



EVA INTERNATIONAL
IRELAND'S BIENNIAL

**POLICY AND
PROCEDURE FOR THE
PROTECTION OF
CHILDREN**

2022



INTRODUCTION

This policy has been developed in accordance with Government Guidelines Children First: National Guidance for the Protection and Welfare of Children,* a copy of which can be made available on request or can be found on the Corporate Services Section of the Intranet and on the website of the Department of Children and Youth Affairs – www.dcy.gov.ie

This policy extends to all employees/volunteers. All employees must be sensitive to the vulnerability of children during the course of their duties and act in a responsible manner at all times. It is recognised that most staff members do not have expertise in this area; it is important to note that the investigation of suspected child abuse is the responsibility of the statutory authorities and shall not be undertaken by EVA International's Designated Child Protection Liaison Person(s) or other EVA International employees. The Child Protection Policy reflects the "Principle of Paramourncy" whereby the welfare of the child is of paramount importance.

This policy is directed at all those who may have contact with children in the normal course of their duties, to provide guidance on appropriate behaviour around children and what to do if physical, sexual or emotional and neglect abuse is suspected.



SECTION 1.0 CHILD PROTECTION POLICY STATEMENT

EVA International is committed to a child-centred approach to our work with children in all services and activities as operated by EVA International. We undertake to provide a safe environment where the welfare of the child is paramount. We will adhere to the Children First: National Guidance for the Protection and Welfare of Children by implementing procedures covering:

- Appropriate recruitment and selection of employees and volunteers;
- A Garda Vetting Procedure for all relevant employees and volunteers;
- Appropriate management, supervision and training of employees;
- The reporting, investigation and recording of incidents and accidents complaints made against EVA International, its employees/volunteers;
- The reporting of suspected or disclosed abuse confidentiality;
- Circulation of information as considered necessary to employees, volunteers, parents/guardians, users and participants of EVA International services;
- Allegations of misconduct or abuse by employees.

This policy will be reviewed as necessary.

Definition of 'Child':

A 'Child' is defined under the Child Care Act, 1991, as 'a person under the age of 18 years, excluding a person who is or has been married.'

ROLES AND RESPONSIBILITIES

Directors of Service/Section Heads

It is the responsibility of the Director and Education Co-ordinator to ensure that the Policy and Procedures for the Protection and Safeguarding of Children is implemented in their Directorate/ Programme.



DESIGNATED CHILD PROTECTION LIAISON PERSONS

EVA International has appointed Designated Child Protection Liaison Persons (see Appendix IV) to:

- Act as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns;
- Act as a source of advice on child protection matters;
- Co-ordinate action with EVA International and with any other Child Protection Liaison Person(s);
- Liaise with Tusla (Child and Family Agency) and An Garda Síochána about suspected or actual cases of child abuse;
- Make formal referrals;
- Be accessible to all staff/volunteers.
- Maintain confidential records.

The Child Protection Liaison Person(s) shall ensure that s/he is knowledgeable about child protection and that s/he undertakes any training considered necessary to keep updated on new developments.

The role of the Child Protection Liaison Person(s) is to:

- Establish contact with the senior member of Tusla responsible for child protection in the area EVA International is operating in, i.e. Child Care Manager or Principal Social Worker;
- Provide information and advice on child protection within EVA International;
- Advise on EVA International's Policy and Procedures for the Protection and Safeguarding of Children and inform appropriate sources of relevant concerns about individual children;
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover using Tusla Standard Reporting Form (see Appendix II);



SECTION 2.0 CODE OF BEHAVIOUR IN RELATION TO CHILDREN

EVA International aims to create an environment in which children are listened to, given a sense of belonging, and kept safe; parents are supported and encouraged; and employees and volunteers who work with children and vulnerable adults are supported and protected. In order to meet these aims, EVA International will follow a framework for good practice and a code of behaviour as set out in this Policy.

The Code of Behaviour will be categorised under the following headings:

- 2.1 EVA International Child-Centred Approach;
- 2.2 Good Practice Framework;
- 2.3 Inappropriate Behaviour – Checklist for Employees/Volunteers;
- 2.4 Considerations for the Health and Safety of Children;
- 2.5 Considerations for Children with Special Needs or Disabilities;
- 2.6 General Supervision.

2.1 EVA International's Child-Centred Approach

All EVA International's activities involving children shall be guided by what is best for children. Children's activities shall be conducted in a safe, positive and encouraging atmosphere. Standards of excellence should extend to personal conduct. Taking a child-centred approach means to:

- Treat all children equally;
- Listen to and respect children;
- Involve children as appropriate;
- Provide encouragement, support and praise (regardless of ability);
- Use appropriate language (physical and verbal);
- Have fun and encourage a positive atmosphere;
- Offer constructive criticism when needed;
- Treat all children as individuals;
- Respect a child's personal space;
- Use age-appropriate teaching aids;
- Lead by example;
- Be aware of child time limitations, e.g. school / exams, when scheduling activities;
- Create an atmosphere of trust;
- Respect and be aware of differences of ability, culture, religion, race and sexual orientation and membership of the Traveller Community;
- Endeavour to provide equality / diversity training for employees in relation to cultural differences;
- Use all information in respect of children only for the purpose for which it is given, subject to child protection concern.



