



Irish Pipe Band Association

Cumann Buíon Píobaire na hÉireann

Information Course on Child Safeguarding Procedures for Pipe Band Designated Liaison Persons (DLPs)

1. Overview of Legislation Dealing with Child Safeguarding page 2
2. What is the role of a DLP ? Page 3
3. Extract from the IPBA Child Safeguarding Policy page 5
4. IPBA Procedure for Garda Vetting - Step by Step Guide page 7
5. A SAMPLE band Child Safeguarding Statement page 9
6. A SAMPLE band Child Safeguarding Policy Document page 12
7. The Tusla Online Training Module page 21

Section 1: Overview of Legislation dealing with Child Safeguarding

The Children First Act 2015 places specific obligations on organisations which provide services to children and young people, including the requirement to:

- Keep children **safe from harm** while they are using the service
- Carry out a **risk assessment** to identify whether a child or young person could be harmed while availing of the service
- Develop a **Child Safeguarding Statement** that outlines the policies and procedures which are in place to manage the risks that have been identified
- Appoint a **relevant person** or **named person** to be the first point of contact in respect of the band's Child Safeguarding Statement (DLP)

A **Child Safeguarding Statement** is a written statement that specifies the service being provided and the principles and procedures to be observed. The Statement includes **a risk assessment** that provides an overview of the measures your organisation has in place to ensure children are protected from harm. It may also refer to more detailed policies (e.g. Child Safeguarding Policy) which can be made available on request.

'**Child Safeguarding**' has now replaced '**Child Protection**' as the term used in efforts and policies to ensure safe practice and appropriate responses by workers and volunteers to concerns about the safety or welfare of children. Child safeguarding is about protecting the child from harm, promoting their welfare and in doing so creating an environment which enables children and young people to grow, develop and achieve their full potential.

Mandated person – as defined in the *Children First Act 2015*, mandated persons have a statutory obligation to report concerns which meet or exceed the threshold of harm, as defined in the Act, to Tusla and to cooperate with Tusla in the assessment of mandated reports, where requested to do so. Mandated persons are people who have contact with children and/or families who, by virtue of their qualifications, training and experience, are in a key position to help protect children from harm. Mandated persons include key professionals working with children in the education, health, justice, youth and childcare sectors. Certain professionals who may not work directly with children, such as those in adult counselling or psychiatry, are also mandated persons. The list also includes registered foster carers and members of the clergy or pastoral care workers of a church or other religious community. We, in the pipe band world, are NOT 'mandated' persons by definition but we still have a legal responsibility for safeguarding children and we need appropriate policies and people in place in order to ensure the safeguarding of children while taking part in pipe band activities. .

Section 2: What is a DLP and what is the role of the DLP?

Every organisation dealing with children or vulnerable adults is obliged by law to have a Designated Liaison Person (DLP) or simply a ‘named’ person with responsibility for child safeguarding.

The first function of the DLP is to act as the ‘resource person’ to any band member, or parent of child band member, who has a child safeguarding concern. The DLP becomes the individual through which all child protection concerns are channelled, giving them a more precise picture than any other individual within the band community of the child safeguarding issues pertaining to the children who are members of the band.

The second function of the DLP is to be the link person for external agencies who may be interacting with the band in matters relating to child protection. This includes managing the Garda Vetting of band tutors and liaising with the DLP of the IPBA.

The DLP should be knowledgeable about child protection and should be provided with any training considered necessary to fulfil this role.

The name and contact details of the designated liaison person should be made available to all members of the band and to all parents of children or vulnerable adults who are members of the band.

Extract from the IPBA Child Safeguarding Policy

1.4 Member Band Designated Liaison Person

Each member band of the IPBA will be required to nominate a Designated Liaison Person on its Annual Registration Form.

Within Member Bands of the Irish Pipe Band Association the Designated Liaison Person will:

- Implement and promote **the Irish Pipe Band Association’s** Child Protection Policy and Procedures.
- Act as the main contact within the band for the protection of children.
- Encourage good practice and support of procedures to protect children..
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Maintain confidential records of reported cases and action taken.
- Monitor Child Protection Procedures for their band.

1.4 Recommended Characteristics of the Designated Liaison Person:

- Have an understanding of the issues affecting children and the sensitive way in which they must be managed.
- Be able to communicate the implications of protecting children to all members.
- Be able to communicate with children.
- Be supportive of the introduction of the Child Protection Policy.
- Have an understanding and appreciation of the need to respect confidentiality.
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgement.
- Be willing to challenge members who do not comply with the Child Protection Policy and Procedures.

