



CHILD SAFEGUARDING POLICY

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INTRODUCTION

The purpose of this document is to set out child safeguarding policy and procedures for those who work with children and young people within Crosscare or carry out work on its behalf. This document applies to all Crosscare services throughout the Archdiocese and supersedes all other child protection/safeguarding policies within the organisation.

In the Republic of Ireland, as per Children First : National Guidance for the Protection and Welfare of Children 2017, a 'child' means a person under the age of 18 years, who is not or has not been married.

It is the responsibility of all services to ensure that children and young people are treated with respect and dignity, have their welfare promoted and receive support in an environment in which every effort is made to promote welfare and to prevent abuse.

This policy will be reviewed every two years or in line with changing legislation and best practice guidance on the welfare of children and young people.

POLICY STATEMENT

Crosscare's ethos is based on the principle that every person is created in the image and likeness of God. Our core values of Love, Respect and Excellence are cornerstones around which our policy has been developed.

Crosscare is committed to creating a safe, healthy and inclusive environment for all, particularly the children and young people whom we serve. We are committed at all times to ensuring their safety and welfare by upholding children's rights specifically and human rights generally.

We will endeavour to safeguard children and young people by:

- Recognising the welfare of the child is of paramount importance.
- Reporting concerns to Statutory Authorities who need to know and involving parents, carers, children and young people appropriately.
- Recognising the risks posed to children and young people.
- Adopting child safeguarding policies and protection guidelines through a code of conduct for staff and volunteers.
- Following procedures for the recruitment and selection of staff and volunteers.
- Providing supervision, support and training for staff and volunteers.
- Ensuring the Garda Vetting process for all staff and volunteers is managed.
- Ensuring online safety is in place for relevant services.
- Having Child Safeguarding Statements and Risk Registers for all services.
- Having an up-to-date list of Mandated Persons within the organisation.

Crosscare's Child Safeguarding Policy applies to all staff and volunteers working within and on behalf of the organisation.

CHILD SAFEGUARDING STATEMENT

Crosscare is the provider of a relevant service and under the Children First Act 2015 is obliged to prepare a Child Safeguarding Statement which must be on display within all Crosscare services. This is a written statement that specifies the service being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a child availing of any Crosscare service is safe from harm.

The Child Safeguarding Statement must also be made available to parents/guardians of young people, Tusla and members of the public, upon request.

Crosscare is committed to the implementation of the Child Safeguarding Statement and the procedures that support the intention to keep children safe from harm while availing of our services.

Crosscare's Child Safeguarding Statement will be reviewed every two years, or sooner if there is a change in legislation or any issues to which it refers.

Crosscare's Child Safeguarding Statement is signed by the C.E.O., Conor Hickey, as the 'Provider of Relevant Services' under the Children First Act 2015.

The 'Relevant Person' under the Children First Act 2015 for the Child Safeguarding Statement is Ger Magee, Senior Manager.

PROCEDURES

1. RECRUITMENT, SUPPORT & SUPERVISION OF STAFF AND VOLUNTEERS

Safe practice starts with safe recruitment procedures. Most people who apply to work with children and young people in organisations such as Crosscare are very well motivated and potentially suitable for the various tasks involved. It is important, however, that all reasonable steps are taken to ensure that this is, in fact, the case. As well as enhancing the prospects of identifying the best person for the post, rigorous recruitment procedures can act as a deterrent to unsuitable applicants.

Crosscare are committed to best practice in recruitment and selection procedures, which includes Garda Vetting for relevant staff, proof of identity and reference checks for relevant, new and existing staff and volunteers. All records returned from the National Vetting Bureau will be kept securely and confidentially in personnel files. Neither staff nor volunteers can commence work with Crosscare until their Garda Vetting and reference checks have been completed.

Students who come on placement to Crosscare must bring with them a copy of their Garda Vetting or alternatively a letter from the College stating the date they have been Garda Vetted and there is no risk to them working with children/young people.

All staff and volunteers working directly with children and young people will be expected to complete Child Safeguarding Training. In addition, all new staff and volunteers involved with services, in line with legislation, will be expected to complete the E-Learning Children First Programme on the Tusla website and submit their certificate of completion to the HR department or Volunteer Co-Ordinator within Crosscare.

Induction training for any relevant staff or volunteers within Crosscare will include a briefing on the Crosscare Child Safeguarding Statement and Policy.

All staff and volunteers will receive supervision in line with Crosscare's Supervision Policy.

