
Child Protection & Welfare Policy

Dun Laoghaire Rathdown
Outreach Project

Approval date: 18th April 2019

Revision date: April 2021

| | |
|---|---------------------|
| 1.Responsibility for approval of policy | Board of Management |
| 2.Responsibility for implementation | Project Manager |
| 3.Responsibility for ensuring review | Project Manager |

1. Policy Introduction

We at Dun Laoghaire Rathdown Outreach Project are committed to safeguarding the wellbeing of children and vulnerable adults who engage with our services.

Our aim is to create a safe and supportive environment where our service users can engage in a process of stabilisation, rehabilitation and recovery from the negative effects of substance misuse. To this end, we adhere to the Children First Act 2015 and all associated guidelines, as well as Safeguarding Vulnerable Persons at Risk of Abuse: National Policy and Procedures, published by the TUSLA

Everyone working with children and vulnerable persons has a responsibility for their wellbeing and protection, including board members, staff and volunteers in the organisation. We have a collective responsibility to ensure that the children and vulnerable adults we work with are encouraged and supported in a safe and protected environment.

This document contains Dun Laoghaire Rathdown Outreach Project's policy and guidelines for the protection of children and vulnerable adults and promotes codes of behaviour so that everyone is aware of the standards of behaviour of both children and adults. All staff, board members and volunteers are required to adhere to this code.

All staff, board members and volunteers in Dun Laoghaire Rathdown Outreach Project will be made aware of the policy and procedure for safeguarding children and vulnerable adults and it will be covered in detail as part of induction for staff, board members and volunteers.

As part of their terms of employment, all staff will be required to report any concerns over behaviour or other evidence that may potentially indicate the presence of child or vulnerable adult abuse.

2. Policy Statement

2.1 Dun Laoghaire Rathdown Outreach Project (DROP) aims to be fully compliant with the standards of legislation outlined in Children First: National Guidance for the Protection and Welfare of Children: (2017) and the Children First Act (2015). DROP understands and takes serious its duties as a Relevant Service as set out in the Children First Act (2015)

2.2 This policy is structured on a host of legislative acts, employed as reference documents to support skilled practice in relation to child protection. This policy is not a complete or authoritative statement on the law. Staff members should consult with Children First (www.tusla.ie) and relevant legislation as indicated in this document where required.

3. Purpose and Reporting Structures

3.1. The Department of Children & Youth Affairs guidelines on protecting children place clear duties on service providers to protect children from abuse and neglect. It is therefore the responsibility of the Dun Laoghaire Rathdown Outreach Project to report any suspicions about physical, emotional, sexual abuse or neglect to the Health Service Executive or the Gardaí.

3.2. The Relevant Person with organisational responsibility for reporting within DROP is the Manager and in their absence the Chairperson of the Board of Management. However, this should not preclude all members of staff from reporting concerns if the needs arises. DROP understands that all members of staff within the Rehabilitation Team are Mandated Persons as designated such by the Children First Act (2015) Schedule 2.

3.3 This policy should be read in conjunction with the following policies: Garda Vetting; Code of Practice; Service User Confidentiality; Data Protection; Induction; Case Notes, Record Keeping and Correspondence; Recruitment & Selection

4. Scope

4.1. This policy applies to all staff, volunteers, students, Tus and Community Employment under the banner of DROP.

- 4.2. Agencies and service providers conducting in reach services in the Dun Laoghaire Rathdown Outreach Project whilst they are on the premises.
- 4.3. This policy sets out the guiding principles, procedures, protocols and legislation underpinning the protection of minors as described by the Children First Act (2015). DROP recognises the legislative prescriptive definition of a minor as an individual not having attained the age of 18 years, unless otherwise legally married.
- 4.4. For guidance on Child Protection concerns related to retrospective disclosures and working with service users with children.
- 4.5. Where any Board member, staff member, contract worker, volunteer or student becomes aware of an act of non-compliance with this policy, they have a responsibility to address the issue with the person concerned and if there is not a satisfactory outcome to bring it to the attention of a manager as appropriate.
- 4.6. DROP will endeavour to support positive working relationships with local TUSLA child protection services through regular meetings; interagency training and case management, as outlined in the National Rehabilitation Framework.

