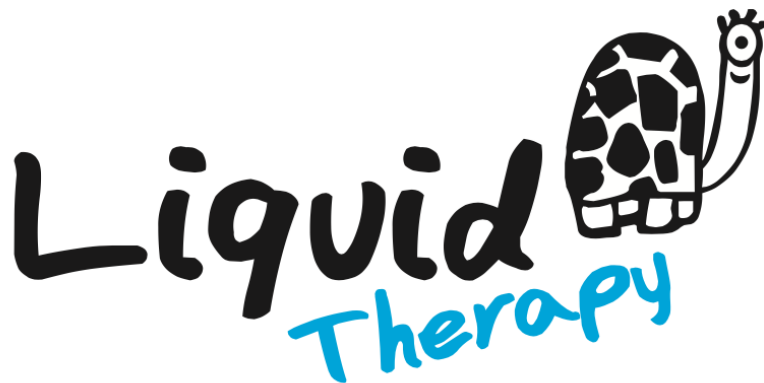


Liquid Therapy  
Child Safeguarding Statement

2020



## 1. Declaration of Guiding Principles:

Liquid Therapy believes that the best interests of children and vulnerable persons attending our services are paramount. Our guiding principles are underpinned by Children First: National Guidance for the Protection and Welfare of Children, Túsla'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.

At Liquid Therapy (LT) we provide access to surfing to children and vulnerable persons who might not be able to access the sport under normal circumstances. Sport for children and vulnerable persons has a central role to play in the formation of the participant's character, as well as promoting the ideals of teamwork, fair play, social skills and a positive approach to competition. Participation in sport enables children and vulnerable persons to make friends, learn new skills, and find avenues for enjoyment in life. Adult leaders in sport have an integral role to play in ensuring that participants have the opportunity to avail of the benefits offered by the sport and that the activity can be enjoyed in an open, transparent and caring manner. It is essential that adult leaders in sport are positively motivated, professionally trained, and guided by a positive and ethical philosophy.

This foundation does not and will not discriminate on the basis of gender, marital status, family status, sexual orientation, religious belief, age, disability, nationality or ethnic or national origin, or membership of the traveller community, in accordance with the EQUAL STATUS ACT, 2000.

Liquid Therapy provides a supported environment that enables children and vulnerable persons to experience the fun and benefit of Surf, Play and Water therapy. Most of our programmes are run in Rossnowlagh and Bundoran, in south county Donegal. We provide this through the following programmes:

- After school club
- Liquid Board Riders
- Volunteer Tuesdays
- Liquid Surf Academy
- Tour events
- Ability to Surf Open
- Irish Gap Year Programme

Our guiding principles apply to all paid staff, volunteers, committee/board members and students on work placement within our organisation. All committee/board members, staff, volunteers and students must sign up to and abide by these guiding principles and our child safeguarding procedures.

We will review our guiding principles and child safeguarding procedures every two years or sooner if necessary due to service issues or changes in legislation or national policy.

Our Designated Liaison Person is: Tom Losey

Contact details: info@[liquidtherapy.ie/0873568414](mailto:info@liquidtherapy.ie/0873568414)

Deputy Designated Liaison Persons:

- Aoife Britton. Contact details: [aoifeflynn@me.com/0868339183](mailto:aoifeflynn@me.com/0868339183)
- Darragh Gorman. Contact details: [darragh@gmail.com/0868339183](mailto:darragh@gmail.com/0868339183)

Definition of a child:

In the Republic of Ireland, as per Children First: National Guidance 2011, 'a child' means a person under the age of 18 years, excluding a person who is or has been married.

Definition of a vulnerable person:

A vulnerable adult may be defined as a person aged 18 years or over who may require assistance to care for themselves, or protect themselves from harm or from being exploited. In the Republic of Ireland, as per the National Vetting Bureau Act 2012, a "vulnerable person" means a person, other than a child, who:

- a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- b) has an intellectual disability,
- c) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- d) has a physical disability, which is of such a nature or degree:
  - i. as to restrict the capacity of the person to guard himself or herself against harm by another person, or
  - ii. that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

For the purposes of this policy, we will treat a vulnerable person in the same way as a child and follow the outlined procedures in the same manner.

