



## **Child and Vulnerable Adult Protection Policy**



## 1. Child and Vulnerable Adults' Protection and Welfare Policy Statement

We, the Irish Film Institute, are committed to safeguarding the wellbeing of children and vulnerable adults<sup>1</sup> who are participating in events run by or on behalf of IFI. Our aim is to create a safe, creative and enjoyable environment where children and vulnerable adults of all abilities can engage with the artform of film and where their protection and welfare is paramount. To realise this aim, we will adhere to the recommendations of *Children First: National Guidelines for the Protection and Welfare of Children*, published by the Department of Health and Children and operate with reference to the National Policy for the Protection of Vulnerable Adults (HSE 2008)<sup>2</sup>. We operate a code of good practice for all our staff<sup>3</sup>, sub-contractors, interns and volunteers working with children and vulnerable adults at IFI or at IFI events and have implemented procedures to cover the following:

- Reporting of suspected or disclosed abuse (see Appendix 1 for categories of abuse)
- Confidentiality
- Recruitment and selecting staff, interns and volunteers
- Managing and supervising staff, interns and volunteers
- Involvement of primary carers
- Allegations of misconduct or abuse by staff
- Complaints and comments
- Incidents and accidents

Our Child and Vulnerable Adult Protection policy, procedures and practice will be reviewed on a regular basis.

Signed: \_\_\_\_\_ [Ross Keane, Director]

Date: \_\_\_\_\_

10 / 7 / 2014

<sup>1</sup> For definitions see Glossary (p.14)

<sup>2</sup> National Policy for the Protection of Vulnerable Adults from Abuse and Neglect, HSE Draft 2008)

<sup>3</sup> Henceforth the term 'staff' will be used to refer to staff, sub-contractors, interns and volunteers working under the direction of IFI



## **2. Parent/Guardian/Carer Co-operation**

In order to ensure children and vulnerable adults' safety and welfare we ask parents/guardians/carers to:

- Bring and collect children and vulnerable adults on time for planned activities and/or programme
- Provide us with any relevant information (e.g. health, ability, emergency contact)
- Follow directions of staff (facilitators/leaders) when requested
- Complete and sign registration and consent forms for programmes/activities as requested
- Consult website of Irish Film Classification Office [www.ifco.ie](http://www.ifco.ie) for information on film classification, where relevant
- Note that staff at IFI are not responsible for children or vulnerable adults outside of the activity or programme schedule

## **3. Code of Good Practice for staff working with children and vulnerable adults at IFI or at IFI events**

**As good practice for working with children and vulnerable adults at IFI or at IFI events we agree to:**

- Treat all children and vulnerable adults equally
- Listen to and respect children and vulnerable adults
- Safeguard the best interests and welfare of vulnerable adults where it is recognised that they are unable to make their own decisions and /or protect themselves, their assets or their bodily integrity, and ensure appropriate and accountable protection for them
- Involve children and vulnerable adults in decision-making, where appropriate
- Provide encouragement, support and praise (regardless of ability)
- Use appropriate language (physical and verbal)
- Encourage a positive & enjoyable atmosphere
- Offer constructive criticism when needed
- Treat all children and vulnerable adults as individuals
- Respect their personal space
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children or vulnerable adults and their primary carers and/or accompanying teachers



- In the case of children and young people, agree a group 'contract' before beginning a workshop or event. In the case of a cinema screening, this will include addressing children on their own behaviour and outlining what is expected of them during the screening
- Endeavour to create an atmosphere of mutual respect at all screenings, activities and events, where boundaries on behaviour and related sanctions are made known
- Encourage feedback from event participants
- When programming films for children, show films appropriate to age groups in line with Irish Film Classification Office guidelines (see [www.ifco.ie](http://www.ifco.ie)). In the absence of available classification or in the case of a film festival, we will indicate clear age recommendations
- When programming for vulnerable adults, exercise sensitivity in choice of material and subject matter
- Lead by example
- Be aware of a participant's other commitments when scheduling activities, e.g. school, work or other activities
- Be cognisant of a child's or vulnerable adult's limitations, due to a medical condition for example
- Create an atmosphere of trust
- Respect differences of ability, culture, religion, race and sexual orientation
- Programme with an aim of reflecting a wide variety of world cultures and experiences
- Do not engage in or tolerate any behaviour – verbal, psychological or physical – that could be constructed as bullying or abusive

