



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

**INTERIM GUIDE FOR THE DEVELOPMENT OF CHILD
PROTECTION AND WELFARE POLICY, PROCEDURES &
PRACTICES**

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INTRODUCTORY NOTE

This document is an interim guidance document for organisations to provide safeguarding children. This will be replaced with proposed Safeguarding Guidance for Organisations which is outlined in Children First Heads of Bill 2012.

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1. AIM AND OBJECTIVE

This document has been developed to provide guidance on the content of a Child Protection and Welfare Policy to everyone who has a responsibility to safeguard children.

The objective of this document is to assist a person or organisation to develop a child protection and welfare policy that is derived from and consistent with:

- *Children First: National Guidance for the Protection and Welfare of Children (DCYA 2011)* and
- *Our Duty to Care - The Principles of Good Practice for the Protection of Children and Young People (DOHC 2002)*.

Individuals / groups / organisations and agencies must also read this document in conjunction with the *Child Protection and Welfare Practice Handbook (HSE 2011)*.

Note on usage:

This guide uses reflective questions outlined in sections to assist those developing or reviewing child protection and welfare policies and procedures. These policies and procedures should be consistent with *Children First* and *Our Duty to Care*. Your child protection and welfare policy should include all of the section headings outlined in this document as relevant to the services you deliver. You may note that some of the reflective questions outlined in some sections may not be relevant to your particular setting or service.

Your policy must be tailored based on the services you deliver and activities you engage in. Each agency should ensure that their policy reflects the individual needs of the people with whom they work, which may include disabled children, children in care and homeless children, as appropriate to services you deliver. For example: if you are a service which provides intimate care, i.e. crèche, you should have an intimate care policy included in your Code of Behaviour.

HSE Children First Information and Advice Officers use this tool to review policies and provide policy feedback to HSE budget holders and services external to the HSE.

This document will also assist HSE budget holders to ensure that funded / grant aided organisations have a child protection and welfare policy that is consistent with *Children First* in place, **prior to** the sanction of financial resources / funding.

Some important points to remember:

It is important to recognise that a child protection and welfare policy consistent with Children First is only effective:

- If it is written clearly,
- If it is implemented, i.e. all the procedures outlined in the policy are acted on
- If it is communicated to all staff, volunteers, parents and children, and
-
- If it is reviewed and updated on a regular basis

This guide is only one part of a process to ensure that children are safeguarded. It is intended to assist organisations to meet standards of good practice in child protection and welfare. Where HSE funding arrangements are in place or are about to be approved – a Child Protection & Welfare Policy that is consistent with Children First Guidance must be in place.

Although every attempt has been made to include the many issues that should receive consideration for inclusion in a policy, the individuals / groups / organisations and agencies must read this document in conjunction with *Children First, Our Duty to Care* and the *Child Protection and Welfare Practice Handbook (HSE 2011)*.

Where these organisations have adapted the national guidance to local guidelines and wish to have them reviewed for their efficacy, the HSE Children and Family Services will facilitate this. Completed local guidelines should be forwarded to the HSE as a matter of good practice¹. However, the HSE is not in a position to endorse or indemnify organisations' child protection policies.

The Health Service Executive employs *Children First* Information and Advice Officers who are available to liaise with services external to the HSE. They are available to assist your organisation in the development of your Child Protection and Welfare Policy.

¹ *Children First: National Guidance for the Protection and Welfare of Children* (DCYA 2011) Section 4.7.2 page 21

Each agency should have an identified person who is responsible for the approval and review of its Child Protection and Welfare Policy. This person should be named in your Child Protection and Welfare Policy. Your policy should be reviewed on a two yearly basis, or more regularly if required; this should be stated in your policy.

This document replaces and supersedes any previous document entitled "Guidance Tool for the Development of Child Protection Policy, Procedures and Practice".

When developing and ratifying Child Protection and Welfare policies, organisations should consider seeking independent advice. It is the responsibility of each organisation's Board of Directors or Management to ensure that such policies and procedures are in place and are operating effectively (CF 4.7.5.iii).

GLOSSARY OF TERMS USED IN THIS DOCUMENT:

The meanings of words used in this document should be read as:

Child: Means a person under the age of 18 years other than a person who is or has been married (Sect. 2.1.2, C.F. 2011)

CP&W Policy: Child Protection and Welfare Policy

Organisation: Includes but is not limited to Individuals / groups / agencies that provide services to people.

