



Royal Dublin Society
Child Safeguarding Policy
2026

Policy Review: July 2028

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1. Guiding Principles

Policy Statement

The mission of the Royal Dublin Society (RDS) is a registered charity established with the mission to see Ireland thrive culturally and economically. Funded by its commercial operations and external supporters, the RDS fulfils its mission through agriculture, the arts, enterprise, equestrianism, science & technology and a Library. Throughout the year many children participate in or visit projects or events organised by the RDS. While recognising that the primary responsibility for children rests with parents, guardians or supervising adults (e.g. teachers), the RDS is committed to safeguarding children and young people who participate in or visit projects and events organised by the Society. The Trustees of Council and RDS staff seek to create a safe environment for these children and young people, as their welfare and safety is very important to us. In addition to this Policy, the Society has a Child Safeguarding Statement (see Appendix 1) and a Code of Behaviour (Conduct) for Interacting with Children/Young People (see Appendix 2).

Who is the Policy for?

The Policy is for all RDS staff including temporary staff, students on work placements and individuals on schemes within the Society – for the purposes of this Policy these groups of individuals are referred to as ‘RDS staff’. The Policy is also for Trustees of Council, RDS Voluntary Officers, RDS Volunteers and RDS Board Members – for the purposes of this Policy these groups of individuals are referred to as ‘other named parties’. All those aforementioned are obliged to be familiar with this Child Safeguarding Policy, a copy of which is available on the RDS website.

Aim and Purpose of the Policy

The Policy states that ‘RDS staff’ and ‘other named parties’ have a duty to report concerns over safety and welfare of children. Any suspicions or allegations of abuse will be taken seriously and responded to swiftly and appropriately. It sets guidelines and procedures to follow if there are reasonable grounds for concern about the safety and welfare of children that they may come into contact with. The Policy also sets clear guidelines and procedures on actions to be taken if allegations of abuse are made against ‘RDS staff’ or ‘other named parties’.

The Society believes that:

1. the best interests of the child are paramount;
2. the safety and welfare of children is everyone's responsibility and children will lead safer lives when everyone is attentive to their wellbeing;
3. all children have a right to be protected from harm, treated with respect, listened to and have their own views taken into consideration in all decisions affecting them;
4. no child or young person should be disadvantaged or treated differently because of gender, social or ethnic background, family status, sexual orientation, religion or disability;
5. our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and are in line with 'Children First: National Guidance for the Protection and Welfare of Children (2017)';
6. 'RDS staff' and 'other named parties' are expected to conduct themselves at all times in a way which reflects the principles of the Society and of its Child Safeguarding Policy;
7. 'RDS staff' and 'other named parties' are required to report any concerns about inappropriate treatment of a child to the Designated Liaison Person (DLP) or Deputy DLP.

Who are the RDS Designated Liaison Person (DLP) and Deputy DLP?

The DLP who is responsible for dealing with child protection and welfare concerns for the Society including liaising with relevant statutory agencies (e.g. Tusla – child and family agency) is:

DLP Sandra O'Neill: mobile 087 4073421, email: safeguarding@rds.ie

Deputy DLP Ciara Byrne: mobile 087 913 5092
(The Deputy DLP will be delegated responsibility in the absence of the DLP and is also the person to contact if you are unable to get in touch with the DLP).

The DLP is responsible for ensuring that the standard reporting procedures as detailed in this Policy are followed and that systems are in place for recording and retaining all relevant documentation in relation to child protection issues.

Under this Policy, who is considered to be a Child or Young Person?

For the purposes of this Policy, a child or young person is defined as a person under the age of 18 years, who is not, or has not been married (The Child Care Act, 1991).

What Legislation is covered in this Policy?

There are several key pieces of legislation that relate to child welfare and protection. These can be found in Appendix 4.

Policy Review

The Policy will be reviewed by the DLP every two years or more frequently, if required.

2. Definitions of Abuse

‘Children First: National Guidance for the Protection and Welfare of Children (2017)’ defines four categories of child abuse: (a) neglect, (b) emotional abuse, (c) physical abuse and (d) sexual abuse. A child/young person may be subjected to one or more forms of abuse at any given time.

a) Neglect

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. 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 over a period of time 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. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child’s health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child’s life as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence, and parental mental

illness and disability. The following are features of child neglect (this list is by no means exhaustive):

- Children being left alone without adequate care and supervision;
- Malnourishment, lacking food, unsuitable food or erratic feeding;
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation;
- Lack of adequate clothing;
- Inattention to basic hygiene.

b) 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/caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet the children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen. Emotional abuse may be seen in some of the following ways (this list is by no mean exhaustive):

- Persistent criticism, sarcasm, hostility or blaming of the child;
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions;
- Seriously inappropriate expectations of a child relative to his/her age and stage of development;
- Under or over extreme protectiveness of the child;
- Use of unreasonable or over-harsh disciplinary measures;
- Emotional unavailability of the child's parent/carer.