2.2 Good Practice Framework

EVA International aims to work within the following framework for good practice by:

- Providing policy training for employees and volunteers in line with these guidelines;
- Complying with Data Protection Legislation in respect of personal and sensitive data regarding children and their parents / guardians, subject to child protection concerns;
- Making parents / guardians, children, visitors and facilitators aware of this Child Protection Policy;
- Having procedures in place for fire and other emergencies as per EVA International's Health and Safety Statements and Procedures;
- Reporting / recording any incidents and accidents;
- Being inclusive of children with special needs;
- Reporting any concerns to the Child Protection Liaison Person(s) and following reporting procedures;
- Encouraging children to report any bullying concerns and worries;
- Annual evaluation of work practices where contact with children occurs on a regular basis to be carried out by relevant Departments;
- EVA International will be responsible for reviewing and updating policies and procedures regularly;
- Keeping parents / guardians informed of any issues of concern regarding their children as appropriate to the service, i.e. formal organised activities, e.g. sports events;
- Ensuring appropriate, to the service, supervision (including a minimum of two adults) depending on age, abilities and activities involved;
- Ensuring that partner organisations are familiar with this policy and procedure document;
- Not ignoring concerns;
- Not letting a problem get out of control;
- Ensuring that there are adequate insurance arrangements in place to cover all relevant activities;
- Written consent of parent / guardian to recording or permitting the photographing/filming or otherwise of children;
- Not displaying images of children without the written consent of the parent / guardian;
- Ensure appropriate internet policies at EVA International's access points;
- Ensure that this Child Protection Policy and Procedure will be available on EVA International's website and the company's Intranet Site.



2.3 Inappropriate Behaviour – Checklist for Employees/Volunteers

- Never take children on journeys alone in a car.
- Where possible, employees should avoid being in a one-to-one situation with a child;
- Do not use/allow offensive or sexually suggestive physical conduct and/or verbal language;
- Do not single out a particular child (for unfair favouritism, criticism or ridicule);
- Do not socialise inappropriately with children e.g. outside of structured organisational activities;
- Do not reveal personal information about children in any way, subject to child protection concerns;
- Do not make sexually suggestive comments to a young person;
- Do not let allegations made by a child go unchallenged or unrecorded;
- Do not bring a young person to your home;
- Do not send texts or make phone calls to a child or young person;
- Do not engage with young people (whom you have contact with through your employment) on social networking sites, make or accept friend requests, leave messages on sites for young people or allow your personal information to be accessed by children or young people;
- Do not do things of a personal nature for a child that they can do for themselves;
- Do not allow or engage in inappropriate touching of any kind;
- Do not hit or physically chastise children;



2.4 Considerations for the Health and Safety of Children

- Do not leave children unattended/unsupervised;
- Ensure that children are not in contact with any dangerous materials;
- Provide a safe environment and, where feasible, ensure another employee/ volunteer is present;
- Be aware of and comply with EVA International's Policy on Safety, Health and Welfare at Work;
- Be familiar with the particular risks associated with the activity and/or location at which you are based. Read and understand the Safety Statement for that location;
- When undertaking a risk assessment, it must take account of a child's natural curiosity and include appropriate precautions to safeguard a child's potential exposure;
- Ensure that you are familiar with and comply with the accident reporting procedures;
- Familiarise yourself with and, where necessary, comply with the emergency evacuation procedures particular to the location in which you are located
and brief the children in your care on what they are to do/where they must go in an emergency;
- For any further advice in relation to health and safety issues, you should contact EVA International's Safety Officer.



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2.5 Considerations for Children with Special Needs or Disabilities

EVA International will adhere to national legislation, including Disability Act, 2005, and Equal Status Acts, 2000-2007, in relation to children with disabilities or special needs to ensure access to all EVA International's buildings, services and activities.



2.6 General Supervision

It is imperative that employees/volunteers shall endeavour to ensure that there are adequate adult/ child ratios. The appropriate ratio will depend on the nature of the activity, the age of the children and any special needs of the group. A general guide may be 1:8 for under 12 years of age and 1:10 for over 12 years of age (there should be a minimum of two or more adults). There shall be at least one adult of each gender with mixed parties. This ratio may not be appropriate at service points as distinct from organised activities.

- Employees/volunteers shall not be alone with children;
- If an adult needs to talk separately to a child, this should be done in an open environment in view of others whilst offering the child confidentiality;
- Employees should not be left alone with children at the end of an activity;
- Times for start and finish of activities should be clearly stated;
- Late collection of children by parents/guardians presents a potentially difficult situation, and employees/volunteers shall attempt to contact the child's parent/guardian on their contact number;
- Use an alternative contact name/number agreed with the child's parent/ guardian if necessary;
- Wait with the child with another employee member/volunteer present where possible;
- Make it clear to parents/guardians that it is not EVA International's responsibility to transport children home on behalf of parents/guardians who have been delayed.



2.6 General Supervision (contd.)

Dealing with Challenging or Disruptive Behaviour

Disruptive behaviour is unacceptable and disruptive children will be asked by employees to behave. Disruptive behaviour will be reported to parent/guardian. If a child continues to be disruptive, s/he will be advised that s/he is causing a disturbance and that his/her parents will be contacted. A warning letter may be sent to the parent/guardian stating that further disruptions may result in withdrawal of facilities or services to the child. If a child is a danger to themselves or others, further action may be required, i.e. parent/An Garda Síochána to be contacted.

When dealing with a disruptive child, it is recommended that, where possible, more than one employee or volunteer be present. Instances of disruptive behaviour that require the intervention of the employee, and which put at risk the safety and wellbeing of others, must be documented. The report shall describe:

- The programme or activity running at the time;
- What happened;
- Who was involved;
- Where and when it happened;
- What was said, if significant;
- Any injury to person or property;
- How the situation was resolved;
- An Incident Report Form shall be completed. A form is provided in Appendix I and is available on EVA International's Intranet Site.



