



## **Child Protection Policy**

## CONTENTS:

- **Dublin Youth Dance Company's Child Protection Policy Overview**
- **Section 1** Child Protection Policy Statement
- **Section 2** Code of Behaviour for Staff/Children and Young People
- **Section 3** Reporting Procedures
- **Section 4** Confidentiality Statement
- **Section 5** Safe Recruitment and Selection Policy Statement
- **Section 6** Safe Management Teachers and Staff Working with Children Policy Statement
- **Section 7** Parental/Carer Involvement and Sharing Information
- **Section 8** Incidences of Poor Practice and Allegations Against Staff
- **Section 9** Complaints and Comments Procedure
- **Section 10** Accidents Procedure
- **Appendix 1** Definitions of Abuse
- **Appendix 2** Garda Station / Health Centre Contact information
- **Appendix 3** List of HSE "Keeping Safe" trainers
- **Appendix 4** Forms –
  - Report form to Welfare Department
  - Accident Report form
  - Incident Report
  - Garda Vetting Invitation form (*this form will be sent via email to applicants – Teachers, Choreographers, Volunteers, Chaperones*)

## **Dublin Youth Dance Company's Child Protection Policy Overview**

Dublin Youth Dance Company (DYDC) works with children and young people aged 12-25. We have classes and rehearsals 3 times a week in Dance Ireland (Dance House) on Saturday mornings and afternoons and Dance Theatre of Ireland on Sundays throughout the year from January to July and September to December.

Members join the Company through an audition process or by invitation.

DYDC also hosts the Irish Youth Dance Festival (IYDF) in which children and young people participate.

### **Introduction**

Dublin Youth Dance Company will endeavour to raise awareness amongst staff and volunteers of the issues involved. There is an onus on everyone to report suspicions or concerns. It is important for individuals to be familiar with the definitions of abuse and to be equipped to recognise any signs or symptoms and to know how to take a concern or an incident forward.

It is important that all those involved either on staff or on a voluntary basis understand, accept and abide by this Child Protection Policy.

### **The Child Protection Policy comprises:**

- a statement of policy, which expresses Dublin Youth Dance Company's commitment to providing a safe environment for any children and young people with whom the company interacts;
- an undertaking to apply that policy throughout DYDC's work with children in the Company and the IYDF;
- detailed procedures and steps to ensure that the Child Protection Policy is implemented in the work of Dublin Youth Dance Company.

The Child Protection Policy Statement will be available to all staff<sup>1</sup>, boards of management, primary carers<sup>2</sup>, children and young people involved in the organisation.

---

<sup>1</sup> 'Staff' refers to staff, volunteers, facilitators, interns

<sup>2</sup> Primary carer' refers to parent(s), carer(s) or responsible adult(s) as appropriate

**Supporting the Child Protection Policy Statement, Dublin Youth Dance Company has formulated detailed policies and procedures covering:**

- Code of behaviour for all staff – whether permanent staff, volunteers, facilitators or interns;
- Reporting of suspected or disclosed abuse;
- Confidentiality;
- Recruiting and selecting staff;
- Managing and supervising staff;
- Circulating information to staff, primary carers and participants;
- Allegations of misconduct or abuse by staff;
- Complaints and comments;
- Incidents and accidents.

Each section of this booklet contains details of Dublin Youth Dance Company's child protection policies and procedures. It will be reviewed annually beginning one year from its adoption, **(6 March 2008)**.

## Section 1 – Child Protection Policy Statement

Dublin Youth Dance Company is committed to a child-centred approach in our work with children<sup>3</sup> and young people. We undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount. We will to the best of our abilities support and implement the recommendations of *Children First: National Guidelines for the Protection and Welfare of Children*, published by the Department of Health and Children.

We have implemented procedures covering:

- Code of behaviour for all staff;
- Reporting of suspected or disclosed abuse (see Appendix 1 for categories of abuse);
- Confidentiality;
- Recruitment and selecting staff;
- Managing and supervising staff;
- Involvement of primary carers;
- Allegations of misconduct or abuse by staff;
- Complaints and comments;
- Incidents and accidents.