A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, 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. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

c) 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. A reasonable concern exists where the child's health and/or development is, may be or has been damaged as result of suspected physical abuse. Physical abuse can include the following (this list is by no means exhaustive):

- Beating, slapping, hitting or kicking;
- Pinching, biting, choking or hair-pulling;
- Use of excessive force in handling;
- Deliberate poisoning;
- Fabricated/induced illness;
- Female genital mutilation.

d) 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. Examples of child sexual abuse include the following (this list is by no means exhaustive):

- 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;
- 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. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;
- Inviting, coercing or inducing a child to participate in or to observe, any sexual, indecent or obscene act;
- Exposing a child to inappropriate or abusive material through information and communication technology.

In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual

relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse.

The signs and symptoms of abuse may not always be visible to people working with children. There are many reasons why someone may be concerned about the welfare or protection of a child or young person and it can often be difficult to identify abuse. Signs and symptoms should be examined in the context of the child's situation and family circumstances. For further details on the signs and symptoms of child abuse, please refer to the 'Children First: National Guidance for the Protection and Welfare of Children (2017)' or visit www.tusla.ie.

What constitutes reasonable grounds for a Child Protection or Welfare Concern?

'Children First: National Guidance for the Protection and Welfare of Children (2017)' lists the following as reasonable grounds for concern:

- Evidence, for example an injury or behaviour that is consistent both 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.

Dealing with a Disclosure by a Child

If a child hints towards, or tells you that they are being abused, it must be handled very sensitively in the following way:

- Stay calm and listen – give the child time to say what they want;
- Be mindful that disclosures can be very difficult;
- Conceal any signs of anger, disgust or disbelief;
- Don't ask leading questions or details, or make suggestions;
- Don't stop the child recalling significant events, but don't make them repeat the story unnecessarily;
- Accept what is being said – false disclosures are very rare;
- Think before you promise anything – do not make promises you cannot keep;
- Reassure the child but don't promise to keep it secret;
- Explain that you will be sharing this information only with people who understand this area and can help;
- Reassure the child/young person that they have taken the right action in talking to you;

- Explain the steps that need to be taken next to the child;
- Inform the DLP immediately and agree measures to protect the child, e.g. report the matter directly to Tusla;
- Together with the DLP, record in writing in a factual manner what the child said (exact words if possible);
- Maintain appropriate confidentiality.

It is important that the child knows that their parents/guardians will have to be informed unless to do so would place them at further risk and that you will be discussing the concern with Tusla.

Retrospective Disclosures by an Adult

If an adult discloses abuse that took place during their childhood, it is essential to establish whether there is any current risk to any child who may be in contact with the alleged abuser revealed in such a disclosure. The concern should be recorded and if any current risk is deemed to exist it should be reported to Tusla without delay (see Appendix 6).

3. Responding to and Reporting Child Protection or Welfare Concerns

The RDS is committed to having appropriate procedures in place to ensure that everyone will be able to make informed decisions and confident responses to specific child protection issues. 'RDS staff' and 'other named parties' in the Policy must be alert to the possibility of child abuse and of their obligation to report any concerns they may have for the protection or welfare of a child/young person to the DLP.

Should you suspect a child is at risk of harm and if the following occurs you must act quickly:

- A child has made a disclosure to you, or
- A complaint is received by you from a member of the public relating to child protection issues at an RDS organised event, or
- You have a concern about the behaviour of an RDS colleague or "other named party", or
- A direct allegation has been made against you.

Concerns about a colleague's behaviour may relate to:

- Breaches of the Society's Code of Behaviour;
- Conduct which may breach professional standards or codes of ethics;
- Suspected or witnessed abuse.

Procedure for Reporting Suspected or Alleged Child Abuse to the DLP/Deputy DLP

- Any child welfare suspicion or concern should be reported to the DLP/Deputy without delay;
- Where the concern relates to the DLP, reports should be made to the Deputy DLP;
- The DLP will consider if there are reasonable grounds for reporting the concern to Tusla;
- If the DLP is unsure of whether a report should be made, they will consult with the Duty Social Worker in Tusla;
- Where reasonable grounds for concern exist, the DLP will send a report directly to Tusla;
- Under no circumstances should a child be left in a situation that exposes them to harm or to risk of harm. Where the child may be in immediate danger and contact cannot be made with Tusla, An Garda Síochána will be contacted by the DLP;
- A Child Protection and Welfare Report Form (Appendix 6) should be used when reporting child welfare and protection concerns to Tusla;
- If a concern is urgent and you believe that there is imminent risk to a child, a report can be made by telephone, the Child Protection and Welfare Report Form (Appendix 6) should be completed and forwarded subsequently to Tusla;
- The person who reported the concern will be provided with feedback as appropriate;
- Records will be kept by the Society of all concerns or allegations of child abuse as well as any action/inaction taken in response to these concerns, any confidential records will be held in a secure place;
- If a concern arises out of hours or in an emergency situation and the Duty Social Worker cannot be reached, contact should be made with An Garda Síochána at any Garda station;
- Parents should always be consulted and informed that a report is being made unless doing so will increase risk to the child or create acuity of risk to life.

