



NATIONAL ACADEMY
OF DRAMATIC ART

Child Protection Policy

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The University of Dublin

RADA

In association with RADA
International Advisors to The Lir

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Section 1

The company – An Introduction:

The Lir is the National Academy of Dramatic Art at Trinity College Dublin. It was founded in 2011 to provide world-class drama conservatoire training in Ireland for the first time. Its original aim was to train young actors, designers, directors, playwrights, stage managers and theatre technicians to the highest international standards for careers in the theatre and allied professions. The Lir opened its doors in 2011, and in 2013 all five planned courses (the Bachelor in Acting (Hons), Professional Diploma in Stage Management and Technical Theatre, MFA Playwriting, MFA Stage Design and MFA Theatre Directing) were delivered for the first time. In 2014 we welcomed our first in-take on a new Foundation Diploma in Acting and Theatre.

The Lir has a fulltime staff of 9 who work alongside 9 part-time teaching staff and up to 50 hourly-paid visiting teachers and guests. It currently has a student body of 110 full-time students with up to another 500 students taking short-term courses throughout the year.

Mission Statement:

The Lir Academy exists to provide the highest possible conservatoire training in Ireland. We are a centre of excellence, a hub for germinating talent and a training ground for brilliance. We aim to become one of the leading creative arts academies in the world.

Section 2

Company Child Protection Policy - Introduction

The company's Child Protection Policy comprises of:

- A statement of policy, which expresses The Lir's commitment to providing a safe environment for any children and young people with whom it interacts;
- An undertaking to apply that policy throughout the academy;
- Detailed procedures and steps to ensure that the Child Protection Policy is implemented across all areas of the academy.

This Child Protection Policy Statement will be available for staff¹ to access in the following areas

- Emailed directly to all staff members working with Children on Lir courses or Lir productions
- Emailed directly to all students training on Lir productions that feature children in the cast
- Included in Employee Handbook/Staff Code of Conduct

In addition the following individuals/groups will also be issued with a copy of the policy/have a copy of the policy made available to them:-

- All acting companies if children are involved in a production
- All Stage Management
- All Primary Carers²
- Minder/Chaperone

The policy will be reviewed every year, with the next review date being clearly indicated.

In addition to the Child Protection Policy Statement the company has detailed Policies and Procedures covering the following areas:-

- Code of behaviour for all staff – whether permanent staff, temporary staff, volunteers, facilitators or interns
- Reporting of suspected or disclosed abuse
- Confidentiality
- Recruiting and selecting staff
- Managing and supervising staff
- Circulating information to staff, primary carers and participants
- Allegations of misconduct or abuse by staff
- Complaints and comments

¹ Staff refers to staff, volunteers, facilitators, interns.

² Primary carer refers to parent(s), carer(s) or responsible adult(s) as appropriate.

- Incidents and accidents
- Garda Vetting

In addition to the above the company has detailed Policies and Procedures covering the following which may also be relevant and must also be adhered to:-

- Bully and Harassment Policy
- Disciplinary Policy
- Grievance Policy
- Data Protection Policy
- Acceptable Usage Policy
- Equal Opportunities Policy
- Gender Equality Policy
- Equality and Diversity
- Alcohol and Drugs Policy
- Staff/student Relationships Policy

These policies are reviewed on an annual basis as well as all other Company Policies and Procedures not listed here. All Company Policies and Procedures are available in the Employee handbook/Code of Conduct and must be complied with at all times.

Section 3

Child Protection Policy Statement

The Lir, National Academy of Dramatic Art at Trinity College recognises the importance of the legislation in the Child Care Act, 1991 and the United Nations Convention on the Rights of the Child Act, 1990. We will adhere to the recommendations of *Children First: National Guidelines for the Protection and Welfare of Children*, published by the Department of Health and Children.

This policy statement sets out the Child Protection Guidelines for all children, volunteers, employees, students and others associated with The Lir and sets out the means to achieve this policy.

Recognising that the Child's welfare is of first and paramount importance The Lir is committed to creating a safe, secure and supportive environment through good youth work practice for all children and adults who partake of our services.

A successful policy involves the co-operation of all children, employees, volunteers and others associated with The Lir.