SECTION 3.0 REPORTING CHILD PROTECTION AND WELFARE CONCERNS

3.1 Recognising Child Abuse

Child abuse can often be difficult to identify and may present in many forms. Definition/Recognition and Signs and Symptoms of Child Abuse are listed in “Children First: National Guidance for the Protection and Welfare of Children.” (click on this link).

Early detection is important and individuals working with children should share any concerns about child protection or welfare with the Child Protection Liaison Person(s).

Everyone must be alert to the possibility that children with whom they are in contact may be being abused.

If a child hints at or tells you that he or she is being abused, it must be handled very sensitively and in the following way:

- Stay calm and listen – give the child time to say what she or he wants;
- Do not ask leading questions or details, or make suggestions;
- Do not stop the child recalling significant events, but do not make him or her repeat the story unnecessarily;
- Reassure the child, but do not promise to keep it a secret;
- Explain what needs to be done next;
- Record the discussion as carefully as possible.

The information shall then be passed on in accordance with the procedures outlined below. The primary responsibility of the person who first suspects or is told of abuse is to report it and to ensure that their concern is taken seriously. The guiding principles in regard to reporting child abuse may be summarised as follows:

- The safety and wellbeing of the child must take priority;
- Reports should be made without delay;
- The principle of natural justice shall apply, as appropriate;
- A person is innocent until proven otherwise. However, any measures necessary to protect a child must be taken;
- The principle of confidentiality shall apply whereby only those who need to know should be told of a suspicion/allegation/disclosure of abuse and the number that need to be kept informed shall be kept to a minimum.



3.1 Recognising Child Abuse (contd.)

Steps to be taken by an Employee who knows about or suspects Child Abuse

- An employee / volunteer who knows or suspects that a child has been or is at risk of being harmed has a duty to convey this concern to the Child Protection Liaison Person without delay. When conveying concerns to the Child Protection Liaison Person(s), the employee / volunteer should complete the Incident Report Form at Appendix I and forward same to the Child Protection Liaison Person(s) without delay;
- The Child Protection Liaison Person(s) will report the information to Tusla;
- In an emergency, a report must be made directly to An Garda Síochána;
- If the suspected abuser is an employee / volunteer of EVA International, the matter should be brought to the immediate attention of the Director/Chief Executive Officer or nominated deputy;
- The person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for Tusla or An Garda Síochána;
- Under no circumstances should any individual employee or volunteer attempt to intervene or deal with the problem of abuse alone.



3.2 Guidelines for Recognition

- The ability to recognise child abuse depends as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information. There are commonly three stages in the identification of child abuse. These are:
 - Considering the possibility;
 - Looking out for signs of abuse;
 - Recording of information.
 - The possibility of child abuse should be considered if any of the signs or symptoms referred to in Children First: National Guidance for the Protection and Welfare of Children are presented. Signs of abuse can be physical, behavioural, or developmental. They can exist in the relationships between children and parents/guardians or between children and other family members. A cluster or pattern of signs is likely to be more indicative of abuse. Children who are being abused may hint that they are being harmed and sometimes make direct disclosures.
 - Most signs are non-specific and must be considered in the child's social and family context. It is important to always be open to alternative explanations for physical or behavioural signs of abuse.
 - If abuse is suspected, it is important to establish the grounds for concern.

The following examples would constitute reasonable grounds for concern:

- Specific indication from the child that (s)he was abused;
- An account by a person who saw the child being abused;
- Evidence, such as an injury or behaviour which is consistent with abuse and unlikely to be caused another way;
- An injury or behaviour which is consistent both with abuse and with innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.
- Observations should be accurately recorded and should include dates, times, names and locations.
- Steps to be taken by the Child Protection Liaison Person(s)
- When the Child Protection Liaison Person(s) receives a report about suspected or actual child abuse, they should report the matter to Tusla. (See Appendix III for a list of Tusla Area Social Work Contact Details).



3.3 Standard Reporting Procedure

Where reasonable grounds exist for the reporting of suspected or actual child abuse, a report shall be made to Tusla in person by telephoning, or in writing, by the Child Protection Liaison Person(s). Reports may be made to the Tusla Duty Social Worker Department or directly to the Social Worker. Each Tusla Office has a social worker on duty for a certain number of hours each day. The duty social worker is available to meet with or talk on the telephone to persons wishing to report child protection concerns. In the event of an emergency, or the non-availability of Tusla employees, the report should be made to An Garda Síochána. This may be done at any Garda Station. Under no circumstances should a child be left in a dangerous situation pending the intervention of Tusla.

The reporting procedure for EVA International is as follows:

Reporting Procedures for Suspected / Disclosed Abuse

A staff employee / volunteer has a concern or suspicion



Inform the Child Protection Liaison Person(s) (in the event of an emergency or the non-availability of the Child Protection Person(s), the report should be made directly to Tusla or An Garda Síochána)



Child Protection Person(s) to consult with / inform Tusla Duty Social Worker



Child Protection Liaison Person(s) to report to An Garda Síochána if unable to reach social worker – i.e. during an emergency or during out-of-hours.

3.3.1 Information required when a report is being made

The ability of Tusla and/or An Garda Síochána to assess suspicions or allegations of child abuse will depend on the amount and quality of information conveyed to them by persons reporting their concerns.