If the DLP decides not to report a concern to Tusla, the following steps will be taken:

- The reasons for not reporting will be recorded;
- If any actions are taken as a result of the concern, these will be recorded;
- The person who raised the concern will be given a clear written explanation from the DLP detailing the reasons as to why the concern is not being reported to Tusla;

- The person will be advised that if they remain concerned, they are still entitled to make a report to Tusla or in an emergency, contact An Garda Síochána;
- The person who raised the concern will also be reassured that if they do choose to report the matter independently, they are covered by the 'Protections for Persons Reporting Child Abuse Act (1998)'.

Note: If a concern arises and the DLP/Deputy DLP are unavailable (and the concern cannot wait for them to become available), then you should contact the local Social worker at Tusla directly (see appendix 5 for contact details). In an emergency, where none of the above are contactable and you are unable to locate a senior person on site at the time of the incident, you should call the local Gardaí.

Anonymous Reporting

All information provided will be dealt with in a professional manner and 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. Should 'RDS staff' or any 'other named party' in this Policy receive an anonymous report concerning a child protection and /or welfare concern, the RDS's reporting procedure should be followed. DLPs and Mandated persons cannot report anonymously, as to do so does not discharge the Statutory obligations for a mandated person under the 'Children First Act (2015)'.

Malicious Reports

Malicious false reporting is not a common occurrence but creates a significant impact on the innocent person. The 'Protections for Persons Reporting Child Abuse Act (1998)' includes the creation of an offence of false reporting of child abuse, where a person makes a report of child abuse to the appropriate authorities 'knowing that statement to be false'. If any 'RDS staff' are concerned that a report is malicious, this should be immediately discussed with their Manager. 'other named parties' in this Policy should contact the DLP.

Legal Protection

The 'Protections for Persons Reporting Child Abuse Act (1998)' makes provision for the protection from civil liability of persons who have communicated child abuse 'reasonably and in good faith' to designated officers of Tusla or to any member of An Garda Síochána. This protection applies to organisations as well as to individuals. This means that even if a communicated suspicion of child abuse proves unfounded, a

plaintiff who takes an action would have to prove that the person who communicated the concern had not acted reasonably and in good faith in making the report.

4 Handling Allegations of Abuse made against 'RDS staff' and 'other named parties'

Procedure if an allegation is made against 'RDS staff' or 'other named parties'

The Society will ensure that everyone involved in an allegation of abuse is dealt with appropriately and in accordance with the organisation's guiding principles and child safeguarding procedures, the rules of natural justice and for 'RDS staff', any relevant employment law. The safety and rights of the child are the first and paramount consideration and the RDS will take any necessary protective measures to ensure that no child is exposed to unnecessary risk.

There are four separate procedures:

- 1 The reporting procedure to Tusla in respect of the child and the alleged abuser ('RDS staff' or 'other named parties');
- 2 The internal procedure for dealing with 'RDS staff';
- 3 The internal procedure for dealing with 'other named parties';
- 4 Possible criminal investigation by the Gardaí.

1. Reporting allegations of abuse made against 'RDS staff' and 'other named parties' to Tusla

Following any internal procedures or if the allegation is of an immediate concern, the below steps should be followed:

- The agreed reporting procedure should always be followed by the DLP to Tusla;
- Management must be alerted to the allegation by the DLP;
- Parents/guardians should be informed of any action planned while having regard to the confidentiality rights of others, such as the person against whom the allegation has been made.

2. Internal procedures for dealing with abuse allegations against 'RDS staff'

- In making an immediate decision about the staff members presence in the Society, the RDS will as a matter of urgency take any measures necessary to protect the child. These will be proportionate to the level of risk to the child, 'protective measures' do not presume guilt;
- The RDS will inform the individual that an allegation has been made and the nature of it;

- The matter will be thoroughly investigated and internal disciplinary procedures will be duly followed. If a formal report is being made to Tusla, all recorded information gathered during the internal process will be shared;
- The requirements of fair procedure and natural justice mean that Tusla usually will not share the detail of any assessment regarding allegations of abuse against an employee until they have had an opportunity to fully respond to the allegation and any findings and decisions of Tusla;
- The RDS will ensure that any disciplinary actions taken by the Society do not frustrate or undermine any investigations or assessments undertaken by Tusla or An Garda Síochána. The Society will liaise closely with the investigating bodies to ensure this.

3. Internal procedures for dealing with abuse allegations against ‘other named parties’

- In making an immediate decision about the individuals’ presence in the Society, the RDS will as a matter of urgency take any measures necessary to protect the child. These will be proportionate to the level of risk to the child, ‘protective measures’ do not presume guilt;
- The RDS will inform the individual that an allegation has been made against them and the nature of it. The RDS may need to carry out an investigation for certain third parties such as an RDS Voluntary Officer and will follow the appropriate internal procedure. If a formal report is being made to Tusla, all recorded information gathered during the internal process will be shared;
- Any subsequent sanctions or restrictions will be advised to the relevant parties. For an RDS Voluntary Officer, it could be termination of their Society membership and exclusion from the premises. For a Volunteer, it could be exclusion from the premises.

5 Working Safely with Children/Young People

Procedures for the Safe Recruitment and Selection of ‘RDS staff’

The RDS is committed to the highest standard in the recruitment and selection of its staff. It has effective recruitment and selection procedures in place to ensure that suitable individuals are recruited. This is implemented through its Recruitment and Selection Policy. All ‘RDS staff’ are required to consent to reference checking and Garda vetting.