This policy will be reviewed yearly, beginning one year from date of adoption **5<sup>th</sup> March 2008**.

Signed by Designated Person: Mariam Ribón



Signed by Deputy Designated Person: Michelle Mulraney



Date: 28/02/2022

---

<sup>3</sup> The Child Care Act 1991 (17/1991) 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).

## Section 2 – Code of Behaviour for Staff/Children and Young People

### Child Centred Approach:

We at Dublin Youth Dance Company, in our dance activities with children and young people undertake to:

- **Treat** all children and young people equally, and as individuals;
- **Listen** to and respect children and young people;
- **Provide** encouragement, support and praise (regardless of ability);
- **Use** appropriate language (physical and verbal);
- **Have** fun and encourage a positive atmosphere;
- **Offer** constructive criticism when needed;
- **Respect** a child's or young person's personal space;
- **Discuss** boundaries on behaviour and related sanctions, as appropriate, with children and young people;
- **Encourage** feedback from group;
- **Use** age-appropriate teaching approaches;
- **Lead** by example;
- **Be** aware of a child's or young person's other commitments when scheduling rehearsals or activities, e.g., school or exams;
- **Be** cognisant of a child's or young person's limitations, due to a medical condition for example;
- **Create** an atmosphere of trust;
- **Respect** differences of ability, culture, religion, race and sexual orientation.

### Good Practice:

Dublin Youth Dance Company, in its dance activities with children, undertakes to:

- **Register** each child/young person (name, address, phone, attendance);
- **Make** primary carers, children/young people, visitors and facilitators aware of its Child Protection Policy and procedures through notes on all our literature;
- **Have** emergency procedures in place and make all staff aware of these procedures;
- **Be** inclusive of children and young people with special needs – Insofar as dancing is a skill and as such presents limits for those with special needs. However, we are **not** exclusively trained to work with children/young people with special needs and it is not the speciality of our artistic enterprise;
- **Plan** and be sufficiently prepared, both mentally and physically to teach children and adults;
- **Report** any concerns to the Designated Person and in her absence the Deputy Designated person, follow reporting procedures;
- **Encourage** children and young people to report any bullying, concerns or worries;
- **Observe** appropriate dress and behaviour;

- **Evaluate** work (teaching practices with young people) periodically;
- **Provide** appropriate training for staff and volunteers teaching and working with children;
- **Report** and record any incidents and accidents;
- **Update** and review policies and procedures regularly;
- **Keep** primary carers informed of any issues that concern their children;
- **Ensure** proper supervision according to age, abilities and activities involved;
- **Ensure** clear communication between artist/children and organisations;
- **Follow** up with feedback forms for participants and artists;
- **Have** a written agreement with any external organisation that DYDC is working with.
- **Not** to be passive in relation to concerns, i.e., don't 'do nothing' — report concerns, incidents;
- **Avoid** giving lifts to children/young person if at all possible — but if so, make sure parents/carers are informed;
- **If** left alone to supervise a single child, make sure that parents/carers are informed;
- **Maintain** awareness around language and comments made. If you think that something you said may have caused offence or upset, then try to address it in a sensitive manner.

### **Inappropriate Behaviour:**

Dublin Youth dance Company, in its dance activities with children undertakes to:

- **Avoid** spending excessive amounts of time alone with children/young people;
- **Not** to use or allow offensive or sexually suggestive physical and/or verbal language<sup>4</sup>;
- **Not** to single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention; however, skilful and sensitive corrections are an on-going part of the education in the art of dance;
- **Not** to allow/engage in inappropriate touching of any form;
- **Not** to hit or physically chastise children/young people;
- **Not** to socialise inappropriately with children/young people, e.g., outside of structured organisational activities.