5. Glossary of Terms and Definitions

Children First: National Guidelines for the Protection & Welfare of Children (2017) provides guidelines on definitions and recognition of child abuse (pg 7-11):

- 5.1. Sexual abuse: the use of children by others for sexual gratification. This can take many forms and includes rape and other sexual assaults, allowing children to view sexual acts or to be exposed to, or involved in, pornography, exhibitionism and other perverse activities.
- 5.2. Emotional abuse: adverse effects on behaviour and emotional development of a child caused by persistent or severe emotional ill treatment or rejection or exposure to on-going domestic violence.
- 5.3. Neglect: the persistent or severe neglect of a child whether wilful or unintentional which results in serious impairment of the child's health, development or welfare.
- 5.4. Physical abuse: where it is known or suspected that injury was deliberately inflicted.
- 5.5. Other factors also need to be considered that can highlight potential vulnerabilities of young people. For example, parents or guardians exhibiting a lack of parental engagement.

6. Children First Principles

- 6.1. The welfare of the child is of paramount importance.
- 6.2. A balance must be struck between protecting children and respecting the needs of parents/carers and families. Where there is a conflict, the welfare of the child must come first.
- 6.3. Dun Laoghaire Rathdown Outreach Project recognises that every child has the right to be safe at all times, and to be treated with respect and understanding.
- 6.4. Early intervention and family support should be available to promote the welfare of the child.
- 6.5. Parents / carers have a right to respect and should be consulted and involved in matters which concern their family.
- 6.6. Actions to protect the child, including assessment should not cause the child unnecessary stress.
- 6.7. Intervention should not deal with the child in isolation; the child must be seen in a family setting.
- 6.8. The criminal dimension of any act cannot be ignored.
- 6.9. Children should only be separated from their parents/carers when all other means have been exhausted. Re-union should always be considered.
- 6.10. All agencies and disciplines concerned with the protection and welfare of children must work cooperatively in the best interest of children and families.
- 6.11. Effective child protection involves compulsory training and clarity of responsibility.

7. Staff Training

- 7.1. A copy of *Children First: National Guidelines for the Protection and Welfare of Children (2017)* will be made available to all staff and will be available at all times on DROP's shared network accessible by all staff. It is

the responsibility of all staff to have read and understood these national guidelines. This can also be downloaded from www.tusla.ie/uploads/content/Children_first_national_guidance_2017.pdf

- 7.2. All staff will be offered training in child protection and should complete this training prior to any client work commencing. As a minimum standard, all staff must have completed the Child Protection E learning training offered by Tusla. Information on training is provided here www.tusla.ie/children-first/children-first-e-learning-programme.
- 7.3. Management will ensure that all staff are kept up to date with this training.
- 7.4. Staff are required to follow all procedures within this policy.
- 7.5. Adequate safeguards for vetting, hiring and inducting appropriately qualified staff will be employed as per the Recruitment and Selection Policy, the Induction Policy and the Garda Vetting Policy.
- 7.6. Dun Laoghaire Rathdown Outreach Project recognises that dealing with child protection can be distressing; staff will be appropriately supervised and supported around Child Protection issues as per this and the Supervision Policy. Opportunities for debriefing will also be implemented in line with best practice.

8. Working with Service Users

- 8.1. As part of service user induction service users should be advised of the following:
 - 8.1.1. That the child protection policy requires the reporting to the TUSLA of child protection concerns.
 - 8.1.2. Where child protection concerns arise, staff will inform parents of these concerns before reporting them to TUSLA, unless this would place the child at further risk or prejudice an investigation.
 - 8.1.3. That staff will continue to provide support to parents during any child protection investigation
 - 8.1.4. That child safety and protection is paramount for this organisation and will be prioritised over other concerns should an issue arise.

9. Confidentiality

- 9.1. No undertaking regarding confidentiality can be given in any situation. The Dun Laoghaire Rathdown Outreach Project's Confidentiality Policy contains clear guidance in regard to limits to confidentiality regarding issues relating to Child Protection. The confidentiality policy takes accordance of Children First, which states; *"the provision of information to the statutory agencies for the protection of a child is not a breach of confidentiality or data protection"* (p16). The Dun Laoghaire Rathdown Outreach Project policy states that confidentiality may be extended when a service user discloses that:
 - 9.1.1. They have perpetrated sexual / physical abuse on another person.
 - 9.1.2. They intend to perpetrate sexual / physical abuse on another person.
 - 9.1.3. Any other issues in relation to Child Protection, as described in Children First.
- 9.2. During the course of their work, DROP staff who come by information pertaining to child protection concern perpetrated by a minor must follow this policy and relevant legislation. However, all parties who this policy applies to must also understand that both the perpetrator and victim are both considered to fall under child protection guidelines. Hence, both cases should equally be managed in such a way as to not compromise integrity of any party involved.