2. SAFE PRACTICES IN CROSSCARE – CODE OF BEHAVIOUR

Work practice guidelines ensure safety for those working in and those in contact with Crosscare services. There are a number of behaviours expected of staff and volunteers to ensure this is the case:

1. Staff and volunteers should maintain a positive attitude towards children and young people that respects the personal space, safety and privacy of individuals.
2. Violent or aggressive behaviour and physical punishment is not permissible under any circumstances.
3. Bullying behaviour can be defined as repeated aggression, be it verbal, psychological or physical which is conducted by an individual or group against others. Examples of bullying include: teasing, taunting, threatening, hitting, extortion, exclusion, cyber and text. Crosscare will not tolerate any bullying behaviour by children/young people or adults and will deal with incidents immediately.
4. Personnel should not engage in or tolerate from children or young people any behaviour – verbal, psychological or physical – that could be construed as bullying or abusive.
5. Verbal abuse of people in contact with our services or telling jokes of a sexual nature can never be acceptable.
6. Care should be taken if it is necessary to have a conversation regarding sexual matters with a child or young person.
7. If a situation arises where it is necessary to be alone with a child or young person, the Line Manager must be informed and a record of the meeting with the child/young person, and the reasons for it, should be kept. Please refer to Crosscare's Lone Working/Working Alone Policy and Procedures.
8. Best practice in relation to travel with children and young people should be observed which means that staff/volunteers should not bring young people on journeys, however short, in their own cars. If, in an emergency situation, it is necessary to make a journey alone with a child or young person, the Line Manager should be informed and a record of this should be kept and, if appropriate, the child's parent or guardian should be informed. Staff/Volunteers should ensure they have adequate insurance cover for these journeys. Crosscare's Lone Working/Working Alone Policy and Procedures should be followed.
9. All children/young people must be treated with equal respect. Favouritism and exclusion is not acceptable. A disproportionate amount of time should not be spent with any particular child or young person.
10. Only age appropriate language, material on media products (such as camera phones, internet, games, etc.) and activities should be used when working with children and young people. Sexually explicit or pornographic material is never acceptable.
11. Crosscare personnel or volunteers should never:
 - Give legal/illegal substances to children or young people;
 - Take alcohol or drugs when supervising/working with children or young people;
 - Give alcohol or tobacco to anyone under the age of 18;

- Smoke or drink alcohol in the presence of children or young people under the age of 18.
 - Provide their own personal contact details/phone numbers to children or young people.
 - Use their own personal phone or social media profile to contact children or young people.
12. Personnel must not engage in inappropriate physical contact of any kind including rough physical play; physical reprimand and horseplay. This should not prevent appropriate contact in situations where it is necessary to ensure the safety and wellbeing of children and young people.
 13. Consent for the use of photography must be sought prior to doing so.
 14. The right to privacy of children and young people must be respected at all times. Particular care regarding privacy must be taken when children and young people are in locations such as changing areas, swimming pools, showers and toilets. Photographs of children and young people must never be taken while they are in changing areas.
 15. Any visits, in a work capacity, by under 18's to the home of staff and volunteers should be avoided.
 16. When the need for a visit by a staff member or volunteer to the home of a child or young person arises, this should be done with the parent's/guardians permission and professional boundaries must be observed at all times and a clear rationale for the purpose of the visit must be documented. Staff/Volunteers should not visit the homes of children/young people alone.
 17. Children and young people with special needs or disabilities may depend on adults more than others for their care and safety. Sensitivity and clear communication are particularly important. Where it is necessary to carry out tasks of a personal nature for a child or young person with special needs, this should be done with the full understanding and consent of the individual, parents or guardians.
 18. Any care tasks of a personal nature which a child or young person can do for themselves should not be undertaken by a staff member or volunteer.
 19. Trips, overnight stays and holidays need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place.
 20. Written consent by a parent or guardian for trips and related activities must be obtained in advance. A copy of the itinerary and contact telephone numbers should be made available to parents and guardians. A copy of the itinerary and contact telephone numbers should also be given to the Manager of the service.
 21. The provision of appropriate and adequate sleeping arrangements should be ensured in advance of trips. Sleeping areas for boys and girls should be separate, as it should for under and over 18's as well as staff/volunteers. If, in an emergency situation, a staff member or volunteer considers it necessary to be in a child/young person's room or dormitory, immediately inform another adult in a position of responsibility and have a clear rationale for same. This should be documented.
 22. All children and young people should be treated as the gender they identify.

23. There are opportunities for those under the age of 18 to work within Crosscare on student placements and as junior leaders. These young people cannot be put in positions of power and personnel must be mindful that these young people are in a training capacity and need direction and support.
24. Where instances of challenging or disruptive behaviour occur with children or young people, a record will be kept of this using the standard 'Significant Event Form' or 'Incident Report Form'. (see appendix 1 and II). These are mainly used by Young People's Services and Youth Services.
25. In any emergency situation, parents or guardians should be fully informed as soon as is reasonably possible. Incident and Accident Forms must be completed and returned to Crosscare.

Some Services within Crosscare may have their own safe practices and procedures for dealing with child safeguarding. If this is the case, these procedures must be submitted to the Designated Liaison Person (DLP). (See Appendix III)

3. DEALING WITH DISCLOSURES OF ABUSE

Child abuse can be categorised into four different types: neglect; emotional abuse; physical abuse and sexual abuse. A child or young person may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child/young person or a stranger, and can be an adult or another child/young person. In a situation where abuse is alleged to have been carried out by another child/young person, it should be considered a child welfare and protection issue for both children. Full definitions of abuse are included in Appendices at the back of this policy. (see appendix IV).

