

RECOGNISING AND REPORTING CHILD ABUSE POLICY



For Official Use Only

Mountaineering Ireland Version Control			
Version	Author	Date	Amendments
1.0	Catherine Hibbitt	August 2023	Reviewed
Approved by Board: 04/09/23			



NGB: Mountaineering Ireland

Club Name:

Section 1: Reasonable Grounds for Concern

All those involved in sport have a moral duty of care to report child protection concerns in order to help create a safe environment for children. You should always inform Tusla (ROI) or Health and Social Care Trust (NI) when you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. If you ignore what may be symptoms of abuse, it could result in ongoing harm to the child. If you think the child is in immediate danger and you cannot contact Tusla/HSCT, you should contact the Gardaí/ PSNI without delay. The safety and wellbeing of the child must take priority over concerns about adults against whom an allegation may be made. It is not necessary for you to prove that abuse has occurred to report a concern. All that is required is that you have **reasonable grounds for concern**.

Reasonable grounds for a child protection or welfare concern include:

- ✚ Evidence, for example an injury or behaviour, which is consistent with abuse and is unlikely to have been caused in any other way.
- ✚ Any concern about possible sexual abuse.
- ✚ Consistent signs that a child is suffering from emotional or physical neglect.
- ✚ A child saying or indicating by other means that he or she has been abused.
- ✚ Admission or indication by an adult or a child of an alleged abuse they committed.
- ✚ An account from a person who saw the child being abused.

Section 2: How to Recognise Child Abuse

The *Children First National Guidance for the Protection and Welfare of Children (2017)* and *Co-Operating to Safeguard Children and Young People in Northern Ireland (2017)* name four categories of abuse:

Neglect	Emotional Abuse	Physical Abuse	Sexual Abuse
----------------	------------------------	-----------------------	---------------------

What is Neglect?

Child neglect is the most frequently reported category of abuse in Ireland. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences. Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child’s health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.

The following may be signs of neglect:

- ✚ Children being left alone without adequate care and supervision.
- ✚ Malnourishment, lacking food, unsuitable food, or erratic feeding.
- ✚ Non-organic failure to thrive, i.e., a child not gaining weight due not only to malnutrition but also emotional deprivation.
- ✚ Failure to provide adequate care for the child’s medical and developmental needs, including intellectual stimulation.
- ✚ Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture.
- ✚ Lack of adequate clothing
- ✚ Inattention to basic hygiene.
- ✚ Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child’s age.
- ✚ Abandonment or desertion.

What is Emotional Abuse?

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency, and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse may also involve bullying including online bullying through social networks, online games or mobiles phones and can be perpetrated by the child's peers.

The following may be signs of emotional abuse:

- ✚ Rejection.
- ✚ Lack of comfort and love.
- ✚ Lack of attachment Lack of proper stimulation (e.g., fun and play).
- ✚ Lack of continuity of care (e.g., frequent moves, particularly unplanned).
- ✚ Continuous lack of praise and encouragement.
- ✚ Persistent criticism, sarcasm, hostility or blaming of the child.
- ✚ Bullying.
- ✚ Conditional parenting in which care or affection of a child depends on his or her behaviours or actions.
- ✚ Extreme overprotectiveness.
- ✚ Inappropriate non-physical punishment (e.g., locking child in bedroom).
- ✚ Ongoing family conflicts and family violence.
- ✚ Seriously inappropriate expectations of a child relative to his/her age and stage of development.
- ✚ Unhappiness, low self-esteem, educational and developmental underachievement, risk taking, and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

What is Physical Abuse?

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents and take many forms including hitting, biting, pinching, throwing, poisoning, burning drowning or suffocating a child. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- ✚ Physical punishment.
- ✚ Beating, slapping, hitting, or kicking.
- ✚ Pushing, shaking, or throwing Pinching, biting, choking, or hair-pulling.
- ✚ Use of excessive force in handling.
- ✚ Deliberate poisoning.
- ✚ Suffocation.
- ✚ Fabricated/induced illness.
- ✚ Female genital mutilation.

What is Sexual Abuse?

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts such as masturbation, fondling, oral or penetrative sex or exposing the child to sexual activity directly or through pornography forcing a child to look at sexual images or watch sexual activities. Sexual abuse can be perpetrated by males and females.

