

**CHILD PROTECTION
POLICY & GUIDELINES**

August 2017

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Child¹ Protection Policy Statement:

Tipperary Excel is committed to the provision of a safe, positive, fun and enlightening environment for children participating in all of its events. We undertake to adopt a child-centred approach to all of our activities involving children and we will adhere to the recommendations of the *Children First: National Guidelines for the Protection and Welfare of Children*.

Tipperary Excel undertakes to implement policies and guidelines in relation to:

- Key Roles & Responsibilities;
- Code of Behaviour for all staff;
- Reporting of suspected or disclosed abuse²;
- Confidentiality;
- Recruitment and selecting staff;
- Involvement of primary carers³;
- Allegations of misconduct or abuse against staff;
- Complaints and comments;
- Incidents and accidents.

This policy document is available to all Tipperary Excel staff⁴ and board members as well as primary carers participating in Music Network activities.

This policy will be reviewed on an annual basis. The next review will take place in **August 2018**

Signed: _____

Date: _____

¹ The Child Care Act 1991 defines a child as a ‘person under the age of 18 years other than a person who is or has been married’ (S.2.1).

² See Appendix A for definitions of abuse.

³ The term ‘primary carers’ refers to parents, guardians and responsible adults with primary responsibility for a child.

⁴ The term ‘Staff’ includes staff (permanent, temporary and casual), facilitators, artists, promoters, volunteers, interns etc.) working with children during Music Network projects. Throughout this document specific responsibilities are assigned to various staff members according to suitability.

Key Roles & Responsibilities:

The key individuals responsible for implementation review and reporting in relation to the Music Network Child Protection Policy will be the *Designated Person* and the *Deputy Designated Person*. Either the Designated or the Deputy Designated Person must be a serving Board member.

The Role of the **Designated Person** is to:

- Be the primary person to make contact with if staff members have an issue or concern about any aspect of a child's safety or welfare;
- Support and advise staff about policy and procedures in relation to child protection;
- Support the Deputy Designated Person;
- Ensure that procedures are implemented.

Designated Person:

Mary Leahy (Assistant Manager)

Contact Details:

Tipperary Excel Centre Mitchell Street Tipperary Town.

Tel: 062 80520

The Role of the **Deputy Designated Person** is to:

- Act in the role of the Designated Person when the Designated Person is unavailable;
- Act in the role of the Designated Person in an 'on site' situation
- Ensure that suitable training is available to staff;
- Be available to primary carers to discuss the content and implementation of these policies and guidelines;
- Support the Designated Person;
- Monitor the implementation of the policy and guidelines.

Deputy Designated Person:

Code of Behaviour:

The Code of Behaviour lists the type of behaviours and responsibilities that Tipperary Excel staff will adhere to when working with children. The Code concerns all staff members and the administrative responsibilities of Tipperary Excel.

Code of Behaviour for Children

A Code of Behaviour for the children participating in Tipperary Excel events should be drawn up at the beginning of the workshop sessions. The code will:

- list the types of behaviour that will not be accepted during the session and the penalty that will be imposed should the children break one of the codes;
- be compiled through discussion between the children and the staff member and should involve and include suggestions from the children;
- be revisited at the beginning of every subsequent session.

Primary carers are welcome to view the contract.

Tipperary Excel Code of Behaviour:

Tipperary Excel Code of Behaviour for staff members is presented under the following categories:

- Child-centred approach
- Good practice
- Inappropriate behaviour
- Physical contact
- Health & Safety

Child-centred approach:

- Discuss boundaries of behaviour and related sanctions, as appropriate, with children and their primary carers;
- Encourage feedback from the group;
- Treat all children equally and as individuals;
- Listen to and respect children;
- Respect a child's personal space;
- Involve children in decision-making, where appropriate;
- Offer constructive criticism when needed but provide encouragement, support and praise (regardless of ability);
- Use age-appropriate language (physical and verbal);
- Use age-appropriate teaching aids and materials;
- Have fun and encourage a positive, trusting atmosphere;
- Lead by example;
- Be cognisant of a child's limitations, for example, due to a medical condition;
- Respect differences of ability, culture, religion, race and sexual orientation.