Everyone must be alert to the possibility that children and young people with whom they are in contact may be experiencing abuse or have been abused in the past. This is an important responsibility for staff and volunteers when working with children and young people.

In the event of a child/young person disclosing an incident of abuse, it is essential that it is dealt with sensitively and professionally by the staff member/volunteer involved. The following are guidelines to support the worker/volunteer:

- React calmly.
- Listen carefully and attentively.
- Take the child/young person seriously.
- Reassure the child/young person that they have taken the right action in talking to you.
- Do not promise to keep anything secret.
- Ask questions for clarification only. Do not ask leading questions.
- Check back with the child/young person that what you have heard is correct and understood.

- Do not express any opinions about the alleged abuser.
- Record the conversation as soon as possible, in as much detail as possible using the language of the child/young person. Sign and date the record.
- Ensure that the child/young person understands the procedures which will follow.
- Treat the information confidentially.
- Inform the Line Manager.
- Ensure parents of child/young person are informed unless doing so puts the child/young person in a vulnerable or dangerous situation.
- Make a report through the Tusla website using the Tusla Portal.
- Ensure a copy of the report and any follow up documentation is submitted to Crosscare's Designated Liaison Person (DLP).

The safety and wellbeing of the child or young person must take priority and reports should be made without delay to Tusla.

Tusla operate an out-of-hours social work service which is available by contacting 0818800210. This is a central national telephone number and replaces all other numbers. This service is operational from 6pm to 7am 365 days per year from Monday to Sunday and from 9am to 5pm on Saturdays, Sundays and Bank Holidays.

4. REASONABLE GROUNDS FOR CONCERNS OF CHILD ABUSE

Reasonable grounds for concern that a child/young person may have been, is being, or is at risk of being abused or neglected should always be reported to Tusla in consultation with the relevant Line Manager and/or Designated Liaison Person. If symptoms of abuse are ignored it could result in ongoing harm to the child/young person. It is not necessary for a staff or volunteer to prove that abuse has occurred to report a concern to Tusla. It is Tusla's role to assess concerns that are reported. Reasonable grounds for a child safeguarding or welfare concern include:

- 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/young person is suffering from emotional or physical neglect;
- A child/young person saying or indicating by other means that he or she has been abused;
- Admission or indication by an adult or a child/young person of an alleged abuse they committed;
- An account from a person who saw the child/young person being abused.
- Retrospective disclosure by an adult.

The safety and wellbeing of the child/young person must take priority over concerns about adults against whom an allegation may be made and reports of concerns should be made without delay to Tusla.

If a child/young person is in immediate danger and Tusla cannot be contacted, the Gardai should be contacted without delay.

As part of this policy, Crosscare have appointed a Designated Liaison Person (DLP) who is the 'go to' person within the organisation should there be concerns about child safeguarding. (see appendix III). The responsibilities of the DLP include:

- To ensure that all staff and volunteers have a point of reference for any child safeguarding or welfare concerns;
- To promote awareness of Crosscare's Child Safeguarding Policy and to organise training, if requested, for staff /volunteers on same;
- To facilitate anyone in the organisation in bringing an allegation or suspicion of child abuse to the attention of the relevant statutory organisations;
- To hold a central record of any concerns/allegations of child safeguarding or welfare concerns made within Crosscare.
- To develop Child Safeguarding Statements for all services.

It must be remembered that the Designated Liaison Persons role within Crosscare is to support staff and volunteers to make reports to Tusla. It is not their role to do this for staff, however, they may have to assist volunteers with this process. Remember, the first port of call for staff in all child safeguarding situations is through their Line Manager.

5. RETROSPECTIVE DISCLOSURES BY AN ADULT

The term retrospective abuse refers to abuse that an adult discloses that took place during their childhood. In cases of retrospective abuse, a report needs to be made to Tusla where there is a current or potential future risk to children/young people. Such disclosures can possibly come to light when an adult attends counselling or is having a discussion with a staff member. If a client discloses they were abused as a child, this must be reported to Tusla, as the alleged abuser may pose a current risk to children/young people. In cases of retrospective abuse, where there are no identified children, a Retrospective Abuse Form should be completed and sent to Tusla (please see back of this policy for copy of form). If an adult discloses they were abused as a child and the alleged abuser is deceased, there is no need to make a report.

6. EXEMPTIONS FROM REQUIREMENTS TO REPORT

The legal age of consent to sexual intercourse is 17 years for both males and females. However, there are certain exemptions from reporting underage consensual sexual activity. If **all** of the following criteria are met, reports are not required to be made to Tusla.

- a. The young persons concerned are between 15 and 17 years old;
- b. The age difference between them is not more than 24 months;
- c. There is no material difference in their maturity or capacity to consent;
- d. The relationship between the people engaged in the sexual activity does not involve intimidation or exploitation of either person;
- e. The young persons concerned state clearly that they do not want any information about the activity to be disclosed to Tusla.

If there is uncertainty please consult with Line Manger or Designated Liaison Person (DLP).