Parents: Refers to all parents, guardians and carers

Workers: Refers to staff, volunteers, students, those on clinical / training / work placements, contractors (that have access to children), board of management and management committees.

SRF: Standard Report Form
for reporting child protection and/or welfare concerns to the HSE

Abbreviated references to texts:

ODC: Our Duty to Care – The Principles of Good Practice for the Protection of Children and Young People, (DOHC 2002)

C.F.: Children First: National Guidance for the Protection and Welfare of Children, (DCYA 2011)

CPWPH: Child Protection and Welfare Practice Handbook, (HSE 2011).

2. CHILD PROTECTION POLICY STATEMENT

Reflective Questions for Content Areas Does your Child Protection and Welfare Policy Statement:	Y/N/ Some what	Review Comment
Include the basis for having a CP&W policy? (C.F. 4.7.1 & 4.7.2)	<input type="checkbox"/>	
Explain who your policy is for and the obligation for all to be familiar with and adhere to it?	<input type="checkbox"/>	
Outline the aim and purpose of the CP&W Policy?	<input type="checkbox"/>	
Explain the organisation's intention to keep children safe? (C.F. 4.7.5, ODC p.7 & Factsheet 3)	<input type="checkbox"/>	
Outline that the welfare of the child is paramount? (C.F p.4, ODC p.4 & CPWPH 1.2)	<input type="checkbox"/>	
Acknowledge the rights of children to be protected, treated with respect, listened to and have their views taken in to consideration? (C.F. Chapter 1; ODC p.4)	<input type="checkbox"/>	
State that the policy will be reviewed by a named person every two years, or more regularly if required?	<input type="checkbox"/>	

3. DEFINITIONS OF ABUSE

Reflective Questions for Content Areas Does Your Policy include:	Y/N/ Some what	Review Comment
Definitions of child abuse as detailed in Children First? (C.F. Chapter 2, CPWPH 1.4)	<input type="checkbox"/>	
Reference to signs and symptoms of abuse? (C.F. Appendix 1, CPWPH p.32)	<input type="checkbox"/>	

4. REPORTING PROCEDURES

Reflective Questions for Content Areas Do your procedures:	Y/N/ Some what	Review Comment
Include guidance for recognising child protection and welfare concerns. (C.F. 2.6 & 2.7)	<input type="checkbox"/>	
Give examples of reasonable grounds for concern? (ODC p. 20, CPWPH 2.2)	<input type="checkbox"/>	
Include guidance on dealing with disclosures? (C.F. 2.7.3 & 3.6, ODC p.17, CPWPH 2.5)	<input type="checkbox"/>	
Outline steps to be followed in relation to reporting child protection and welfare concerns? (C.F. Chapter 3, CPWPH 2.9)	<input type="checkbox"/>	
Reference consulting with the Duty Social Worker in the HSE Children and Families Services when unsure if a formal report should be made? (C.F. 3.4.2, CPWPH 2.7)	<input type="checkbox"/>	
Include contact details for local HSE Children and Families Services (Duty Social Work)? (C.F. Appendix 2, CPWPH 5.1)	<input type="checkbox"/>	
Include a statement that it is good practice that parents be informed that a report is to be made to the HSE Children and Families Services, unless doing so would put the child at further risk? (C.F. 3.2.9, CPWPH 2.12)	<input type="checkbox"/>	
State that reports should be made <u>without delay</u> to the HSE Children and Family Services (C.F. 3.2.5)	<input type="checkbox"/>	
State that all concerns / disclosures are recorded? (C.F. 2.7.6, ODC p.16)	<input type="checkbox"/>	
State that potential risks to <i>unidentifiable</i> children should also be reported to the HSE (C.F. 3.2.4.)	<input type="checkbox"/>	
Explain the consequences of failure to report and failure to take steps with regard to child protection and abuse with reference to "Reckless Endangerment of Children", Section 176, Criminal Justice Act, 2006 and	<input type="checkbox"/>	