Good Practice:

- Plan your session and be sufficiently prepared, both mentally and physically;
- Observe appropriate dress and behaviour;
- Be inclusive of all children with special needs;
- Encourage children to report any bullying, concerns or worries and to be aware of the anti-bullying policy;
- Do not take a session on your own. If this is not possible, then it should be in an open environment with the full knowledge and consent of primary carers and Music Network;

- Do not spend time alone with children. In an unavoidable situation where you find yourself alone with a child, please contact the primary carer or Music Network;
- Do not transport children to or from a session in your car;
- Maintain awareness around language and comments made. If you think that something you said might have caused upset or offence, then try to address it in a sensitive manner;
- Evaluate work practices on a regular basis;
- Report and record any incidents, accidents or concerns in accordance with the Reporting Procedures.

Promoters:

- Partner promoters working in partnership with Tipperary Excel should have their Health & Safety and Emergency Procedures up to date and available to all Tipperary Excel staff and primary carers on request.
- Exercise good communication with the primary carer.

Tipperary Excel permanent staff:

- Communicate fully with the artists, facilitators, promoters, key workers etc. engaged in Tipperary Excels programmes;
- Provide appropriate training for staff;
- Update and review policies and procedures regularly.
- Create and maintain a register containing the following details for each child: name, address, phone number, special requirements, attendance, emergency contact and any other necessary information (e.g. dietary requirements, allergies etc.);
- Make primary carers, children, visitors, teachers/group leaders and facilitators aware of the Child Protection Policies & Guidelines;
- Keep primary carers informed of any issues that concern their children;
- Have Emergency Procedures in place and make all staff aware of these procedures;
- Ensure appropriate supervision based on adequate ratios according to age, abilities and activities involved.

Inappropriate behaviour:

- Do not use or allow offensive or sexually suggestive physical and/or verbal language;
- Do not single out a particular child for favouritism, criticism, ridicule or unnecessary focus or attention;
- Do not allow/engage in inappropriate touching of any form;
- Do not hit or physically chastise children;
- Do not socialise inappropriately with children, i.e. outside of structured organisational activities.

Physical Contact:

- Always seek the child's consent in relation to physical contact (except in an emergency or a dangerous situation);
- Do not engage in physical horseplay or inappropriate touch;
- Check with children about their level of comfort when engaged in touch exercises.

Health and Safety:

Promoter/ Artist/Facilitator:

- Provide a safe environment;
- Never leave children unattended or unsupervised;
- Manage any dangerous materials;
- Follow all incidents, accident and other reporting procedures.

Recording & Reporting Procedures:

In order that staff may appropriately express, record and report concerns about children, it is imperative that the following recording and reporting procedures are followed closely. Appendix C contains contact details for the appropriate Duty Social Worker in each of the HSE districts.

Recording procedures:

In the circumstances where staff members feel that there are reasonable grounds for concern⁵, the following reporting procedures should be followed carefully. Staff should record the following information in relation to children:

- Suspicions
- Concerns
- Worrying observations
- Behavioural changes
- Actions and outcomes

Written records of this nature should be submitted to the Designated Person and kept in a locked cabinet at Tipperary Excels offices. These records are not to be viewed by anyone not directly connected with the report.

Dealing with a disclosure:

- Stay calm and listen to the child, allow the child enough time to say what they need to say;
- Do not use leading questions or prompt details. If clarification is required, try to use language that is similar to that used by the child;
- Reassure the child but do not promise to keep anything secret;
- Do not make the child repeat the details unnecessarily;
- Explain to the child what will happen next (explanation should be age-appropriate)

Reporting procedures:

Reports of abuse or suspected abuse will be made to the relevant authorities. In the event of a concern or disclosure of abuse, staff should follow these reporting procedures:

- In the event of a disclosure:
 - Record all details, including date, time, and people involved in the disclosure and the facts (for example, in the Accident Book); Information recorded should be factual;
 - Try to use exact quotations from the child's testimony and do not use your own language in the record;
 - If necessary, draw a discrete diagram to illustrate any injuries that may have been reported in the course of the disclosure.

⁵ See Appendix B for definition of reasonable grounds for concern.

