



Saint John of God  
Community Services clg.

**Kerry Services Policy 38  
Children's Services Kerry  
Procedure for Safeguarding Vulnerable  
Children**

Revised March 2024

THIS DOCUMENT OUTLINES ST JOHN OF GOD COMMUNITY SERVICES CLG.  
Kerry Services

<b>Document Reference</b>	<b>Kerry 38</b>
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<b>Document drafted by</b>	Childrens Services, PPPG Committee Behaviour Support
<b>Document approved by</b>	PPPG Committee
<b>Responsibility for Implementation</b>	All employees of Saint John of God Community Services Limited
<b>Responsibility for evaluation and audit</b>	PQS, PIC
<b>Pages, incl. cover and signature</b>	7



### **POLICY STATEMENT**

The St John of God Kerry Services is committed to promoting the wellbeing of Children within its Children's Respite & Residential Services and providing a caring and safe environment where they are treated with dignity and respect at all times.

#### **1). Purpose**

The purpose of this Policy and Procedure is to provide information to staff advising them of what they are to do in the event of a safeguarding concern.

#### **2). Scope of Policy and Procedure**

This policy and procedure is applicable to all staff and volunteers working across Saint John of God Kerry Services.

#### **3). Roles and Responsibility**

- The Regional Director of Kerry Services acknowledges their responsibility in ensuring adequate planning for safeguarding concerns.
- The Person in Charge /Supervisor takes a lead role in co-ordinating the Policy and Procedure.
- A key element of the Children's First Guidelines and the HSE Safeguarding Policy is the nomination of a Designated Officer in a service setting. The Designated officer will;
  - Receive concerns or allegations of abuse regarding vulnerable child
  - Collate relevant information
  - Ensure reporting obligations are met,
  - Support the manager and other personnel in addressing the issues
  - Maintain appropriate records and conducting preliminary Screening.

Please see appendix 1 list of all officers

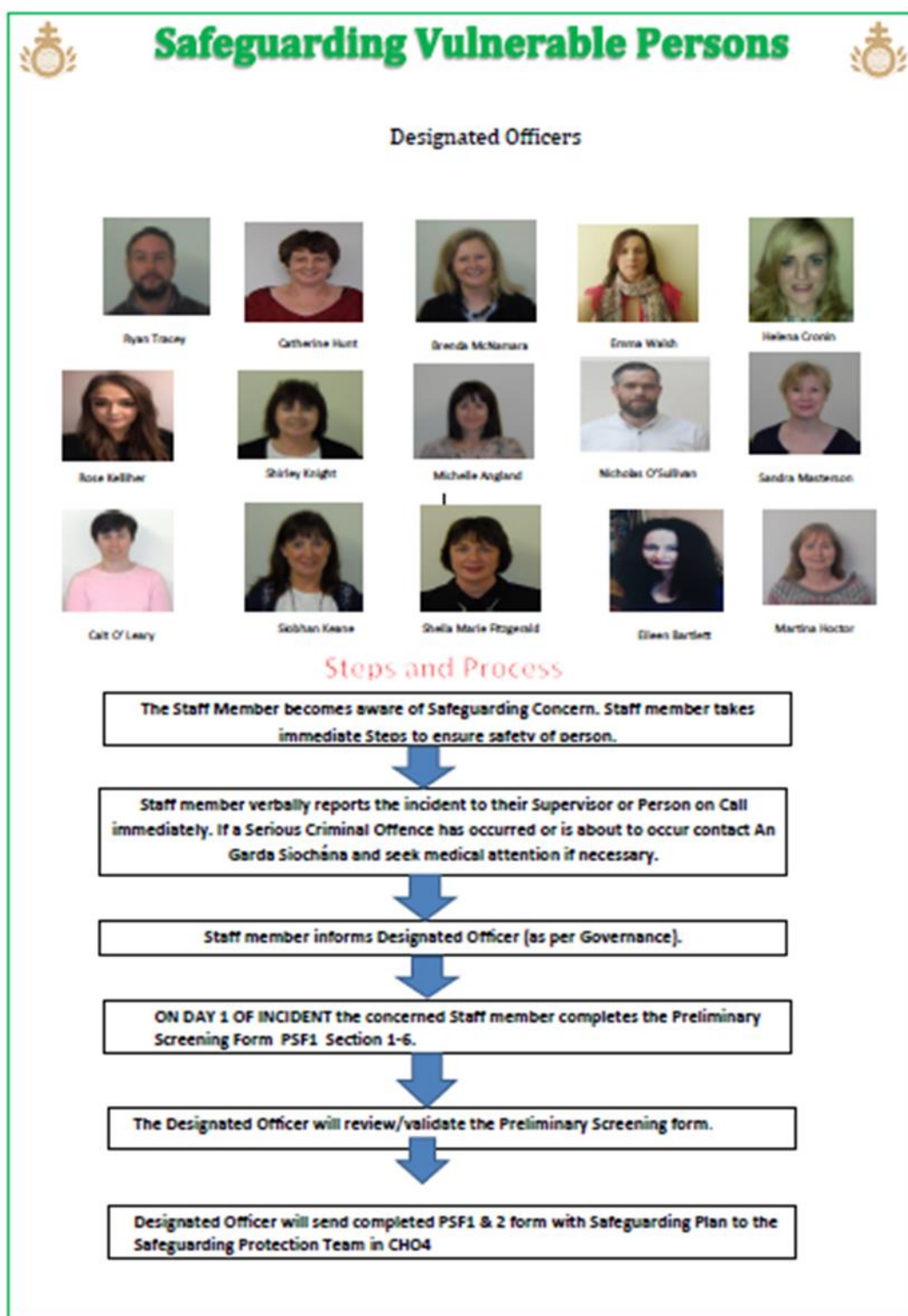
- The St John of God Kerry Services adhere to the Children's First Guidelines as well as the National Policy and Procedure HSE Safeguarding Vulnerable Persons at Risk of Abuse.


