

**GREYSTONES LAWN TENNIS CLUB STATUTORY REPORTING PROCEDUES
MARCH 2018**

Reporting Procedures

- Recognising and reporting child abuse;
- The role of mandated persons; see below
- The responsibilities of organisations working with children to safeguard children;
- The role of designated liaison persons.

Statutory report via Tusla: Mandated Person

If you are a mandated person and have a concern about a child, it is your legal responsibility to make a decision as to whether the concern meets the threshold for a mandated report under the Children First Act 2015 or not. If you are satisfied that this threshold has been reached, you should clearly identify on the report that it is a mandated report made under the Children First Act. If you are unsure whether your concern reaches the legal definition of harm for making a mandated report, you can discuss the concern with a Tusla social worker. However, the responsibility for making the decision rests with you as a mandated person under the Act.

If you are a mandated person, you cannot submit a mandated report anonymously.

The Children First Act 2015 requires mandated persons to report a mandated concern to Tusla “as soon as practicable”. The Children First Act requires Tusla to appoint authorised persons to receive mandated reports. Authorised persons are obliged to acknowledge in writing all mandated reports they receive.

If you feel urgent intervention may be required to make the child safe, you can alert Tusla of the concern in advance of submitting a written report. You must then submit a mandated report to Tusla on the report form or via the web portal within three days.

Tusla has two forms for reporting child protection and welfare concerns – the Child Protection and Welfare Report Form (CPWRF) and the Retrospective Abuse Report Form (RARF). The Child Protection and Welfare Report Form is to be completed and submitted to Tusla for concerns about children under the age of 18. A web portal has been developed for mandated persons to securely submit CPWRFs. The Retrospective Abuse Report Form is to be completed and submitted to Tusla for cases of adults disclosing childhood abuse. It is not currently possible to submit RARFs using the web portal. Both the CPWRF and RARF must be downloaded.

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Statutory report via Tusla: Joint Reporting

As a mandated person you can make a report jointly with another person, whether that person is also a mandated person or not.

There is nothing in the Act to prevent you from either making a mandated report jointly with a designated liaison person or providing a copy of the mandated report you have submitted to Tusla for the information of the designated liaison person.

As a mandated person, you should be aware that the legal obligations under the Children First Act 2015 to report mandated concerns rest with you and not with the designated liaison person.

Where mandated persons share the same concern or information, only one person is required to report, or they can report jointly.

What if my concern does not meet the threshold for a mandated report?

If your concern does not reach the threshold for mandated reporting, but you feel it is a reasonable concern about the welfare or protection of a child, you should report it to Tusla under Children First: National Guidance for the Protection and Welfare of Children.

Informing the family

It is best practice to tell a family you are making a report. Families have a right to know what is being reported about them. It also helps them understand the reasons for reporting and what information is being reported. However, in exceptional circumstances you may be concerned that telling the family will put the child at further risk, could impact on Tusla's ability to carry out an assessment or could place you at risk of harm from the family. In these exceptional circumstances it is not necessary for you to tell the family you are making a report.