- Inform the Designated Person (or the Deputy Designated Person, if unavailable);
- If the Designated Person or Deputy Designated Person is not available, contact the local Duty Social Worker of the Health Service Executive directly;
- The Designated Person may contact the Health Service Executive Duty Social Work Department for an informal consultation prior to making a report;
- If there are reasonable grounds for concern, the Designated Person will contact the Duty Social Worker in the Health Service Executive area using the standard reporting form available from the Health Service Executive⁶. (Reports to the Duty Social Worker can be made verbally, initially, and then followed by the standard reporting form. Reports should be made to the Health Service Executive without delay);
- The most appropriate person should discuss the concern or consult with primary carers. Parents, carers or responsible adults should be made aware of a report to the Health Service Executive unless it is likely to put the child at further risk;
- Information will be shared on a strictly ‘need to know’ basis;
- In case of emergencies outside of Health Service Executive Social Work Department hours, contact the Gardaí. In situations that threaten the immediate safety of a child, it may be necessary to contact the Gardaí;
- In the case of a staff member reporting a concern, they are invited to contact the Duty Social Worker with the Health Service Executive to discuss their concern. If the Duty Social Worker deems the concern to be a reasonable concern, then the above procedures should be followed;
- The reporting procedures will be known and accessible to all staff. Throughout the process, the person who expresses the concern should be involved and kept informed, where appropriate. When a report has been made to the Designated Person, all actions and outcomes should be noted.
- Staff members reporting abuse are entitled to request written acknowledgement from the body with whom the complaint has been lodged (e.g. Designated Person or Duty Social Worker). Likewise, the Designated Person is entitled to request written acknowledgement from the Duty Social Worker or the Gardaí acknowledging the receipt of the report.

Statement of Confidentiality:

Tipperary Excel respects the right of any individual to absolute confidentiality. However, Tipperary Excel will prioritise its commitment to the safety and welfare of children in the event that an abuse or a concern of abuse that is reported through the appropriate channels. In this instance, the following will apply:

- Information will be shared on a ‘need to know’ basis only in order to safeguard the welfare of the child;
- Supplying appropriate information to other necessary parties for the protection of a child is not a breach of confidentiality;
- Where the best interests of a child are at risk, Tipperary Excel cannot guarantee absolute confidentiality;
- Primary carers and children have a right to know if personal information is being shared and/or a report is being made to the Health Service Executive, unless doing so would put the child at further risk;
- Images of a child **will not be published** without the consent of the parent/carer (however, we cannot guarantee that cameras/videos will not be used by other parties during public performances);

⁶ See Appendix D for sample form.

- Primary carers will be informed of any recording that Tipperary Excel undertakes during workshops or events;
- Procedures have been put in place for the recording and storing of information in line with our confidentiality policy.

Procedures for Recruiting and Selecting Staff:

Tipperary Excel recognises the importance of selecting appropriate staff to work with children. Tipperary Excel will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children by observing the following principles:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary);
- Candidates will be required to provide contact details for at least two recent, relevant, independent referees;
- Staff will be selected through a process involving a panel of at least two representatives;
- Tipperary Excel will endeavour to select the most suitably qualified personnel;
- Tipperary Excel will not employ someone deemed to be a risk to safety and welfare of children. Some of the exclusions include:
 - Any child-related convictions;
 - Insufficient documentary evidence of identification;
 - Concealing information regarding suitability to work with children;
- Every employee will undergo a probationary period of six months;
- Staff may be required to consent to Garda clearance, and Garda Clearance will be required as a condition of employment..

Managing and Supervising Staff:

Tipperary Excel recognises that responsible management and supervision of staff working directly with children will lead to the effective execution of the Child Protection Policy and Guidelines. Tipperary Excel undertakes that:

New staff:

- Child protection training will be made available to them;
- Be made aware of the organisation's code of behaviour, child protection procedures, and the identity and roles of the Designated Person and the Deputy Designated Person;
- Undergo a probationary period of six months.

All staff will:

- Receive an adequate level of supervision and review of their work practices;
- Read the Child Protection Policy Statement;
- Staff working directly with children will complete the declaration form⁸.

Involvement of primary carers:

Tipperary Excel respects the role of primary carers and to this end, it is important that we involve those in that role in the implementation of these policies and guidelines. In order to fulfil that objective, Tipperary Excel will:

- Advise primary carers of the availability of the child protection policy and guidelines;
- Inform primary carers and schools of all activities and potential activities;

⁷ Re Footnote 2 Staff refers to those staff members working directly with children, only.

⁸ See Appendix E

- Issue contact/consent forms as necessary;
- Comply with health and safety practices;
- Operate child-centred policies in accordance with best practice;
- Ensure as far as possible that the activities are age-appropriate;
- Encourage and facilitate the involvement of parent(s), carer(s) or responsible adults, where appropriate.
- Application forms for Music Lessons/art/Ballet etc. Have a box to be ticked indicating the following:
 - 1. If the child has any disability/Social Anxiety/Ad h d or any other condition
 - 2.Allergies, and Medication required
 - 3.Doctor's phone number.