10. Reporting A Concern/Structure, Process and Mandated Persons

- 10.1. The Children First Act (2015) and guidelines issued by the Minister for Children and Youth Affairs under Section 6 set out the reporting structures for recording Child Protection concerns
 - 10.1.1. DROP has a designated staff member in the role of Relevant Designated Person
 - 10.1.2. The Relevant Person in DROP is the Manager (or designated person in their absence)
 - 10.1.3. Their duties are:
 - 10.1.3.1. To ensure that procedures and arrangements are in place within the organisation to protect children in line with national guidelines
 - 10.1.3.2. To act as a liaison with statutory services in matters relating to child protection.
 - 10.1.3.3. To act as a resource person to the staff of the project, providing guidance in matters relating to child protection
 - 10.1.3.4. Take the lead role in ensuring the reporting and follow-up of referrals to the Tusla Child & Family Agency/Gardai, and ensuring that DROP's procedures are followed systematically and thoroughly.

- 10.1.3.5. To ensure the provision of support / ensure staff making referral receive appropriate support from line management
- 10.1.3.6. To promote opportunities for on-going practice discussion in relation to child protection practice.
- 10.1.3.7. To ensure proper records are kept on any intervention / decisions made during the process.
- 10.1.3.8. To seek appropriate line management support and supervision throughout the process.
- 10.1.3.9. Ensure all reports regarding child protection and welfare from staff, contract workers, volunteers or students are firstly discussed with and counter-signed by them.
- 10.1.4. Where the Relevant Person is going to be absent from work, s/he will agree with designated staff member to undertake Relevant Person responsibilities in his/her absence. Staff members should contact the Chairperson of the Board of Management to discuss any concerns.

10.2. Responsibility to Report

- 10.2.1. Every employee has a statutory responsibility to report any child protection concerns. Within the Dun Laoghaire Rathdown Outreach Project the procedure is for all staff concerns to be reported to the Relevant Person. It is the responsibility of this officer to then determine whether there are reasonable grounds for concern and where there are reasonable grounds for concern, and if so to report this to the appropriate agency; either Tusla or An Garda Síochána.
- 10.2.2. The Protections for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse in “reasonable and in good faith” to designated officers, Tusla or any member of the garda.

10.3. Reasonable Grounds for Concern

In accordance with the *Children First: National Guidelines for the Protection and Welfare of Children (2017)*, reasonable grounds for concern are defined as:

- 10.3.1. An injury or behaviour that is consistent both with abuse and an innocent explanation, but where there are other indicators supporting the concern that it may be a case of abuse.
- 10.3.2. Consistent indication over a period of time that a child is suffering from emotional or physical neglect.
- 10.3.3. Admission or indication by someone of an alleged abuse.
- 10.3.4. A specific indication from a child that he or she was abused.
- 10.3.5. An account from a person who saw the child being abused.
- 10.3.6. Evidence (e.g. injury or behaviour) that is consistent with abuse and unlikely to have been caused in any other way.

10.4. Staff Responsibility when a Child Protection Concern Arises

When a staff member becomes concerned that they may be handling an abuse or child welfare situation they should:

- 10.4.1. **Receive the information:** Listen carefully to what is being said or observed
- 10.4.2. **Reassure:** Reassure the person that they are right to share the information and that you will ensure that appropriate support is provided to the child
- 10.4.3. **Refer:** to the Relevant Person at all times throughout the process for guidance.
- 10.4.4. **Respond:** Staff will take early and appropriate action to raise the concerns, in line with this policy. Undertaking a comprehensive assessment or investigative interview is the responsibility of specialist staff in Tusla or Gardaí
- 10.4.5. **Record:** An essential part of the child protection process is to ensure that staff take notes of what has been said to them in the words in which it was said or what they have observed immediately after the conversation / observation. All records should be kept in accordance with Dun laoghaire Rathdown Outreach Project’s record keeping practice.
- 10.4.6. **Seek support:** It is important to remember that dealing with child abuse concerns is stressful, and can have an impact on one’s emotional well-being. Therefore, staff should actively seek out support from line management and peers within the bounds of confidentiality.