A Form for Reporting Child Protection and/or Welfare Concerns is attached in Appendix II and should be used for reporting suspected child abuse to Tusla or An Garda Síochána. If a report is made by phone, this form should be forwarded subsequently to Tusla.

Any EVA International employee/volunteer who suspects child abuse shall not interview the child or the child's parents/guardians in any detail about the alleged abuse.

All actions taken and outcomes should be recorded.



3.3 Standard Reporting Procedure (contd.)

3.3.2 Common Impediments to the Reporting of Child Abuse

The Protections for Persons Reporting Child Abuse Act, 1998, provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to designated persons, Tusla or any member of An Garda Síochána.

This means that, even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.



SECTION 4.0 DEALING WITH COMPLAINTS/ALLEGATIONS AGAINST EVA INTERNATIONAL, ITS EMPLOYEES AND VOLUNTEERS

Allegations of a General Nature

Allegations of a general nature (not related to the alleged abuse or neglect of a child) which are made against EVA International, its employees or volunteers must be investigated, dealt with and managed by EVA International in accordance with EVA International's Complaints Procedure.

A copy of the EVA International Complaints Procedure is available here. Employees/volunteers are required to co-operate with investigations by or on behalf of EVA International in accordance with the Complaints Procedure. The EVA International Disciplinary Procedure may be invoked in circumstances where it is found that an employee/volunteer has engaged in negligent, unsafe or otherwise inappropriate behaviour in respect of the allegation.

4.1 Allegations against an Employee or Volunteer

Where an allegation of abuse of a child is made against an employee or volunteer, the reporting procedure must be dealt with and managed by EVA International, guided by the EVA International Child Protection Liaison Person(s), as outlined under Children First: National Guidance for the Protection and Welfare of Children. It is important to note that the investigation of suspected child abuse is the responsibility of the statutory authorities, i.e. Tusla/An Garda Síochána, and shall not be undertaken by the EVA International Child Protection Liaison Person(s) or other EVA International employees.

Where such an allegation is made against an employee, or volunteer, contact and consultation with Tusla and An Garda Síochána will take place immediately. This may be done through the EVA International Child Protection Liaison Person(s). Following these consultations, any action will be guided by the relevant Statutory Body. Procedures for the reporting of such incidents are set out in Appendix 9 of Children First: National Guidance for the Protection and Welfare of Children, a copy of which can be made available on request or can be found on the website of the Department of Children and Youth Affairs – www.dcyf.ie



4.1 Allegations against an Employee or Volunteer (contd.)

EVA International will, as a matter of urgency, take any necessary protective measures that are proportionate to the level of risk and will balance its obligations to its employee with its obligations in respect of the best interests of children.

When an allegation is made against an employee, the following steps shall be taken:

- (i) The first priority shall be to ensure that no child is exposed to unnecessary risk. The employer should, as a matter of urgency, take any necessary protective measures. These measures should be proportionate to the level of risk;
- (ii) Action shall be guided by the agreed internal procedures, i.e. EVA International's Grievance and Disciplinary Procedures, the applicable employment contract and the rules of natural justice, where appropriate;
(see Appendix VII – B Employee/Volunteer Allegation Chart)
- (iii) The Chief Executive, or his nominated deputy, as well as the General Manager, shall be informed as soon as possible;
- (iv) The follow-up on an allegation of abuse against an employee shall be made in consultation with Tusla and An Garda Síochána. An immediate meeting shall be arranged with these two agencies for this purpose;
- (v) EVA International Management shall take care to ensure actions taken by them do not undermine or frustrate any investigations being conducted by Tusla or An Garda Síochána. It is strongly recommended that employers maintain a close liaison with these authorities to achieve this.

Employees/volunteers may be subjected to erroneous or malicious allegations. Therefore, any allegation of abuse will be dealt with sensitively and support will be offered to employees, including counselling, where necessary. However, the primary goal is to protect the child while taking care to treat the employee/volunteer fairly.

4.2 Third Party Referrals

In the event that any member receiving information in respect of a suspicion of child abuse/welfare from a third party, and that reasonable grounds for the concern exists, this must be reported to the Child Protection Liaison Person(s) who will make contact with the Duty Social Worker, Tusla, or An Garda Síochána outside office hours. Tusla/An Garda Síochána will then investigate the concerns.



SECTION 5.0 CONFIDENTIALITY

Confidentiality Statement

The confidentiality statement, as detailed below, is designed to give clear guidance about the issues of sharing information and maintaining appropriate levels of confidentiality.

EVA International is committed to ensuring people's rights to confidentiality. However, in relation to child protection and welfare, we undertake that:

- All information regarding concern or assessment of child abuse or neglect should be shared on a 'need to know' basis in the interests of the child with the relevant statutory authorities.
- No undertakings regarding secrecy can be given.
- Ethical and statutory codes concerned with confidentiality and data protection provide general guidance. They are not intended to limit or prevent the exchange of information between different professional employees that have a responsibility for ensuring the protection of children. Giving information to others for the protection of a child is not a breach of confidentiality.
- Anyone who receives information from colleagues about possible or actual child abuse must treat it as having been given in confidence, subject to above. Any breaches of confidential information may be regarded as a disciplinary matter, subject to above.
- Records should be kept in accordance with the Data Protection Act, within an agreed HR filing system, and be available only to those directly involved and within the confines of the obligations and duties of the Data Protection Act, 2003.