This policy will be reviewed and monitored in the light of any new governmental legislation. Our organisations' Child Protection procedures will be reviewed on an annual basis and approved by the Board of The Lir.

Section 4

Code of Behaviour for Staff (and students where appropriate)

The Lir's code of behaviour describes how we should interact with Children and Young People to create a supportive environment for staff and students in order to provide a child-centred approach for children and young people. In all matters the welfare of the child is paramount.

4.1 Child-centred approach

- Respect differences of ability, culture, religion, race and sexual orientation
- Treat all children and young people equally
- Listen to and respect children and young people
- Involve children and young people in decision-making, as appropriate
- Provide encouragement, support and praise (regardless of ability)
- Use appropriate language (physical and verbal)
- Have fun and encourage a positive atmosphere
- Offer constructive criticism when needed
- Treat all children and young people as individuals
- Respect a child's or young person's personal space
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children and young people and their primary carers
- Encourage feedback from group
- Use age-appropriate teaching aids and materials
- Be aware of a child's or young person's other commitments when scheduling rehearsals or activities, e.g., school or exams
- Be cognisant of a child's or young person's limitations, due to a medical condition for example

4.2 Good practice

- Register each child/young person (name, address, phone, special requirements, attendance, and emergency contact). Where the company is involved with a third party such as a school or club check that the third party has a register as outlined.
- Make primary carers, children/young people, visitors and facilitators aware of the Child Protection Policy and procedures
- Have emergency procedures in place and make all staff aware of these procedures
- Be inclusive of children and young people with special needs
- Plan and be sufficiently prepared, both mentally and physically

- Report any concerns to the Designated Person and follow reporting procedures
- Encourage children and young people to report any bullying, concerns or worries and to be aware of the company's Bullying and Harassment policy
- Observe appropriate dress and behaviour
- Evaluate work practices on a regular basis
- Provide appropriate training if required
- Report and record any incidents and accidents
- Update and review policies and procedures regularly
- Keep primary carers informed of any issues that concern their children
- Ensure proper supervision based on adequate ratios according to age, abilities and activities involved
- Ensure clear communication
- Have a written agreement with any external organisation that an artist/child/young person is working with. This may take the form of an email, letter or contract.
- Don't be passive in relation to concerns, i.e., don't 'do nothing'
- Don't let a problem get out of control

4.3 Be visible and transparent

- Personal talks with young people should be carried out in an open way, with the knowledge of other leaders and where possible avoid spending time alone with children away from others.

4.4 Professional boundaries

In our work it is helpful to build up positive relationships with young people. However it is important that we have professional boundaries in place to prevent the development of inappropriate relationships, to protect the young people/children and ourselves.

- It is not appropriate for The Lir staff to form girlfriend/boyfriend relationships with young people from any of the programmes or courses. The different power base makes these relationships inappropriate.
- Socialising with young people is not encouraged outside of organised events where a professional stance should be taken.
- Where young people happen to socialise in the same place as staff, while being friendly, staff need to be very cautious that they hold to professional boundaries.
- Professional boundaries must be always part of the staff's consideration.

4.5 Practical Guidelines – it is inappropriate to

- Engage in rough physical games e.g. Horseplay
- Engage in sexually provocative games or exercises
- Allow or engage in inappropriate touching of any form

- Sleep alone in a dormitory with children
- Let allegations a child makes go unchallenged or unrecorded
- Make sexually suggestive comments to a child even in fun
- Allow children use inappropriate language unchallenged
- Take children to your home
- Do things for children of a personal nature that they can do for themselves

4.6 Guidelines on touching

- Be open and not secretive
- Touch should be in response to the child's needs, not the adult's
- Avoid any activity that is, or may be construed as, sexually stimulating to the adult or the child
- Children are entitled to determine the degree of physical contact with others except in exceptional circumstances e.g. medical attention
- Team members should take responsibility for monitoring one another in the area of physical contact

4.7 Children with special needs

- When a child/young person joins an activity make enquiries (from the individual, their parents or carer) about expectations re meeting personal care needs
- This also applies to those needing medication
- Ensure all workers involved know these
- Ensure that if one person is needed to assist the child/young person, that another worker is informed of their absence and why
- If the child / young person needs help with toileting, ensure that a person of the same gender assists