Section 3: Extracts from the IPBA Child Safeguarding Policy

IPBA Code of Conduct for the Safeguarding of Children

This code of conduct details the types of practice required by all members of **the Irish Pipe Band Association** when in contact with children. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned.

Good Practice

The Irish Pipe Band Association supports and requires the following good practice by members when in contact with children.

When working with children:

- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children equally, with respect and dignity.
- Put the welfare of each child first before winning or achieving performance goals.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child, it is provided openly, the child is informed of what is being done and their consent is obtained.

For taking and transporting children away from home:

If it is necessary to provide transport or take children away from home, the following good practice should be followed:

- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- When travelling long distances, or abroad, ensure where possible that a male and female accompany mixed groups of children. These adults should be familiar with and agree to abide by the IPBA's Child Protection Policy and Procedures.

Practices To Be Avoided within pipe band activities

- Avoid having 'favourites' - this could lead to resentment and jealousy by other children and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children away from others.
- Ensure that when children are taken away from home, adults avoid entering their rooms unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid taking children to your home, unless in groups.

Practice never to be sanctioned within pipe band activities

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact.
- Never form intimate emotional or physical relationships with children.
- Never allow or engage in touching a child in a sexually suggestive manner.
- Never allow children to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child for sleeping accommodation.
- Never invite or allow children to stay with you at your home.

Section 4 : Step by Step Guide to Individual Garda Vetting

Notes :

- The only persons in your band who need to be Garda Vetted are the piping, drumming, or drum major instructors. Garda vetting is NOT a personality check on a person's suitability to be an instructor of children: it is merely a check to see if the person has a criminal recording pertaining to child abuse. Garda Vetting is a LEGAL requirement for all instructors, coaches, or teachers of children.
- To vet someone unnecessarily is actually an offence under the law.
- The term 'validator' is used by the Garda vetting. In large organisations, there would be a need for a separate position or person but the recommendation for bands is to have the DLP as the 'validator'.
- If an applicant ticks the 'having lived abroad' box, then foreign addresses must be included.
- ID provided must match the applicant's name. (e.g. do. Not use maiden name, etc.)
- The DLP is asked to double check the date of birth and the applicant's e-mail address and ensure that the e-mail address is legible.
- If the applicant is from Northern Ireland, the postcode MUST be used.
- Eircodes are not yet compulsory but they are recommended .

1. Download the IPBA Garda Vetting Application Form.
2. BLOCK CAPITALS should be used when filling in the Vetting Application form.
3. Complete the form and send it to Brian MacMahon, 39 Pondfields, New Ross, County Wexford. Y34 A326
4. **Enclose copies of TWO forms of ID** – one of which should be a **Photo ID** and the other a **Proof of Current Address** . See below for further information.
5. All submissions for Vetting to the IPBA Vetting Officer must be submitted by a band's Designated Liaison Person (Child Protection Officer) rather than by the individual applying to be vetted.
6. The band's Designated Liaison Person must write the relevant day's date on each item. He/she must print his/her name on each of the items being submitted for identity purposes. The DLP must also initial or sign the documents.

7. The names, addresses and DOBs on the documents must be the same as on the Application Form (form NVB1).
8. Enclose a cheque for €10 payable to IPBA. (Please note that the €10 fee covers Carlow Volunteer Centre expenses and the Garda Vetting charge. The IPBA lodges the cheque and pays Carlow Volunteer Centre by quarterly invoice).
9. Carlow Volunteer Centre will create an e-vetting invitation using the data from this form and issue an invitation to your band instructor via an email link.
10. An electronic invitation via a secure email link will be issued to your band instructor and the instructor can then track his/her own application.
11. **The Link issued to your band instructor will remain active for 30 days only.** If he/she doesn't complete their online application in that time, they and you, the DLP, will need to start over again and go back to step 1. You will also be charged a second time.
12. On completion of the Garda Vetting , which should be within two weeks of receipt of the electronic application , The IPBA DLP will receive the Garda Vetting Certificate. A copy of the Vetting Certificate will then be e-mailed to the instructor.
13. If you have any queries regarding Garda Vetting , you can contact the Garda Vetting officer of the IPBA using the contact Brian Mac Mahon on ipba@icloud.com or 0868326316.
14. The national vetting bureau has advised that **any Northern Ireland addresses** must have the 7 digit postcode or the application will be returned to be completed again.