---

<sup>4</sup> However, work emanating from the artistic process and work of artistic content will not be censored in this way

### **Physical Contact:**

Dublin Youth Dance Company, in its dance activities with children, undertakes to:

- **Seek** consent of a child/young person in relation to physical contact (except in an emergency or a dangerous situation); at the same time, physical alignment corrections (sometimes necessitating touch) are important and we understand that it is often necessary in teaching dance; this guidance in finding correct alignment or placement will be given with sensitivity. The Company acknowledges that physical contact with respect to dancing together will continue to be a part of our art and education. Children/young people will be made aware of the requirement to be in physical contact with one another in advance so that they may choose freely not to participate.
- **Avoid** inappropriate touch;
- **Check** with and observe children/young people about their level of comfort when doing touch exercises; nonetheless some exercises in dance are physical and designed to build trust, and require touching or sharing weight exchanges.

### **Bullying:**

Bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

- Deliberate exclusion, malicious gossip and other forms of relational bullying.
- Cyber-bullying.
- Identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.
- Comments made about religious or non-religious beliefs.

Bullying behaviour can include:

- Physically pushing, kicking, hitting, pinching etc.
- Name calling, spreading rumours, persistent teasing and humiliation or the continual ignoring of others.
- Posting of derogatory or abusive comments, videos or images on social media.
- Racial, homophobic, transphobic or sexist comments, taunts or gestures.
- Sexual comments, suggestions or behaviour.
- Unwanted physical contact. Bullying affects the lives of an increasing number of children and can be the cause of genuine concern about a child's welfare.



In cases of serious instances of bullying where the behaviour is regarded as potentially abusive, a referral may need to be made to Túsla and/or An Garda Síochána.

### **Health and safety**

Dublin Youth Dance Company, in its dance activities with children undertakes to:

- **Not** to leave children unattended or unsupervised;
- **Manage** any dangerous materials;
- **Provide** a safe environment;
- **Be** aware of accident procedures and follow accordingly.

### **Teachers / Staff / Volunteers**

All teachers, choreographers and staff will be Garda vetted and must read the Child Protection and Safeguarding Statement and undertake the Túsla e-learning training module.

## Section 3 – Reporting Procedures

### Who to contact about issues related to child protection and welfare:

#### **Mariam Ribón, Artistic Director — Designated Person (086 863 9702)**

It is the responsibility of this designated person to support and advise staff about policy and procedures in relation to child 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.

Mariam Ribón, as a member of The Teaching Council of Ireland is the Mandated Person for Dublin Youth Dance Company under the Children First Act 2015.

As a mandated person, under the legislation she is required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill treatment, neglect or sexual abuse, and covers single and multiple instances.

The reporting requirements under the Children First Act 2015 apply only to information that she, as a mandated person, received or became aware of since the Act came into force. However, if there is a reasonable concern about past abuse, where the information came to attention before the Act and there is possible continuing risk to children, it will be reported to Túsla under the Children First Guidance 2017.

#### **Michelle Mulraney – Deputy Designated Person (087 920 7518)**

*The following excerpt from Children First: National Guidelines for the Protection and Welfare of Children (4.3.2 - p.38) shows what would constitute reasonable grounds for concern:*

- **Specific** indication from the child or young person that s/he has been abused;
- **An account** by a person who saw the child/young person 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.

**Recording procedures: The following will be disseminated to those Dublin Youth Dance Company staff working with children:**

Dublin Youth Dance Company uses **Incident Report Forms** for recording concerns about the protection of children and young people. They are stored securely and confidentiality is maintained (see Section 4: Confidentiality Statement).

Dublin Youth Dance Company staff record the following information in relation to children and young people:

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

**Notes on dealing with a disclosure:**

- **Stay** calm and listen to the child/young person, allow him or her enough time to say what s/he needs to say;
- **Don't** use leading questions or prompt details;
- **Reassure** the child/young person but do not promise to keep anything secret;
- **Don't** make the child/young person repeat the details unnecessarily;
- **Explain** to the child/young person what will happen next (explanation should be age-appropriate).