SECTION 6.0 RECRUITMENT AND SELECTION

Recruitment and Selection Policy

It is the policy of the EVA International to Garda Vet all new employees and volunteers working with children prior to the individual taking up the position. This procedure has been determined as part of EVA International's recruitment and selection process.

When a candidate is being considered for appointment, he/she will be required to supply information in writing on the prescribed Garda Vetting Application Form (HR Department will supply such form). This will include personal details, past and current.

The Garda Vetting Application Form will be sent to the Garda Central Vetting Unit by the EVA International's Authorised Signatory as appointed under the Garda Vetting Procedure.

Candidates and Volunteers between the ages of 16 – 18 will be required to have the Garda Vetting/Consent Form completed by their parent/guardian.

Volunteers and candidates who will be carrying out work for EVA International for a period no longer than 4 weeks will be required to complete the Declaration Form

(Appendix VIII). It is the responsibility of their relevant line manager to ensure that this Declaration Form is completed and returned to Human Resources.

Volunteers and candidates working for the EVA International for a period greater than 4 weeks must initially complete the Declaration Form, return it to Human Resources and also supply information in writing on the prescribed Garda Vetting Application Form. The Garda Vetting Application Form can only be obtained from Human Resources and once completed it must be returned to Human Resources. It is the responsibility of the relevant line manager to notify Human Resources of the commencement of the volunteers(s).



SECTION 7.0 GRANT FUNDING / EVENT MANGAGEMENT

Partners and Collaborators Compliance with Child Protection Policy

In circumstances where there is grant assistance to festivals or community groups under any grant scheme, EVA International should ensure that the group/festival/organisation/club/event management company, etc. have appropriate Child Protection Policies and Procedures in place. EVA International should also require confirmation that the appropriate insurance policies are in place. EVA International will ensure that the festival/community/group/club/event management company has the following:

- An up-to-date Child Protection Policy. A copy of this should be submitted to EVA International;
- That appropriate Insurance Policies are in place and up to date;
- That Child Protection Awareness (e.g. Keeping Safe) Training has been completed by relevant personnel with evidence available to support this, if necessary.



SECTION 8.0 FURTHER INFORMATION

Partners and Collaborators Compliance with Child Protection Policy

Further information on child protection and welfare is available from EVA International Protection Liaison Person(s), from Tusla and/or from the Department of Children and Youth Affairs.

Volunteers and candidates working for EVA International for a period greater than 4 weeks must initially complete the Declaration Form, return it to Human Resources and also supply information in writing on the prescribed Garda Vetting Application Form. The Garda Vetting Application Form can only be obtained from Human Resources and once completed it must be returned to Human Resources. It is the responsibility of the relevant line manager to notify Human Resources of the commencement of the volunteers(s).



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APPENDIX I



INCIDENT REPORT FORM 1

EVA INTERNATIONAL
Policy for the Protection and Safeguarding of Children
COMPLAINT/INCIDENT REPORT FORM
PRIVATE AND CONFIDENTIAL

TYPE OF INCIDENT _____

OCCURRED ON: DATE __/__/____

TIME

REPORTED ON: DATE __/__/____ / LOCATION: _____

TIME

EVENT / ACTIVITY:

Particulars of Incident:

Relevant Child Details:

Witness Details (if appropriate):

WERE GARDAÍ CONTACTED

Yes No Date __/__/____

WAS TUSLA CONTACTED

Yes No Date __/__/____

WERE MEDICAL PERSONNEL CONTACTED

Yes No Date __/__/____ vt

If yes, provide brief details:

- Please submit to the Child Protection Liaison Person(s)
- Any supporting evidence or other relevant documentation should be attached to this form

Name in Block Capitals

Signed:

Date _/ _ / _____



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APPENDIX II



TUSLA STANDARD FORM FOR REPORTING



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

FORM NUMBER: CC01:01:01

STANDARD REPORT FORM

(For reporting CP&W Concerns)

A. To Principal Social Worker/Designate: _____

1. Date of Report

2. Details of Child

| | | | | | |
|-----------|----------------------|---------------------------------------|--------------------------|--------|--------------------------|
| Name: | <input type="text"/> | Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| Address: | <input type="text"/> | DOB | <input type="text"/> | Age | <input type="text"/> |
| | | School | <input type="text"/> | | |
| Alias | <input type="text"/> | Correspondence address (if different) | <input type="text"/> | | |
| Telephone | <input type="text"/> | Telephone | <input type="text"/> | | |

3. Details of Persons Reporting Concern(s)

| | | | |
|-------------------------------------|--------------------------|---|--------------------------|
| Name: | <input type="text"/> | Telephone No. | <input type="text"/> |
| Address: | <input type="text"/> | Occupation | <input type="text"/> |
| | | Relationship to client | <input type="text"/> |
| Reporter wishes to remain anonymous | <input type="checkbox"/> | Reporter discussed with parents/guardians | <input type="checkbox"/> |

4. Parents Aware of Report

| | | | |
|--|----------------------|------------------------------|-----------------------------|
| Are the child's parents/carers aware that this concern is being reported | - Mother | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | - Father | <input type="checkbox"/> | <input type="checkbox"/> |
| Comment | <input type="text"/> | | |

5. Details of Report

(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)



**TUSLA STANDARD FORM FOR REPORTING
(CONTD.)**



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

FORM NUMBER: CC01:01:01

STANDARD REPORT FORM

(For reporting CP&W Concerns)

6. Relationships

| Details of Mother | | Details of Father | |
|--|--|--|--|
| Name: | | Name: | |
| Address: (if different to child) | | Address: (if different to child) | |
| Telephone No's: | | Telephone No's: | |