If Tipperary Excel staff experience concerns about the welfare of the child, the staff will:

- Respond to the needs of the child;
- Keep primary carers fully informed of all procedures and necessary information, unless to do so would place the child at further risk;
- Follow the recording and reporting procedures outlined in these policies and guidelines including reporting to the Duty Social Worker and, in the case of an emergency, the Gardaí;
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the child and inform primary carers where appropriate.
- Two people are required to accompany a child to the toilet at all times.

Tipperary Excel is committed to putting the interests of the child first. To that end, the staff will:

- Contact local Health Service Executive and Gardaí where there is a child protection welfare concern;
- Encourage primary carers to work in partnership with us under the guidelines set out by our organisations to ensure the safety of their children;
- Have a designated contact person available for consultation with primary carers in the case of any concern over a child's welfare.

Allegations of Misconduct or Abuse by Staff members:

In the event that allegations are made against a Tipperary Excel staff member, the protection of the child will be the paramount consideration. Two separate procedures will be followed: one in respect of the child and one in respect of the staff member against whom the allegation has been made. Two separate Key authorities will deal with each separate procedure. Tipperary Excel will take protective measures appropriate to the level of risk while not unreasonably penalising the worker – unless necessary to protect the child. Protective measures might include:

- Increased supervision
- Assignment to different duties
- Suspension

In respect of the child:

- Designated Person will deal with issues relating to the child.
- If allegations are made against the Designated Person, the Deputy Designated Person should be contacted and vice versa;
- The first priority will be to ensure that no child is exposed to unnecessary risk;

- The reporting procedures outlined in Section 3 of these guidelines should be followed. Both the primary carers and the child should be informed of actions planned and taken. All contact with the child should occur in an age-appropriate manner.

In respect of the staff member:

- Chief Executive Officer will deal with issues relating to the staff member.
- The chairperson of the organisation should be contacted as soon as possible;
- The staff member will be informed as soon as possible of the nature of the allegation;
- The staff member will be given the opportunity to respond;
- Any action following an allegation of abuse against an employee should be taken in consultation with the Health Service Executive and Gardaí;
- After consultation, the chairperson should advise the person accused and agreed procedures would be followed.

Complaints and Comments:

If primary carers and other key stakeholders wish to make a complaint or comment about some aspect of a Tipperary Excel project involving children, complaints, comments or feedback will be:

- The responsibility of the Designated Person;
- Responded to within 2 weeks;
- Both verbal and written complaints will be recorded and responded to appropriately.

Incidents and Accidents:

In situations where Tipperary Excel is operating projects without the assistance of a host partner organisation, all incidents and accidents that occur should be recorded in the 'Accident Book'. The material recorded in the 'Accident Book' may be sensitive and will be kept in a locked compartment by the Designated Person. The book will be available to staff members to add entries and must be returned to the Designated Person.

In order to effectively manage instances of incidents and accidents, Tipperary Excel must:

- Maintain an up-to-date register of the contact details of all children involved in the organisation;
- Cross-reference children's contact details between the incident book and file;
- Advise children of the risks of dangerous material;
- Record details of risky equipment used and take steps to minimise risk;

Appendix A

Definitions of Abuse:

There are four main categories of abuse outlined in *Children First: National Guidelines for the Protection and Welfare of Children*. They are:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse

The following is a synopsis of the information contained in the *Children First: National Guidelines for the Protection and Welfare of Children*.

Neglect

‘Neglect can be defined as being where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care ... The threshold of significant harm is reached when the child’s needs are neglected to the extent that his or her well-being and/or development are severely affected.’⁹

Emotional abuse

Emotional abuse usually relates to the relationship between a carer and a child rather than a specific incident or incidents. Emotional abuse can manifest in the child’s behaviour or physical functioning. Examples of these include ‘anxious’ attachment, unhappiness, low self-esteem, educational and developmental underachievement and uncooperative or hostile behaviour. ‘The threshold of significant harm is reached when interaction is predominantly abusive and becomes typical of the relationship between the child and the parent/carer.’¹⁰

Examples of emotional abuse in children include:

- Imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming;
- Emotional unavailability by the child’s parent/carer;
- Unresponsiveness, inconsistent or inappropriate expectations of the child;
- Premature imposition of responsibility on the child;
- Unrealistic or inappropriate expectations of the child’s capacity to understand something or to behave and control him/herself in a certain way;
- Under or over protection of the child;
- Use of unreasonably harsh discipline;
- Exposure to domestic violence.

