



BALLYBAY KINDERGARTEN CLG

REPORTING PROCEDURE FOR CHILD PROTECTION CONCERNS

Purpose

To ensure that all colleagues & volunteers are aware of their responsibility to report concerns about the protection or welfare of children in line with statutory obligations and the procedures of Tusla, the Child and Family Agency.

Scope

This procedure applies to all colleagues, volunteers, and directors of Ballybay Kindergarten, who may come into contact with children and their families.

Definitions

- **Mandated person:** Individuals defined under the Children First Act 2015, such as teachers, doctors, and others, who have a statutory obligation to report child protection concerns.
- **Reasonable grounds for concern:** Circumstances where there is evidence that a child may have been, is being, or is at risk of being harmed.

Roles and responsibilities

- **Designated liaison person (DLP):** Primary contact for child protection concerns within the organisation.
- **Deputy DLP (DDL):** To act in the absence of the DLP.
- **Mandated persons:** Individuals obligated to report certain types of concerns under the Children First Act.
- **All colleagues and volunteers:** To be vigilant and report concerns to the DLP immediately.

Procedure for reporting concerns

1. Identifying concerns - concerns about a child's welfare or protection may arise from:

- Observation of signs of abuse or neglect.
- Disclosure by the child or a third party.
- Suspicion based on reasonable grounds, even if no direct evidence exists.

2. Immediate action - if a child is in immediate danger, contact An Garda Síochána by calling 999 or 112.

- This should be done alongside or before notifying the DLP.

3. Reporting to the DLP - all concerns must be reported to the DLP as soon as possible.

- The reporter should provide as much detail as possible, including:
- The child's name, age, and address.
- Details of the concern (what, when, where).
- Observations about the child's appearance, behaviour, or statements & any other relevant information.

DLP's actions

- The DLP will assess the information provided and, where necessary, seek additional clarification from the individual reporting the concern.
- The DLP will determine if the concern constitutes reasonable grounds for concern.
- If reasonable grounds for concern exist, the DLP will proceed with a report to Tusla.
- If uncertain, the DLP may contact Tusla for advice, without identifying the child, and document the advice received.
- The DLP will complete a Child Protection and Welfare Report Form (available from Tusla's website).
- The completed form will be submitted to the local Tusla Social Work Department without delay.
- The DLP will ensure the reporter is informed of the report's submission.

Mandated reporting

If a concern involves mandated reporting under the Children First Act 2015, the Mandated Person (if not the DLP) must ensure the report is made to Tusla. They may report directly or jointly with the DLP.

Confidentiality

- All information regarding concerns of child protection or welfare must be treated with the utmost confidentiality and shared only on a need-to-know basis & records should be securely stored.

DLP follow-up actions

- The DLP will maintain records of all concerns and reports.
- The DLP will monitor the situation and liaise with Tusla, as required.
- If no action is taken by Tusla, and concerns remain, the DLP should continue to communicate with Tusla and escalate the matter if necessary.

Supporting the child and family

It is essential to provide appropriate support to the child and family during the reporting process. This includes ensuring the child's immediate safety and offering reassurance.

Contact information

- **Tusla Local Social Work Office:** 049 4369801
- **Tusla Emergency Out of Hours Service:** 0818 776 315
- **An Garda Síochána:** 999 or 112

This policy will be reviewed every 2 years, or as soon as practicable after there has been a material change in any matter to which the statement refers.

This policy was adopted by Ballybay Kindergarten CLG on this 13th day of July 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director, Company Secretary & Registered Provider

Signature: _____

Date: 13/07/2025

Version: 001