7. Household composition

| Name | Relationship | DOB | Additional Information e.g. School/ Occupation/Other: |
|------|--------------|-----|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

8. Name and Address of other personnel or agencies involved with this child

| | Name | Address |
|----------------------|------|---------|
| Social Worker | | |
| PHN | | |
| GP | | |
| Hospital | | |
| School | | |
| Gardaí | | |
| Pre-School/Crèche/YG | | |
| Other (specify): | | |
| | | |
| | | |
| | | |

9. Details of person(s) allegedly causing concern in relation to the child

| | | | | | | | |
|------------------------|--|-----|------------|------|--------------------------|--------|--------------------------|
| Relationship to child: | | Age | | Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| Name: | | | Occupation | | | | |
| Address: | | | | | | | |

10. Details of person completing form

| | | | |
|----------|--|--------------------|--|
| Name: | | Occupation: | |
| Address: | | Telephone No's: | |
| Signed | | Date: | |



**TUSLA STANDARD FORM FOR REPORTING
(CONTD.)**

Guidance Notes:

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

This reporting form is for use by:

- Tusla Personnel
- Professionals and individuals in the provision of child care services in the community who have service contracts with Tusla
- Designated person in a voluntary or community agency
- Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you. (Tusla personnel should do this in consultation with their line manager). This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

Tusla aims to work in partnership with parents. If you are making this report in confidence you should note that Tusla cannot guarantee absolute confidentiality as:

A Court could order that information be disclosed.

Under the Freedom of Information Act, 2014, the Freedom of Information Commissioner may order that information be disclosed.

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

If you are unsure if you should report your concerns, please telephone the duty social worker and discuss your concerns with him/her.

Social Work Dept.

West Team
Unit 3
St. Camillus' Hospital
Limerick
Telephone: 061 483711

Sector: Southill / Newcastle West / Kilmallock /
Cappamore

Social Work Dept.

East Team
Glenbevan House
Upper Mayorstone
Limerick
Telephone: 061 328336

Sector: Moyross / Ballynanty, Rostown



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APPENDIX III



DUTY SOCIAL WORKER CONTACT DETAILS

Limerick Duty Social Work Teams

Ballynanty

Child and Family Agency
Ballynanty Health Centre, Child
Protection and Welfare,
Ballynanty, Limerick.

Phone 061 457102
Office Hours 2pm - 5pm

Newcastle West

Child and Family Agency, Newcastle
West Health Centre, Child Protection
and Welfare, Health Centre,
Newcastle West, Co. Limerick.

Phone 069 66653
Office Hours 2pm - 5pm

South Hill

Child and Family Agency, South
Hill Health Centre, Child
Protection and Welfare,
Southhill, Limerick.

Phone 061 209985
Office Hours 2pm - 5pm

Old Clare St.

Child and Family Agency,
Roxtown Health Centre, Child
Protection and Welfare, Old
Clare St, Limerick

Phone 061 483091
Office Hours 2pm - 5pm

Social Work Departments in Limerick

West Team

Unit 3
St. Camillus
Hospital, Limerick,
**Sector: Southill / Newcastle
West/
Kilmallock/Cappamore.**

Phone: 061-483711

East Team

Glenbevan
House Upper
Mayorstone,
Limerick,
**Sector: Moyross
/ Ballynanty /
Roxtown.** Phone:
061-328336

Children First Information and Advice Officer

Ger Brophy,
Tusla,
Mid-West,
Ballycummin
Avenue, Raheen
Business Park,
Raheen, Limerick.
Phone: 061-482792
Email: ger.brophy@tusla.ie

National Organisations

**TUSLA National
Office** The Brunel
Building, Heuston South
Quarter, Saint John's
Road West, Dublin 8.
D08 X01F.

Phone: 01 7718500

Email: info@tusla.ie



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**ANY QUERY OR CONCERN IN RELATION TO CHILDREN OUT OF HOURS
SHOULD BE REPORTED IMMEDIATELY TO AN GARDA SIOCHANA**



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APPENDIX IV



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**EVA INTERNATIONAL
DESIGNATED CHILD
PROTECTION LIAISON
PERSON(S)**



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APPENDIX V



GUIDELINES FOR EMPLOYERS DEALING WITH AN ALLEGATION OF ABUSE

Where an allegation of abuse is received, it should be assessed promptly and carefully by the employer. Action taken in reporting an allegation of child abuse against an employee should be based on an opinion formed 'reasonably and in good faith.' It will be necessary to decide whether a formal report should be made to Tusla. This decision should be based on reasonable grounds for concern, as outlined in Chapter 3 of Children First: National Guidance for the Protection and Welfare of Children.

The first priority is to ensure that no child is exposed to unnecessary risk. The employer should, as a matter of urgency, take any necessary protective measures. These measures should be proportionate to the level of risk and should not unreasonably penalise the employee, financially or otherwise, unless necessary to protect children. Where protective measures penalise the employee, it is important that early consideration be given to the case. Any action taken should be guided by agreed procedures, the applicable employment contract and the rules of natural justice.

The head of the organisation should be informed about the allegation as soon as possible. When an employer becomes aware of an allegation of abuse of a child or children by an employee during the execution of that employee's duties, the employer should privately inform the employee of the following:

- (i) The fact that an allegation has been made against him or her;
- (ii) 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 if making a formal report to Tusla.

Employers or persons-in-charge should take care to ensure that actions taken by them do not undermine or frustrate any investigations/assessments conducted by Tusla or An Garda Síochána. It is strongly recommended that employers maintain a close liaison with the statutory authorities to achieve this.