**Reporting procedures:**

- The Reporting Procedure should be known and accessible to all DYDC staff;
- The person who expresses the concern should be involved and kept informed;
- Actions and outcomes should be noted;
- Record all details, including the date, time and people involved in the concern or disclosure and the facts in an Incident Book. Information recorded should be factual. Any opinions should be supported by facts;
- Inform **Designated Person** or, his/her **Deputy Designated Person**
- If the **Designated Person** or the **Deputy Designated Person** are not available, contact the local Duty Social Worker of the Health Service Executive directly;
- 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/young person at further risk;
- The **Designated Person** may contact the Health Service Executive Duty Social Work Department for an informal consultation prior to making a report – see report form attached at back;

- Information will be shared on a strictly 'need to know' basis (see Section 4: Confidentiality Statement);
- If there are reasonable grounds for concern as outlined above, 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 Executive. (See Appendix 4 for sample form);
- 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;
- 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/young person, it may be necessary to contact the Gardaí;
- Dublin Youth Dance Company will publish in its information literature that the company follows the "*Children First National Guidelines for the Interests and Welfare of Children*";
- Reporting procedures will be adhered to in the case of retrospective disclosures and allegations.

#### **Keeping Records:**

- Records will be kept securely in the office of Dublin Youth Dance Company, 37 Hamilton Street, off South Circular Road, Dublin 8;
- The Artistic Director and Administrator will have access to these records;
- In line with Data Protection for Schools the records will be kept indefinitely.

#### **Section 4 – Confidentiality Statement**

Dublin Youth Dance Company is committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person;
- Giving such information to others for the protection of a child or young person is not a breach of confidentiality;
- We cannot guarantee total confidentiality where the best interests of the child or young person are at risk;
- Primary carers, children and young people 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/young person at further risk;
- Procedures will be put in place in relation to the use of images of children/young people to ensure they are only for Dublin Youth Dance Company purposes;
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy.

## Section 5 – Safe Recruitment and Selection Policy Statement

Dublin Youth Dance Company will ensure that staff working with children are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

- Roles and responsibilities will be clearly defined for every job;
- Posts will be advertised where possible;
- We will endeavour to select the most suitably qualified personnel;
- Candidates will be required to submit their CV;
- Two references will be received that are recent, relevant, independent and verbally confirmed;
- We will carefully interview any prospective teachers or staff using at least two interviewers;
- No person who would be deemed to constitute a 'risk' will be employed;
- 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 (1 or 2 classes);
- Garda vetting is a requirement of all staff and volunteers involved with DYDC activities.

## Section 6 – Safe Management of Teachers and Staff Working with Children Policy Statement

New staff should receive induction and Child Protection training and should be made aware of policies and procedures.

Freelance staff should agree to abide by the organisation's Child Protection Policy Statement. They should be provided with the Code of Conduct.

### New staff will:

- Be made aware of the organisation's code of conduct, child protection procedures, and the identity and role of the **Designated Person** to deal with issues of concern;
- Undergo a probationary or trial period.

### All staff will:

- Be expected to have read and signed the Child Protection Policy Statement;
- Be provided with Child Protection training and documents.

## **Section 7 – Parental/Primary Carers' Involvement and Sharing Information Policy Statement**

Dublin Youth Dance Company is committed to being open with all primary carers.

### **Dublin Youth Dance Company undertakes to:**

- Advise primary carers of its child protection policy;
- Inform primary carers of all activities and potential activities;
- Issue contact/consent forms where relevant;
- 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 adult(s), where appropriate, for example invitations to informal showings or performances.

### **If we have concerns about the welfare of the child/young person, we will:**

- Respond to the needs of the child or young person;
- Inform the primary carers on an on-going basis unless this action puts the child or young person at further risk;
- Where there are child protection and welfare concerns, we are obliged to pass these on to the Duty Social Worker and, in an emergency, the Gardaí;
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the child/young person and inform primary carers as appropriate.

