

# Standard Form For Reporting Child Protection and/or Welfare Concerns

## Republic Of Ireland

**To Duty Social Work Service**

*In case of Emergency or outside Health Board hours, contact should be made with An Garda Siochana.*

<b>1. Details of Child</b>			
Name: .....		Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Address: .....		Age/DOB: .....	
.....		School: .....	
.....			
<b>1a. Details of Parents</b>			
Name of Mother: .....		Name of Father: .....	
Address of Mother if different to Child: .....		Address of Father if different to Child: .....	
.....		.....	
.....		.....	
Telephone Number: .....		Telephone Number: .....	
<b>1b. Care and Custody arrangements regarding child, if known</b>			
.....			
.....			
<b>1c. Household Composition (Note: A separate form must be completed in respect of each child being reported).</b>			
Name	Relationship to Child	Date of Birth	Additional Information e.g. School/Occupation
<b>2. Details of concern(s), allegations(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known. (Use additional sheet if necessary).</b>			
.....			
.....			
.....			
.....			
<b>3. Details of person(s) allegedly causing concern in relation to the child:</b>			
Name: .....		Age: .....	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Address: .....			
.....			
Relationship to Child: .....			
Occupation: .....			

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

Social Workers: ..... School: .....  
 .....  
 .....  
 Public Health Nurse: ..... Gardai: .....  
 .....  
 .....  
 GP: ..... Pre-School/Crèche/Youth Club: .....  
 .....  
 .....  
 Hospital: ..... Other, Specify e.g. Youth Groups, After School Clubs:  
 .....  
 .....

**5. Are Parents/Legal Guardians aware of this referral to the Social Work Department? Yes  No**

If yes, what is their attitude?: .....  
 .....

**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: ..... Occupation: .....  
 Address: .....  
 ..... Telephone Number: .....  
 .....  
 Signed: ..... Date: .....

**Guidance Notes:**

Health Boards have a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. Health Boards therefore have an obligation to receive information about any child who is not receiving adequate care and/or protection. This report form is for use by:

- Health Board Personnel
- Professionals and individuals in the provision of child care services in the community who have service contracts with the health boards.
- 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 Board 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. Health Boards aim to work in partnership with parents. If you are making this report in confidence you should note that the Health Board 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 concern, please telephone the duty social worker and discuss your concerns with him/her.