Procedures for Access to Child Safeguarding Training

To ensure awareness and understanding of best practice in Child Protection and Welfare, the RDS has implemented Child Safeguarding Training for all 'RDS staff'. This training is consistent with 'Children First; National Guidance for the Protection and Welfare of Children (2017)' and 'Children's First (2015)' legislation. In addition, new staff inductions include an information session on child protection, as well as a run through of the Code of Behaviour for interacting with children and young people.

Record-keeping and Confidentiality

The RDS will strive to ensure that it will maintain a secure and confidential up-to-date record-keeping system that will support the recording of pertinent information in a manner that is accessible and sensible. Records will only be shared on a need to know basis in the best interests of the child. Records will only be used for the purpose for which they are intended. Records including accident and incident reports, consent forms and any complaints or grievances will be retained in line with the RDS Records Retention Policy and Data Protection legislation.

RDS Health and Safety Responsibilities

The RDS will ensure that:

- Any buildings and facilities being used for RDS run events are safe and meet required standards;
- There is sufficient heating and ventilation;
- Food preparation areas, where they exist, are sanitary and meet food safety requirements;
- Toilets and washing facilities are to standard;
- Fire precautions are in place;
- First aid facilities and equipment are adequate;
- Equipment is checked regularly.

Use of Photography, Video and/or Social/Digital Media, Personal Information

There are inherent risks in posting personal information about children. It can lead to being able to identify the child and their location or it is possible that images may be subject to inappropriate use. The RDS has a Policy and strict rules on the use of personal information, photography, video and/or social/digital media and written consent of the parents must be obtained in advance using an appropriate consent form (see Appendix 3).

1. Taking and using images (photography/film) of children:

- The RDS will use images in ways that protect the identity of and avoid the exploitation of children. We will ensure that images of children are not misappropriated or manipulated inappropriately and ensure that children's rights to privacy and dignity are respected;
- Recorded images should only be made, kept and used where there is a valid reason or legitimate interest associated with the activity involved;
- Film/photography may only be undertaken by official persons, either 'RDS staff' specifically tasked with the role, or a professional photographer engaged by the RDS. In the case of specified staff taking images, an RDS camera must be used; personal cameras or camera functions on phones are not permissible;
- Any person filming or taking photographs at RDS events must be Garda vetted and have completed a relevant approved basic awareness training course.

2. Prior to taking images, official photographers should:

- Identify themselves and state their role as official photographer to children and their parents/guardians. Professional ID should be carried;
- Prior to the commencement of an event it is essential that written consent is received from every child's parent/ guardian before any photography or filming takes place. This should be obtained using an appropriate consent form (see Appendix 3).

3. When posting photographs or videos the following guidelines should be considered:

- Children's names or additional detailed information about them should not accompany any image or video. Before up-loading any images or videos of children, written consent should be received from each parent/guardian;
- If a child is under a court order or is in the care of the Child & Family Agency/HSE, their image must not be placed in the public domain;
- Ensure that children are appropriately dressed and only allow images to be taken at the event. Photographing/filming should not take place in changing rooms or toilets;
- Camera phones should never be allowed into children's changing rooms or toilets. If an individual who is engaged in filming/photography presents

a serious concern or an immediate danger, please report the issue to your local Garda Station.

If parents/guardians, professional photographers or other spectators are intending to photograph or video at an event they should also be made aware of the Policy. Specific details concerning the Policy in relation to photography and filming should, wherever possible, be published prominently and must be announced over the public-address system, prior to the start of an event. The Society should never allow unsupervised access to children, one to one photo sessions or photo sessions outside the event.

July 2026

Royal Dublin Society

Child Safeguarding Statement 2026

The mission of the Royal Dublin Society (Society or RDS) is to see Ireland thrive culturally and economically. Funded by its commercial operations and external supporters, the RDS fulfils its mission through agriculture, the arts, enterprise, equestrianism, science & technology and a Library. Throughout the year, a large number of children participate in or visit projects or events organised by the RDS. While recognising that the primary responsibility for children rests with parents, guardians or supervising adults (e.g. teachers).

The RDS is committed to safeguarding children and by working under the guidance of our Safeguarding Policies our staff and volunteers, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within sport. The Society's direct contact with children and young people occurs through our Foundation programme.

- Where children attend events, workshops or activities hosted by the RDS or attended by representatives of the RDS
- Where children are in direct or indirect communication with representatives of the RDS
- Where children's stories and images are used by the RDS
- Where children's data is used - The Society's work with children includes processing their data, sharing their stories, images and content and contact to promote the Society's Foundation Programmes.

Risk Assessment

The following procedures are in place as part of the RDS Safeguarding Code in addition to our Risk Assessment outlined above:

Child/young person safeguarding risk management processes involve:

- Mitigating the risk (i.e. developing strategies to minimise or address the risk, reducing the likelihood of harm and abuse from occurring).
- Clearly assigning responsibilities in the mitigation strategy.