1. If information comes to your attention outside of work, or information is given to you on the basis of a personal rather than a professional relationship, reports are not required to be made to Tusla.
2. You are not required to report the same concern more than once. However, if you become aware of any additional information, a further report should be made to Tusla.
3. You are not required to make a report where the sole basis for your knowledge, belief or suspicion of harm is as a result of becoming aware that another mandated person has made the report to Tusla.

7. ALLEGATIONS RELATING TO STAFF MEMBERS/VOLUNTEERS

Where an allegation of abuse is made against an employee/volunteer of Crosscare, the Line Manager must be immediately informed. The Designated Liaison Person (DLP) will engage with the child/young person and HR will engage with the employee/volunteer. The following procedures will apply:

- The safety of the child/young person is the first priority of Crosscare and all necessary steps will be taken to ensure that the child/young person is safe.
- Crosscare will ensure that no other children/young people are at risk during this period and will inform other relevant agencies.
- The measures which can be taken to ensure the safety of children and young people can include the following:
 - Suspension of duties of the person accused;

- Re-assignment of duties where the accused will not have contact with children/young people;
 - Working under supervision during the period of investigation.
- Unless advised to do otherwise by An Garda Siochana, Crosscare will notify the employee/volunteer that an allegation has been made and the nature of the allegation. The employee/volunteer will be afforded an opportunity to respond. Crosscare will note the response and pass the information to the Designated Liaison Person (DLP) who will include this information if a formal report is being made to Tusla.
 - Crosscare will ensure that the principle of ‘natural justice’ will apply whereby a person is considered innocent until proven otherwise.
 - Crosscare will work in co-operation with An Garda Siochana and Tusla and any decisions on action to be taken in regards to the employee/volunteer will be taken in consultation with these agencies.
 - The person against whom the allegation is made will need support during this period and Crosscare will provide advice on how to access the relevant support services.
 - The person receiving the allegation needs to be mindful that they have a duty of confidentiality and should only discuss the situation with their Line Manager and/or Designated Liaison Person (DLP).

Should an allegation be made against the CEO of Crosscare, the Chairperson of the Board will be informed and manage the situation.

8. MANDATED PERSONS

Harm, in relation to a child, means:

- (a) Assault, ill-treatment or neglect of the child in a manner that seriously affects, or is likely to seriously affect the child’s health, development or welfare;
- or
- (b) Sexual abuse of the child.

The Children First Act 2015 places a legal obligation on certain people, many of whom are professionals, to report child protection concerns at or above a defined threshold to Tusla. These mandated persons must also assist Tusla, on request, in its assessment of child protection concerns about children/young people who have been the subject of a mandated report.

Mandated persons are people who have contact with children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help

protect children from harm. A full list of Crosscare's Mandated Persons is outlined in Appendix V.

Where a mandated person knows, believes or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired or becomes aware of in the course of his or her employment or profession that a child/young person-

- (a) Has been harmed,
- (b) Is being harmed, or
- (c) Is at risk of being harmed,

he or she shall, as soon as practicable, report that knowledge, belief or suspicion to Tusla.

Where a child/young person believes that he or she

- (a) Has been harmed,
- (b) Is being harmed, or
- (c) Is at risk of being harmed,

and discloses this belief to a mandated person in the course of the mandated person's employment or profession, the mandated person shall, as soon as practicable, report that disclosure to Tusla.

If, as a Mandated Person you have a concern in relation to a child/young person out of hours please contact:0818 800 210.

9. NON MANDATED PERSONS

Volunteers and staff not listed as mandated persons have a duty of care in ensuring children and young people are safe and have a duty to report any concerns they may have in relation to child safeguarding or welfare concerns.

Where a child believes that he or she

- (a) Has been harmed,
- (b) Is being harmed, or
- (c) Is at risk of being harmed,

and discloses this belief to a non-mandated person, they have a duty of care to report this concern to their Line Manager and/or Designated Liaison person (DLP) within Crosscare.

If you are a Non-Mandated Person, concerns in relation to children or young people out of hours should be reported to An Garda Siochana.

10. RECORD KEEPING/ACCESS AND STORAGE OF INFORMATION

All information in relation to Child Safeguarding and Welfare Concerns should be submitted through the online Tusla Portal. A copy of this report must also be submitted to the Designated Liaison Person (DLP) within Crosscare. Any acknowledgements or correspondence from Tusla must also be submitted to the DLP.

Copies of these reports should not be kept in local services unless there is a clear reason for doing so. This information is treated in the strictest of confidence and maintained in a locked filing cabinet in line with General Data Protection Legislation.

11. CONFIDENTIALITY

Working with children/ young people involves the development of trusting relationships where it may be common for children and young people to divulge personal information. Confidentiality is about managing sensitive information in a manner that is respectful, professional and purposeful. No undertakings regarding secrecy can be given. Those working with a child/young person and family should make this clear to all parties involved.