Examples of sexual abuse include the following:

- ✚ Any sexual act intentionally performed in the presence of a child.
- ✚ An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification.
- ✚ Masturbation in the presence of a child or the involvement of a child in an act of masturbation.
- ✚ Sexual intercourse with a child, whether oral, vaginal, or anal.
- ✚ Sexual exploitation of a child, which includes:

» Inviting, inducing, or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification, or sexual act, including its recording (on film, videotape, or other media) or the manipulation, for those purposes, of an image by computer or other means].

» Inviting, coercing, or inducing a child to participate in, or to observe, any sexual, indecent, or obscene act.

✚ Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse.

✚ Exposing a child to inappropriate or abusive material through information and communication technology.

✚ Consensual sexual activity involving an adult and an underage person.

Grooming

Grooming is when someone builds a relationship, trust and emotional connection with a child or young person so they can manipulate, exploit, and abuse them. Children and young people who are groomed can be sexually abused, exploited, or trafficked. Grooming can take place over a short or long period of time. This can be from weeks to years. Groomers may build a relationship with the young person's family or friends to make them seem trustworthy or authoritative. Children and young people can be groomed online, in person or both, and by a stranger or someone they know. This could be a family member, a friend or someone who has targeted them, like a teacher, or sports coach.

A child is unlikely to know they have been groomed.

When a child is groomed online groomers may hide who they are by sending photos or videos of other people. Sometimes this will be of someone younger than them to gain the trust of a "peer".

Signs of Grooming

It can be difficult to spot the signs of grooming as they could be written off as "normal" teenage behaviour. But there are some signs that you should look out for:

- ✚ Being very secretive about how they are spending their time both online and offline.
- ✚ Having gifts such as new clothes or electronics that they can't or refuse to explain.
- ✚ Being upset, withdrawn or distressed.
- ✚ Spending more time away from home.
- ✚ Sexualized behavior, language, or an understanding of sex that's not appropriate for their age.

Groomers might also try and isolate children from their friends and family, making them feel dependent on them and giving the groomer power and control over them. They might use blackmail to make a child feel guilty and shame or introduce the idea of secrets to control, frighten and intimidate.

Additional Forms of Abuse may include:

Exploitation	Bullying
---------------------	-----------------

What is Exploitation?

Exploitation is a recognised form of abuse in Northern Ireland. Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a young person or to take selfish or unfair advantage over a child for personal gain. Exploitation may take many forms such as child labour, slavery, engaging a child in criminal activity or fraud, begging or trafficking. Exploitation can be sexual in nature.

What is Bullying?

Bullying behaviour is the repeated and intentional use of power or aggression by one or more persons to harm, hurt or adversely affect the rights and needs of another individual or group. An individual or individuals may be targeted through a variety of methods e.g., through social media sites, physically or verbally harmed, through text or other messaging services. Bullying may manifest in different forms such as cyberbullying, exclusion bullying, extortion bullying, gesture bullying, physical bullying and /or verbal bullying.

See the **Mountaineering Ireland's Anti-Bullying Policy** for further information.

Section 3: Reporting Child Abuse

In the **Republic of Ireland**, concerns should be passed on to your local duty social worker in Tusla (The Child and Family Agency).

Find your local duty social worker here: [Link to Tusla's Duty Social Work Teams Contact Details](#)

In case of emergency, where you cannot get in touch with your local duty social worker, or if it is out of hours, contact An Garda Síochána on 112.

In **Northern Ireland**, concerns should be passed to the Gateway Team of your regional Health and Social Care Trust. Find your local Gateway Team here: [Link for Northern Ireland Local Gateway Teams](#)

You may also contact the Regional Emergency Social Work Service, out of hours and on bank holidays on 028 9504 9999 and information through this link: [Link to NI Regional Emergency Social Work Service Website](#)

You can also talk with an NSPCC counsellor for free, 24 hours a day. Call 0808 800 500 In case of emergency, where you cannot get in touch with a social worker, contact the PSNI on 999.