- Regularly reviewing risks and mitigation strategies, especially when conditions/contexts change.
- Procedures for the management of allegations of abuse or misconduct by RDS staff, RDS voluntary officers and RDS volunteers against a child participating in projects and events organised by the RDS.
- Procedures for the safe recruitment of RDS staff to work with children participating in projects and events organised by the RDS.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for the reporting of child protection or welfare concerns to the Statutory Authorities.
- Appointing RDS Children's Officers who are the point of contact in respect of Safeguarding for the relevant body and for this statement.
- We comply fully with all statutory Data Protection responsibilities. They are outlined in the RDS Privacy Policy and procedures.

Risk Identified	Procedure in place to manage risk identified
Recruitment	The Society's recruitment and selection process seeks to ensure that all reasonable steps are taken to actively safeguard the welfare and protection of children who have contact with the Society.
Lack of awareness of the Child Protection Policy and Procedures.	The Society's Human Resources Department assesses the training needs of staff and volunteers including those relating to safeguarding. Training is provided where a need has been identified.
Delay in making referrals to Tusla	All staff and regular volunteers are trained and supported to ensure they can act promptly and not delay in contacting the Mandated Person or Tusla when they deem a referral may be required.

Receipt of complaint of alleged child abuse where a parent, guardian or teacher is the alleged perpetrator.	All staff and volunteers know the procedures to make a referral to the Designated Liaison Person or directly to Tusla. Internal disciplinary processes are in place where the issue concerns an employee.
Child makes a disclosure to a member of staff	All staff and volunteers know the procedures to make a referral to the Designated Liaison Person or directly to Tusla.
A suspicion of child abuse is determined by a member of staff.	All staff and volunteers know the procedures to make a referral to the Designated Liaison Person or directly to Tusla.
Unauthorised photography & recording activities	The RDS complies fully with all statutory Data Protection responsibilities. They are outlined in the RDS Privacy Policy and procedures.
No communication of Child Safeguarding Statement of Code of Behaviour to visitors.	The Child Safeguarding Statement is displayed at all Foundation events run for children. The RDS Code of Behaviour is distributed
Missing or found child on site.	All staff and volunteers are provided with the missing or found child policy.

Procedures

The Society's 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). In addition to our Risk Assessment document described above, there are further procedures that support our intention to safeguard children while they attend and take part in the Society's events.

The RDS has the following procedures in place as part of our Safeguarding Policies:

- Procedures for the management of allegations of abuse or misconduct by staff or volunteers against a child availing of our activities.
- Procedures for the safe recruitment of staff and volunteers to work with children in our activities.
- Procedures for access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for reporting of child protection or welfare concerns to Statutory Authorities.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person

RDS Designated Liaison Persons

Sandra O' Neill, DLP; Mobile: 087 4073421

Ciara Byrne, Deputy DLP; Mobile: 087 913 5092

E: safeguarding@rds.ie

Implementation

The RDS recognises that implementation is an ongoing process. We are committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while participating in our projects and events.

Please note the following:

- That all volunteers and staff have been furnished with a copy of this statement.
- This statement is available to parents/guardians, the Agency & members of the public on request.
- This statement will be displayed in a prominent place at the event.

The RDS Child Safeguarding Policy is available on request or at the following webpage for download on www.rds.ie.

You can also email safeguarding@rds.ie if you would like any information sent to you.

This Child Safeguarding Statement will be reviewed in July 2028.

Our Child Safeguarding Statement has been prepared in accordance with the legislative requirements contained in the Children First Act 2015 as required by our organisation.

This Child Safeguarding Statement will be reviewed every 2 years.

Sandra O'Neill

Designated Liaison Person

Date: July 2026

APPENDIX 2



Safeguarding Children

Code of Behaviour (Conduct) for Interacting with Children/Young People

The purpose of a code of behaviour is to establish acceptable boundaries of behaviour and to clarify how to communicate/interact with children and young people in a way which respects their right to be listened to, valued, respected as individuals and treated fairly. While recognising that the primary responsibility for children rests with parents, guardians or supervising adults (e.g. teachers), the RDS is committed to safeguarding children and young people who participate in or visit projects and events organised by the Society. This Code of Behaviour is for all RDS staff, temporary staff, students on work placements and individuals on Schemes within the Society. It is also for Trustees of Council, RDS Voluntary Officers, RDS Volunteers and RDS Board Members. Breaches of the code of behaviour will be treated seriously. This code of behaviour will be displayed on the RDS website.

For the protection of all concerned, when interacting with children/young people, please be mindful of the following guidelines (this list is by no means exhaustive):

- prioritise the safety and wellbeing of the child at all times;
- always act within professional boundaries - ensure all verbal/physical contact with children is essential to the programme/project/activity you are working on. Anyone acting on behalf of the Society should always use RDS owned equipment when interacting with children, the use of personal phones, personal cameras or any personal technical device is not permitted;
- do not take or use photographs of children without prior written consent from a parent/guardian;
- never lose sight of the fact that you are with children - behave appropriately and use appropriate language at all times;
- do not be under the influence of alcohol, drugs or other illegal substances when children are present. Anyone acting on behalf of the RDS who appears under such influence will be requested to leave the premises and informed that there is a question over their fitness to work/represent the RDS. Breaches of this kind will be treated seriously;
- do not verbally interact with a child in an aggressive manner, avoid shouting or using a harsh tone of voice;
- while physical contact is a valid way of comforting, reassuring and showing concern for children, it should only take place when it is acceptable to all persons concerned (generally, the consent of the child should be sought in relation to physical contact). It should only be in response to the needs of the child and should be appropriate to the age and the level of development of the child. There may be times in an emergency or a dangerous situation where there is unavoidable physical contact e.g. to prevent physical injury of the child/other children/visitors or staff/yourself or to prevent damage to valuable property;
- no child should ever be physically punished. The RDS will not tolerate the physical chastisement of children by a parent or accompanying adult;
- do not single out a particular child for unfair criticism, favouritism or ridicule;
- treat children and young persons with dignity, sensitivity and respect;
- remember they are children first, and contributors or participants second.