Staff and Volunteers within Crosscare need to observe the following in relation to confidentiality:

- All information regarding child safeguarding concerns or suspected cases of child abuse must be shared on a 'need to know basis' and always in the best interests of the child's/young persons welfare and safety. These matters should not be discussed with staff/volunteers within Crosscare if they are not directly involved in the situation.
- In the case of a child safeguarding concern, staff/volunteers should not promise to keep secrets to the person disclosing the information. The person making the disclosure must be informed that the information will be shared with the appropriate person within Crosscare who will handle the information sensitively.
- Personal information, gathered for a specific purpose, will not be used for any other purpose without consulting the person who provided that information.

Sharing information with an appropriate person (usually the Line Manager, DLP or HR) is not a breach of confidentiality. Crosscare has a responsibility to protect children and young people in their care.

12. LIMITS TO CONFIDENTIALITY

The following are limits to confidentiality:

- * If a strong belief or evidence exists that there is a **serious risk** of harm or danger to a child or young person. This may relate to issues surrounding physical, emotional or sexual abuse, concerns for child safeguarding , rape, self-harm, suicidal intent or criminal activity.
- * Occasions when disclosure is required as part of a legal process or Garda investigation. In such instances information may be disclosed to significant others or appropriate third parties **without** permission being sought. Where possible a full explanation will be given to the service user regarding the necessary procedures and intended actions that may need to be taken.

13. TRAINING

It is the responsibility of all personnel, together with the management of Crosscare to identify both individual and common training needs of staff and volunteers. The Service strives to meet the training needs of all staff/volunteers, where possible.

Staff and volunteers are also encouraged to identify any gaps in training and to discuss them with their appropriate line Manager during the supervision process. The Child Safeguarding training standard of Crosscare is the NYCI Child Safeguarding Awareness Programme along with the Tusla e-learning programme. Crosscare is committed to having all personnel trained and kept up to date at this level. Further training is available for Designated Persons and for experienced trainers wishing to deliver the NYCI Child Safeguarding Awareness Programme.

14. ANTI-BULLYING

Bullying can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual or group against others. There are many different types of bullying that can occur:

- **Verbal Bullying:** can leave children and young people feeling angry, frightened and powerless. If they are unable to share their feelings with someone else, verbal bullying can leave them emotionally bruised and physically exhausted. Their powers of concentration can suffer adversely affecting their capacity for learning. Verbal attacks can be of a highly personal and sexual nature. They can be directed at the child's or young person's family, culture, race or religion. Malicious rumours are particularly insidious forms of verbal bullying.
- **Physical Bullying:** often written off as "horseplay", "pretend" or "just a game" when challenged. While children can and do play roughly, in the case of bullying be aware that these "games" can be a precursor to vicious physical assaults. Both boys and girls indulge in physical bullying, boys perhaps more so as they have a greater tendency towards physical aggression.

- **Gesture Bullying:** there are many different forms of non-verbal threatening gestures which can convey intimidatory and frightening messages, for example gesturing a gun to a head or gesturing slitting a throat.
- **Exclusion Bullying:** this is particularly hurtful because it isolates the child or young person from his/her peer group and it is very hard for the child or young person to combat as it directly attacks their self-confidence and self-image.
- **Extortion Bullying:** younger children are particularly vulnerable to extortion bullying. Demands for money, possessions, equipment etc. may be made, often accompanied by threats. Children or young people may also be dared or forced to steal from others leaving them at the mercy of the bully and open to further intimidation.
- **E-Bullying:** in an ever-more technologically advanced world, a new strain of bullying has emerged amongst children and young people, which utilised web pages, e-mails and text messaging to abuse, intimidate and attack others, either directly or indirectly (for example rumour mongering).

All staff and volunteers who work for Crosscare are committed to creating an environment that is safe and supportive to all children and young people. We believe that all children and young people with whom we work have the right to be protected from bullying and abusive behaviour. Bullying in any form is unacceptable in Crosscare.

All children and young people should be protected from bullying behaviour. Procedures for dealing with bullying include:

- In any incident of bullying, a staff member should speak separately to the children or young people involved to get both sides with due regard to the rights of each person involved.
- All reports of bullying will be recorded, investigated and dealt with by an appropriate staff member.
- The staff member will interview all involved in a calm manner and will seek answers to what, where, when, who and why.
- The child or young person should be praised for their courage in coming forward to report the bullying incident and or behaviour.
- Reassure the child or young person that being bullied is the responsibility of bullies and they are not to blame themselves.
- Reassure the child or young person of the support of staff in Crosscare in ensuring that the bullying doesn't happen again.
- If the staff member dealing with the complaint concludes that bullying has taken place, then the perpetrator will be met with to discuss the bullying behaviour. They will be informed of the disciplinary action that will be taken as a result of this bullying behaviour and will be

supported in undertaking any relevant training and interventions to address their inappropriate behaviour.