any other relevant legislation?		
What actions will be taken by the service where the DLP decides not to report a concern to the HSE? (C.F. 3.8.1)	<input type="checkbox"/>	
Outline the provisions of the Protection for Persons Reporting Child Abuse Act, 1998 re protection from: <ul style="list-style-type: none"> ▪ Civil liability, and ▪ Penalisation by an employer (C.F. 3.10)	<input type="checkbox"/>	
Refer to the Standard Report Form [SRF] when making a report to the HSE Principal Social Worker or Duty Social Worker in the HSE Children and Family Services? (C.F. 3.4.4 & Appendix 3, CPWPH 2.9)	<input type="checkbox"/>	
Make clear that in the event of an emergency, where you think a child is in immediate danger and you cannot get in contact with the HSE, you should contact the Gardaí? (C.F. 3.4.3, CPWPH 2.8)	<input type="checkbox"/>	
Detail how you will record concerns that may not initially need to be reported to the HSE, e.g. incidents etc.? (ODC p.21)	<input type="checkbox"/>	
Outline processes to deal with and report retrospective disclosures of child abuse by adults? (C.F. 3.6, CPWHB 3.1.16)	<input type="checkbox"/>	
Outline your agencies responsibility to report third party concerns to the HSE Children and Family Services? (CF 5.15.3, CPWPH 2.11)	<input type="checkbox"/>	
Include what to do if you have a concern that a child is missing?	<input type="checkbox"/>	

5. DESIGNATED LIAISON PERSON

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Does your policy include information contained in C.F. 3.3, ODC Section 6 & Factsheet 7 & CPWPH 2.1.2:		
A named Designated Liaison Person responsible for dealing with child protection and welfare concerns?	<input type="checkbox"/>	
A named Deputy Designated Liaison Person?	<input type="checkbox"/>	
The contact details and job title of the Designated Liaison Person and Deputy?	<input type="checkbox"/>	
The roles and responsibilities of the Designated Liaison Person, including: <ul style="list-style-type: none"> ▪ ensuring that the standard reporting procedure is followed, ▪ that they are knowledgeable about child protection and undertake any training considered necessary? 	<input type="checkbox"/>	

6. Guidance on Confidentiality

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Does your policy include:		
Where child protection and welfare concerns arise, information must be shared on a 'need to know' basis in the best interest of the child? (C.F. 3.9)	<input type="checkbox"/>	
That no undertaking regarding secrecy can be given and outline how this is reflected in practice. (C.F. 3.9.3)	<input type="checkbox"/>	
Sharing information in this regard is not a breach of confidentiality or data protection? (C.F. 3.9.4)	<input type="checkbox"/>	
Parents and children have a right to know if personal information is being shared, unless doing so could put the child at further risk? (C.F. 3.2.9 & 5.2.6, ODC p.22)	<input type="checkbox"/>	
Records are kept in a safe and confidential manner? (C.F. 3.9.3 & 3.11.2, Data Protection	<input type="checkbox"/>	

Acts)		
A policy of cooperating with the HSE Children and Family Services on the sharing of your records where a child welfare or protection issue arises. (C.F. 4.7.5.viii)	<input type="checkbox"/>	
A commitment to attend and share information, as required, at formal child protection and welfare meetings as organised by the HSE Children and Family Services ie. Child Protection Conferences and Strategy Meetings (C.F. p.2)	<input type="checkbox"/>	

7. RECORD KEEPING

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Does your policy state: (see C.F. 3.11, 4.7.5 (viii) & 5.21)		
Where records of concerns, allegations or disclosures of child abuse are stored?	<input type="checkbox"/>	
Who has access to records?	<input type="checkbox"/>	
That records should be kept in a safe and confidential manner? (C.F. 3.9.3 & 3.11.2, Data Protection Acts)	<input type="checkbox"/>	
That you will cooperate in the sharing of your records with the HSE Children and Family Services where there is a child protection or welfare concern? (C.F. 4.7.5 viii)	<input type="checkbox"/>	
That you have a record retention policy with regard to child protection?	<input type="checkbox"/>	

8. SAFE RECRUITMENT PROCEDURES FOR WORKERS

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Do your procedures include information included in C.F. 1.3.1(i), 4.5.5 & ODC Section 3:		
Advertising/publicising prospective positions as widely as possible?	<input type="checkbox"/>	