Responding to a Child who Discloses Abuse:

- ✓ Deal with any allegation of abuse in a sensitive and competent way. This should be done by listening to the child and by facilitating the child to talk about the problem. Do not try to interview the child about the details of what happened.
- ✓ Stay calm and do not show any extreme reactions to what the child is saying. Listen compassionately and take what the child is saying seriously. Do not panic.
- ✓ Understand that the child has decided to tell you something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved in an investigation.
- ✓ Be honest with the child; tell them that it is not possible to keep information a secret.
- ✓ Make no judgmental statements against the person whom the allegation is made.

- ✓ Leading questions should be avoided, such as asking whether a specific person carried out the abuse. Questions should be supportive and for clarification purposes only.
- ✓ Inform parents/guardians before making a report unless doing so would endanger the child.

“Parents/guardians have a right to respect and should be consulted and involved in matters that concern their family.”

“A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians and families. Where there is conflict, the child’s welfare must come first.”

Children First: National Guidance 2017, Key Principles

- ✓ Give the child some indication of what would happen next, such as informing parents/guardians, statutory authorities. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage.
- ✓ Observe and note dates, times, locations, and contexts in which the incident occurred, or suspicion was aroused, together with any other relevant information. If a child has disclosed information, record this information in the child’s words as far as possible. Do not input opinion.
- ✓ Reassure the child that they have done the right thing in telling you.

Are you a Mandated Person?

Mandated persons are people who have contact with children and/or families, and because of their training and/or employment role, are in a key position to help protect children from harm, for example, a safeguarding officer or a member of An Garda Síochána. A club/organisation cannot appoint a mandated person, you either are or are not a mandated person. To establish if you are a mandated person under the Children First Act 2015 (Schedule 2), please consult the **Mountaineering Ireland Safeguarding Roles and Responsibilities Policy** for clarification. As a mandated person, under the legislation you are 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.

A Mandated person has two main legal responsibilities under the Act. These are:

1. To report the harm of children above a defined threshold to Tusla.
2. To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

The Children First Act 2015 defines harm in relation to a child as:








- i) Assault, ill-treatment, or neglect of the child in a manner that seriously affects, or is likely to seriously affect the child's health, development, or welfare,
- Or
- ii) Sexual abuse if the child.

If as a mandated person, you receive a disclosure of harm from a child, which meets or exceeds the threshold, you have a statutory obligation to make a mandated report of the concern to Tusla, as soon as is practicable.

'Harm' and Northern Ireland

Within Northern Ireland Harm is not defined in the legislation. DBS view harm as its common understanding or the definition you may find in a dictionary.

Harm is considered in its widest context and may include:

-  sexual harm
-  physical harm
-  financial harm
-  neglect
-  emotional harm
-  psychological harm
-  verbal harm

This is not a fully comprehensive list; harm can take many different forms.

A person satisfies the harm test if they may harm a child or vulnerable adult or put them at risk of harm. It is something a person may do to cause harm or pose a risk of harm to a child or vulnerable adult.

Reporting Concerns about a Child:

The following reporting procedure should be taken by **Mandated Persons and Non-Mandated Persons** in reporting child abuse:

1. Seek advice and guidance. Report the matter as soon as possible to the Club's Designated Liaison Person (DLP) or National Children's Officer (NCO). The **Mountaineering Ireland Incident Report Form (Appendix 1)** can be used to report and record incidents of a lower level, for example, some poor practice. You can also seek advice and guidance through an informal consultation with the Tusla social work office in the child's/young persons area.
2. The DLP/NCO may also contact the Tusla social work office, the Health and Social Care Trusts or NSPCC (NI), if they are unsure whether a report should be made.
3. The DLP may have reasonable grounds for believing that the child has been abused or is at risk of abuse and will make a report to the statutory authorities who have a responsibility to investigate and assess suspected or actual child abuse.
4. The report can be made using the **Mountaineering Ireland Child Protection and Welfare Report Form (Appendix 2)** or the **Gateway Teams Report Form (Appendix 3)**. This can be forward by registered post under confidential cover to the Tusla Duty Social Worker/Gateway Team by the DLP. Reports can also be made on Tusla's secure web portal. This information must be kept by the DLP safely and securely and should only be used for the intended purpose i.e., to pass on a concern about a young person.
5. If you are making a **mandated report**, you should indicate that you are a mandated person and that your report is about a mandated concern. You can report directly to Tusla. The report can be made using the **Mountaineering Ireland Child Protection and Welfare Report Form**. You cannot ask another person to make a report for you. It is advised that you make the mandated report jointly with the DLP. Otherwise, provide a copy of the mandated report you have submitted to Tulsa, to the DLP. All records and copies of child protection and welfare concerns should be held securely by the DLP.
6. In cases of emergency, where a child appears to be at immediate and serious risk and the DLP/NCO is unable to contact a duty social worker, the police authorities should be contacted. Under no circumstances should a child be left in a dangerous situation pending intervention by the Statutory Authorities.