4.8 Student Assistants

- More mature students who assist on productions or courses cannot be given the same responsibility as adult leaders unless otherwise agreed with Primary Carer
- No person under 18 should be left with the sole responsibility of caring or supervising other children

4.9 Publicity (Use of Computer, Internet and Websites)

- Children/Young people should be monitored when using the internet
- Photos of classes and activities are to be given to young people in hard copy form only
- Get written parental permission before using a picture of a child/group of children

4.10 Adult to Children Ratios

- With all activities the number of teachers/staff will depend on the needs of the participants

- Always have another adult in close proximity when working with classes. During Short Courses at The Lir the Administrator or another identified adult member of staff will fulfil this function

4.11 Teaching Children one-to-one

- Where possible work with 2 or more students at a time
- Where possible work in a area where there are others present
- If you must work one-to-one do so in a room which is close to other activities and be visible with an open door and let the Administrator or another identified adult member of staff know in advance that you are working one-to-one with a young person

4.11 Children cast in Lir productions

- All children cast in Lir productions will be accompanied by a chaperone at all times
- Where possible the chaperone will be a Primary Carer of the child
- Where a Primary Carer is not available a suitably qualified and Garda-vetted chaperone will be employed by The Lir
- A Garda-vetted member of the Lir staff or senior member of the production team will be present at all times while the child is working in The Lir will act as a support Chaperone as required or in the event of emergency

4.5 Health and safety

- Don't leave children unattended or unsupervised
- Manage any dangerous materials
- Provide a safe environment
- Be aware of accident procedure and follow accordingly
- Risk assessment must be carried out taking account of the nature of work or activity

The Code of Behaviour should be followed by all staff and artists that work in the company whether they are Permanent, Temporary, Freelance or Volunteer workers. Students working on Lir productions that feature Child actors will also be made aware of this Code of Behaviour.

Section 5

Reporting Procedures

5.1 Designated Personnel

The details of the company designated persons are as follows:-

Designated Person	Loughlin Deegan	Ext 4479	Mobile: 087 2072615
Deputy Designated Person	Anne Fitzpatrick	Ext 4953	Mobile: 087 753 2646

The role of the Designated Person is to deal with issues related to child protection and welfare within The Lir and to respond to any concerns that may be identified.

The role of the Deputy Designated Person will cover this role when the Designated Person is unavailable or if he is directly involved in an incident, suspicion or accusation.

In addition to the above, a number of key individuals will act as points of contact for the policy in their specific areas. These key individuals are:-

Venue & Events Manager/Front of House Manager	Justin Murphy	Ext 2559
Director of Technical Training	Barry Conway	Ext 4547
Head of Stage Manager	Kate Ferris	Ext 4536
Director of Short Courses	Gavin O'Donoghue	Ext 4952

All staff and children/young people will be made aware of who the designated people are and their contact details as well as the reporting process.

5.2 Reasonable grounds for concern

The following would constitute reasonable ground for concern

- Specific indication from the child or young person that s/he has been abused
- An account by a person who saw the child/young person being abused
- Evidence, such as an injury or behaviour, which is consistent with abuse and unlikely to be caused another way
- An injury or behaviour which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse (an example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behavior)

- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.

5.3 Recording procedures

There is a system and mechanism for recording concerns about the protection of children and young people in The Lir. There is an incident log kept by the Administrator and all records are kept in the Administration Office.

Staff (and students where appropriate) should record the following information in relation to children and young people:

- Suspicions
- Concerns
- Worrying observations
- Behavioural changes
- Details of actions and outcomes should also be logged

5.4 Dealing with a disclosure

If a child or young person comes to you to make any kind of disclosure you should follow the advice below to assist you with responding appropriately to that.

- Stay calm and listen to the child/young person, allow him or her enough time to say what s/he needs to say
- Don't use leading questions
- Reassure the child/young person but do not promise to keep anything secret
- Don't make the child/young person repeat the details unnecessarily
- Explain to the child/young person what will happen next (explanation should be age-appropriate)

5.5 How to report concerns/disclosures

All staff (or students where appropriate) are obliged to report any concerns they have or disclosures that are made regarding child protection issues. The following principles should be followed when reporting a concern or disclosure.