Providing a worker's job & role description?	<input type="checkbox"/>	
Providing applicants with information about the organisation and its activities?	<input type="checkbox"/>	
Providing an Application Form?	<input type="checkbox"/>	
Seeking Garda vetting, and police clearance for other jurisdictions, and developing criteria on decision making regarding suitability in the event of disclosures? (CF 4.5.3 & 4.5.4)	<input type="checkbox"/>	
Specific factors which would exclude applicants from working in your organisation?	<input type="checkbox"/>	
The completion of a Declaration Form for all workers? (ODC p.8 & Appendix 6)	<input type="checkbox"/>	
That interviews are to be undertaken by at least two representatives of the organisation using an agreed set of criteria?	<input type="checkbox"/>	
A minimum of two recent references to be taken up, <ul style="list-style-type: none"> ▪ not family members ▪ received in writing, and ▪ verified by telephone, letter or personal visit? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Identification being made available which includes name and address together with a signature or photograph?	<input type="checkbox"/>	
A probationary period being outlined?	<input type="checkbox"/>	
Contracts agreed by management and workers (including that workers will comply with the organisation's child protection and welfare policy)?	<input type="checkbox"/>	

9. SAFE MANAGEMENT OF WORKERS

Supervision & Support

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Does your policy include information contained in ODC p.10, C.F. 1.3.1(i):		
Type and frequency of support and supervision (i.e. team meetings, supervision - formal or informal)?	<input type="checkbox"/>	

How the organisation will provide support to individuals who are dealing with / have dealt with a child protection and welfare concern or disclosure?	<input type="checkbox"/>	
That it would be good practice [this is a requirement for HSE funded agencies] for your policy to include an expectation that staff disclose any convictions or if they have been given the benefit of the Probation Act?	<input type="checkbox"/>	

Training & Induction

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Does your policy include information contained in C.F. 1.3, Chapter 10 & ODC p.9:		
All workers will receive induction in the organisation's child protection and welfare policy?	<input type="checkbox"/>	
The development of a training strategy which will be reviewed annually (C.F. 10.5.7)	<input type="checkbox"/>	
All workers will receive child protection and welfare training (i.e. in-house, <i>Keeping Safe</i> and/or on-going additional training)?	<input type="checkbox"/>	

10. PROCEDURE FOR ALLEGATIONS OF ABUSE AGAINST WORKERS

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Do your procedures include the steps outlined in C.F. Appendix 9, ODC Section 7 & CPWPH 4.4:		
Two named people to deal with the two separate procedures for: <ul style="list-style-type: none"> ▪ The child (reporting procedures to HSE Children and Family Services / An Garda Síochána as per Section 3 of this Guide) ▪ The worker (HR / organisational disciplinary procedures)? 	<input type="checkbox"/>	
The principle that the welfare of the child is paramount to ensure that there is no delay in reporting to the HSE Children and Family Services	<input type="checkbox"/>	

and / or to An Garda Síochána? (C.F. 3.2.5)		
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 the HSE Children and Family Services. (C.F. Appendix 9)	<input type="checkbox"/>	
All stages of the process should be recorded	<input type="checkbox"/>	
Notification to HSE Children and Family Services or An Garda Síochána will take place where there are reasonable grounds for concern? (ODC p.20, CPWPH 2.2)	<input type="checkbox"/>	
That protective action should be proportionate to the level of risk to the child i.e. possible options that may include <ul style="list-style-type: none"> ▪ Any action taken should be guided by agreed procedures, the applicable employment contract and the rules of natural justice. (C.F. Appendix 9)?	<input type="checkbox"/>	
Informing parents of actions planned and taken having regard to the rights of others?	<input type="checkbox"/>	
That employer / manager will liaise closely with investigating bodies (HSE Children and Family Services / An Garda Síochána) to ensure that actions taken by the organisation do not undermine or frustrate any investigations?	<input type="checkbox"/>	

11. CODE OF BEHAVIOUR BETWEEN WORKERS AND CHILDREN

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Does your Code include information contained in ODC p.6 & Factsheet 1:		
Positive statements about how workers should behave towards children?	<input type="checkbox"/>	
A commitment to treat all children equally in line with the Equal Status Acts 2000 - 2004?	<input type="checkbox"/>	
A clear outline of what is acceptable and not acceptable behaviour towards children?	<input type="checkbox"/>	
What is considered inappropriate and appropriate touch in relation to the service / activity you provide?	<input type="checkbox"/>	
What is good practice for safe management of activities (procedures will need to reflect the range of activities your organisation provides for children and should include adult : child ratios)?	<input type="checkbox"/>	
Individual, tailored intimate care procedures for children requiring assistance with tasks of a personal nature developed in consultation with parents and child (where appropriate)?	<input type="checkbox"/>	
Safe practice guidelines for workers working in one to one situations?	<input type="checkbox"/>	
Guidance on contact and boundary issues with service users outside the work environment / organisation activities?	<input type="checkbox"/>	
Guidance on the appropriate use of technology and electronic communication?	<input type="checkbox"/>	
Guidance on the appropriate use and storage of images?	<input type="checkbox"/>	
Guidance on appropriate relationships with children?	<input type="checkbox"/>	
Clear statements about how workers should report concerns they note about a colleague's behaviour with regards to a child/ren?	<input type="checkbox"/>	