### **As a child-centred organisation, we are committed to putting the interest of the child/young person first. To that end we 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 organisation to ensure the safety of their children;
- Have a Designated Contact Person or Deputy Designated Contact Person available for consultation with primary carers in the case of any concern over a child or young person's welfare.

## Section 8 – Incidences of Poor Practice and Allegations Against Staff

### Two separate procedures must be followed:

1. In respect of the child/young, the Designated Person will deal with issues related to the child/young person.
2. In respect of the person against whom the allegation is made the Deputy Designated person will deal with issues related to the staff member.

### Notes on Dealing with an Allegation Against a Staff Member:

- The first priority is to ensure that no child or young person is exposed to unnecessary risk;
- If allegations are made against the **Designated Person, then the Deputy Designated Person** should be contacted, and vice versa;
- The reporting procedures outlined in Section 3 of these guidelines should be followed. Both the primary carers and child/young person should be informed of actions planned and taken. The child/young person 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;
- The **Designated and Deputy Designated Person** should be informed as soon as possible;
- Any action following an allegation of abuse against an employee should be taken in consultation with Health Service Executive and Gardaí;
- After consultation Mariam Ribón, as Designated Person, should advise the person accused and agreed procedures would be followed.

## Section 9 - Complaints and Comments Procedure:

- Complaints or comments relating to the welfare of children will be responded to within 4 weeks;
- **Designated Persons** have responsibility for directing complaints/comments and submitting them to the correct authorities immediately;
- Verbal complaints will be logged and responded to as well as written in the same manner.

## Section 10 - Accident procedure

- The organisation must maintain an up-to-date register of the contact details of all children/young people and teaching staff involved in the organisation;
- In the event of emergencies, the person in charge must know how to access the contact details of anyone in attendance in a class.
- The Administrator has responsibility to ensure that contact details are inputted and accessible to staff;
- DYDC maintains an **Accident/Injury Report Form** as well as **Incident Report Form** (relating to Children's Welfare);
- Children/young people's details should be cross-referenced between the incident book and file;
- External organisations with whom Dublin Youth Dance Company has dealings must provide proof that they have public liability insurance;
- 2 first-aid boxes are available and regularly re-stocked;
- It is the responsibility of both Dance Centres to make sure that the *first-aid boxes are stocked* and it is responsibility of Mariam Ribón, Artistic Director that the location of the first-aid box is known to staff and in particular anyone working with DYDC;
- Availability of first-aid should be in accordance with the organisation's Health and Safety guidelines. The location of **Accident and Incident Forms** must be made known to staff;
- Children and young people must be advised of risks of dangerous material;
- Record details of risky equipment used and take steps to minimise risk;
- Take cognisance of responsibility for first-aid on off-site trips.



## **Appendix 1: Definitions of Abuse**

There are four main categories of abuse as outline by *Children First: National Guidelines for the Protection and Welfare of Children*. The following is a synopsis of the information contained in that document.

### **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 has 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 carer and a child rather than 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 harm/herself in a certain way;
- Under or over-protection of the child/young person;
- 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/young person;

#### **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 a child whether by a person or an object for the purpose of sexual arousal or gratification;
- Masturbation in the presence of the child/young person or involvement of the child in an act of masturbation;
- Sexual intercourse with a child/young person whether oral, vaginal or anal;
- Sexual exploitation of a child...may also include showing sexually explicit material to children/young people 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 2: Local Garda Station and Health Centre contact information**

### **Dun Laoghaire**

Garda Station  
Corrig Avenue  
Dun Laoghaire  
Co. Dublin  
Tel: +353 1 666 5000  
fax: +353 1 666 5040

Dun Laoghaire Local Health Office,  
Tivoli Road, Dun Laoghaire, Co. Dublin  
Tel 01 2843579.