- All staff working in Saint John of God Kerry Service are responsible for adhering to this Policy and Procedure
- All staff must complete the mandatory HSELAND.ie Safeguarding adults at risk of abuse and Children's First training (HSELand), National Safeguarding Office recommends this training be repeated 3 yearly.

Where a concern of a safeguarding nature arises, staff are required to refer to the Children's First Guidance Document (most recently published version 2017 – also available in your DC).

In addition to this staff may also be required to refer to the Adult HSE Safeguarding Guidance Document (most recently published version 2014 – also available in your DC)







An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## Child Protection and Welfare Report Form

**MANDATED PERSONS AND NON MANDATED PERSONS**  
(Children First Act 2015 & Children First National Guidance)

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**Use block letters when filling out this form.**  
**Fields marked with an \* are mandatory.**

<b>1. Tusla Area (this is where the child resides)*</b>	
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<b>2. Date of Report*</b>	
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**3. Details of Child**

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address*</b>		<b>Date of Birth*</b>	
		<b>Estimated Age*</b>	
		<b>School Name</b>	
		<b>School Address</b>	
<b>Eircode</b>			

**4. Details of Concerns\***

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary.

Please see *'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns'* for additional assistance on the steps to consider in making a report to Tusla

**5. Type of Concern**

Child Welfare Concern	<input type="checkbox"/>	
Emotional Abuse	<input type="checkbox"/>	Physical Abuse <span style="float: right; text-align: center;"><input type="checkbox"/></span>
Neglect	<input type="checkbox"/>	Sexual Abuse <span style="float: right; text-align: center;"><input type="checkbox"/></span>

**6. Details of Reporter**

<b>First Name</b>		<b>Surname</b>	
<b>Address if reporting in a professional capacity, please use your professional address</b>		<b>Organisation</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	



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Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type				

### 7. Details of Other Persons Where a Joint Report is Being Made

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

### 8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

### 9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			



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Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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### 10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

### 11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	







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**MANDATED PERSONS AND NON MANDATED PERSONS**  
*(Children First Act 2015 & Children First National Guidance)*

First Name		Surname		Date Sent	
Authorised Person Signature*					
Date*					
Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Allocated Case No					



## SIGNATURE PAGE

I have read, understand and agree to adhere to the attached Procedure:

[illegible]