**3.1 To operate a Code of Good Practice we undertake to:**

- Make primary carers, visitors and facilitators aware of the IFI Child and Vulnerable Adult Protection Policy and Procedures
- Ensure all staff sign an agreement to adhere to our Policy and Procedures
- Have emergency procedures in place and make all staff aware of these procedures
- In the case of school/youth groups, ensure that visiting teachers/facilitators exercise proper supervision on all IFI premises and at IFI events, based on adequate ratios (recommended 1:8 min.)
- Be inclusive of all participants in our events
- Plan and be sufficiently prepared, both mentally and physically
- Report any concerns to the Designated Person and follow reporting procedures (See p.18-22)

- Encourage all participants to report any bullying, concerns or worries
- Observe appropriate dress and behaviour
- Evaluate work practices on a regular basis
- Provide appropriate training for staff, interns and volunteers
- Report and record any incidents and accidents
- Update and review any policies and procedures regularly
- Keep primary carers informed of any issues that concern those in their care
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved; observe appropriate gender balance for residential programmes
- Ensure clear communication between artist and organisations; have guidelines and prompt sheet for artists; Encourage artists to refer to *Solo Practitioner Code of Practice*<sup>4</sup>, or *Towards Best Practice*<sup>5</sup> Guidelines in a school situation, as devised by the Arts Council
- Have written agreement with any external organisations with whom a filmmaker or facilitator is working
- Be active in relation to concerns, i.e.: don't 'do nothing'
- Do not let a problem get out of control
- Avoid taking a session on one's own. If this is not possible then it should be in an open environment with the full knowledge and consent of primary carers
- Avoid if at all possible giving a lift to a child or vulnerable adult; if this occurs, make sure that primary carers are informed
- Maintain awareness around language and comments made. If it is felt that something said may have caused offence or upset, we will try to address it in a sensitive manner

### **3.2 To avoid situations of inappropriate behaviour we will:**

- Not spend excessive amounts of time alone with children or vulnerable adults
- Not use or allow offensive or sexually suggestive physical and/or verbal language<sup>6</sup>
- Not commit verbal abuse of vulnerable adults under any circumstances.
- Not tell jokes or make comments of a sexual or offensive nature in the presence of vulnerable adults

<sup>4</sup> <http://www.artscouncil.ie/uploadedFiles/Solo.pdf>

<sup>5</sup> <http://www.artscouncil.ie/uploadedFiles/Guidelines.pdf>

<sup>6</sup> However, work emanating from the artistic process and work of artistic content will not be censored in this way. See 3 above regarding film programming for children and vulnerable adults.



- Avoid singling out a particular child or vulnerable adult for unfair favouritism, criticism, ridicule, unwelcome focus or attention
- Not allow/engage in inappropriate touching of any form
- Not hit or physically chastise children or vulnerable adults
- Not socialise inappropriately with children or vulnerable adults, e.g., outside of structured activities in an organizational context

**3.3 In relation to appropriate physical contact we will:**

- Seek consent of child or vulnerable adult in relation to physical contact (except in an emergency or a dangerous situation)
- Avoid horseplay or inappropriate touch
- Check with children or vulnerable adults about their level of comfort when doing touch exercises
- Respect the physical integrity of vulnerable adults at all times
- Respect the right to privacy of vulnerable adults at all times

**4. Health and Safety**

**IFI operates Health and Safety guidelines covering all activities. To comply with these arrangements in relation to our work with children and vulnerable adults we will:**

- Not leave children unsupervised or children and vulnerable adults unaccompanied
- Inform all visiting teachers/supervisors and facilitators that they will be required to provide supervision if a child or vulnerable adult is removed from an event for behavioural or other reasons
- Manage any dangerous materials and equipment
- Provide a safe environment
- Be aware of accident procedure and follow accordingly
- Ensure all filmmaking and other facilitators delivering programmes with children and vulnerable adults operate within health and safety guidelines and outline procedure at the start of each course

**4.1 Health and Safety regarding Intimate Care (See Glossary p.14)**

**In the case of Intimate Care Requirements of vulnerable adults attending our events or activities we undertake to:**



- Obtain written permission from the vulnerable adult and full details of the intimate care required
- Ensure a suitably trained, skilled professional or volunteer is appointed to carry out the care
- Consider key areas including dignity and respect, time, privacy, age, ethnicity and physical environment required