7. Where the person allegedly causing harm to a child is another child (peer abuse), reports should be made to Tusla for both children.
8. Adult disclosures of child abuse require the Retrospective Abuse Report Form when reporting any concerns about retrospective abuse. [Link to Tusla's Retrospective Abuse Report Form](#).
9. For cases not reported to Tusla/HSCT, the DLP responsible for reporting must, in writing, detail the reasons for not making a report and forward same to the National Children's Officer. The person who initially reported the matter can still report the abuse using the **Mountaineering Ireland Child Protection and Welfare Report Form** forwarded to Tusla or the **Gateway Teams Report Form**, and forward either to the NCO and/or through the above procedures if they still feel a report should be made.
10. Remember the DLP is not an investigatory role. There are protections for individuals reporting concerns in good faith under Section 16 (3) of the Children First Act 2015 and Section 3 of the Protections for Persons Reporting Child Abuse Act 1998.

Making an Anonymous Report

While it is possible to report a concern without giving your name, it may make it difficult for Tusla to assess your concern. All information that you provide will be dealt with in a professional manner. While Tusla cannot guarantee confidentiality, in general it will not reveal the names of members of the public who report suspected child abuse without their permission. Remember, if you are a mandated person, you cannot submit a report of a mandated concern anonymously, as to do so will mean you are not complying with your obligations under the Children First Act 2015.

Rumours

Rumours should not be allowed to hang in the air. Any rumours relating to inappropriate behaviour should be brought to the attention of the Designated Liaison Person who should decide what action can be taken on the information received. Advice can be sought from the National Children's Officer.

Responding to Allegations of Abuse made against Coaches/Volunteers:

An allegation of abuse may relate to a person who works with children who has:

- ✚ Behaved in a way that has or may have harmed a child/young person.
- ✚ Possibly committed a criminal offence in relation to a child/young person.
- ✚ Behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person.
- ✚ Behaved in a way that is contrary to the club/Mountaineering Ireland's code of conduct for coaches and volunteers.
- ✚ Behaved in a way that is contrary to professional practice guidelines.

The following steps should be taken in responding to the above allegations:

1. The reporting procedure outlined above should be implemented in respect of the child/young person and the alleged abuser.
2. In the event that the concern is connected to the actions of a Sports Leader in the club, the Sports Leader should be asked to stand aside pending the outcome of any investigation by Statutory Authorities.
3. This task should be carried out by National Children's Officer rather than the club's DLP who may have taken the responsibility for reporting. If the NCO took the responsibility for reporting, Mountaineering Ireland's Deputy DLP will undertake the task.
4. The Sports Leader should be privately informed by the NCO/Deputy DLP of the fact that an allegation has been made against him/her and the nature of the allegation.
5. The Sports Leader should be offered an opportunity to respond. The response should be noted and passed on to statutory authorities.
6. Once any statutory process is completed, the grounds for disciplinary proceedings for misconduct will be considered.

Internal Procedure for Dealing with a Coach/Volunteer:

All persons involved in a child protection process should be treated with respect and fairness and be offered appropriate support and confidentiality at all stages during the procedure.