What happens if an IPBA member has a criminal record?

- The fact of having a criminal record does not preclude a person from becoming a pipe band instructor.
- All certificates are issued to the DLP of the IPBA and will state whether or not a person has a criminal record. It will also state the nature of the criminal offence.
- If the criminal record involves abuse of children or vulnerable adults, then that person cannot, under any circumstances, be involved in instructing children. The IPBA DLP will inform the band DLP of the nature of the offence.
- If a person has been found guilty of a serious crime (armed robbery, murder, assault occasioning harm, domestic violence, sexual violence), then the band DLP will be advised by the IPBA DLP of the nature of that offence.

- Road traffic and other less serious offences are not deemed to be of importance when considering suitability to teach children and will remain confidential.

Forms of ID acceptable :

- 1. Photo ID :** Passport, ID card with photo ; Driver's Licence, etc.
- 2. Verification of Current Address :** Identification should be produced for the purpose of the verification of current address and may include recent utility bill (gas, telephone and electricity), Bank / Building Society / Credit Union statement heading and birth certificate. All that is required is the Heading Part of your utility bill or statement i.e. the part that shows your address and name.

In the absence of this documentation, an applicant has the option of swearing an Affidavit / Affirmation before a Commissioner of Oaths to verify their identity. Please note there may be separate requirements by a Commissioner of Oaths in this regard.

Section 5: A Sample Band Child Safeguarding Statement

NAME Pipe Band Child Safeguarding Statement

The **NAME** Pipe Band has an active programme of recruiting juveniles to the organisation for the purpose of learning how to play pipes and drums.

The **NAME** has a juvenile section and is also welcoming of vulnerable adults. The band is fully committed to the welfare of all its members .

The **NAME** is an open and welcoming band to persons from all walks of life, from all nationalities, colours or creeds. It is non-political and non-sectarian .

Band membership currently stands at NUMBER which is a mixture of juveniles and adults.

Our band regularly takes part in the following types of activity :

- Practice sessions and rehearsals
- Street Parades
- Solo and Band Competitions
- Recitals
- Concerts
- Fund-raising activities
- Seminars and Training courses

Our band practices in the following premises:

Address 1

Address 2

Practice Structure

- Practices will sometimes involve drummers and pipers practicing separately and will sometimes consist of the full pipe band practicing together.
- All our tutors are Garda Vetted.
- Children in the band are dropped to practice by parents and collected when practice finishes.
- An adult is always designated to remain with children until a parent arrives.

We have carried out an assessment of any potential for harm to a child while a member of our band. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

Risk Identified	Procedures in place
To avoid any inappropriate contact between adults and juveniles by text messages, etc.	All contact with Under 18s from the band organisers and tutors is with parents only. The band does not hold or ask for mobile numbers from U18s.
To avoid any inappropriate between adults and children at practice or via social media.	<ul style="list-style-type: none"> • All tutors are Garda Vetted. • Practices are held in open spaces with clear glass windows. • Adults in the band are not permitted to befriend children on Facebook, Snapchat, etc.
Home Time	An adult will always remain with children until parents have arrived.
Honouring Children First Guidelines	A designated Liaison Person has been appointed in the band.
Ensuring children are respected at practice	<ul style="list-style-type: none"> • Only designated instructors and office holders in the band are allowed offer advice on playing technique, uniform, etc. • Practices are organised in a positive manner.
Children who might be unable to get to practice because of lack of transport	The situation is monitored closely, and alternative transport is offered.
Children who might be unable to afford band subscriptions, contributions, fares, etc.	This is closely monitored and where it occurs, all monetary charges are discreetly and privately waived for the said family.

Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice. As a member band of the Irish Pipe Band Association, our band strictly adheres to procedures as set out in the IPBA Child Safeguarding Policy Document. The following procedures are set out in the IPBA document:

- Procedure for the management of allegations of abuse or misconduct against adult members or the tutors of a child availing of our service
- Procedure for the safe selection of volunteers to work with children.
- Procedure for the reporting of child protection or welfare concerns to Tusla .
- Procedure for appointing a relevant person.
- Procedures for Garda Vetting of Pipe Band Instructors

Implementation

We recognise that implementation is an ongoing process. Our band is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while members of our band.