## 1. Risk Assessment

	Risk identified	Procedure in place to manage risk identified
1	Child may be subject to harm from staff member / volunteer.	Comprehensive recruitment and vetting process in place. Site specific safety mechanisms in place. Code of conduct for all staff.
2	Child could be at risk of an accident or incident during use of our services.	All staff and volunteers are aware of Health and Safety procedures and procedures for recording incidents and accidents.
3	Non-compliance with Child Protection Policy	All staff and volunteers are provided with the Child Protection Policy. Any breach of the Child Protection Policy will be reported to the designated person. The Child Protection Policy is reviewed every 2 years
4	Delay in making referrals to Tusla	All staff and regular volunteers are trained and supported to ensure they can act promptly and not delay in contacting the Mandated Person or Tusla when they deem a referral may be required.
5	Child makes a disclosure to a member of staff	All staff know the procedures to make a referral to the Mandated Person or directly to Tusla.
6	A suspicion of child abuse is determined by a member of staff	All staff know the procedures to make a referral to the Mandated Person or directly to Tusla.

## 2. Child Protection Guidelines: Aims & Objectives

Child Protection Guidelines are provided to assist staff and volunteers at LT establish an open, transparent and caring relationship with children and vulnerable persons. The guidelines enable and empower staff and volunteers to:

- To ensure that the welfare and protection of children and vulnerable persons from harm is at the core of our organisational values.
- To ensure that all concerns about the care and protection of children and vulnerable persons are effectively managed within the organisation.
- Develop best practice in relation to the recruitment of all workers (paid staff and volunteers).
- To give all staff (paid and unpaid) the correct information and procedures to deal effectively with any child protection & vulnerable persons concerns that may arise and to inform them of their rights and responsibilities, when dealing with the protection of children and vulnerable persons.
- To ensure that the organisations Vulnerable Persons & Child Protection Policy and procedures are updated and reviewed on a regular basis.
- To ensure that a proper balance is struck between protecting children and vulnerable persons and respecting the rights and needs of parents/carers and families.
- To ensure that children and vulnerable persons are heard and taken seriously. Taking account of their age and level of understanding, they should be consulted and involved in relation to all matters and decisions that affect their lives.
- To ensure the organisation appoints a 'Designated Liaison Person' (mandated person) who will be responsible for reporting allegations or suspicions of child and vulnerable persons abuse to Túsla (the Child and Family Agency) or An Garda Síochána. In the absence of the Designated Liaison Person, a nominated Deputy Designated Liaison Person will be the responsible person.
- To ensure that all relationships and activities led by the organisation are free from verbal, physical or sexual abuse.

### 3. Recruitment and Training

Our recruitment and training processes form a core part of how we safeguard our clients. LT is committed to ensuring that adequate recruitment and training procedures are provided to all our staff and volunteers who take up to a position where they may be in contact with children and vulnerable persons. Therefore, the following forms a core part of our procedures regarding recruitment and training:

- All applicants are asked to complete an application form providing contact information, references, general background information and qualifications.
- All applicants will be asked to complete a face-to-face interview and provide suitable references, which are checked and recorded.
- All applicants for positions that will be in contact with children or vulnerable persons will complete a Garda Vetting form in line with the National Vetting (Children and Vulnerable Persons) Acts 2012.
- All applicants' identities will be confirmed in line with the 'proof of identity' process as outlined by the National Vetting Bureau. At least one form of photographic evidence must be gathered.
- Any applicants found to have prior convictions which may put children or vulnerable persons at risk, will not be appointed to a position in which they may come into contact with children or vulnerable persons.
- Unvetted staff or volunteers will under no circumstances be allowed unsupervised access to children or vulnerable persons.
- In order to maintain high standards, an induction process will be conducted with new volunteers and training will be provided appropriate to their level of responsibility in order to carry out their roles effectively.
- All new volunteers are allocated another more experienced volunteer or core team member as their 'mentor'. Our volunteers are given additional support for a minimum of two 'water' sessions, but can avail of this for as long as needed. Volunteers under the age of 18 will always work with a mentor.
- Where appropriate staff and volunteers will be required to have 'Safeguarding Level 1' training and to attend the ISC 3hr Code of Ethics and Awareness workshop.
- The contact details and roles and responsibilities of LT's Designated Liaison Person (mandated person) will be provided to all staff.

## 4. Activities

LT seeks to provide an environment in which children and vulnerable persons can develop appropriate relationships with the instructors and volunteers in a safe and supported manner. LT seeks to ensure that the children and vulnerable persons participating in activities can relate to staff and volunteers as role models through positive relationships.

