form for all under 18s? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes please confirm that the following details are included on the registration form (mark boxes as confirmation) <input type="checkbox"/> The contact details of at least 2 parents / guardians / emergency contact <input type="checkbox"/> Relevant medical background (e.g. medications needed, allergies etc) <input type="checkbox"/> Permission to contact their doctor / emergency services on their behalf	If No Please speak to the Centre Manager and request the appropriate number of MHCA Youth Registration Forms. Note: Copies of all registration forms relating to Services/Activities which are covered by the MHCA Liability insurance are to be retained by the Centre Manager as well as by the service provider / activity supervisor or organiser Office Use Only Registration forms issued <input style="width: 20%;" type="text"/> No. of returns <input style="width: 20%;" type="text"/>
Is your Group 'A Provider of A Relevant Service' under the Children First act 2015? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Note: If you are unsure of the status of your group/organisation please visit https://www.tusla.ie/children-first/organisations/	
If Yes please Complete Section 5	If No Please complete Section 6.

5. Safeguarding (To be completed by **'A Provider of A Relevant Service'** as defined under the Children First act 2015)**Declaration** (for further information on The Children First act 2015 please visit <https://www.tusla.ie/services/child-protection-welfare/children-first/>)

I Hereby declare that the (name of Group), as 'A Provider of A Relevant Service' under *The Children First act 2015*, is fully aware of, and compliant with, it's statutory obligations under said Act.

We Confirm That we will:

- Keep children safe from harm while they are using our service
- Carry out a risk assessment to identify whether a child or young person could be harmed while receiving our services
- 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.

And In line with the MHCA Guiding Principals, Policies and Procedures we confirm that we will ensure that:

- All employees, volunteers and those on student placements are vetted and hold a current Child Safeguarding Training Certificate
- Adult child ratios meet the appropriate government guidelines for our service or insurance stipulations, whichever is greater.
- No child / children will be left unattended or supervised by only one adult at any time
- All Under 18s who attend the centre are collected from the door by their respective parent/guardian or a named, known and trusted adult contact (unless prior consent is expressly granted in writing and recorded on the relevant registration form giving permission for them to walk/cycle home unaccompanied).

Signed Position Date

Key Personnel (for definitions and information on the roles and responsibilities of key personnel please visit www.Tusla.ie)

Named Person	Name <input type="text"/>	Tel <input type="text"/>	E-mail <input type="text"/>
Relevant Person	Name <input type="text"/>	Tel <input type="text"/>	E-mail <input type="text"/>
Designated Liaison Person	Name <input type="text"/>	Tel <input type="text"/>	E-mail <input type="text"/>

6. Safeguarding (completed by Groups who are **NOT** 'A Provider of A Relevant Service' but who provide a service for unaccompanied minors)

It is the responsibility of the MHCA to ensure that **all adults** working with children through their involvement with our association as **Volunteers, Employees or Self Employed Instructors** are properly **vetted**, receive an **induction** to relevant policies and procedures and also complete relevant **safeguard training**. The MHCA has a **strict Registration Procedure** in this regard which **must be respected by all User Groups**.

Are you a Solo / Self Employed Service Provider/instructor? Yes ☐ No ☐

If **Yes** - Are you certified by, or registered with a recognised organisation or body which can provide the MHCA with written assurances that you have been Garda vetted and hold a current Child Safeguarding Training Certificate?

No ☐ Yes ☐ (If **Yes** Please Attach confirmation and complete all remaining fields)

Registration: Please list names and contacts for **all adults** associated with delivery of your service. (Note: they may be contacted to complete the MHCA Adult Registration &/or Induction Process)

Name	Tel	E-Mail	Office Use Only			
			MHCA Reg Form	Garda vetting (Returned)	(Completed)	Children First e Training
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Declaration on behalf of (Name of Group)

I Hereby declare that, in line with the MHCA guiding principals, policies and procedures, I will ensure that:

- Only those employees, volunteers and those on student placements who have completed the MHCA Adult Registration Procedure will be permitted to participate in our activities and delivery of our services.
- Adult child ratios meet the appropriate government guidelines for our service or insurance stipulations, whichever is greater.
- No child / children will be left unattended or supervised by only one adult at any time
- All Under 18s who attend the centre are collected from the door by their respective parent/guardian or a named, known and trusted adult contact (unless prior consent is expressly granted in writing and recorded on the relevant registration form giving permission for them to walk/cycle home unaccompanied).