This Child Safeguarding Statement will be reviewed prior to the band AGM each year, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Child Protection Officer: Address and contact details

Section 6: A Sample Band Child Safeguarding Policy

NAME Pipe Band Child Safeguarding Policy

Responsibilities

1.1 NAME

- Insists that all members of the organisation who are considered be involved in instructing children and/or vulnerable adults are Garda Vetted.
- Promotes the health and welfare of children by providing opportunities for them to take part in the pipe band activities safely.
- Respects and promotes the rights, wishes and feelings of children.
- Promotes and implements appropriate procedures to safeguard the well-being of children and safeguards them from abuse.
- Requires members to abide by this Child Safeguarding Policy and these Procedures.
- Responds to any allegations of misconduct or abuse of children in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.

1.2 Principles

The welfare of children is everyone's responsibility, particularly when it comes to protecting them from abuse. Children have a lot to gain from participation in the pipe band world. It provides an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This Policy and these Procedures are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

1.3 Designated Liaison Person

NAME Designated Liaison Person

A Designated Liaison Person will be nominated by the band at its AGM each year. The Designated Liaison Person has the main responsibility for managing child protection issues within the band. The role and responsibilities of the Designated Liaison Person are detailed below.

The Designated Liaison Person will:

- Implement and promote the **BAND NAME** Child Protection Policy and Procedures.
- Act as the main contact within the **BAND NAME** for the protection of children.
- Act as the Garda Vetting Officer of the **BAND NAME** .
- Provide information and advice on the protection of children.
- Support and raise awareness of the protection of children.
- Communicate with members on issues of child protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Encourage good practice and support of procedures to protect children.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Regularly monitor and review the band's Child Safeguarding Policy and Procedures.
- Submit Garda Vetting forms for all our pipe band instructors to the IPBA Garda Vetting Officer.
- Take part in appropriate training when provided by the IPBA or Tusla.

1.4 Recommended Characteristics of the Designated Liaison Person:

The DLP should:

- Understand the issues affecting children and the sensitive way in which they must be managed.
- Be able to communicate the implications of protecting children to all members.
- Be able to communicate with children.
- Be supportive of the introduction of the Child Safeguarding Policy.

- Have an understanding and appreciation of the need to respect confidentiality.
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgement.
- Be willing to challenge members who do not comply with the Child Safeguarding Policy and Procedures.

1.5 Code of Conduct for the Safeguarding of Children

This code of conduct details the types of practice required by all members **NAME Pipe Band** when in contact with children. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned.

Good Practice

The BAND NAME supports and requires the following good practice by members when in contact with children.

When working with children:

- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children equally, with respect and dignity.
- Put the welfare of each child first before winning or achieving performance goals.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child, it is provided openly, the child is informed of what is being done and their consent is obtained.

For transporting children away from home:

If it is necessary to provide transport or take children away from home, the following good practice must be followed:

- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.

- Ensure, where possible, a male and female accompany mixed groups of children. These adults should be familiar with and agree to abide by the **NAME** Child Safeguarding Policy and Procedures.

Practice To Be Avoided

- Avoid having ‘favourites’ - this could lead to resentment and jealousy by other children and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children away from others.
- Ensure that when children are taken away from home, adults avoid entering their rooms unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid taking children to your home, unless in groups.

Practice never to be sanctioned

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact.
- Never form intimate emotional or physical relationships with children.
- Never allow or engage in touching a child in a sexually suggestive manner.
- Never allow children to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child for sleeping accommodation.
- Never invite or allow children to stay with you at your home.

Reporting

If members have concerns about an incident involving a child that seems untoward or unusual they must report their concerns as soon as possible to the Designated Liaison Person. Parents should also be informed of the incident as soon as possible unless it is not in the child's interests to tell them

Report, record and inform if the following occur:

- If you accidentally hurt a child.
- If a child seems distressed in any manner.

- If a child misunderstands or misinterprets something you have said or done.
- If a child needs to be restrained.

Children in Publications and on the Internet

Websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people. In some cases, however, displaying certain information about children could place them at risk. The following procedure must be followed to ensure that any information on the Internet does not place children at risk.

- Publications or information on an Internet site must never include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child. Any contact information must be directed to the band's contact details.
- Before publishing any information about a child, written consent must be obtained from the child's parent/guardian.