If you are acting on behalf of the RDS, it is recommended that you:

- do not travel alone with children or young people (two adults, one of which must be female should accompany a child). If a child is lost or left unattended, you should approach the child, explain calmly to them who you are. The child should be accompanied

by the two adults to the designated lost children's area or to An Garda Síochána if they are on the premises. If there is no designated lost children's area or An Garda Síochána, the child should be accompanied to the organisers office or customer service area. Contact with the parent/supervising adult/designated liaison person should be attempted if the child knows the telephone number;

- do not attend to any intimate care of children, such as toileting. This is the responsibility of the accompanying parent, caregiver or supervisor (e.g. teacher);
- do not spend time with a child on his/her own. If you find yourself in a situation where you are alone with a child, ensure that you can be clearly observed or seen by others.

Ultimately, if you have any concerns about the welfare of a child or feel someone is behaving inappropriately around children, you have a duty to report your concern to the RDS Designated Liaison Person (DLP) – Sandra O'Neill. Contact at safeguarding@rds.ie or on 087 4073421. Deputy DLP – Ciara Byrne on 087 9135092. All reported concerns will be treated in confidence. (If you have any questions in relation to this Code, please raise this immediately with the DLP prior to signing the below).

CONFIRMATION

I confirm I have read the RDS Code of Behaviour and agree to observe these guidelines when interacting with children and young persons at RDS run events.

Name: _____

Role: _____

Signature: _____

Date: _____

APPENDIX 3



RDS Image Consent Form

It is the Royal Dublin Society's (RDS) policy that where we may use an image (photography or videography) for materials in the public domain, consent must be obtained by the appropriate person as set out in the following consent form. The purpose of the consent form is to provide information for the person giving consent, so they can make an informed decision.

We use imagery in a range of materials to promote and publicise the RDS. This includes (but is not limited to) posters, leaflets, brochures, advertisements, emails, e-newsletters, blogs, web pages, social media posts, presentations, speeches, research or policy reports, press releases or other materials.

All imagery is used in accordance with the RDS Privacy Notice, which is available on the RDS website. You should read it carefully before completing this form.

The following is to be completed by the person with parental responsibility.

The RDS may use imagery and/or video footage that may include the below-named child, including using the child's name where appropriate.

Name of child _____ Age _____

Consenting parent's/legal guardian:

Name _____

Signature _____

Date _____

- I agree for my child's (for whom I have parental responsibility) information, photographs and video to be potentially used by the RDS and its partner organisations in printed, online or electronic publications, which may be shared publicly.
- I understand that I and/or my child do not own the copyright or have any rights of ownership or other claims over the photographs, video or audio recordings, quotes and information about me or the child for whom I have parental responsibility.
- I understand that any information about myself and/or the child for whom I have parental responsibility will only be used for the stated purposes of this form.

However, the RDS cannot guarantee or be held liable for use of this information or image by a third party.

- I understand that I can withdraw my consent at any time by contacting the RDS (privacy@rds.ie). If I withdraw my consent, the RDS will no longer use any information I have provided previously. However, I understand that any published materials that already include my information cannot be recalled.
- This consent applies for three years from the date above.

RDS Event: _____

RDS Representative: _____

APPENDIX 4

Relevant legislation

There are a number of key pieces of legislation that relate to child welfare and protection. The information here gives a brief overview of relevant legislation. It is not intended as legal opinion or advice and, if in doubt, you should consult the original legislation.

CHILD CARE ACT 1991

This is the key piece of legislation which regulates child care policy in Ireland. Under this Act, Tusla has a statutory responsibility to promote the welfare of children who are not receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children. The Child Care Act also sets out the statutory framework for taking children into care, if necessary.

PROTECTIONS FOR PERSONS REPORTING CHILD ABUSE ACT 1998

This Act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the Chief Executive Officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the Children First Act 2015. This legal protection means that even if you report a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. If you make a report in good faith and in the child's best interests, you may also be protected under common law by the defence of qualified privilege. You can find the full list of persons in Tusla and the HSE who are designated officers under the 1998 Act, on the website of each agency (www.tusla.ie and www.hse.ie).