Employers or persons-in-charge should be notified of the outcome of an investigation and/or assessment. This will assist them in reaching a decision about the action to be taken in the longer term concerning the employee.

The Protection for Persons Reporting Child Abuse Act, 1998, makes provision for the protection from civil liability of persons who have communicated child abuse 'reasonably and in good faith' to designated officers within Tusla (Appendix III - Contact Details) or to any member of An Garda

Síochána. This protection applies to organisations as well as to individuals. This means that even if a communicated suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the person who communicated the concern had not acted reasonably and in good faith in making the report.

A person who makes a report in good faith and in the child's best interests may also be protected under common law by the defence of qualified privilege.



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APPENDIX VI



RELEVANT LEGISLATION

- Children Act, 2001.
- Child Care Act, 1991.
- Criminal Justice Act, 2006.
- The Domestic Violence Act, 1996.
- Protections for Persons Reporting Child Abuse Act, 1998.
- Data Protection Acts, 1988-2003.
- Education Act, 1998.
- Education (Welfare) Act, 2000.
- Non-Fatal Offences against the Person Act, 1997.
- Freedom of Information Acts, 1997-2014.
- Disability Act, 2005.
- Equal Status Act, 2000-2004.
- Our Duty of Care: The Principles of Good Practice for the Protection of Children and Young People, Department of Health, 2002.
- Children First: National Guidance for the Protection and Welfare of Children, 2011.
- National Garda Vetting Bureau Act, 2012. (enacted but not commenced)
- Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act, 2012.



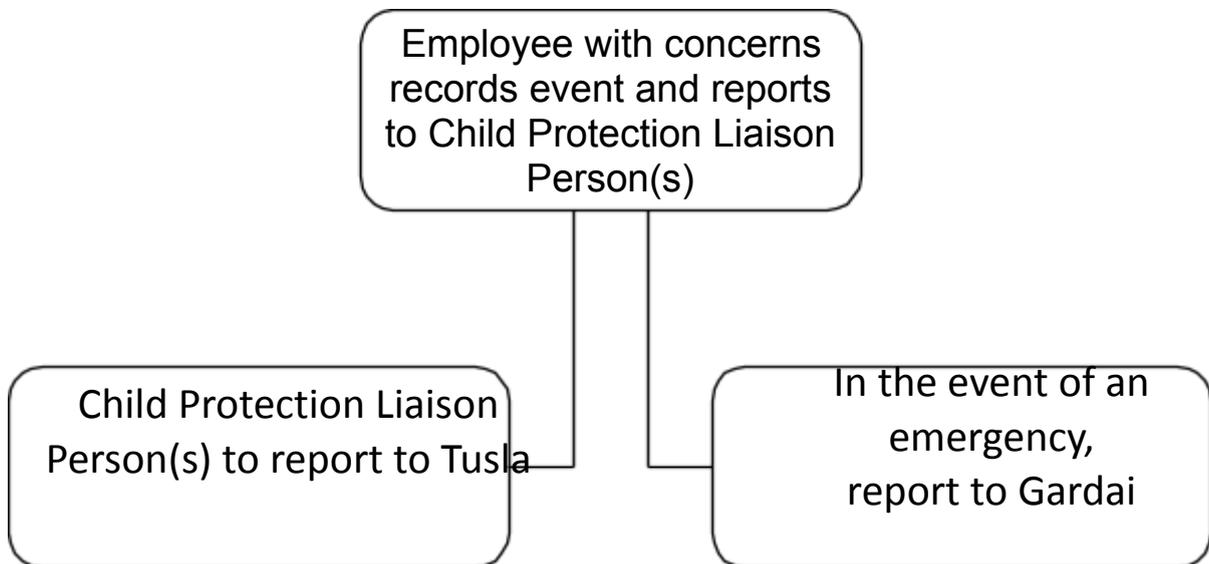
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APPENDIX VII