- Staff members will, at all times be sensitive to the needs of the young person, who may not wish it be made known that they reported an incident of bullying. Such incidents will be dealt with in group work and/or key working sessions.
- Parents will be informed of the incident of bullying and of the outcome of the investigation.
- For less serious incidents of bullying, the child or young person will be asked to apologise to the victim and asked not to engage in any further bullying behaviour. Examples may include slugging, name calling, gestures etc. Staff would then closely monitor the behaviour of the child or young person.
- For serious incidents of bullying, the perpetrator will be suspended or excluded from training / activities, depending on the nature of the incident(s). Examples may include assaults or threats of physical assaults, exclusion, racist remarks, homophobic comments etc. and may require referral to Tusla. All serious incidents of bullying should be discussed with the Designated Liaison Person.

15. ONLINE SAFETY

The internet has become a part of the everyday lives of so many children and young people and while being online can be a very positive experience, all too often there are dangers encountered by children and young people. Online safety is the child protection issue of our time.

Online abuse, intimidation or bullying can be pervasive and can have a long-term impact on a child or young person. It can interrupt a child/young person's life and intrude into their networks; so too can the viewing of violent, abusive and degrading images online.

Crosscare recognises the need for a collective effort and acceptance of shared responsibility across its services to prevent, detect and respond to online safety. This responsibility includes keeping children safe from harm online. Children should be supported and encouraged to develop safe and responsible online behaviours.

If a relevant Crosscare service is allowing children access to the internet where they could become exposed to harm, including harm of assault or sexual abuse, there is an obligation on the service provider to ensure that the risk is identified and that the policies and procedures that are in place to manage the risk are set out in the Child Safeguarding Statement.

16. WORKING IN PARTNERSHIP WITH PARENTS

Here at Crosscare we are committed to providing a safe environment for children and young people. Children and young people's welfare and safety is our priority. We comply with Children First: National Guidelines for Child Protection and Welfare. We work in partnership

with parents/guardians to ensure children and young people's safety and enjoyment of the activities we offer.

Parents can expect their child's safety and welfare to be a top priority. They will be informed about and asked to give consent for all activities their child is involved in. They will be asked for some personal information, such as contact details and any health information which is relevant for their child. They can expect that staff or volunteers are carefully selected and suitable to work with children and young people. Personal information about their family will be treated with respect and records will be securely stored.

If staff/volunteers within Crosscare have a child protection concern about a child or young person they are obliged to report it to a Duty Social Worker in Tusla or in an emergency, to An Garda Síochána. Parents have a right to be told and will be informed if a report is made to Tusla or An Garda Síochána. If parents have any questions or concerns they can talk to Geraldine Magee, Crosscare's Designated Liaison Person for Child Safeguarding.

17. SAFE MANAGEMENT OF ACTIVITIES

In addition to the Code of behaviour all staff / volunteers are required to follow the guidelines below when conducting any activity with young people:

- Parental consent forms and contact details for parents / guardians for each child / young person taking part in any activity.
- Ensure that all primary carers and young people are aware of our Child Safeguarding Policy and Procedures.
- Ensure all staff / volunteers and young people are aware of emergency procedures for fire and other accidents
- All staff / volunteers must follow the procedures for dealing with challenging behaviour.
- All activities carried out must be done so by qualified and experienced personnel.
- Any accidents must be recorded and reported using Crosscare's Accident Report Form and parents/guardians must be fully informed.
- Activities and/ outings undertaken must be covered by suitable insurance.
- Children and young people must not be left unattended during activities and sufficient supervision must be ensured at all times.
- A safety check will be carried out on all facilities and equipment utilised.
- Attendance records must be kept of all activities, outings etc. stating details of all participants and leaders present.

Challenging behaviour can be defined as “behaviour which threatens staff / volunteers, other people or the child / young person themselves, in a verbal and / or physical manner. When confronted with such behaviour staff / volunteers must adhere to the following guidelines:

- Challenge the behaviour of the child / young person and not the person themselves.
- Try to remain as calm as possible and avoid becoming emotionally charged in dealing with the situation.
- Behaviour management must always emphasise positive approaches and prohibit any harsh or degrading actions.
- Consideration needs to be given to the developmental as well as the chronological age of the child / young person.
- Be aware of signals that may trigger further outbursts in the child / young person, such as change of tone of voice, body language etc.
- If the challenging behaviour presents itself with others around, either remove yourself and the child / young person away from others so you can talk in a calmer environment, or, ask another staff member / volunteer to take the others to an alternative location.
- It is always advisable to seek the support of another staff member / volunteer when confronting challenging behaviour.
- Outline to the child / young person the sanctions for their behaviour and discuss with them possible techniques they may adopt to avoid such situations in the future.
- Ensure you place yourself in an area with a clear escape route, should violence erupt.
- Given the nature of the situation and the extent of the challenging behaviour, the parents / guardians of the child / young person may need to be contacted and asked to collect the individual to take them home.
- Adequate time should be allowed for the child / young person to calm down and only then should their behaviour be discussed. Any supports and / or sanctions imposed must be fair and consistent at all times and understood by the child/ young person.
- Should your safety feel compromised and / or in danger, seek support from management and/ or Gardaí.
- All incidents should be recorded on the Significant Event Form/Incident Report Form (see Appendix I and II).