Physical Abuse:

Physical abuse is a form of non-accidental injury or injury which result from wilful or neglectful failure to protect a child. Examples of physical injury include:

- Shaking;
- Use of excessive force in handling;
- Deliberate poisoning;
- Suffocation;
- Allowing or creating a substantial risk of significant physical harm to a child.

Sexual Abuse

Sexual abuse involves the use of a child for gratification or sexual arousal by a person for themselves or others.

Examples of sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child;
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- Masturbation in the presence of the child or involvement of the child in an act of masturbation;
- Sexual intercourse with a child whether oral, vaginal or anal;

⁹ Children First, p. 31.

¹⁰ Children First, p. 32.

- Sexual exploitation of a child. This may include showing sexually explicit material to children which is often a feature of the ‘grooming’ process by perpetrators of abuse;
- Consensual sexual activity involving an adult and an under-age person.

Appendix B:

The following excerpt from *Children First: National Guidelines for the Protection and Welfare of Children*¹¹, shows what would constitute reasonable grounds for concern:

- Specific indication from the child that s/he has been 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 an 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.

Appendix C:

HSE Duty Social Work Contact List by County

<i>Cork Child Protection Social Work Services</i>	<i>Donegal Child Protection Social Work Services</i>	<i>Dublin Child Protection Social Work Services</i>	<i>Dublin Child Protection Social Work Services</i>
<p>North Lee</p> <p>North Lee Social Work Dept., Blackpool (adjacent to Shopping Centre), Blackpool, Co. Cork Tel: (021) 4927000</p> <p>South Lee</p> <p>South Lee Social Work Dept., St. Finbarr's Hospital, Co. Cork. Tel: (021) 4923001</p>	<p>Links Business Centre, Lisfannon, Buncrana, Donegal East.Tel: (074) 9320420</p> <p>Euro House, Killybegs Road, Donegal Town, Donegal West. Tel: (074) 9723540</p> <p>Millennium Court, Pearse Road, Letterkenny, Co. Donegal.Tel: (074) 9123672 / 3770</p>	<p>Dublin North Child Protection Services</p> <p>Health Centre, Cromcastle Road, Coolock, Dublin 5. Tel: (01) 816 4200 / 44</p> <p>Social Work Office, 22 Mountjoy Square, Dublin 1. Tel: (01) 855 6871</p> <p>Social Work Office, Ballymun Health Centre, Dublin 11. Tel: (01) 842 0011</p> <p>Office Hours 9.30am to 5pm*</p>	<p>Dublin North West Child Protection Services</p> <p>Health Centre, Wellmount Park, Finglas, Dublin 11. Tel: (01) 856 7704</p> <p>Rathdown Road, Dublin 7. Tel: (01) 882 5000</p> <p>Office Hours 9.30am to 5pm*</p>

¹¹ Children First, (4.3.2), p.38.