REPORTING PROCEDURES

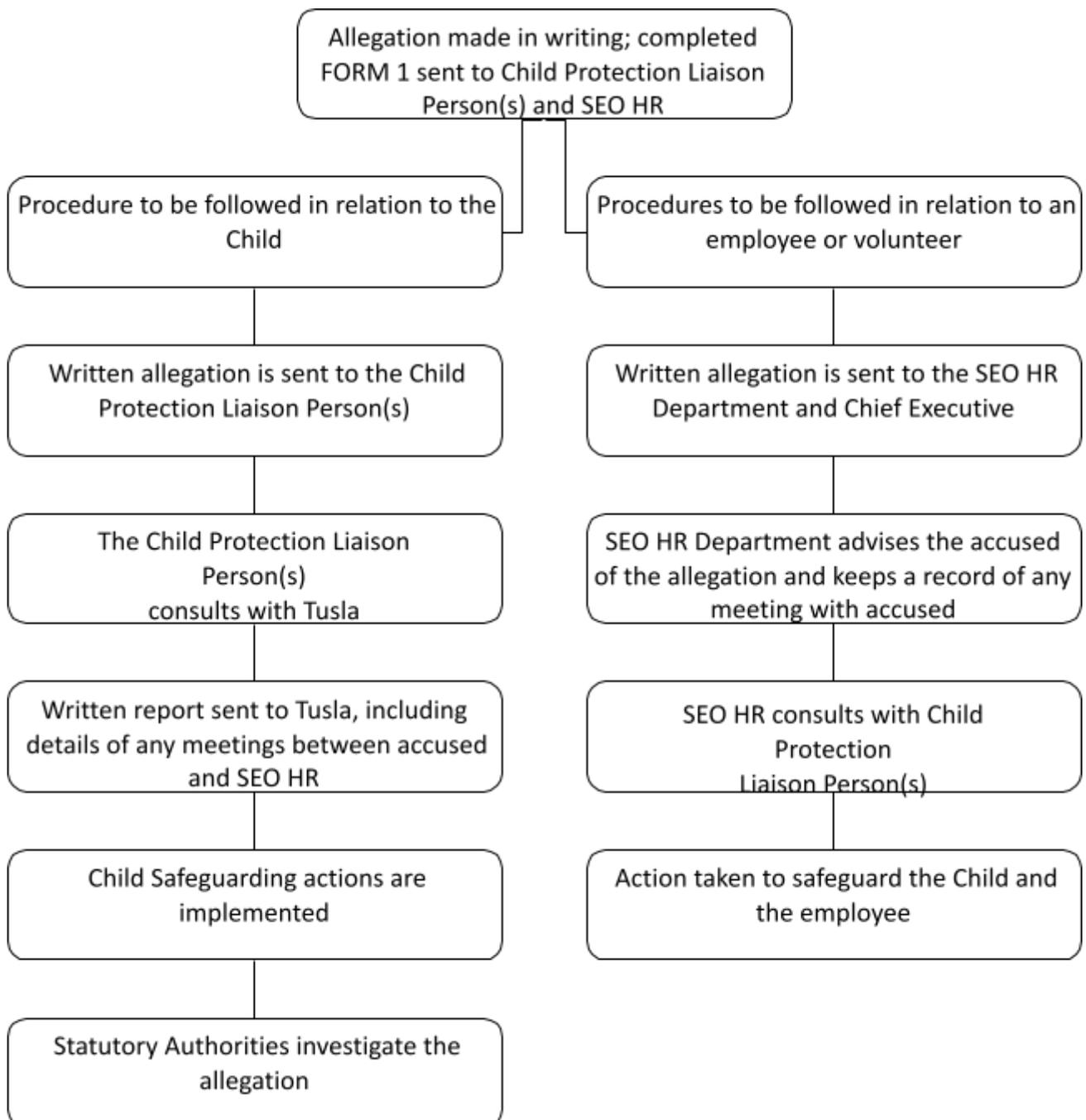
A - Employee with concern in relation to Protection and Safeguarding of a Child





REPORTING PROCEDURES

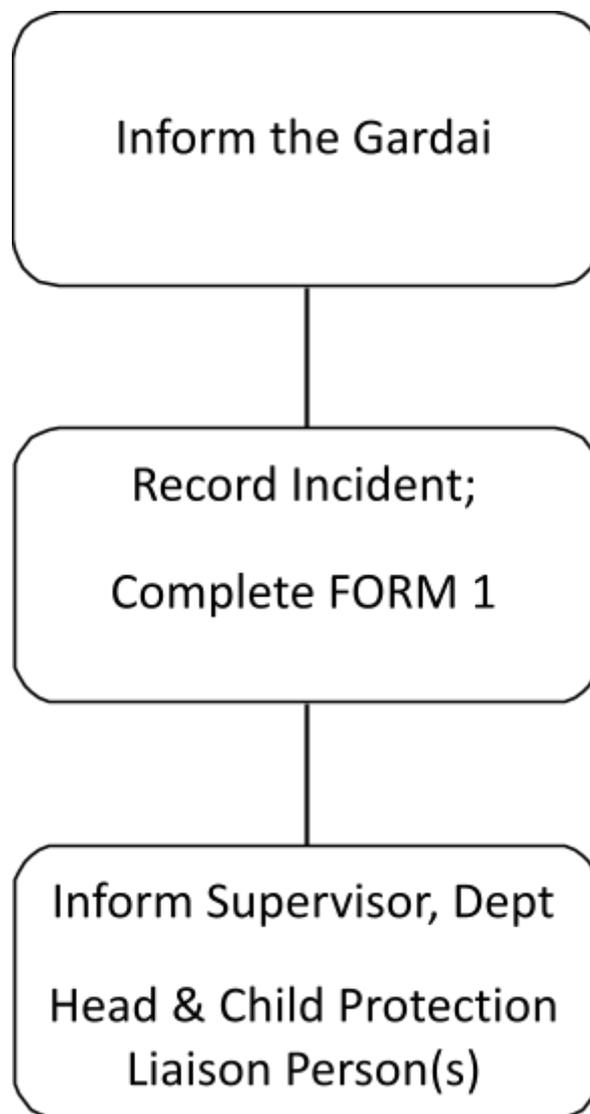
B - Allegation of Child Abuse against Employees or Volunteers





REPORTING PROCEDURES

C - Employee Threatened of Allegation of Child Abuse by Member of the Public





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APPENDIX VIII



**EVA INTERNATIONAL
DECLARATION FORM**

-CONFIDENTIAL-

**Declaration Form for all those working with children and/or
vulnerable adults**

Surname: _____ **First Name:**

Address: _____

Place of Birth:

Date of Birth: _____

Tel: _____ **Mobile:** _____

Any other Names previously known by:

**Is there any reason that you would be considered unsuitable to
work with children and young people?**

Yes___ No___

If yes, please outline the reason below.

Have you ever been convicted of a criminal offence?

If yes, please state below the nature and date(s) of the offence(s):

Signed: _____ **Date:**



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