All activities undertaken will be carried out in a safe and responsible manner and consider the individual needs of the children and vulnerable persons involved. Some of the ways in which we safeguard our children and vulnerable persons during activities are:

- Liquid starts working with children before they turn 12 years old. After this they are encouraged to stay within the Liquid umbrella, but initial registration should occur prior to 12 years old.
- Activities undertaken should be suitable for the age, ability and experience of the participant
- Appropriate staff ratios and supervision to the developmental needs of the child or vulnerable person will be provided.
- Providing appropriately qualified staff in order to run safe sessions
- Parents and guardians are encouraged to be present during sessions and can provide instrumental background on their child's needs and abilities.
- Thorough risk assessments are carried out on all activities and locations in advance of any activities taking place.
- Weather and other local conditions in line with existing risk assessments will be considered in advance of each session going ahead. Activities will be cancelled if necessary for the safety of those involved.
- All staff will follow the Normal Operating Procedures, as well as the Emergency Action Plan if needed. A qualified First-aider will always be on each session.
- Liquid Therapy does not provide changing facilities. Parents or guardians are required to facilitate this process prior to session commencement and be present when children and vulnerable persons are changing into and out of wetsuits. At the request of parents/guardians team members may provide support in this process.
- The use of illegal substances by volunteers, staff or participants during LT activities will not be tolerated under any circumstances.
- Our aim is to ensure that the children and vulnerable persons are not subjected to any form of discrimination while participating in activities with LT, and children and vulnerable persons are encouraged by staff to have a positive appreciation of other people's diversity, including physical, cultural, religious, gender or ethnic diversity. Discrimination of any sort against children and vulnerable persons or colleagues at LT will not be tolerated. All volunteers and staff members will be briefed on diversity and inclusivity during their induction with LT.

## 5. Social Media & Photography

At LT we use video and photography to highlight and document our work. Furthermore, we use social media platforms to connect with our participants, volunteers and communicate our message. We commit to all communications being used in an appropriate and respectful manner and ensure safe and effective use of digital platforms for our participants, staff and volunteers. The following outlines how we safeguard children and vulnerable persons in respect of the use of their image and online communications:

- All images will be used respectfully and in a manner which does not identify particular individuals.
- Full parental or other permission will be obtained as necessary in advance of using any images and video material depicting participants.
- All contact with participants will be conducted through the organisations official social media pages and website and not through individual volunteers or staff personal pages.
- Access to social media accounts are limited to specific nominated staff and password protected.
- Any incidents of online abuse or bullying should be dealt with swiftly as with any other bullying incident, as outlined in 'Section 7'.
- All interactions with participants on social media should be open and transparent. Staff and volunteers should not engage in private messaging through these platforms with participants.
- Ensure that all staff, volunteers and participants are provided with information and guidance to assist them in feeling comfortable and confident within their digital communication, as appropriate to their roles and responsibilities within the organisation.



## 6. Bullying

Liquid Therapy aims to provide a safe place for children and vulnerable persons to enjoy water therapy, surfing and play. We believe that all our participants, staff and volunteers have the right to learn in a supportive, caring and safe environment. Bullying behaviour can occur between anyone, child to child, adult to child, child to adult and adult to adult. This may be in person or online. This document is mainly concerned with bullying behaviour that involves children, either between child and child or between adult and child. Adult to adult bullying behaviour may be regarded as poor practice and a breach of the code of conduct but will be dealt with by clubs through a complaints process in the first instance. The following procedures form part of our core ethos in order to minimise the occurrence of bullying in any organisational activities and what action the organisation needs to take if they need to deal with an offense of this nature.

- Our code of conduct, induction and on site training all make staff and volunteers aware of and reinforce the organisation's positive culture and zero tolerance to bullying.
- At all times the organisation will promote a culture where bullying is not acceptable or tolerated. All activities should be carried out in an atmosphere of mutual respect and cooperation. All incidents of bullying, including physical, verbal or non-verbal bullying will not be tolerated.
- All staff and volunteers will take responsibility for comprehensive supervision and monitoring of the children and vulnerable persons involved.
- All staff and volunteers will be given adequate training to their level of responsibility during each activity or session. Staff and volunteers will be made aware of documenting and reporting procedures for bullying during their induction training.
- Anyone who reports an incident of bullying will be listened to carefully and be supported, whether the child being bullied or the child who is bullying.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- All reports of bullying will be reported, investigated and acted upon.