#### **4.2 Health and Safety regarding the assistance of those with special needs or disability**

**In the case of health and safety issues regarding vulnerable adults with special needs or disability we understand that:**

People, including vulnerable adults with special needs or disabilities, may depend on adults more than others for their care and safety. Sensitivity, consent and clear communication are particularly important

- Risk assessment should be carried out to ensure the needs of the person are met and that all activities are as inclusive as possible
- Families and carers are a primary source of information and support as they have a unique knowledge and understanding of the person and their needs and situation and as such their perspective is invaluable. They also have rights to know how the person is being cared for and how their information may be used

#### **4.3 Record Keeping**

**The ability to protect vulnerable adults depends on maintaining accurate records. To this end we will:**

- Acknowledge the critical importance of record keeping in safeguarding the welfare of vulnerable adults
- Maintain accurate contemporaneous records of all vulnerable adult concerns, including contacts, consultations, disclosures and any actions taken. Records should be accurate, factual, objective, dated and signed
- Maintain accurate records of procedures undertaken, including Intimate Care, and any concerns that arise should be reported to the person in charge and the Regional Designated Liaison Person as required
- Afford due consideration and respect to the privacy of vulnerable people which must be considered within the limits of confidentiality



**5. IFI contact about issues related to child protection and welfare:**

**Alicia McGivern** has been identified as the Designated Person to contact if you have an issue or concern about any aspect of a child's or vulnerable adult's safety and welfare. It is the responsibility of this person to support and advise staff about policy and procedures in relation to child and vulnerable adult protection and to ensure that procedures are followed. It is also the responsibility of the Designated Person to liaise with the Health Service Executive or Gardaí where appropriate.

**Alicia McGivern** can be contacted at Irish Film Institute, 6 Eustace Street, Dublin 2.  
Tel: 01 612 9466.

**Deirdre Quinlan** has been identified as the Deputy Designated Person to Alicia McGivern and can be contacted at Irish Film Institute, 6 Eustace Street, Dublin 2. Tel: 01 612 9445

**6. IFI Confidentiality Statement:**

The Irish Film Institute is committed to ensuring peoples' rights to confidentiality. However, in relation to Child and Vulnerable Adult Protection and Welfare we agree the following:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/vulnerable adult
- Giving such information to others for the protection of a child or vulnerable adult is not a breach of confidentiality
- We cannot guarantee total confidentiality where the best interests of the child or vulnerable adult are at risk
- Primary carers, children and vulnerable adults 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 could put the child/vulnerable adult at further risk
- Following guidelines<sup>7</sup>, images or audio/video clips of a child/vulnerable adult taken during IFI events are not be used without the consent of the parent/carer/guardian. However, we cannot guarantee that spontaneous filming or photographing will not take place at public performances. In the case of such events, IFI will publicly notify parents/guardians that filming may take place. Parents/guardians will be asked to notify IFI staff should they wish to ensure their child is not filmed. Spontaneous images or audio/video material obtained will only be used in the context of the event and with no specific information of children provided.

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<sup>7</sup> Guidelines for taking and using images of children and young people in the arts sector  
[http://cnci.ie/wp-content/uploads/2011/12/Guidelines\\_for\\_taking\\_images.pdf](http://cnci.ie/wp-content/uploads/2011/12/Guidelines_for_taking_images.pdf)



- Where image or information of a child or vulnerable adult is to be used for promotion purposes in our publicity materials, on our website or in connection with IFI events, only first names will be used and specific information avoided
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy

## **7. Recruitment and selection policy statement**

We will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and vulnerable adults, by observing the following principles:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary)
- Posts will be advertised widely
- We will endeavour to select the most suitably qualified personnel
- Candidates will be required to complete an application form
- Successful candidates will be asked to sign a declaration form (See p. 24)
- At least two written references that are recent, relevant, independent and verbally confirmed will be necessary
- Staff will be selected by a panel of at least two (or more) representatives through an interview process
- No person who would be deemed to constitute a 'risk' will be employed or taken on as volunteer or intern
- Some of the exclusions would include:
  - any child-related convictions
  - refusal to sign application form and declaration form
  - insufficient documentary evidence of identification
  - concealing information on one's suitability to working with children
- There will be a relevant probationary period of six months
- All staff working or coming in contact with children and/or vulnerable adults will be required to consent to Garda Vetting, and where available, this will be sought
- Where relevant, IFI will seek legal advice when developing new policy and procedures in relation to the safe recruitment and selection of staff