Responding to Disclosures

Information you receive about or from a child may fall into one of the following categories:

- 1 Suspicion or allegation of misconduct against a member of the band.
- 2 Suspicion or allegation of abuse against a member of the band.
- 3 Suspicion or allegation of inappropriate behaviour against someone who is not a member of the band.
- 4 Suspicion or allegation of abuse against someone who is not a member

If unclear about the nature of the information (and therefore which category the disclosure falls into) advice must be sought from the Designated Liaison Person or the Gardai or Social Work Department of the HSE.

It is not the responsibility of anyone from pipe band to decide whether or not a child has been abused. It is, however, everyone's responsibility to report concerns.

It is very important that band members understand what is meant by the term 'abuse'. The different types of abuse are:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse

- Negative Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; homophobic bullying; and harassment)

How to Listen to a Disclosure

It is important to listen carefully to the information a child discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable.
- Always avoid projecting your own reactions onto the child or vulnerable adult.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children.
- Reassure the child or vulnerable adult.

Actions to Avoid

When receiving a disclosure:

- Avoid panic.
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid making negative comments about the person against whom the allegation has been made.
- Avoid approaching the individual against whom the allegation has been made.

- Avoid making promises or agreeing to keep secrets.
- Avoid giving a guarantee of confidentiality.

Responding to a Suspicion or Allegation of Abuse against a Member of the band

The feelings caused by the discovery of potential abuse by a band member will raise different issues, e.g. disbelief that a member would act in this way. It is not the responsibility of a member to take responsibility or to decide whether or not a child has been abused. However, as with allegations against non-members, it is the responsibility of the individual to act on any concerns.

Any information that raises concern about the behaviour of a band member towards a child must be passed on as soon as possible that day, in accordance with these procedures. No member in receipt of such information shall keep that information to himself/ herself or attempt to deal with the matter on their own.

These Procedures aim to ensure that all suspicions and/or allegations of abuse against a member are taken seriously and are dealt with in a timely and appropriate manner.

On receiving information about a member that leads to a suspicion or allegation of abuse:

- Listen to the child as detailed in the section on 'How to Listen to Disclosures'.
- Pass your concerns to the Designated Liaison Person on the day or if not available, the Social Work Department of the HSE or the Gardai in the area where the abuse is alleged to have occurred .
- Act on any advice given.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult's own words.
- Sign and date the record including what you have seen, heard or been told, that day.
- Pass the record to the Designated Liaison Person or the Social Work Department or Gardai.

Important Note: Where the concern is about the Designated Liaison Person it must be reported to the **Chairman** of the band.

Actions for the Designated Liaison Person when serious concerns are Reported

1. It is the Designated Liaison Person's responsibility to pass on any information regarding child abuse (physical/emotional/sexual) to the appropriate authorities for investigation. (HSE/Gardai)

2. It is not the role of the DLP to investigate an incident/alleged incident of child abuse.
3. It is the duty of the DLP to inform the band committee of any allegation or incidence of abuse at the earliest opportunity.

Disciplinary Procedure

1. Where a member of the **NAME** has been accused of child abuse, the member shall be suspended from all **NAME** activities pending the outcome of an investigation. Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out.
2. Where an allegation of child abuse is upheld against a member of the **NAME**, that member shall be expelled from the band.

Responding to a Suspicion or Allegation of Abuse against Someone who is Not a Member of the band.

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are not very common. If a child says or indicates that he/she is being abused or information is obtained which gives concern that a child is being abused, you must react as soon as possible that day in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the Designated Liaison Person must firstly be consulted for advice on the appropriate course of action. If the Designated Liaison Person is unavailable, external agencies such as the Gardai and Social Work Department must be consulted for advice. This is important because they have an overview of child protection issues, and they may well have other information that together causes concern.

On receiving information about a non-member that leads to a suspicion or allegation of abuse

- Pass your concerns to the Social Work Department or the Gardai in the area where the abuse is alleged to have occurred immediately). Act on any advice given. At the earliest opportunity tell the Designated Liaison Person about the action taken.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult's own words. The information must, where known, include the following:
 - Name of child/vulnerable adult.
 - Age, date of birth of child/vulnerable adult.
 - Home address and telephone number of the child/vulnerable adult.
 - The nature of the allegation in the child/vulnerable adult's own words.
 - Any times, dates or other relevant information.

- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child/vulnerable adult's account, if it can be given, of what has happened and how any injuries occurred.
- The nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/vulnerable adult).
- Details of any witnesses to the incident.
- Whether the child/vulnerable adult's parents/guardians/carers have been contacted.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult has been spoken to, if so what was said.
- Record, sign and date on the day what you have seen, heard or been told.
- Pass the record to A HSE Social Worker or the Gardai.