<p>Galway Child Protection Social Work Services</p> <p>Galway City Local Health Office, 25 Newcastle Road, Co. Galway. Tel: (091) 546366 /370/ 325 /369 Duty Social Worker 9.30am - 5pm</p> <p>Duty office hours are from 9.30am - 12.30am Monday/Wednesday/Friday.</p>	<p>Galway Child Protection Social Work Services</p> <p>Galway County Tuam Social Work Department, Health Centre, Vicar Street, Tuam, Co. Galway. Tel: (093) 24492</p> <p>Loughrea Social Work Department, Health Centre, Loughrea, Co. Galway. Tel: (091) 847820</p>	<p>Galway Child Protection Social Work Services</p> <p>Galway County Ballinasloe Social Work Department, Health Centre, Brackernagh, Ballinasloe, Co. Galway. Tel: 09096 46200</p> <p>Oughterard Social Work Department, Health Centre, Oughterard, Co. Galway, Tel: (091) 552200</p>	<p>Kerry Child Protection Social Work Services</p> <p>Tralee Tralee Social Work Department, Rathass, Tralee, Co. Kerry. Tel: (066) 7184500 Office Hours are 9a.m. - 5p.m. Mon - Fri and closed between 1.30pm - 2.30pm daily</p> <p>Killarney Killarney Social Work Department, St. Margaret's Road, Killarney, Co. Kerry. Tel: (064) 36030 Office Hours are 9a.m. - 5p.m. Mon - Fri and closed between 1pm - 2pm daily</p>
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<p>Dublin Child Protection Social Work Services Dublin South East Child Protection Services Vergemount Hall, Clonskeagh, Dublin 6. Tel: (01) 268 0320 Office Hours 9.00am to 1pm and 2.15-5pm*</p>	<p>Dublin South City Child Protection Services Duty Social Work Carnegie Centre, 21-25 Lord Edward Street, Dublin 2. Tel: (01) 648 6555 Public Health Nursing, 21-25 Lord Edward Street, Dublin 2. Tel: (01) 648 6500 Family Support Service, Donore Avenue, Dublin 7 Tel: (01) 416 4441 Office Hours 9.00am to 1pm and 2.15-5pm*</p>	<p>Dublin South West Child Protection Services Millbrook Lawn, Tallaght, Dublin 24. Tel: (01) 452 0666 Office Hours: 9.00am - 1.00pm 2.15pm - 5.00pm Dublin West Child Protection Services Social Work Department, Cherry Orchard Hospital, Ballyfermot, Dublin 10. Tel: (01) 620 6387 Office Hours: 9.00 - 1.00 2.15 - 5.00*</p>	<p>Dun Laoghaire Child Protection Services Tivoli Road, Dun Laoghaire, Co. Dublin. Tel: (01) 284 3579 102 Patrick Street, Dun Laoghaire, Co. Dublin Tel: (01) 236 5120 Office Hours: 9.00am - 1.00pm 2.15pm - 5.00pm</p>
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<p>Kildare West Wicklow Child Protection Social Work Services Social Work Team, Swan Centre, Fairgreen Street, Naas, Co Kildare. Tel: (045) 882 400 Office hours are from 9am-5pm daily</p>	<p>Kilkenny Child Protection Social Work Services Kilkenny Social Work Office, 11 Patrick Street, Co. Kilkenny. Tel: (056) 7784782 The office hours are 9.00am to 5.00pm.</p>	<p>Laois Child Protection Social Work Services Social Work Department, Child and Family Centre, Portlaoise, Co. Laois. Tel: (057) 86 92567 Office hours are: 9.30 a.m. - 5.30 p.m. Mon - Thurs 9.30 a.m. - 5.15 p.m. Fridays and closed from 1pm - 2pm daily</p>	<p>Leitrim Child Protection Social Work Services Community Care Office, Leitrim Road, Carrick on Shannon, Co. Leitrim. Tel: (071) 965 0324 The office hours are from 10:00am to 1:00pm, Mondays to Fridays. Any emergency, which arises from 2:00pm to 5:00pm, receives a response.</p>
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<p>Longford Child Protection Social Work Services</p> <p>Social Work Department, Tivoli House, Dublin Road, Co. Longford. Tel: (043) 33 50584</p> <p>Office Hours: 9.30am - 5.30pm Monday to Thursday 9.30am - 5.15pm Friday</p>	<p>Louth Child Protection Social Work Services</p> <p>Dundalk Social Work Department, Local Health Care Unit, Wilton House, Stapleton Place, Dundalk, Co. Louth. Tel: (042) 9392200</p> <p>Drogheda Ballsgrove Health Centre, Ballsgrove, Drogheda, Co. Louth Tel: (041) 98 38574</p> <p>Office Hours: Monday 9.30a.m. - 5.30p.m. Tuesday -Friday 9.30am-5pm Closed 1pm-2pm daily</p>	<p>Mayo Child Protection Social Work Services</p> <p>Ballina Social Work Team, Ballina Health Centre, Mercy Road, Ballina, Co. Mayo. Tel: (096) 21511</p> <p>Castlebar Social Work Team, Hill House, Mountain View, Castlebar, Co. Mayo. Tel: (094) 902 2283</p> <p>Swinford Social Work Team, Swinford Health Centre, Aras Attracta, Swinford, Co Mayo. Tel: (094) 905 0133</p> <p>Office hours are Monday 9.30am - 17.30pm and Tuesday to Friday 9.30am - 17.00pm and closed 1pm - 2pm daily.</p>	<p>Meath Child Protection Social Work Services</p> <p>Community Social Work Services, Enterprise Centre, Navan, Co. Meath. Tel: (046) 9097817</p> <p>Community Social Work Services, Child and Family Centre, Navan, Co. Meath. Tel: (046) 9078830</p> <p>Duty Social Worker available each day Monday to Friday: 046 - 9078846</p>