- The reporting procedure should be known and accessible
- The person who expresses the concern should be involved and kept informed
- Actions and outcomes should be noted
- Record all details, including the date, time and people involved in the concern or disclosure and the facts in the incident log kept in the Administration Office. Information recorded should be factual. Any opinions should be supported by facts

- Where possible, reports should be made in person as well

5.6 Formal Reporting Procedures

- It is the role of the designated person or deputy to formally report concerns
- All details should be recorded as above
- If either the designated person or the deputy designated person is unavailable the most appropriate person (i.e. key personnel or management) should discuss the concern or consult with primary carers. *Note: Parents, carers or responsible adults should be made aware of a report to the Health Service Executive unless it is likely to put the child/young person at further risk*
- The Designated Person may contact the Health Service Executive Duty Social Work Department for an informal consultation prior to making a report;
- Information will be shared on a strictly 'need to know' basis (see Section 6: Confidentiality statement);
- If there are reasonable grounds for concern as outlined above, the designated person will contact the Duty Social Worker in the Health Service Executive area using the standard reporting form available from the Health Service Executive (See Appendix 2). Reports to the Duty Social Worker can be made verbally initially and then followed by the standard reporting form. Reports should be made to the Health Service Executive without delay;
- If the Designated Person or Deputy Designated Person is not available, contact the local Duty Social Worker of the Health Service Executive directly;
- In case of emergencies outside of Health Service Executive Social Work Department hours, contact the Gardaí. In situations that threaten the immediate safety of a child/young person, it may be necessary to contact the Gardaí.
- In the event that a staff member is making a formal report based on any of the grounds listed above, they must inform the Designated Person or his or her deputy.
- If there is no formal report being made by the Designated Person, the person who made the complaint will be informed of this in writing.

5.7 Complaint regarding a member of Staff

See Section 10

5.8 Standard Reporting Form

See Appendix 2

5.9 Contact Details

See Appendix 3

Section 6

Confidentiality Statement

6.1 Confidentiality statement

The Lir is committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person;
- Giving such information to others for the protection of a child or young person is not a breach of confidentiality;
- We cannot guarantee total confidentiality where the best interests of the child or young person are at risk;
- Primary carers, children and young people have a right to know if personal information is being shared and/or a report is being made to the Health Service Executive, unless doing so could put the child/young person at further risk;
- Images, audio or other recording of a child/young person will not be used for any reason without the consent of the parent/guardian (however, we cannot guarantee that cameras/videos will not be used at public performances for image or audio recording);
- Procedures will be put in place in relation to the use of images of children/young people;
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy. All records will be stored in the HR Office.

Section 7

Recruiting and Selecting Staff

7.1 Recruitment and selection policy statement

We will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary)
- Posts will be advertised widely.
- We will endeavour to select the most suitably qualified personnel
- Candidates will be asked to sign a declaration form
- At least two written/verbal references that are recent, relevant and independent are required
- Staff will be selected by a panel of at least two (or more) representatives through an interview process
- No person who would be deemed to constitute a 'risk' will be employed;
- Some of the exclusions would include:
 - any child-related convictions
 - refusal to sign application form and declaration form
 - insufficient documentary evidence of identification – i.e. Passport, driver's license etc. required
 - concealing information on one's suitability to working with children
- There will be a probationary period of at least 6 months
- All staff working directly with children will be required to consent to Garda clearance, and where applicable this will be sought.

Section 8

Involvement of primary carers

8.1 Policy statement on the involvement of primary carers

The Lir is committed to being open with all primary carers.

We undertake to:

- Advise primary carers of our child protection policy
- Inform primary carers and schools of all activities and potential activities
- Issue contact/consent forms where relevant
- Comply with health and safety practices
- Operate child-centred policies in accordance with this policy
- Adhere to our recruitment guidelines
- Ensure as far as possible that the activities are age-appropriate
- Encourage and facilitate the involvement of parent(s), carer(s) or responsible adult(s), where appropriate.