Outline staff responsibilities to make Protected Disclosures under Section 103 of the Health Act 2007.* (CPWPH 4.6)	<input type="checkbox"/>	
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* Specific to HSE and HSE funded services

12. PARENTAL INVOLVEMENT / SHARING INFORMATION

Reflective Questions for Content Areas	Y/N/Some what	Review Comment
Does your policy include information contained in ODC p.4:		
On initial contact with your service, are all parents and children made aware of your child protection and welfare policy, e.g. via parent meetings, posters, leaflets, booklets, newsletters, websites and / or information evenings?	<input type="checkbox"/>	
How you share information in relation to all aspects of a child's participation in the service with parents and children e.g. leaflets etc.?	<input type="checkbox"/>	
That you have established methods for determining who has guardianship rights to give consent?	<input type="checkbox"/>	
That you have a consent form for all activities / services as standard practice?	<input type="checkbox"/>	
That parents are encouraged to be involved with your service / organisation as appropriate?	<input type="checkbox"/>	

13. INVOLVING CHILDREN/SHARING INFORMATION

Reflective Questions for Content Areas	Y/N/Some what	Review Comment
Does your policy include information contained in ODC p.4 & 5:		
How children are informed of the organisation's child protection and welfare policy and complaints procedures, in an age appropriate manner?	<input type="checkbox"/>	
How children are informed of their rights to be protected, treated with respect, listened to and have their views taken into consideration, in an age appropriate manner?	<input type="checkbox"/>	

How information about the organisation is shared with children in a way that they can understand?	<input type="checkbox"/>	
Communication tools and resources to be employed with children who have communication difficulties?	<input type="checkbox"/>	

14. COMPLAINTS PROCEDURE FOR WORKERS, PARENTS AND CHILDREN

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Do your procedures outline information contained in C.F. 4.7.5(vii) and ODC p.4 & 7:		
Definition of complaint(s) in the context of your agency?	<input type="checkbox"/>	
How are people informed of the complaints procedure?	<input type="checkbox"/>	
The steps to be taken in relation to complaints (verbal and written)?	<input type="checkbox"/>	
An identified and named person to receive and respond to complaints?	<input type="checkbox"/>	
That a child can approach a worker of their choice to make a complaint?	<input type="checkbox"/>	
Does your procedure consider: <ul style="list-style-type: none"> ▪ Timescale for dealing with complaints? ▪ Feedback to all involved? ▪ Resolving issues at source? ▪ Advice/consultations with HSE and/or others where appropriate? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
The use of a complaints form, where appropriate?	<input type="checkbox"/>	

Services receiving funding from the HSE are required to include specific content in their complaints procedure. These services are required to comply with the complaints procedures as included in the Health Act, 2004 and should contact their local HSE Consumer Affairs Department for additional information.

15. TRIPS AWAY

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Does your policy include information contained in ODC p.11:		
State that on trips out/away there should be a discussion and exchange of child protection and welfare policies between your organization and the host venue?	<input type="checkbox"/>	
Have clear guidelines that address: <ul style="list-style-type: none"> ▪ Insurance? ▪ Suitability of accommodation? ▪ Pre visit to centre? ▪ Staffing issues? ▪ Programme of events? ▪ Transport? ▪ Expectations and roles of leaders, children and parents? ▪ Consent Forms including appropriate medical information and allergies? ▪ Health and safety issues? ▪ Accident and emergency procedures? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