- 10.4.7. Where staff have concerns regarding other children in the community who may not be connected to Dun Laoghaire Rathdown Outreach Project's services, they have a responsibility to report these concerns to Tusla.
- 10.4.8. Where a member of the public or a person from another agency advises a staff member of child protection concerns regarding any child,
 - 10.4.8.1. They should be advised to report their concerns directly to Tusla and given the appropriate contact details.
 - 10.4.8.2. The staff member in this service should record details of the information and discuss these with the Relevant Person.
 - 10.4.8.3. The Relevant Person should confirm with Tusla that the person who has the concerns has contacted them. If they have not, the Relevant Person should pass the concerns on to Tusla, referring Tusla to the source of the information.

10.5. Standard Reporting Procedures (General)

- 10.5.1. Staff and the Relevant Person will ensure that notes are taken throughout the process of any issues that cause concern. These may be vital if the concerns become reportable. It is essential to keep accurate notes with dates, times and factual objective information. These should be recorded as per Case Notes, Written Records and Correspondence Policy guidelines.
- 10.5.2. All observations, discussions and records relating to concerns must include dates, times, names, location, context and any other information which may be relevant and should be signed and dated.
- 10.5.3. Where serious abuse is suspected immediate action will be required. Staff are to inform the Relevant Person at the earliest possible opportunity and as a matter of urgency. If the Relevant Person is not available the issue should be raised with the Chairperson of the Board of Management. In no case should serious concerns be left unaddressed or unreported.
- 10.5.4. A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to Tusla or Gardaí.
- 10.5.5. It is important to be aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether abuse has occurred. That is a task for the Gardaí or Tusla. Under no circumstances should any individual member of staff or the team itself attempt to deal with the problem of abuse alone.
- 10.5.6. If at any point throughout the reporting process there is a continued failure to respond to significant concerns either within the organisation or on the part of Tusla, this should be brought to the attention of the Chairperson of the Board of Management, who should raise the concerns at a higher level in Tusla.
- 10.5.7. Where there is disagreement between the Relevant Person and the staff member about whether to report concerns to Tusla, either party can seek the advice anonymously from the local duty social worker / other expert consultant as arranged. The staff member should be given a clear written statement of the reason why the organisation is not reporting the concern and advised that, if they remain concerned about the situation, they are free to consult with or report to Tusla or Gardaí.
- 10.5.8. In the event of an emergency where a child is perceived to be in immediate danger and Tusla cannot be contacted, the Gardaí should be contacted.

10.6. Standard Reporting Procedures (Staff)

- 10.6.1. It can be difficult for staff to determine whether suspicions about child abuse are real. Before a staff member acts on these they need to consider whether there is an alternative explanation to be explored, the staff member should ask the following questions of themselves: Is there any other reason why the parent or child involved might be acting in a particular way? Is there a pattern to this kind of occurrence? Did you or anyone else see what was happening? Has the child said anything to indicate that he/she is being harmed? Could injuries or signs have been caused in another way?
- 10.6.2. If the staff member has considered these questions and is still concerned, it is likely that there are reasonable grounds to take action. Staff should contact the Relevant Person.

- 10.6.3. Where it is decided by the Relevant Person and the staff member that the information does not constitute sufficient grounds for concern, the information and the basis of this decision should be recorded in the service user's file.
- 10.6.4. Where there is disagreement between the Relevant Person and the staff member about whether to report concerns to the HSE, either party can seek the advice anonymously from the local duty social worker / other expert consultant as arranged. The staff member should be given a clear written statement of the reason why the organisation is not reporting the concern and advised that, if they remain concerned about the situation, they are free to consult with or report to the HSE or Gardaí.
- 10.6.5. In the event of an emergency where a child is perceived to be in immediate danger and the HSE cannot be contacted, the Gardaí should be contacted.