Remember: Listen; Respond; Report and Record

Section 7: Tusla Advice and Online Training

On 1st January 2014 the Child and Family Agency became an independent legal entity, comprising HSE Children and Family Services, the Family Support Agency and the National Educational Welfare Board as well as incorporating some psychological services and a range of services responding to domestic, sexual and gender-based violence.

The Tusla website is an excellent resource for information regarding Child Safeguarding .

Here is a link to an online training module by Tusla for DLPs . No certification is provided, so it's advised to screenshot the completion page as proof of having completed the course.

<https://www.tusla.ie/children-first/organisations/appointing-a-designated-liaison-person/>

Here is another link which provides you with an overview of the Children First Policy Document :

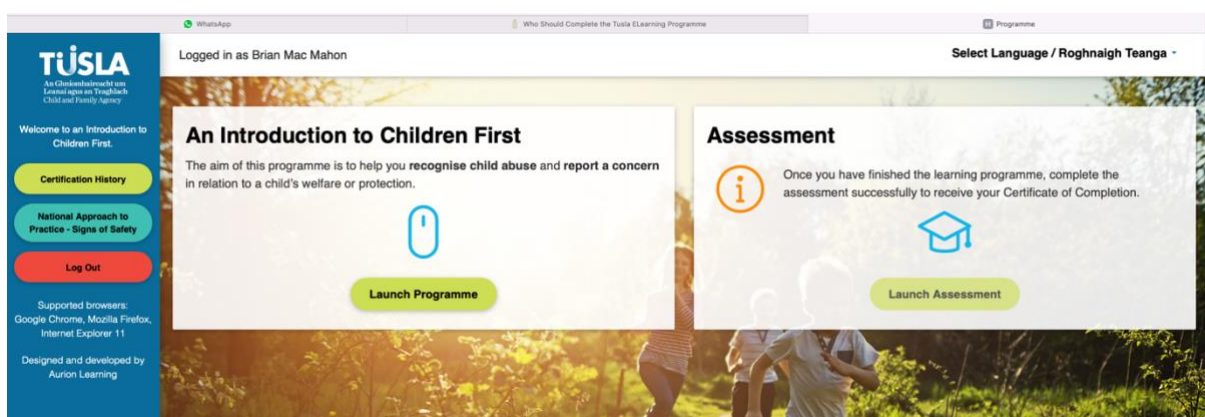
<https://www.tusla.ie/children-first/children-first-e-learning-programme/>

This link deals with the appointing of a DLP .

<https://www.tusla.ie/children-first/organisations/appointing-a-designated-liaison-person/>

On some sites you are asked to **register**. However, registration is free.

You will be presented with screens like the following:



The screenshot shows a web browser window displaying the Tusla online training interface. The browser's address bar shows the URL: <https://www.tusla.ie/children-first/children-first-e-learning-programme/>. The page is titled "An Introduction to Children First" and is designed for a user named Brian Mac Mahon, who is logged in. The interface features a blue sidebar on the left with the Tusla logo and navigation options: "Certification History", "National Approach to Practice - Signs of Safety", and "Log Out". The main content area is split into two columns. The left column, titled "An Introduction to Children First", describes the program's aim: "The aim of this programme is to help you recognise child abuse and report a concern in relation to a child's welfare or protection." Below this text is a large blue icon of a computer mouse and a green "Launch Programme" button. The right column, titled "Assessment", states: "Once you have finished the learning programme, complete the assessment successfully to receive your Certificate of Completion." Below this text is a large blue icon of a graduation cap and a green "Launch Assessment" button. The background of the main content area is a blurred image of children playing in a park. The browser's top bar shows "Logged in as Brian Mac Mahon" and "Select Language / Roghnaigh Teanga".

Log In

Please log in with your email address and password below. You must have an individual email address to access this programme.



Email Address



Password

[Forgot your password?](#)



Create Account



Log In

Brian Mac Mahon

Designated Liaison Person for the Irish Pipe Band Association

ipba@icloud.com

0868326316

39 Pondfields, New Ross, County Wexford, Y34 A326

<https://www.tusla.ie/children-first/organisations/appointing-a-designated-liaison-person/>

Doesn't seem to work on Safari

Used Firefox.