Mountaineering Ireland Complaints and Disciplinary Policy ensures that a fair procedure is

followed and takes into account the employment contract/membership guidelines as well as the rules for natural justice. The procedure includes the following:

- ✚ The Club will immediately inform Mountaineering Irelands National Childrens Officer and DLP about an allegation and seek advice and support on the following steps.
- ✚ The club will as a matter of urgency take any measures necessary to protect the child/young person. These measures will be proportionate to the level of risk to the child/young person. The protective measures are not an indication or presumption of guilt. The measures include making an immediate decision about the coach/volunteer's presence in the club.
- ✚ The Chairperson will privately inform the coach/volunteer that an allegation has been made against him/her and the nature of that allegation.
- ✚ The coach/volunteer should be offered an opportunity to respond.
- ✚ The Chairperson will note the response from the coach/volunteer and pass on this information if making a formal complaint to Tusla.
- ✚ The Chairperson will ensure that actions taken by the Club do not undermine any investigations or assessments undertaken by Tusla/H SCT, An Garda Síochana/PSNI.
- ✚ Once any statutory process is completed, the club with support and guidance from Mountaineering Ireland, will consider whether there are grounds for disciplinary proceedings for misconduct.

Confidentiality

The effective protection of a child often depends on sharing and exchanging relevant information. It is therefore critical that there is a clear understanding of responsibilities with regard to confidentiality and the exchange of information.

All information regarding concern or allegation of child abuse should only be shared on 'a need to know' basis in the best interests of the child not the organisation.

No undertakings regarding secrecy can be given. Those working with a child and family should make this clear to all parties involved, although they can be assured that all information will be handled confidentially taking full account of legal requirements.

Ethical and statutory codes concerned with confidentiality and data protection provide general guidance. The provision of information to the statutory agencies for the protection of a child is not a breach of confidentiality or data protection.

It must be clearly understood that information that has been received for one purpose (i.e., concerning the abuse of a child) must not be used for another without consulting the person who provided that information.

Reporting Flowchart:



Reporting Flowchart:



FOR NORTHERN IRELAND ONLY

REFERRALS TO THE DISCLOSURE AND BARRING SERVICE (DBS)

Mountaineering Ireland is legally required, under the Safeguarding Vulnerable Groups (NI) Order as a regulated activity provider in Northern Ireland, to refer information to the DBS in certain circumstances. In all cases there are two conditions, both of which must be met, to trigger a referral to the DBS by a regulated activity provider. A referral will be made to the DBS if Mountaineering Ireland:

1. withdraws permission for an individual to engage in regulated activity or would have done so had that individual not resigned, retired, been made redundant or been transferred to a position which is not regulated activity; because.
2. they think that the individual has:
 - ✚ engaged in relevant conduct.
 - ✚ satisfied the criteria set out in the Harm Test; or
 - ✚ received a caution or conviction for a relevant offence.

If both conditions have been met, Mountaineering Ireland must refer the information on to the DBS. The referral must be made to the DBS when Mountaineering Ireland has (in following with good practice) gathered sufficient evidence as part of its investigations to support its reasons for withdrawing permission for the person in question to engage in *regulated activity*, consulted with the relevant Health and Social Care Trust if appropriate. Mountaineering Irelands National Children's Officer **must** be informed if any club removes an individual from engaging in regulated activity for reasons outlined above.

Remember: It is not your duty to decide if abuse has occurred. It is your responsibility to report any concerns and suspicions. Reporting is not accusing.

Additional information on the DBS and the referral process can be found on the DBS website: www.homeoffice.gov.uk/dbs .

Appendix 1

Sample Incident reporting form

Your information				
Name				
Address				
Contact number(s)				
Email				
Name of organisation		Your role		

Personal information – child / young person					
Name				Date of birth	
Gender ⁱ	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
Is there any information about the child that would be useful to consider?					

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within the sport or relationship to the child	
Contact number(s)			
Email			

Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion, or hearsay)

* Attach a separate sheet if more space is required (e.g., multiple witnesses)

Incident details (continued)			
Child's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?		<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			
Agreed action or advice given:			

Declaration	
Your signature	x
Print name	
Today's date	

Contact your organisation's Designated Safeguarding Officer in line with Mountaineering Ireland's reporting procedures	
Safeguarding Officer's name	
Date reported	

Appendix 2



For Mandated Persons and Non-Mandated Persons
(Children First Act 2015 and Children First National
Guidance 2017)
Co-Operating to Safeguard Children and Young People in
Northern Ireland (2017)

1. Tusla Area (this is where the child resides):

2. Date of Report:

3. Details of the Child:

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

5. Type of Concern:

Child Welfare Concern Emotional Abuse
 Neglect Physical Abuse
 Sexual Abuse

6. Details of Reporter:

First Name _____ Surname _____
 Address* _____ Organisation _____
 _____ Position Held _____
 _____ Mobile No. _____
 _____ Telephone No. _____
 Eircode _____ Email Address _____

* If reporting in a professional capacity, please use your professional address.