10.7. Standard Reporting Procedure (Relevant Person)

- 10.7.1. If the information constitutes reasonable grounds for concern, the Relevant Person should ensure that a telephone referral followed by a formal report in writing is made to the local Duty Social Worker in Tusla, on the standard Report Form. The details for reporting a concern in DROP are: Duty Social Worker, Tusla Child & Family Agency, Unit 9 Nutgrove Retail Park, Churchtown, Dublin 14. Phone number is 01 9213400. A Mandated Person Reporting Form can be found here; <https://www.tusla.ie/services/child-protection-welfare/child-protection-and-welfare-practice-handbook/>
- 10.7.2. The Relevant Person should wait for receipt of complaint which is sent back by fax from the social work department
- 10.7.3. It is the responsibility of the worker who has the concerns to complete the form, which should then be counter-signed by the Relevant Person before it is forwarded to Tusla Child & Family Agency. Where the Relevant Person is not available on site to sign the form they should be aware of the content in it
- 10.7.4. It is good practice that service users be informed that a report is to be made to Tusla Child & Family Agency, unless doing so would put the child at further risk.
- 10.7.5. In the event of an emergency, or the non-availability of Tusla Child & Family Agency, the report should be made to a Garda. This may be done at any Garda Station. This may entail:
 - 10.7.5.1. Clarifying or getting more information about the matter
 - 10.7.5.2. Where there is doubt or uncertainty, consulting initially with statutory child protection agency to receive guidance on the matter:
 - 10.7.5.3. Making a formal referral to a statutory child protection agency or the Gardai
- 10.7.6. A social worker may wish to speak to the person who first witnessed the incident, received the disclosure, or experienced the concern; the Relevant Person and staff should be informed of this possibility.
- 10.7.7. If no appropriate response is received from Tusla, the worker and / or the Relevant Person should follow up on the referral by phone and in writing at the appropriate level.

10.8. After a Report is Made

Once a report is made to Tusla, it is important for the staff:

- 10.8.1. To seek clarification from the social worker as to the chain of events that might occur next. Under Children First, Tusla is required to keep those who report their concerns informed of the likely steps to be taken by the professionals involved in the assessment and follow-up of the matter. Further, wherever possible, and within the normal limits of confidentiality, Tusla staff have a responsibility to inform reporters about the outcomes of any enquiry or investigation into that reported concern. Staff should ensure that all contacts and attempted contacts with the Tusla, the family and other agencies are recorded on the child protection and welfare report sheet.
- 10.8.2. To continue to provide services to the service user / family.
- 10.8.3. To advise the service user / family of what happens with Tusla referrals and keep them up-to-date on developments where possible.

10.9. Failure to Report

- 10.9.1. Section 176 of the Criminal Justice Act 2006 introduced the criminal charge of reckless endangerment of children. It states: 'A person, having authority or control over a child or abuser, who intentionally or recklessly endangers a child by –
- (a) Causing or permitting any child to be placed or left in a situation which creates a substantial risk to the child of being a victim of serious harm or sexual abuse, or
 - (b) Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation, is guilty of an offence.'
- 10.9.2. The penalty for a person found guilty of this offence is a fine (no upper limit) and/or imprisonment a term not exceeding 10 years.

10.10. Children moving

- 10.10.1. When a service user connected with a child protection complaint moves address and there are continuing child welfare and protection concerns, The Relevant/Mandated Person should formally notify Tusla of the fact that the family have moved and of details of where they have moved to (where this is known), so that they can make any necessary arrangements to liaise with one another and to continue to provide support to the service user / child.
- 10.10.2. When a service user who is being key worked or case managed leaves the Dun Laoghaire Rathdown Outreach Project to attend another for key working or case management, and will no longer have a formal connection with the Dun Laoghaire Rathdown Outreach Project, and there have been concerns about child protection, this service will:
- 10.10.2.1. Inform Tusla Social Work Service of the closure of the case and the move to another service.
 - 10.10.2.2. In the context of the role of the other agency, pass on current concerns held by the Dun Laoghaire Rathdown Outreach Project in relation to child protection, having advised the service user of our intention to do this unless doing so would place the child at risk.

11. Special Considerations

11.1. Peer abuse

- 11.1.1. In child abuse cases the alleged perpetrator may also be a child. In such cases the management of the case should be as follows:
- 11.1.1.1. In a situation where child abuse is alleged to have been carried out by another child, the child protection procedures should be adhered to for both the victim and the alleged perpetrator (meaning it should be considered a childcare and protection issue for both children).
 - 11.1.1.2. **During the course of their work DROP employees who come by information pertaining to a child protection concern perpetrated by a minor must follow this policy and relevant legislation. However, all parties who this policy applies to must also understand that both perpetrator and victim are both considered to fall under child protection**

11.2. Admission of retrospective abuse

- 11.2.1. Where there is disclosure by adults of abuse which took place in 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. Where the Gardaí or TUSLA are aware of this any further action by these agencies will be based on the consideration of whether any child may be in contact with the alleged abuser.
- 11.2.2. The service user needs to be informed of this policy and offered appropriate support services including onward referral to specialist services / counselling.