There are two procedures for dealing with bullying, informal and formal. Informal may be used to deal with minor or one off incidents. Formal procedures may be used to deal with more serious or recurring issues. Records should be kept in both cases:

Informal:

- address any minor issue or behavior immediately and make everyone involved aware that this is not acceptable, before, during or after any Liquid Therapy sessions.

Formal:

- talk to the young people involved
- agree a strategy for resolution and monitor progress of the situation
- involve parents as needed
- record actions and review
- if the situation is not resolved further actions to be taken including restricting use of club services

## 7. Responsibility to Report

Any person, who has 'reasonable grounds for concern' that a child is being abused, or is at risk of abuse, has a responsibility to report their concerns to Túsła (the Child and Family Agency). This responsibility is particularly relevant to professionals such as teachers, childcare workers and health professionals who have regular contact with children and vulnerable persons in the course of their work. It is also an important responsibility for staff and volunteers involved in sports clubs, parish activities, youth clubs and other organisations catering for children and vulnerable persons.

The following examples would constitute '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 the child being abused

**A suspicion, which is not supported by any objective signs of abuse, would not constitute a reasonable suspicion, or reasonable grounds for concern.**

Any member of staff or volunteer with 'reasonable grounds for concern' must first report internally the 'Designated Liaison Person' (mandatory person). The Designated Liaison Person has a mandatory responsibility to report child protection concerns over a defined threshold to Túsła. If there is uncertainty as to whether a report should be made to Túsła, the Designated Liaison Person should make contact directly with the organisation and seek clarification. If the DLP or line manager does not make a report to Túsła they should advise you that under the protection for persons reporting child abuse Act 1998 you are free to report the concerns to An Garda Síochána or Túsła and that you will not be penalised should you do so. A record should be kept of all actions taken.

*Children First: National Guidance recommends that your DLP or line manager gives you a clear written recommendation as to why they did not report to Túsła.*

**NB: If for some reason the Designated Liaison Person is not available, a child should never be left in a dangerous situation pending Túsła intervention and the member of staff should contact Túsła directly.**

## 8. Procedures for responding to concerns about abuse/neglect

In accordance with Children First: National Guidance for the Protection and Welfare of Children, LT is committed to the following procedures relating to a disclosure from a child or concerned party:

Concerns about a child's safety and welfare may emerge in a number of ways, e.g.:

1. a child may disclose that he or she is being harmed or at risk of harm from a parent/carer or any other person.
2. a parent/carer or any other person may disclose that he or she has harmed or is at risk of harming a child.

The following approach is suggested as best practice for dealing with these disclosures:

- React calmly
- Listen carefully and attentively
- Take the child seriously
- Reassure the child 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 that what you have heard is correct and understood
- Do not express any opinions about the alleged abuser
- Ensure that the child understands the procedures that will follow
- Make a written record of the conversation as soon as possible, in as much detail as possible
- Treat the information confidentially, subject to the requirements of this policy and legislation
- In cases of emergency, where a child appears to be at immediate and serious risk, and a duty social worker is unavailable, An Garda Síochána should be contacted. **NB: Under no circumstances should a child be left in a dangerous situation pending Túsla intervention.**
- Incidents which are not supported by 'reasonable grounds for concern' and which are not being reported to Túsla should be recorded on an incident report form following the usual Health and Safety guidelines.

**NB: You are not required to judge the truth of the claims or the credibility of a child. If a concern does not meet the threshold to be reported as a mandated concern you should report it to Túsla as a reasonable concern.**

## 9. Summary of the referral process to child protection agencies

If child abuse is suspected or alleged, the following steps should be taken. The same applies to retrospective allegations of abuse:

- (i) A report should be made to Túsła (the Child and Family Agency) in person, by phone or in writing and without delay. Each local Túsła branch has a duty social worker that is available each day to meet with or talk on the telephone to persons wishing to report child protection concerns. This should be carried out by the Designated Liaison Person or in their absence by the Deputy Designated Liaison Person. (A list of contact numbers for Túsła is available in the Appendix 1).
- (ii) In general one person should be in charge of liaising with Túsła or An Garda Síochána, this should be the Designated Liaison Person. If this is not possible then the Deputy Designated Liaison Person should be nominated liaison person.
- (iii) Assist Túsła in line with the statutory requirement on mandated persons to assist Túsła in the assessment of a child protection risk, if so requested to do so.
- (iv) In cases of emergency, where a child appears to be at immediate and serious risk, and a duty social worker is unavailable, An Garda Síochána should be contacted. **NB: Under no circumstances should a child be left in a dangerous situation pending Túsła intervention.**
- (v) Contact details for Designated Liaison Person (mandated person) and Deputy Designated Liaison Person:

Our Designated Liaison Person is: Tom Losey

Contact details: info@[liquidtherapy.ie](mailto:info@liquidtherapy.ie)/0873568414

Deputy Designated Liaison Persons:

- Aoife Britton. Contact details: aoifeflynn@[me.com](mailto:aoifeflynn@me.com)/0868339183
- Darragh Gorman. Contact details: darragh@gmail.com/[0868339183](mailto:darragh@gmail.com)

**NOTE: A Standard Form for Reporting Child Protection and/or Welfare Concerns to Túsła is contained in Appendix 2.**

**NB: All persons, including mandated persons, must uphold the key principle that the welfare of the child is paramount.**

### Withholding of Information

The Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 requires that any person who has information about a serious offence against a child, which may result in charges or prosecution, must report this to An Garda Síochána. Failure to report under the Act is a criminal offence under that legislation. This obligation is **in addition to** any obligations under the Children First Act 2015.

## **10. Protection of Workers who report care and protection concerns**

This Act protects you if you make a report of suspected child abuse to designated officers of Túsla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the Chief Executive Officer of Túsla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the Children First Act 2015.

This legal protection means that even if you report a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. If you make a report in good faith and in the child's best interests, you may also be protected under common law by the defence of qualified privilege.

The full list of persons in Túsla and the HSE who are designated officers under the 1998 Act are available on the website of each agency ([www.tusla.ie](http://www.tusla.ie) and [www.hse.ie](http://www.hse.ie)).

## 11. Allegations of Abuse Against Employees and Volunteers

LT recognises that staff/volunteers may be subjected to erroneous or malicious allegations. Therefore, any allegation of abuse should be dealt with sensitively and support provided for staff including counselling where necessary. However, the primary goal is to protect the child while taking care to treat the employee fairly.

It is important to note that there are two procedures to be followed here:

- a) the reporting procedure in respect of the child;
- b) the procedure for dealing with the employee.

These two reporting procedures should be managed separately and by different persons. Action taken in reporting an allegation of child abuse against an employee should be based on an opinion formed reasonably and in good faith.

When an allegation is received it should be assessed promptly and carefully. It will be necessary to decide whether a formal report should be made to Túsla (the Child and Family Agency); this decision should be based on 'reasonable grounds for concern' as outlined in Section 5.

The following procedures should be followed when dealing with an allegation against an employee:

- (i) Where there is any risk to children and vulnerable persons the employee should be suspended immediately pending assessment and investigation of allegation.
- (ii) Review levels of supervision of workers/staff/volunteers pending assessment and investigation (investigation of the allegation may only be carried out by the Statutory authorities).
- (iii) Inform parents/carers of children and vulnerable persons where appropriate of actions planned and taken.
- (iv) The employee should be treated fairly and sensitively.
- (v) Should be dealt with in accordance in line with other company policies.

When an employer becomes aware of an allegation of abuse of a child or vulnerable persons by an employee during the execution of that employee's duties, the employer should inform the employee of the following, (NB: unless doing so places child at further risk):

- The fact that an allegation has been made against him/her.
- The nature of the allegation.
- The employee should be afforded an opportunity to respond. The employer should note the response and pass on this information when making the formal report to Túsla.
- The employee should be suspended until the allegation has been resolved.
- Supervision and activities should be reviewed under this circumstance and any changes implemented to ensure the safety and protection of children, vulnerable persons and employees.

## 12. Incidents and accidents

All incidents and accidents should be recorded and guidelines followed in line with the existing Health and Safety policy. However, in relation to the welfare and safety of children and vulnerable persons the following procedures should be followed:

- Records should be kept of any incidents/accidents in relation to children and vulnerable persons.
- Parents/carers of children and vulnerable persons should be informed of any significant incident or accident in relation to the children and vulnerable persons involved.
- Internal procedures, staff ratios, etc., should be reviewed in light of any incidents and any appropriate changes should be implemented.
- Staff working with children and vulnerable persons should receive adequate training in order to ensure the safety of those involved.