CRIMINAL JUSTICE ACT 2006

Section 176 of this Act created an offence of reckless endangerment of children. This offence may be committed by a person who has authority or control over a child or an abuser who intentionally or recklessly endangers a child by:

1. Causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse; or
2. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

CRIMINAL JUSTICE (WITHHOLDING OF INFORMATION ON OFFENCES AGAINST CHILDREN AND VULNERABLE PERSONS) ACT 2012

Under this Act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for that offence, but fails without reasonable excuse to

disclose that information, as soon as it is practicable to do so, to a member of An Garda Síochána. The provisions of the Withholding legislation are **in addition** to any reporting requirements under the Children First Act 2015.

NATIONAL VETTING BUREAU (CHILDREN AND VULNERABLE PERSONS) ACTS 2012–2016

Under these Acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The Acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.

CHILDREN FIRST ACT 2015

The Children First Act 2015 is an important addition to the child welfare and protection system as it will help to ensure that child protection concerns are brought to the attention of Tusla without delay. The Act provides for mandatory reporting of child welfare and protection concerns by key professionals; comprehensive risk assessment and planning for a strong organisational culture of safeguarding in all services provided to children; a provision for a register of non-compliance; and the statutory underpinning of the existing Children First Interdepartmental Implementation Group which promotes and oversees cross-sectoral implementation and compliance with Children First.

CRIMINAL LAW (SEXUAL OFFENCES) ACT 2017

This Act addresses the sexual exploitation of children and targets those who engage in this criminal activity. It creates offences relating to the obtaining or providing of children for the purposes of sexual exploitation. It also creates offences of the types of activity which may occur during the early stages of the predatory process prior to the actual exploitation of a child, for example, using modern technology to prey on children and making arrangements to meet with a child where the intention is to sexually exploit the child. The Act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative.

Northern Ireland

THE CHILDREN (NORTHERN IRELAND) ORDER 1995

This Act provides the legislative framework for Northern Ireland's child protection system: It sets out

- Parental responsibilities and rights, and
- Duties and powers public authorities have to support children and intervene if there are concerns about a child

APPENDIX 5

Contact a Social Worker - Child and Family Agency (Tusla)		
County	Address	Phone number
Carlow	Child and Family Agency, Yellow House, Wester Road, Clonmel, Co Tipperary. E91 PR83	052 6177302
Cavan	Child and Family Agency, Support Services Building, Rooskey, Monaghan	047 30475
West Cavan	Child and Family Agency, Markievicz House, Barrack St, Sligo	071 9155133
Clare	Child and Family Agency, Unit 3, St. Camillus Hospital, Shelbourne Road, Limerick	061 588688
Cork	Child and Family Agency, Referrals Section, Floor 2, Blackpool, Cork	021 4927190
Donegal	Child and Family Agency, Millennium Court, Pearse Road, Letterkenny, Co Donegal	074 9123672
Dublin South Central	Child and Family Agency, Bridge House, Cherry Orchard Hospital, Dublin 10	076 6955749
Dublin South East	Child and Family Agency, Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14	01 9213400
Dublin South West	Child and Family Agency, St Marys, Craddockstown Road, Naas,	045 920000

	Co Kildare	
Dublin North City	Child and Family Agency, Wellmount Health Centre, Wellmount Park, Finglas, Dublin 11	01 8567704
Dublin North	Child and Family Agency, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin	01 8708000
Galway	Child and Family Agency, 25 Newcastle Road, Galway	091 546235
Kerry	Child and Family Agency, Rathass, Tralee, Co Kerry	066 7184501
Kildare	Child and Family Agency, St Marys, Craddockstown Road, Naas, Co Kildare	045 920000
Kilkenny	Child and Family Agency, Yellow House, Wester Road, Clonmel, Co Tipperary	052 6177302
Laois	Child and Family Agency, Primary Care Centre, Harbour Road, Mullingar, Co Westmeath	044 9353997
Leitrim	Child and Family Agency, Markievicz House, Barrack St, Sligo	071 9155133
Limerick	Child and Family Agency, Unit 3, St. Camillus Hospital, Shelbourne Road, Limerick	061 588688
Longford	Child and Family Agency, Primary Care Centre, Harbour Road, Mullingar, Co Westmeath	044 9353997
Louth	Child and Family Agency,	046 9098560

	Meath Enterprise Centre, Trim Road, Navan, Co Meath	
Mayo	Child and Family Agency, 2nd Floor, Mill Lane, Bridge Street, Castlebar, Mayo	094 9049137
Meath	Child and Family Agency, Meath Enterprise Centre, Trim Road, Navan, Co Meath	046 9098560
Monaghan	Child and Family Agency, Support Services Building, Rooskey, Monaghan	047 30475
Offaly	Child and Family Agency, Primary Care Centre, Harbour Road, Mullingar, Co Westmeath	044 9353997
Roscommon	Child and Family Agency, 25 Newcastle Road, Galway	091 546235
Sligo	Child and Family Agency, Markievicz House, Barrack St, Sligo	071 9155133
North Tipperary	Child and Family Agency, Unit 3, St. Camillus Hospital, Shelbourne Road, Limerick	061 588688
South Tipperary	Child and Family Agency, Yellow House, Wester Road, Clonmel, Co Tipperary	052 6177302
Waterford	Child and Family Agency, Ely House, Ferrybank, Co Wexford	053 9185680
Westmeath	Child and Family Agency,	044 9353997