12. Follow up on Child Protection Report with Statutory Services

- 12.1. Where the organisation has an ongoing relationship with the case, follow up with the relevant social worker can be organised as part of the care plan; where there is consent provided by the adult service user involved in the case. Ideally a case meeting will be held to facilitate agreement on what supports need to be provided and which agency is most suitable to provide these. In some cases this may be done through phone or mail communications.

- 12.2. Follow up contact should also be made where there is repetition of the concerns relating to child protection, or where new concerns arise. In this case consent from the adult involved in the case is not required.
- 12.3. If consent for sharing of information is not provided by the adult then statutory services will be unable to provide any information following receipt of the initial report.

13. Underage Sexual Activity

13.1. General

- 13.1.1. Underage sexual activity is any sexual activity where one or both persons is under the age of 17. For the purposes of the criminal law, the age of consent for sexual intercourse is 17. It is a crime to participate in sexual intercourse with any child under the age of 17. However, this may not constitute sexual abuse. Non-consensual sexual activity with a 17 year old would obviously constitute abuse.

13.2. Procedures:

When staff become aware of underage sexual activity in the course of their work with adults, they should:

- 13.2.1. Discuss with their Line Manager
 - 13.2.2. Give careful consideration as to whether or not the behaviour could be considered abusive
 - 13.2.3. If the behaviour could be considered abusive, guidelines from the previous sections of this policy should be followed
 - 13.2.4. If they consider that the behaviour is not abusive, consideration should be given to whether the young person is in need of advice, support or guidance and act on this in an appropriate manner.
- 13.3. DROP will ensure that there are appropriate materials and service information available to assist staff in addressing issues of relationship and sexual health within the organisation. The following is a resource developed by the HSE www.sexualwellbeing.ie

14. Exemptions from Reporting Consensual Sexual Activity

- 14.1. Under the Criminal Law (Sexual Offences) Act 2006 the legal age of consent is 17.
- 14.2. While a sexual relationship where one or both parties are under 17 years of age is illegal, when making a mandated report to Tusla, it might not be regarded as child sexual abuse.
- 14.3. There are certain exemptions from reporting underage consensual sexual activity under section 14(3) of the Children First Act 2015. If you are satisfied that all of the following criteria are met, you are not required to make a report to Tusla:
 - 14.3.1. The young person(s) concerned are between 15 and 17 years old
 - 14.3.2. The age difference between them is not more than 24 months
 - 14.3.3. There is no material difference in the maturity or capacity to consent
 - 14.3.4. The relationship between the people engaged in sexual activity does not involve intimidation or exploitation of either person
 - 14.3.5. The young person's concerned state clearly that they do not want any information about the activity to be disclosed to Tusla

15. Garda Vetting

- 15.1. See Garda Vetting Policy for further detail. This policy states that all staff working directly with under 18s or vulnerable persons will be required to furnish details of past addresses to facilitate garda vetting and that any individuals with past offences in relation to child abuse will not have access to children or vulnerable adults by the organisation. The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide statutory basis for the vetting of persons carrying out relevant work with children.

16. Safe Practice

- 16.1. If a parent or a caregiver brings a child into the service, the service will record the name and address of the child but the child will be the responsibility of the parent / care giver.

- 16.2. In the event that a child is brought into the organisation accompanied by an adult who is not their parent/caregiver, and where this is a new arrangement or unknown arrangement, the Manager should be contacted; they will have a role of determining whether this arrangement is
- 16.3. Children should at no time be left unattended. As far as possible the child will remain with the adult. In the event that this is not the case, there should be two staff with the child at all times. Staff should not at any time be left alone with a child.

17. Contact Details for Relevant Statutory Services

- 17.1. Tusla Child & Family Agency
Unit 9, Nutgrove Retail Park
Churchtown
Dublin 14
Tel: 01 9213400 ask for the Duty Social Worker
- 17.2. Dun Laoghaire Garda Station
Corrig Avenue
Dun Laoghaire
Tel: 01 666 5000
- 17.3. Anthea Carry (Manager)
Dun Laoghaire Rathdown Outreach Project
45 Upper Georges Street
Dun Laoghaire
Tel: 01 2803187