## 7.1 Staff management policy statement

To protect staff (paid and voluntary), children and vulnerable adults, we undertake that:

(i) new staff will:

- Take part in a mandatory induction training session
- Be made aware of the organisation's code of conduct, Child and Vulnerable Adult Protection Procedures, and the identity and role of Designated Personnel to deal with issues of concern
- Undergo a probationary or trial period

(ii) all staff will:

- Receive an adequate level of supervision and review of their work practices
- Be expected to be aware of the Child & Vulnerable Adult Protection Policy Statement
- Be expected to read and sign the Child and Vulnerable Adult Protection Policy Statement when working directly with children and vulnerable adults
- Be provided with Child Protection Training where possible and relevant
- Offer evidence of Garda Vetting if working directly with children/vulnerable adults

(iii) volunteer/intern staff will:

- Be made aware of the IFI Staff Manual outlining the organisation's code of conduct, Child Protection Procedures, and the identity and role of designated personnel to deal with issues of concern
- Be expected to have read and signed the Child & Vulnerable Adult Protection Policy Statement when working directly with children/vulnerable adults
- Be expected to sign the Declaration Form (p.24) before commencing period of volunteering to work directly with children/vulnerable adults
- Offer evidence of Garda vetting if working directly with children/vulnerable adults
- Work with supervision and support

## 8. Policy statement on the involvement of primary carers

We are committed to being open with all primary carers.

(i) We undertake to:

- Advise primary carers of our Child & Vulnerable Adult Protection Policy

- Inform primary carers, schools and residencies (where applicable) of all activities and potential activities
  - Issue contact/consent forms where relevant
  - Comply with Health and Safety practices
  - Operate Child and Vulnerable Adult-centred policies in accordance with best practice
  - Adhere to our recruitment guidelines
  - Ensure as far as possible that the activities are age-appropriate
  - Encourage and facilitate the involvement of parent(s), carer(s) or responsible adult(s), where appropriate
- (ii) If we have concerns about the welfare of the child/vulnerable adult, we will:
- Respond to the needs of the child or vulnerable adult
  - Inform the primary carers on an on-going basis unless this action puts the child or vulnerable adult at further risk
  - Where there are Child Protection and Welfare concerns we are obliged to pass these on to the Child and Family Agency Duty Social Worker and, in an emergency, the Gardaí (contact details p.18)
  - Where there are Vulnerable Adult Protection and Welfare concerns, contact the HSE Duty Social Worker or in criminal cases, the Gardaí (contact details p.23)
  - In the event of a complaint against a member of staff, we will immediately ensure the safety of the child/vulnerable adult and inform primary carers as appropriate
- (iii) As an organisation operating with child-centred programmes, we are committed to putting the interest of the child first. To that end we will:
- Contact Tulsa, the Child and Family Agency<sup>8</sup> and Gardaí if there is a Child Protection concern
  - Encourage primary carers to work in partnership with us under the guidelines set out by our organisation 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

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<sup>8</sup> <http://www.tusla.ie/services/child-protection-welfare/concerns/>

### 8.1 Dealing with an allegation against staff

Two separate procedures must be followed:

1. Deirdre Quinlan will deal with issues related to the child/vulnerable adult.
2. Alicia McGivern will deal with issues related to the person against whom the allegation is made.
  - The first priority is to ensure that no child or vulnerable adult is exposed to unnecessary risk
  - If allegations are made against the Designated Person, then the Deputy Designated Person should be contacted
  - The reporting procedures outlined in these guidelines (p.18/23) should be followed. Both the primary carers and child/vulnerable adult should be informed of actions planned and taken. The child/vulnerable adult should be dealt with in an age-appropriate manner
  - The staff member will be informed as soon as possible of the nature of the allegation; the staff member should be given the opportunity to respond
  - In order to protect a child/vulnerable adult while allegations are being investigated, the IFI disciplinary procedures will be followed, pending investigation
  - The Chairperson/Head of the organisation should be informed as soon as possible
  - The relevant staff member will work under supervision pending investigation or, if necessary, be suspended pending investigation or outcome
  - Any action following an allegation of abuse against an employee should be taken in consultation with Health Service Executive and Gardai