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

First Name _____ Surname _____
 Address* _____ Organisation _____
 _____ Position Held _____
 _____ Mobile No. _____
 _____ Telephone No. _____
 Eircode _____ Email Address _____

* If reporting in a professional capacity, please use your professional address.

Is this a Mandated Report made under Section 14 of the Children First Act 2015?

Yes No

Mandated Persons type _____

First Name _____	Surname _____
Address* _____ _____	Organisation _____
_____	Position Held _____
_____	Mobile No. _____
Eircode _____	Telephone No. _____
	Email Address _____

* If reporting in a professional capacity, please use your professional address.

8. Parents Aware of Report:

Are the child's parents/careers aware that this concern is being reported to Tusla?

Yes No

If the parent/carer does not know, please indicate reasons:

9. Relationships:

Details of Mother:

First Name _____	Surname _____
Address* _____ _____	Mobile No. _____
_____	Telephone No. _____
Eircode _____	Email Address _____

Is the mother a Legal Guardian? Yes No

Details of Father:

First Name _____	Surname _____
Address* _____ _____	Mobile No. _____
_____	Telephone No. _____
Eircode _____	Email Address _____

Is the father a Legal Guardian? Yes No

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 Female Date of Birth _____

Address _____ Estimated Age _____

_____ Mobile No. _____

_____ Telephone No. _____

_____ Email Address _____

Eircode _____ Occupation _____

Organisation _____ Position Held _____

Relationship to the Child _____

Address at time of alleged incident _____

If name unknown, please indicate reason _____

First Name: _____ Surname _____

Male Female Date of Birth _____

Address _____ Estimated Age _____

_____ Mobile No. _____

_____ Telephone No. _____

_____ Email Address _____

Eircode _____ Occupation _____

Organisation _____ Position Held _____

Relationship to the Child _____

Address at time of alleged incident _____

If name unknown, please indicate reason _____

12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family:

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g., 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Other					

13. Any Other Relevant Information, Including Previous Contact with the Child, or Family:

Thank you for completing the Report From

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on Tusla's website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction, or accidental loss.

14. For Completion by Tusla Authorised Person on Receipt of Report

Report received by:

First Name _____ Surname _____ Date _____

Mandated Report Acknowledged by:

First Name _____ Surname _____ Date Sent _____

Authorised Person Signature:

_____ Date _____

Child Previously Known: Yes No

Allocated Case No. _____

Appendix 3 Gateway Team Template Reporting Form



Club/Organisation	(Insert Club/Organisation Name)
Your name:	
Your position:	
Child's Name:	
Child's address:	
Parents/carers Names and Address:	
Child's date of birth:	
Date and time of any incident:	
Your observations:	
Exactly what the child said and what you said: (Remember; do not lead the child – record actual details. Continue on separate sheet if necessary)	
Action taken so far:	

Designated Liaison Person informed: yes No

External agencies contacted (date and time):

Police

Yes

No

If yes, which:

Name and contact number:

Details of advice received:

Social Services

Yes

No

If yes, which:

Name and contact number:

Details of advice received:

Sport Governing Body

Yes

No

Name and contact number:

Details of advice received:

Local Council or Education

Department

Yes

No

If yes, which:

Name and contact number:

Details of advice received:

Other (e.g., NSPCC)

Which:

Name and contact number:

Details of advice received:

Signature:

Date:

Remember to maintain confidentiality on a need-to-know basis – only if it will protect the child.

Do not discuss this incident with anyone other than those who need to know.

NB. A copy of this form should be sent to social services after the telephone report and to the National Designated Liaison Person.

Support and guidance are available from Mountaineering Ireland's National Children's Officer and Designated Liaison Person Catherine Hibbitt at safeguarding@mountaineering.ie or by phone on 0876057925.