	Primary Care Centre, Harbour Road, Mullingar, Co Westmeath	
Wexford	Child and Family Agency, Ely House, Ferrybank, Co Wexford	053 9185680
Wicklow	Child and Family Agency, Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14	01 9213400
West Wicklow	Child and Family Agency, St Marys, Craddockstown Road, Naas, Co Kildare	045 920000

Any query or concern in relation to children out of hours should be reported immediately to An Garda Siochana

APPENDIX 6

Child Protection and Welfare Report Form



An Ghníomhaireacht um
Linní 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)

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

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

2. Date of Report*	
---------------------------	--

3. Details of Child

First Name*		Surname*	
Male*	☐	Female*	☐
Address*		Date of Birth*	
		Estimated Age*	
		School Name	
		School Address	
Eircode			

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	☐	
Emotional Abuse	☐	Physical Abuse ☐
Neglect	☐	Sexual Abuse ☐

6. Details of Reporter

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	



An Ghnóimhálraíocht um
Leanaí agus an Tíoghluach
Child and Family Agency

Child Protection and Welfare Report Form

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

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*	☐
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*	☐	Female*	☐
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	



An Ghnóimhálreacht um
Linnéil 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)

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					
Pre-school/ crèche					
Other					

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

--

Please ensure you have indicated if this is a mandated report in section 6.

Thank you for completing the report form.

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 our 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 Acknowledgement by



An Ghnóimhálreacht um
Léinní 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)

First Name		Surname		Date Sent	
Authorised Person Signature*					
Date*					
Child Previously Known		Yes	☐	No	☐
Allocated Case No					



An Ghnóimhseirbhís um
Léimni agus an Teaghlach
Child and Family Agency

Retrospective Abuse Report Form

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

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

1. Tusla Area (this is where the person subject to allegations of abuse resides (PSAA))*	
--	--

2. Date of report*	
--------------------	--

3. Date information was received by reporter*	
---	--

4. Reporter details if third party*

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	

Reporter's relationship to adult complainant	
--	--

Is this a mandated report made under Sec 14, Children First Act 2015?*	Yes	☐	No	☐
--	-----	--------------------------	----	--------------------------

Mandated person's type	
------------------------	--

5. 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	

Retrospective Abuse Report Form

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

6. Details of person disclosing abuse (adult complainant)*

First name		Surname	
Male	☐	Female	☐
Address		Date of birth	
		Estimated age	
		Previous address, if known	
Eircode			

7. Type of abuse being reported*

Emotional abuse	☐	Physical abuse	☐
Neglect	☐	Sexual abuse	☐

8. Details and description of alleged abuse*

Date of alleged abuse		Period of alleged abuse	
Location of alleged abuse		Reason for report at this time	

Further detail (include, if known, age of adult complainant at time of abuse, age of PSAA at time of abuse). Please attach additional sheets if necessary.

9. Details of person subject to allegations of abuse (PSAA)

First name*		Surname*	
Male*	☐	Female*	☐
Address		Date of birth	
		Estimated age	
		Mobile no.	
		Telephone no.	
Eircode		Email address	
Occupation			



An Ghnóimhálreacht um
Léinn agus an Teaghlach
Child and Family Agency

Retrospective Abuse Report Form

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

10. Details of PSAA's social and employment status

--

11. PSAA household composition

First name	Surname	Relationship	Date of birth	Estimated age	Additional information, e.g. school, occupation, etc.

12. Does the PSAA have contact with children?*

Yes ☐ No ☐

If Yes, please complete information below. If No, proceed to 11.

Details of child	
First name	Surname
Address	Mobile no.
	Telephone no.
	Email address
	Date of birth
Eircode	Age
Parent/carers' names	Parent/carers' names
Relationship to adult complainant	Relationship to PSAA
Frequency of contact, if known	
Male ☐	Female ☐ Unknown ☐

Please attach additional sheets for additional children, if necessary.

13. Based on information known at this time, is the PSAA known to the Tusla Social Work Department?

Yes ☐ No ☐

If yes, please provide detail:

--

14. Based on information known at this time, is the adult complainant known to the Tusla Social Work Department?

Yes ☐ No ☐

If yes, please provide detail:

--



An Ghnáscomhairsíocht um
Léinn agus an Teaghlach
Child and Family Agency

Retrospective Abuse Report Form

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

15. Based on information known at this time, has a report been made to An Garda Síochána?		Yes	☐	No	☐
Garda name:		Telephone no.			
Garda district:		Email:			
Address:		PULSE ID number:			
		Date notification made:			
Eircode		Date report made			

16. Is the PSAA aware of this report?	Yes	☐	No	☐
If yes, please provide further details:				

17. Any additional information	Yes	☐	No	☐
Please provide any further information that will assist Tusla in assessing and prioritising this report:				

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 our 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.

Please ensure you have indicated if this is a mandated report in section 2.

Thank you for completing the report form.

18. For completion by Tusla authorised person on receipt of report

Report received by					
First name		Surname		Date	

Mandated report acknowledgement by



An Ghnóimhálreacht um
Léimni agus an Teaghlach
Child and Family Agency

Retrospective Abuse Report Form

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	☐	No	☐
Allocated case no							