18. COMPLAINTS PROCEDURE

It is the policy of Crosscare to encourage young people, service users and parents to provide comment and feedback on any aspect of our work, inclusive of any complaints they may have. Crosscare is committed to this practice, as it is acknowledged that an open, transparent environment benefits all stakeholders of the organisation and allows the service to monitor and regularly review programmes. This forms an integral part of the organisation's commitment to best practice. All staff or volunteers need to actively involve young people in the planning and decision-making of programmes and actively seek feedback on programmes and activities. The suggestions or complaints expressed by young people should always be taken into consideration and must receive a response.

What is a complaint?

A complaint is any form of criticism or suggestion in respect to any aspect of a service or programme. A complaint should not be confused with a Child Protection concern for which the reporting procedure must be followed. When a complaint is received that leads to a concern about a child's safety or well-being, Crosscare must ensure that it acts appropriately and in the best interests of the child, and that Children First: National Guidelines for the Protection and Welfare of Children Guidelines are implemented as appropriate. The welfare of the child is paramount at all times. A distinction must also be made between:

- Minor complaints that can be handled informally and internally within services/youth club/group/project.
- Complaints requiring a formal process within Services.
- Complaints requiring a formal process within Crosscare collectively.

Steps to be followed in handling complaints:

1. Any member of staff or volunteer within Crosscare may take a complaint from any young person or parent.
2. All young people and parents of young people who access the service are fully entitled to give comment or feedback, whether positive or negative, on any aspect of the service provided.
3. A complaints form must be completed by the person making the complaint. A member of staff can support a person in doing this.
4. Volunteers must submit this form to their designated club support worker who will pass the information to the youth work manager. Staff must submit this form to their line manager.
5. All complaints are monitored by a manager to make changes to programmes / events if necessary, to ensure a quality service is being provided. Any action to be taken will be recorded on the complaints form.
6. The person who made the complaint will be responded to in writing within five working days, unless otherwise requested.

7. If the manager considers it necessary, a meeting will be organised between the manager and the person who made the complaint.

8. The person will be informed if there is any follow-up action or recommendation for change as the result of the complaint. If it is deemed unnecessary to make any change, the person who made the complaint will be informed of the reason for this.

All accidents, however minor, should be recorded on the Accident report form. The report should be completed and forwarded to Crosscare immediately. In the event of an accident, parents or guardians should be informed immediately. Where medical attention is required, this should be sought as a matter of urgency.

APPENDIX 1 – Significant Event Form

Ref: No: _____

Type of Significant Event						
						Other
Left the project without notice		Educational		Physical intervention employed		
Accident		Health and safety		Property damage		
Family issue		Inappropriate sexualised behaviour		Self harm		
Assault/violence		Medical		Significant life event		Gardaí
Bullying		Medical error		Significant substance misuse		Arrest
Asked to leave group		Mental Health		Threats made by or against a young person		Assistance required

Synopsis of Event:

Antecedents: (as they relate to this event)

Ref: No: _____

Significant Event - Further Information Form

Details _____

Actions undertaken in response to this event	By Whom

Notification of a Significant Event Form

Please identify further action required following this event:

Pending Actions Required	Persons Responsible			
Individual Work/LSI conducted/planned	Yes		No	
Was a Restorative Intervention conducted/Planned	Yes		No	

Notification Details									
Notified to				Date		Details		Response required	
Parents/Guardians	Yes		No				Yes		No
Manager	Yes		No				Yes		No
Other:	Yes		No				Yes		No

Author: print name YW: _____ Signed: _____ Date: _____

YW: _____ Signed: _____ Dat _____

Read By Manager _____ Date _____

APPENDIX II – Incident Report Form

Incident Report			
Young person's name:		Date of Birth:	
		Age:	
Name of service:		Location of incident	
Date of event:	Time of event:		

Type of Event (you may select more than one if required)							
						Other	
Left the project without notice		Inappropriate use of technology		Physical intervention employed			
Asked to leave group		Health and safety		Property damage/theft			
Family issue		Inappropriate sexualised behaviour		Self harm			
Assault/violence		Medical		Threats made by or against a young person		Gardaí Pulse no _____	
Bullying		Medical error		substance misuse/possession		Arrest	
		Mental Health				Assistance required	

Synopsis of Event:

Background/build up: (if relevant to this event)

Further Information (if required)

Details;

Actions undertaken by staff in this event	By Whom

Please identify further action required following this event:

Pending Actions Required	Persons Responsible			
LSI conducted/planned	Yes		No	
Was a Restorative Intervention conducted/Planned	Yes		No	

Notification of Incident Event Form

Notification Details									
Notified to				Date	Details	Response required			
Parents/Guardians	Yes		No			Yes		No	
Manager	Yes		No			Yes		No	
Other:	Yes		No			Yes		No	

Author: print name YW: _____ Signed: _____ Date: _____

YW: _____ Signed: _____ Date _____

Read By _____ Manager _____ Date _____

APPENDIX III

CROSSCARE's DESIGNATED LIAISON PERSON (DLP)

The Designated Liaison Person for Crosscare is:

Senior Manager: Ger Magee.
Mobile: 086-4031426.
Landline: 01-8360011 Ext. 141
E-mail: gimagee@crosscare.ie
Address: Crosscare, Holy Cross College, Clonliffe Road, Dublin 3.