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<p><i>Meath Child Protection Social Work Services</i></p> <p>Community Social Work Services, Dunshaughlin Health Care Unit, Dunshaughlin, Co. Meath. Tel: (01) 802 4102</p> <p>Family Support & Child Welfare Services, Family Resource Centre, Commons Road, Navan, Co. Meath. Tel: (046) 9073178</p>	<p><i>Monaghan Child Protection Social Work Services</i></p> <p>Social Work Department, Local Health Care Unit, Rooskey, Co. Monaghan. Tel: (047) 30426 / 427</p> <p>Office Hours: Monday 9.30am - 5.30pm Tuesday - Friday 9.30am - 5.00pm and closed 1pm - 2pm daily</p>	<p><i>Offaly Child Protection Social Work Services</i></p> <p>Social Work Department, Derry Suite, Castlebuildings, Tara Street, Tullamore, Co.Offaly. Tel: (057) 93 70700</p> <p>Office hours are 9.30 a.m. - 5.30 p.m. Mon - Thurs 9.30 a.m. - 5.15 p.m. Fridays and closed from 1 - 2pm daily</p>	<p><i>Roscommon Child Protection Social Work Services</i></p> <p>Social Work Team, Abbeytown House, Abbey Street, Co. Roscommon. Tel: (090) 66 37014</p> <p>Lanesboro Road, Co. Roscommon. Tel: (090) 66 37528</p> <p>Health Centre, Boyle, Co. Roscommon. Tel: (071) 966 2087</p> <p>Knockroe, Castlereagh, Co. Roscommon. Tel: (090) 66 37843</p> <p>Office Hours are from 9.30am - 5pm daily</p>
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<p>Sligo Child Protection Social Work Services</p> <p>Sligo town and surrounding areas: Markievicz House, Barrack Street, Co. Sligo. Tel: (071) 915 5133</p> <p>South County Sligo: One Stop Shop, Teach Laighne, Humbert Street, Tubbercurry, Co. Sligo. Tel: (071) 912 0454</p> <p>The office hours are from 10:00am to 1:00pm, Mondays to Fridays. Any emergency, which arises from 2:00pm to 5:00pm, receives a response.</p>	<p>Tipperary Child Protection Social Work Services</p> <p>North Tipperary Child Protection Services Social Work Department, Annbrook, Nenagh, Co. Tipperary. Tel: (067) 41934</p> <p>St.Mary's Health Centre, Parnell Street, Thurles, Co. Tipperary. Tel: 0504 23211</p> <p>Duty Social Work Service available from 10.00a.m to 1.00p.m. Monday - Friday. In case of emergencies these phone numbers can be contacted at any time between 9.30a.m. - 5.05p.m.</p> <p>South Tipperary Child Protection Services Social Work Team, South Tipperary Community Care Services, Western Road, Clonmel, Co. Tipperary. Tel : (052) 77303</p>	<p>Waterford Child Protection Social Work Services</p> <p>Waterford Social Work Service, Waterford Community Services, Cork Road, Co. Waterford. Tel: (051) 842 827</p> <p>Office hours are 9am - 5pm Mondays, Wednesdays and Fridays excluding lunch times from 1 - 2pm. There is currently emergency only provision on Tuesdays and Thursdays from 9am - 5pm</p> <p>Dungarvan and surrounding areas Social Work Department, Dungarvan Community Services, St. Joseph's Hospital, Dungarvan, Co. Waterford. Tel: (058) 20918 / 20920 / 20921</p> <p>Office hours are 9am - 5pm Monday - Friday excluding lunch times between 1 - 2pm.</p>	<p>Westmeath Child Protection Social Work Services</p> <p>Social Work Department, Athlone Health Centre, Coosan Road, Athlone, Co. Westmeath. Tel: (09064) 83106</p> <p>Social Work Department, Child and Family Centre, St. Loman's, Mullingar, Co. Westmeath. Tel: (044) 93 84450</p> <p>Office Hours for both locations are: 9.30am to 5.30pm Mon - Thurs and 9.30am - 5.15pm Fri</p>
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<p><i>Wexford Child Protection Social Work Services</i></p> <p>Gorey Health Centre, Hospital Grounds, Gorey, Co. Wexford. Tel: (053) 9430100</p> <p>Enniscorthy Health Centre, Millpark Road, Enniscorthy, Co. Wexford. Tel: (053) 9233465</p> <p>A Duty Social Work Manager is available each day, Monday to Friday from 2 - 5pm</p>	<p><i>Wexford Child Protection Social Work Services</i></p> <p>New Ross Health Centre, Hospital Grounds, New Ross, Co. Wexford. Tel: (051) 421445</p> <p>Social Work Department, Ely House, Ferrybank, Co. Wexford. Tel: (053) 912 3522 Ext 201</p> <p>Office Hours for all locations are 9am - 5pm Monday - Friday</p>	<p><i>Wicklow Child Protection Social Work Services</i></p> <p>Wicklow Town, Social Work Department, Seafront, Wicklow Town, Co. Wicklow. Tel: (0404) 60800</p> <p>Bray, Social Work Department, The Civic Centre, Main Street, Bray, Co. Wicklow. Tel: (01) 274 4180 / 4100</p>	<p><i>Wicklow Child Protection Social Work Services</i></p> <p>Delgany, Social Work Department, Delgany Health Centre, Delgany, Co. Wicklow. Tel: (01) 287 1482</p> <p>Kildare/West Wicklow, Social Work Team, Swan Centre, Fairgreen Street, Naas, Co Kildare. Tel: (045) 882 400</p> <p>Office hours for all locations are 9am - 5pm Monday - Friday</p>
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In-office hours - telephone contact or office visits (no appointment necessary). All referrals are assessed by the duty social worker for immediate action and / or further referral. Any member of the public or any professional can contact this service for help, advice, and information or to make a report. Support structures are in place to assist any child or family member deal with disclosures of abuse. The duty Social Worker is skilled in Child Protection work and is supported by a Duty Team Leader with the same remit. If the Duty Social Worker is not available at the time of contact the caller should give sufficient details to the secretary to enable the Duty Social Worker to prioritise a response.