### **Dance House, Foley Street**

Garda Station  
Store Street  
Dublin 1  
Co. Dublin  
Tel: +353 1 666 8000  
fax: +353 1 666 8040

Health Centre  
56 North Clarence Street  
Dublin 1  
Co. Dublin  
Tel: +353 1 855 1100  
fax: +353 1 836 3813

### Appendix 3: Contacts for 'Keeping Safe' Training and Development, courses

Edwina Flavin	HSE, Dub. Sth City Dub. Sth West Dub. West Kildare, West Wicklow	Children & Families Training & Develop. Unit 4044 City West Business Campus Saggart, Co Dublin Phone 01-4691720 Fax 01-4691728 Mob. 086-3803925 E-mail <a href="mailto:Edwina.flavin@mailm.hse.ie">Edwina.flavin@mailm.hse.ie</a>
Jan Perrin	HSE, Dub. Sth City Dub. Sth West Dub. West, Kildare, West Wicklow.	{same as above}  Mob. 086-3803926

**Appendix 4: REPORTING FORM to the Welfare Dept**

**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.** Name of Child:

\_\_\_\_\_

Gender:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Age/D.O.B.:

\_\_\_\_\_

School:

\_\_\_\_\_

**1a.** Name of Mother:

\_\_\_\_\_

Name of Father:

\_\_\_\_\_

Address of Mother if different to Child:

\_\_\_\_\_

\_\_\_\_\_

Telephone Number:

\_\_\_\_\_

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 view(s), child's view(s) (if known).

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

Name:

---

Age:

---

Gender:

---

Address:

---

---

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, 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.

Please see *Children First: National Guidelines for the Protection and Welfare of Children* for full contact details for Health Service Executive Social Work Department and 'Keeping Safe' Information and Advice Persons contact details.

**Appendix 5:**



# Accident Report Form

<b>Name of Injured Party:</b>	<b>Date of Accident:</b>
-------------------------------	--------------------------

<b>Address:</b>
-----------------

<b>Mobile:</b>	<b>Work/Home:</b>
----------------	-------------------

<b>Email:</b>
---------------

<b>Location of Accident:</b>
------------------------------

<b>Before Class/Rehearsal</b>	<b>During Class/Rehearsal</b>	<b>After Class/Rehearsal</b>
-------------------------------	-------------------------------	------------------------------

*\*Highlight as appropriate*

<b>Details of Accident:</b>
-----------------------------

<b>Teacher/Supervisor:</b>
----------------------------

<b>Address:</b>
-----------------

<b>Mobile:</b>	<b>Work/Home:</b>
----------------	-------------------

<b>Email:</b>
---------------

<b>Witness Name (if any):</b>	<b>Mobile:</b>	<b>Address:</b>
-------------------------------	----------------	-----------------

**Follow up report - a member of DYDC staff to check in with individual the day following the accident and report on injury:**

**Signed**

---

*(Person who filled out form)*

**Appendix 6:**



# Incident Report Form

**Name of Person Reporting:**

**Name of Child:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Details of concern(s), allegation(s) or incidents(s) dates, times, who was present, description of any observed:**

**Nature if incident or injuries:**

**Parent's view(s):**

**Child's view(s) if known:**

<b>Details of person(s) allegedly causing concern in relation to the child:</b>		
<b>Name:</b>	<b>Age:</b>	<b>Gender:</b>
<b>Address:</b>		
<b>Phone no.:</b>		

**Adopted by DYDC Board of Directors March 2008**  
**Reviewed 7th<sup>th</sup> February 2023**

*Developed from the Guidelines for the Protection of Children & Young People in the Arts  
Taking into account Key legislation as listed below:*

*Child Care Act 1991 / Protections for Persons Reporting Child Abuse Act 1998 /  
Criminal Justice Act 2006 / Criminal Justice (withholding of information on offences  
against Children and Vulnerable persons) Act 2012 / National Vetting Bureau (Children  
and Vulnerable Persons) Act 2012-2016 / Children First Act 2015 / Criminal Law (Sexual  
Offences) Act 2017*