In the absence of the Designated Person, staff, volunteers and young people can contact HR at Crosscare on 01-8360011.

APPENDIX IV

DEFINITIONS OF ABUSE

as per

CHILDREN FIRST : NATIONAL GUIDANCE FOR THE PROTECTION OF WELFARE AND CHILDREN 2017

Neglect

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

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

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

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

The following are features of child neglect:

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

Emotional Abuse

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

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

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

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Continuous lack of praise and encouragement
- Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in bedroom)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to his/her age and stage of development

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

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

Physical Abuse

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

Physical abuse can include the following:

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

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

Sexual Abuse

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

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and in some instances occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

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

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification

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

APPENDIX V

CROSSCARE MANDATED PERSONS

The following are mandated persons within Crosscare:

- Social Care Workers;
- Social Workers;
- Manager of homeless provision or emergency accommodation facility;
- Manager of asylum seeker accommodation (direct provision) centre;
- Addiction Counsellor;
- Psychotherapist or a person providing counselling who is registered with one of the professional bodies;
- Psychologists;
- Member of the clergy of a church or other religious community;
- Person responsible for the care or management of a youth work service;
- Youth Worker who
 - (a) Holds a professional qualification that is recognised by the National Qualifications Authority in youth work;
 - (b) Is employed in a youth work service.

It is the responsibility of each service Manager to maintain a list of Mandated Persons within their service. This list must be submitted to the Designated Liaison Person/Relevant Person within Crosscare.

If a Mandated Person leaves the service, an updated list must be submitted to the Designated Liaison Person/Relevant Person within Crosscare.

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			

Child Protection and Welfare Report Form

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

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

10. Household Composition

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

11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
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

TÚSLA 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	
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Authorised Person Signature*

Date*

Child Previously Known

Yes

No

Allocated Case No

Retrospective Abuse 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 person subject to allegations of abuse resides (PSAA))*	
---	--

2. Date of report*	
---------------------------	--

3. Date information was received by reporter*	
--	--

4. Reporter details if third party*

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	

Reporter's relationship to adult complainant	
---	--

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	
-------------------------------	--

5. 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	

Retrospective Abuse Report Form
MANDATED PERSONS AND NON-MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

6. Details of person disclosing abuse (adult complainant)*

First name		Surname	
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address		Date of birth	
		Estimated age	
		Previous address, if known	
Eircode			

7. Type of abuse being reported*

Emotional abuse	<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual abuse	<input type="checkbox"/>

8. Details and description of alleged abuse*

Date of alleged abuse		Period of alleged abuse	
Location of alleged abuse		Reason for report at this time	

Further detail (include, if known, age of adult complainant at time of abuse, age of PSAA at time of abuse). Please attach additional sheets if necessary.

9. Details of person subject to allegations of abuse (PSAA)

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			

Retrospective Abuse Report Form
MANDATED PERSONS AND NON-MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

10. Details of PSAA's social and employment status

--

11. PSAA household composition

First name	Surname	Relationship	Date of birth	Estimated age	Additional information, e.g. school, occupation, etc.

12. Does the PSAA have contact with children?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

If Yes, please complete information below. If No, proceed to 11.

Details of child			
First name		Surname	
Address		Mobile no.	
		Telephone no.	
		Email address	
		Date of birth	
Eircode		Age	
Parent/carers' names		Parent/carers' names	
Relationship to adult complainant		Relationship to PSAA	
Frequency of contact, if known			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
		Unknown	<input type="checkbox"/>

Please attach additional sheets for additional children, if necessary.

13. Based on information known at this time, is the PSAA known to the Tusla Social Work Department?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

If yes, please provide detail:

--

14. Based on information known at this time, is the adult complainant known to the Tusla Social Work Department?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

If yes, please provide detail:

--


 An Ghníomhaireacht um Leanaí agus an Teachbhaile
 Child and Family Agency

Retrospective Abuse Report Form
 MANDATED PERSONS AND NON-MANDATED PERSONS
 (Children First Act 2015 & Children First National Guidance)

15. Based on information known at this time, has a report been made to An Garda Síochána?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
--	-----	--------------------------	----	--------------------------

Garda name:		Telephone no.	
Garda district:		Email:	
Address:		PULSE ID number:	
		Date notification made:	
Eircode		Date report made	

16. Is the PSAA aware of this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide further details:				

17. Any additional information	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide any further information that will assist Tusla in assessing and prioritising this report:				

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.

Please ensure you have indicated if this is a mandated report in section 2.
 Thank you for completing the report form.

18. For completion by Tusla authorised person on receipt of report

Report received by			
First name		Surname	
		Date	

Mandated report acknowledgement by

First name		Surname		Date sent	
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Retrospective Abuse Report Form
MANDATED PERSONS AND NON-MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Authorised person signature*

Date*	
--------------	--

Child previously known

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Allocated case no

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