Outside office hours all child protection concerns should be referred to the Gardaí.

*The HSE operates an out-of hours Crisis Intervention Service in the Dublin area, which can be accessed by emergency services like Hospitals and the Garda Síochána outside of office hours. Crisis Intervention Service: Office Hours Tel (01) 838 7122

Appendix D:

Garda Stations in this area:

Appendix E:

Declaration Form:

Confidential

Declaration form for all those working with children.

Surname: _____

First name: _____

Date of Birth: _____ Place of Birth: _____

Address: _____

Tel No. _____ Mobile No. _____

Any other alias(es): _____

Is there any reason that you would be considered unsuitable to work with children?

Yes: No:

If 'yes', please outline the reason below:

Have you ever been convicted of a criminal offence?

Yes No:

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

Signed: _____ Date: _____

PRIVATE AND CONFIDENTIAL
STANDARD FORM FOR REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS

In case of Emergency or outside Health Service Executive office hours, contact should be made with An Garda Síochána

A. To Principal Social Worker
or Duty Social Worker : _____

1. Details of Child:
Name: _____ Male: Female:
Address: _____
Age/D.O.B.: _____
School: _____

1a. Name of Mother: _____ Name of Father: _____
Address of Mother if different to Child: _____ Address of Father if different to Child: _____
Telephone Number: _____ Telephone Number: _____

1b. Care and Custody arrangements regarding child, if known: _____

1c. Household Composition:

Name:	Relationship to Child:	Date of Birth:	Additional Information e.g. School/Occupation:

Note: A separate report form must be completed in respect of each child being reported.

2. 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).

3. Details of person(s) allegedly causing concern in relation to the child:
Name: _____ Age: _____ Male: _____ Female: _____
Address: _____

Relationship to Child: _____
Occupation: _____

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

Social Workers: _____ School: _____
Public Health Nurse: _____ Gardai: _____
G.P.: _____ Pre-School/Crèche/Youth Club: _____
Hospital: _____ Other, specify e.g. Youth Groups, After School Clubs: _____

5a. Are Parents/Legal Guardians aware of this referral to the Social Work Department? Yes No

5b. Are the Parents/Legal Guardians supportive? Yes No

6. Details of Person reporting concerns: (Please see Guidance Notes re Limitations of Confidentiality)

Name: _____ Occupation: _____
Address: _____
Telephone Number: _____
Nature and extent of contact with Child/Family: _____

7. Details of Person completing form:

Name: _____ Date: _____
Occupation: _____ Signed: _____

GUIDANCE NOTES:

The Health Service Executive has a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. The Health Service Executive 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:

- Health Service Executive Personnel.
- Professionals and individuals in the provision of child care services in the community who have service contracts with the Health Service Executive.
- 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. (Health Service Executive 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.

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

- A Court could order that information be disclosed.
- Under the Freedom of Information Act, 1997, 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.

(Local arrangements to be inserted.)