16. ACCIDENTS / INCIDENTS PROCEDURE

Reflective Questions for Content Areas	Y/N/ Some what	Review Comment
Do your procedures include information contained in C.F. 4.7.5(vii) and ODC p.11:		
Do you display emergency numbers?	<input type="checkbox"/>	
Do you have a designated person(s) trained in First Aid on-site at all times or contingency arrangements for the provision of First Aid?	<input type="checkbox"/>	
Are all staff aware of arrangements for First Aid?	<input type="checkbox"/>	
Do you have a First Aid box?	<input type="checkbox"/>	
Do you keep an accident book and a separate incident book?	<input type="checkbox"/>	

Do you have adequate insurance?	<input type="checkbox"/>	
Do you have up to date contact numbers for parents and workers?	<input type="checkbox"/>	
Does your policy include guidance on how and when parents will be informed of accidents?	<input type="checkbox"/>	

17. Appendices that can be placed in a CP&W policy

Content areas may include as appendices:	Y/N/Some what	Review Comment
A written description outlining the nature and type of your service	<input type="checkbox"/>	
Reference to key legislation in relation to child protection and welfare (C.F. Appendix 7, CPWPH Appendix 1)	<input type="checkbox"/>	
Best practice principles in relation to child protection and welfare. (C.F. Chapter 1, CPWPH 1.2)	<input type="checkbox"/>	
Signs and symptoms of abuse and welfare (as per Children First) (C.F. Appendix 1, CPWPH Cp. 1)	<input type="checkbox"/>	
Copy of the Standard Report Form [SRF] (C.F. Appendix 3, also available from your local HSE Children and Families Services Social Work Office and www.hse.ie/go/childrenfirst)	<input type="checkbox"/>	
Duty Social Work Numbers – HSE Children and Family Services (C.F. Appendix 2, CPWPH 5.1 and www.hse.ie/go/socialworkers)	<input type="checkbox"/>	
Local Garda Telephone Numbers	<input type="checkbox"/>	
National Counselling Service Number (C.F. 3.6.3)	<input type="checkbox"/>	
Worker Employee / Volunteer Application Forms	<input type="checkbox"/>	

Worker Employee / Volunteer Declaration Forms	<input type="checkbox"/>	
Worker Employee / Volunteer Reference Form	<input type="checkbox"/>	
Reference to the Protections for Persons Reporting Child Abuse Act, 1998	<input type="checkbox"/>	

References

Department of Children and Youth Affairs (2011) *Children First: National Guidance for the Protection and Welfare of Children*. Dublin: Stationery Office. Available at: http://www.dcy.gov.ie/documents/child_welfare_protection/ChildrenFirst.pdf

Health Service Executive (2011) *Child Protection and Welfare Practice Handbook*. Dublin: Stationery Office. Available at: <http://www.hse.ie/eng/services/Publications/services/Children/WelfarePractice.pdf>

Volunteer Now / DHSSPS – N.I. (2009) *Getting it Right – Standards of practice for the protection of Children and young people*, (3rd Edition). Available at: <http://www.volunteernow.co.uk/fs/doc/publications/getting-it-right-standards-of-practice-for-protection-of-cyp.pdf>

Department of Health and Children (2002) *Our Duty to Care - The Principles of Good Practice for the Protection of Children and Young People*. Dublin: Stationery Office.

Available at:

http://www.dcy.gov.ie/documents/publications/ODTC_Full_Eng.pdf.

Fact sheets available at:

http://www.dcy.gov.ie/documents/publications/ODTC_FactSheets_Eng.pdf

Government of Ireland (2000) *The National Children's Strategy: Our Children - Their Lives*. Stationery Office, 2000.

Available at:

<http://www.dcy.gov.ie/documents/Aboutus/stratfullenglishversion.pdf>

The SRF is available to download at: www.hse.ie/go/childrenfirst

Further information available at: www.hse.ie/go/childrenfirst

APPENDIX 1: STANDARD REPORT FORM

FORM NUMBER: CC01:01:00

STANDARD REPORT FORM

(For reporting CP&W Concerns to HSE)



A. To Principal Social Worker/Designate: _____

1. Date of Report

2. Details of Child

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

3. Details of Persons Reporting Concern(s)

Name:		Telephone No.	
Address:		Occupation:	
		Relationship to client:	
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 to the HSE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

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.)

National Child Care Information System Project – Phase 3

STANDARD REPORT FORM*(For reporting CP&W Concerns to HSE)***6. Relationships**

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone Nos.		Telephone Nos.	