Signed Position Date

iii. Youth Member Registration Form

 MALIN HEAD COMMUNITY ASSOCIATION	<h1 style="margin: 0;">Registration Form</h1> <p style="margin: 0;"><i>(Youth Member/Participant)</i></p>
1. About the Group, Class, Club or Event <i>(To be completed By the Organiser prior to issue)</i>	
Title <input style="width: 40%;" type="text"/> Group, Class or Club <input type="checkbox"/> One Off Event <input type="checkbox"/> Details <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> Contact Name <input style="width: 20%;" type="text"/> Tel <input style="width: 20%;" type="text"/> e-mail <input style="width: 40%;" type="text"/>	
2. About the Child/ Young Person	
Full Name <input style="width: 40%;" type="text"/> Preferred (Nick) Name <input style="width: 40%;" type="text"/> Age <input style="width: 10%;" type="text"/> Date of Birth <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> / <input style="width: 10%;" type="text"/> School/College <input style="width: 40%;" type="text"/>	
3. Parent(S) / Guardian(s) Contact Details	
Name <input style="width: 30%;" type="text"/> Relationship <input style="width: 30%;" type="text"/> MobTel <input style="width: 30%;" type="text"/> Home/Work Tel <input style="width: 30%;" type="text"/> E-mail <input style="width: 60%;" type="text"/> Alternative Contact Details Name <input style="width: 30%;" type="text"/> Relationship <input style="width: 30%;" type="text"/> MobTel <input style="width: 30%;" type="text"/> Home/Work Tel <input style="width: 30%;" type="text"/>	Primary Address Line 1 <input style="width: 90%;" type="text"/> Line 2 <input style="width: 90%;" type="text"/> Line 3 <input style="width: 90%;" type="text"/> County <input style="width: 90%;" type="text"/> Eir Code <input style="width: 30%;" type="text"/>
Emergency Contact <i>(only to be used where neither the primary nor the alternate above are contactable)</i>	
Name <input style="width: 30%;" type="text"/> Relationship <input style="width: 30%;" type="text"/> Tel <input style="width: 30%;" type="text"/>	
4. Health & Welfare Questionnaire	
Does your Child Have any Special/Particular Accessibility/Support Needs? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide Details <input style="width: 90%;" type="text"/> Does Your Child have any Allergies? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide Details <input style="width: 90%;" type="text"/> Does Your Child Have any Dietary Requirements / Restrictions? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide Details <input style="width: 90%;" type="text"/> Does Your Child Have any Existing Health Conditions? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide Details <input style="width: 90%;" type="text"/> Does Your Child Require Medication? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide Details <input style="width: 90%;" type="text"/> Is there anything else about your child that we should be made aware of? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide Details <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	
5. Doctors Details	
Practice Name <input style="width: 40%;" type="text"/> Practice Name <input style="width: 40%;" type="text"/> Tel <input style="width: 40%;" type="text"/>	Address <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>

6. Required Permissions (mark box to confirm that you have read and understand the consent being given)

- ☐ I Confirm That I, as Parent / Legal guardian, give my permission for the child named on this form to participate in the activities as detailed in section 1
- ☐ I confirm that said child is in good health and that I consider them capable of participating in these activities
- ☐ The MHCA reserves the right to record & publish photos and video of events for the purposes of publicity and promotion. By registering you give your consent that footage of your child/young person may be used without additional or specific permissions being sought.

In the case of an Emergency

- ☐ I give my consent that the person named in section 1 of this form (or an other MHCA Registered Employee/ Volunteer) may consult medical professionals on said child's (& my) behalf
- ☐ I consent to said child receiving treatment as may be deemed necessary by medical professionals

Signed

Date

7. Discretionary Permissions (Only mark the box if you agree to give consent)**Transport**

It is MHCA policy that all those aged under 18 attending activities or groups at the Malin Head Community Centre must be dropped off to, & collected from, the door by their respective parent or guardian, i.e. those identified in section 3 of this form, unless otherwise stipulated below.

- ☐ I give permission for said child to walk/cycle to and/or from this club, class, group or event and will not hold the MHCA accountable for anything that occurs while the child is in transit
- ☐ I give Permission for (not previously named on this form) to drop said child off to, or collect from, the door of the Malin Head Community Centre

Signed

Date

8. MHCA Code of Behaviour for Children & Young People

Please read the code of behaviour with (or to) your child/young person, discuss the various dos & don'ts, and then sign below to confirm that you have read and fully understand the type of behaviour that is expected and the type of behaviour that will not be tolerated while taking part in activities at the Malin Head Community Centre.

Children and young people are expected to:

- Cooperate with each other
- be friendly
- listen to each other
- be helpful
- follow this code of behaviour and other rules
- stick to the e-safety policy when using the internet, social networking sites, mobile phones etc
- have good manners
- join in
- respect each other's differences
- respect the building, it's fixtures and fittings and all equipment used for activities
- treat staff and volunteers with respect
- report anything that worries or concerns to the adult in charge

Children and young people shouldn't:


- Pick on or make fun of each other
- Have any inappropriate contact with each other
- bully each other
- exclude others from joining in
- yell or shout at others
- be abusive
- use mobile phones or other equipment to
 - send nasty messages
 - take and share photos without permission
 - sending nasty emails, or messages
 - engage in "trolling" of any kind through social media
 - leaving unkind comments on social media profile pages.

Signed (Child/Young Person)

Signed (Guardian)

Date

iv. Child Protection & Welfare Report Form (Tusla)



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"/>		
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 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			



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



Child Protection and Welfare Report Form

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

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



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)*

First Name		Surname		Date Sent	
------------	--	---------	--	-----------	--

Authorised Person Signature*	
Date*	

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