**9. In the event of complaints or comments the following time frame will operate:**

- Complaints or comments will be responded to within two weeks
- Verbal complaints will be logged and receive a response

**10. IFI operates an Accidents Procedure covering all events including work with Children and Vulnerable Adults. To maintain this procedure, we will:**

- Maintain an up-to-date register of the contact details of all children/vulnerable adults involved in activities relating to IFI
- Record any accident/incident occurring at time of occurrence in Incident Book
- Cross-reference children's/vulnerable adults' details between the incident book and file
- Obtain proof from external organisations with whom IFI has dealings that they have public liability insurance
- Make First-Aid boxes available and keep them regularly re-stocked
- Make the location of the first-aid box(es) known to staff
- Make first-aid available in accordance with IFI Health and Safety guidelines. The location of accident/incident books will be made known to staff
- Advise children/vulnerable adults of dangerous material
- Record details of risky equipment used and take steps to minimise risk
- Ensure filmmaking and workshop facilitators go through health and safety procedures with participants at commencement of course
- Take cognisance of responsibility for first-aid on off-site trips

Location of First-Aid Supplies: Behind Bar, behind Reception

Location of Incident Book: Behind Reception



## Appendix 1: Glossary of Terms

**Child:** Any person under the age of eighteen.

**Vulnerable Adult:** A vulnerable adult is a person aged 18 years or over who may require assistance to care for themselves, or protect themselves from harm or from being exploited. This may be because they have a disability (either mental health, intellectual or physical), a sensory impairment, are old and frail, or have some other form of illness.

**Intimate Care:** Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most adults can carry out for themselves but which some are unable to do due to age, disability or vulnerability. Care may involve help with drinking, eating, dressing, grooming, handling (lifting and moving) and toileting. In most cases intimate care will involve procedures to do with personal hygiene.

## Appendix 2:

### (i) Definitions of abuse - Children

There are four main categories of abuse as outlined in *Children First: National Guidelines for the Protection and Welfare of Children*. The following is a synopsis of the information contained in that document. For the full definitions please refer to *Children First: National Guidelines for the Protection and Welfare of Children* 1993 (p.32-34).

#### 1. 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.” (*Children First* p.31)

#### 2. Emotional abuse

Emotional abuse usually happens where there is a relationship between a carer and a child rather than as a specific incident or incidents.

“Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.” (*Children First* p.31)

Rather, it 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 become typical of the relationship between the child and the parent/ carer.” (*Children First* p.32)

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

### **3. Physical abuse**

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

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

### **4. 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
- Sexual exploitation of a child... may also 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





## (ii) Definition of Abuse – Vulnerable Adults

**Vulnerable adult abuse** is any mistreatment that violates a person's human and civil rights. The abuse can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering. A vulnerable adult may be subjected to more than one form of abuse at any given time.

**Physical abuse** such as hitting, pushing, pinching, shaking, misusing medication, scalding, restraint, hair pulling.

**Sexual abuse** such as rape, sexual assault, or sexual acts to which the vulnerable adult has not or could not have consented, or to which they were pressurised into consenting.

**Psychological or emotional abuse** such as threats of harm or abandonment, being deprived of social or any other form of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, being prevented from receiving services or support.

**Financial or material abuse** such as theft, fraud or exploitation, pressure in connection with wills, property, or inheritance, misuse of property, possessions or benefits.

**Neglect** such as ignoring medical or physical care needs and preventing access to health, social care or educational services or withholding the necessities of life such as food, drink and heating.

**Discriminatory abuse** such as that based on race or sexuality or a person's disability and other forms of harassment or slurs.

**Institutional abuse** can sometimes happen in residential homes, nursing homes, hostels, holiday centres or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affects the whole of that service.

**Domestic abuse** refers to the use of physical or emotional force or threat of physical force, including sexual violence in close adult relationships. This includes violence perpetrated by a spouse, partner, son or daughter or any other person who has a close or blood relationship with the victim. The term 'domestic violence' goes beyond actual physical violence. It can also involve emotional abuse; the destruction of property; isolation from friends, family and other potential sources of support; threats to others including children; stalking; and control over access to money, personal items, food, transportation and the telephone. In relation to children, exposure to Domestic Abuse, is defined as emotional abuse. Children exposed to Domestic Abuse are also at higher risk of emotional and physical abuse.



## REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS

**Contact:** Tusla, The Child and Family Agency Duty Social Work Team, Duty Social Work Department, Carnegie Centre, 21-25 Lord Edward Street, Dublin 2 (01) 6486500 (9am – 5pm)

**In case of emergency or outside Tusla office hours, contact should be made with An Garda Síochána.**

**Contact:** An Garda Síochána, Pearse St., Dublin 2: 01 6669000

### Guidance Notes:

The Child and Family Agency has a statutory responsibility under the Child Care Act, 1991, (replacing the HSE in this regard from January 2014), to promote the welfare and protection of children in their area. The Agency 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:

- The Child and Family Agency Personnel
- Professionals and individuals in the provision of Child care services in the community who have service contracts with The Child and Family Agency.
- 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. (Child and Family Agency 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 Child and Family Agency aims to work in partnership with parents/guardians. If you are making this report in confidence you should note that the Child and Family Agency 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.

- **Contact:** Tusla, The Child and Family Agency Duty Social Work Team, Duty Social Work Department, Carnegie Centre, 21-25 Lord Edward Street, Dublin 2 (01) 6486500 (9am – 5pm)



**Private and Confidential**

**STANDARD FORM FOR REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS**

To Principal Social Worker or Duty Social Worker:

**1. Details of Child:**

Name:

Address:

Age/D.O.B.:

School:

Male:

Female:

**1a. Name of Mother/Carer:**

Address of Mother if different to Child:

Telephone Number:

Name of Father/Carer:

Address of Father if different to Child:

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/Carer's view(s), Child's view(s) (if known).**

**3. Details of person(s) allegedly causing concern in relation to the Child:**

Name:

Address:

Age:

Male:

Female:

Relationship to Child:

Occupation:



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

Social Workers:	School:
Public Health Nurse:	Gardaí:
G.P.:	Pre-school/Crèche/Youth Club:
Hospital:	Other, e.g. Youth Groups/After School Club:
Carer:	

**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: \_\_\_\_\_

**7. Details of Person completing form:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Occupation: \_\_\_\_\_ Signed: \_\_\_\_\_



## **REPORTING VULNERABLE ADULT PROTECTION AND/OR WELFARE CONCERNS**

Under the National Policy for the Protection of Vulnerable Adults (HSE 2008), the responsibility for promoting the welfare and protection of Vulnerable Adults lies with the HSE Duty Social Worker in their area.

However, adults have the right to self-determination, including deciding whether they want abuse reported or not. Reports relating to adults generally would only be made with the agreement / consent of the person, unless there are reasonable grounds for believing the person has diminished capacity (e.g. dementia, intellectual disability etc.), which can only be fully established by a professional assessment.

In the case of a criminal element e.g. physical or sexual abuse, financial abuse/theft/extortion etc. (see definitions of abuse p.17) the appropriate authority will be the Gardaí.

**Contact:** An Garda Síochána, Pearse St., Dublin 2: 01 6669000

Concerns should be referred to the relevant Primary Care Social Work Team for the area. Personnel should request an informal consultation with a social worker to speak about a concern/protection matter relating to a vulnerable adult.

**Contact:** Dublin South City Local Health Office, Carnegie Centre, 21-25 Lord Edward Street, Dublin 2 Tel 01 648 6500



**Declaration Form to be completed by IFI Staff, Sub-contractors, Interns, Volunteers and Facilitators working on IFI Events in relation to Children and Vulnerable Adults**

**Confidential**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Any other name(s) previously known as: \_\_\_\_\_

Have you undergone Garda Vetting for working with Children/Vulnerable Adults?

Yes

No

If Yes, please state year and name of organization with which you applied.

\_\_\_\_\_

Is there any reason that you would be considered unsuitable to work with Children or Vulnerable Adults?

Yes

No

If yes, please outline reason below: \_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a criminal offence?

Yes

No

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



I have read and understand the IFI Child & Vulnerable Adult Protection Policy and will follow the outlined code of practice in the context of my work. I will consult the Arts Council *Solo Practitioner Code of Practice*<sup>9</sup> and adhere to Guidelines for taking and Using Images of Young People in the Arts Sector<sup>10</sup>, where relevant.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>9</sup> <http://www.artscouncil.ie/uploadedFiles/Solo.pdf>

<sup>10</sup> Guidelines for taking and using images of young people in the arts sector  
<http://www.artscouncil.ie/uploadedFiles/Guidelines.pdf>  
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