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 (<i>specify</i>):		

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:	
Signed		Date:	

 National Child Care Information System Project – Phase 3

Writeable MS Word version available at www.hse.ie/go/childrenfirst

Guidance Notes

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

This Report Form is for use by:

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

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

The HSE aims to work in partnership with parents. If you are making this report in confidence, you should note that the HSE cannot guarantee absolute confidentiality for the following reasons:

- 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 Protections for Persons Reporting Child Abuse Act 1998.

If you are unsure if you should report your concerns, please telephone the HSE duty social worker and discuss your concerns with them (*see Appendix 2 for a full list of HSE offices nationwide*).

APPENDIX 2: CHILDREN FIRST INFORMATION AND ADVICE OFFICERS CONTACT DETAILS

Name	Area	Contact Address	Contact Numbers
Jan Perrin Edwina Flavin	HSE Dublin Mid-Leinster Dublin South City, Dublin South West, Dublin West Kildare, West Wicklow	Children and Families, Training and Development Unit, Brickfield House, Brickfield Drive, Crumlin, Dublin 12	Phone: (01) 4156961 Fax No: (01) 4156919 edwina.flavin@hse.ie jan.perrin@hse.ie
Lorraine Egan	HSE Dublin Mid-Leinster Dublin South (Dún Laoghaire); Dublin South East; Wicklow	Block B, Civic Centre Main St. Bray, Co Wicklow	Phone: (01) 2744273 Fax No: (01) 2744287 lorraine.egan@hse.ie
Charney Weitzman	HSE Dublin Mid-Leinster Longford/Westmeath & Laois/Offaly	Top Floor, Primary Care Unit, St. Loman's Campus, Springfield, Mullingar, Co. Westmeath.	Phone: (044) 9395510 Fax No: (057) 9357846 charney.weitzman@hse.ie
Vacant	HSE Dublin North East Dublin North West; Dublin North Central; Dublin North	-----	-----
Vacant	HSE DNE Louth		
Deirdre Horan-Martin	HSE Dublin North East Cavan/Monaghan	Primary & Community Care Child & Family Services HSE Cavan and Monaghan Support Services Building Rooskey, Co. Monaghan	Phone: (047) 39051 deirdrem.horanmartin@hse.ie
Kathryn Morris	HSE Dublin North East Meath	Child Care Services Enterprise Centre Trim Rd Navan, Co Meath	Phone: (046) 9097846 Fax No: (046) 9097900 kathryn.morris@hse.ie
Anne Purcell	HSE South Carlow, Kilkenny. Wexford, Waterford, South Tipperary	Community Care, Athy Road, Carlow	Phone:(059)9136546 ann.purcell@hse.ie

Margaret Fitzgerald	HSE South North Lee, North Cork, Kerry	Children First Department Block 36 St. Finbar's Hospital	Phone: (021) 492-3220 Fax: Margareta.fitzgerald1@hse.ie
Maureen Crowley	South Lee, North Lee West Cork, Kerry	Douglas Rd. Cork.	maureen.crowley@hse.ie
Brid Burke	HSE West Galway	Community Care Services The Anex, Western Area, Health Service Executive, Seamus Quirke Road, Galway	Phone: (091) 548440 Fax No: (091) 524226 brid.burke@hse.ie
Sandra Claxton	HSE West Roscommon, Mayo	Primary, Community & Continuing Care, 2 nd Floor, St Mary's Headquarters, Castlebar, Co. Mayo	Phone: (094) 90 42579 Fax No: (094) 90 20452 sandra.claxton@hse.ie
Noreen Herron	HSE West Sligo, Leitrim, Donegal, Cavan	Markievicz House, Barrack Street, Sligo	Phone: (071) 9155181 Fax No: (071) 9155131 noreen.herron@hse.ie
Jan Godfrey	HSE West Clare	River House, Gort Road, Ennis, Co Clare	Phone: (065) 6863919 Fax No: (065) 6863983 jan.godfrey@hse.ie
Anne Murray	HSE West Limerick	Community Development, HSE Offices, Ballycummin Avenue, Raheen Industrial, Estate, Raheen, Limerick.	Phone : (061) 483520 Fax No: (061) 468902 annem.murray@hse.ie
Laura Nee	HSE West Tipperary North	HSE, Civic Offices, Limerick Road, Nenagh, Co. Tipperary	Phone: (067) 46652 Fax No: (067) 46693 laura.nee@hse.ie