### 13. Data Protection and confidential information

LT is committed to the rights of families, children, vulnerable persons and its employees and their confidentiality and will disclose information on a 'need to know' basis. Taking this into consideration the following elements of the National Guidelines must be adhered to:

- (i) Confidentiality must never be promised to a person making a disclosure.
- (ii) The requirement to report to Túsla (the Child and Family Agency) must be explained in a supportive manner to the child.
- (iii) The parents/carers should also be informed of the intention to report unless it is considered that doing so would put the children or vulnerable person at further risk.
- (iv) Recording systems are safe and confidential.
- (v) LT commits to sharing information both internally and externally on a 'need to know basis' in relation to child protection and welfare issues where doing so is in the interest and safety of the children and vulnerable person.

**NB: Giving information to others for the protection of a child does not constitute a breach of confidentiality.**



## 14. Feedback and complaints procedure

LT is committed to providing the best service possible to children and vulnerable persons. In order to provide this, we are constantly trying to improve the service we provide. First and foremost, in order to preempt issues before they arise, we maintain regular communication with our participants, volunteers and Board of Management seeking regular feedback from all those involved with the organisation. Formal feedback will be sought from both volunteers and participants at minimum on a yearly basis as the two main groups that make up the organisation. Volunteer management and feedback is outlined in our Volunteer Policy. Ad hoc and informal feedback from both participants and volunteers will be recorded and fed into regular management processes. Any adjustments to policy or procedure from either formal feedback or informal processes will be made via standard management processes.

Following that, we aim to deal with complaints in a fair, transparent and timely manner and seek a resolution at the first point of contact when possible. In addition, we endeavour to take each complaint seriously, treat them equally, with sensitivity and in confidence.

This is how Liquid therapy deal with complaints:

- LT's Board and/or Managing Director deals with complaints regarding the service we provide to children and vulnerable persons.
- Complaints may come from staff, young people, children, parents, carers, students or volunteers. Complaints may be directed at the Managing Director or any member of the Board.
- All complaints must be kept on file and responded to within 30 days.
- The following outlines our complaints procedure in relation to any work carried out by our organisation:
  - All complaints must be made in writing (electronic or paper) using the official complaints form.
  - Complaints will be reviewed by the Board or Managing Director and any action taken that is necessary to resolve any problems or necessary changes in practices implemented as soon as is practicable.
  - If necessary advice or consultation should be sought from a relevant body, such as Túsla (the Child and Family Agency) or other.
  - Following a review and any necessary consultation, feedback should be given in response to the complaint.
  - All complaints will be responded to in writing (electronic or paper) and all aspects of the complaint will be recorded and documented.

## 15. Monitoring and review of Child Protection Policy

The Board of Directors may approve changes or amendments to these policies at any time.

1. LT commits to keep up to date with national legislation and guidelines relating to the care and protection of children and vulnerable persons.
2. A full review of the policy will be carried out every two years or as required to be in line with national policy and best practices. The Designated Liaison Person within LT will undertake to review this document on a yearly basis and update change any information as necessary to keep up with current legislation and organisational changes.
3. Any updates in the Child Protection Policy will be approved by the Board of Directors prior to being implemented and subsequently all staff and volunteers will be made aware of any changes.

**Adopted on:**01/01/2020.      **Next review:** 01/01/2022

Approved by the Liquid Therapy Board of Directors.

## **16. Publications for further information**

Children First: National guidance for the Protection and Welfare of Children

[https://www.tusla.ie/uploads/content/Children\\_First\\_National\\_Guidance\\_2017.pdf](https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf)

Children First Act:

<https://www.tusla.ie/children-first/children-first-guidance-and-legislation/>

Garda vetting legislation:

[National Vetting Bureau \(Children and Vulnerable Persons\) Acts 2012-2016](#)

## Appendix 1:

# DISCUSS/REPORT A CONCERN

Contact details if you need to report a concern about a child or need to discuss a concern




Child and Family Agency , Millennium Court, Pearse Road, Letterkenny, Co Donegal



074 9123672

## Appendix 2:



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**

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

**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**

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

**6. Details of Reporter**

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



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## Child Protection and Welfare Report Form

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

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

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

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

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

### 8. Parents Aware of Report

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

### 9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

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

Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			