If we have concerns about the welfare of the child/young person, we will:

- Respond to the needs of the child or young person
- Inform the primary carers on an on-going basis unless this action puts the child or young person at further risk
- Where there are child protection and welfare concerns we are obliged to pass these on to the Duty Social Worker and, in an emergency, the Gardaí
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the child/young person and inform primary carers as appropriate
- We are committed to putting the interest of the child/young person first. To that end we will contact local Health Service Executive and Gardaí where there is a child protection welfare concern
- Encourage primary carers to work in partnership with us under the guidelines set out by our organisation to ensure the safety of their children
- The designated contact person is available for consultation with primary carers in the case of any concern over a child or young person's welfare

Section 9

Dealing with Allegations against Staff or Adult Students

In the event of allegations being made against an employee (staff or voluntary) or student, the protection of the child/young person is the first and paramount consideration.

The organisation has a dual responsibility in respect of both the child/young person and employee/student. The same person must not have responsibility for dealing with the child/young person welfare issues and the staff/student issues.

9.1 Dealing with an allegation against staff

Two separate procedures must be followed:

- In respect of the child/young person the Designated Person will deal with issues related to the child/young person
- In respect of the person against whom the allegation is made Deputy Designated Person will deal with issues related to the staff member/student
- The first priority is to ensure that no child or young person is exposed to unnecessary risk
- If allegations are made against the Designated Person, then the Deputy Designated Person should be contacted
- The reporting procedures outlined in Section 3 of these guidelines should be followed. Both the primary carers and child/young person should be informed of actions planned and taken. The child/young person should be dealt with in an age-appropriate manner
- The staff member/student will be informed as soon as possible in line with the company's Bullying and Harassment policy
 - of the nature of the allegation
 - the staff member/student should be given the opportunity to respond
- The Chairperson of the The Lir Academy should be informed as soon as possible
- Any action following an allegation of abuse against a staff member/student should be taken in consultation with Health Service Executive and Gardaí
- After consultation, Director of The Lir Academy should advise the person accused and agreed procedures will be followed
- The company may take protective measures if it is deemed appropriate which may include but are not limited to
 - increased supervision of the staff member/student
 - assignment to different duties/course work
 - suspension of the staff member/student

Section 10

Complaints and Comments Procedures

10.1 In the event of complaints or comments:

- The Designated Person has responsibility for directing complaints/comments to the appropriate person
- Verbal complaints will be logged and responded to complaints or comments will be logged and responded to within 2 weeks

Section 11

Accidents Procedure

11.1 Accidents procedure

- The organisation maintains an up-to-date register of the contact details of all children/young people involved in the organisation
- Children/young people's details are cross-referenced between the incident book and file if the child is involved
- External organisations with whom the Company has dealings will provide proof that they have public liability insurance
- First-aid boxes are available and regularly re-stocked
- The location of the first-aid boxes is available from the Administration Office
- Availability of first-aid is in accordance with The Lir's Health and Safety guidelines.
- The location of accident/incident books form are available from the Administration Office
- Relevant risk assessments are made available to children and young people

Section 12

Appendices

Appendix 1: Definitions of Abuse

There are four main categories of abuse as outlined in *Children First: National Guidelines for the Protection and Welfare of Children*. The following is a synopsis of the information contained in that document. For the full definitions please refer to *Children First: National Guidelines for the Protection and Welfare of Children* 1993 (pp.32-34).

1. Neglect

“Neglect can be defined as being where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care....The threshold of significant harm is reached when the child’s needs are neglected to the extent that his or her well-being and/or development are severely affected.” (*Children First* p.31)

2. Emotional abuse

Emotional abuse usually happens where there is a relationship between a carer and a child rather than as a specific incident or incidents.

“Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.” (*Children First* p.31)

Rather, it can manifest in the child’s behaviour or physical functioning. Examples of these include ‘anxious’ attachment, unhappiness, low self-esteem, educational and developmental underachievement and uncooperative or hostile behaviour.

“The threshold of significant harm is reached when interaction is predominantly abusive and become typical of the relationship between the child and the parent/carer.” (*Children First* p.32)

Examples of emotional abuse in children include:

- Imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming;
- Emotional unavailability by the child’s parent/carer;
- Unresponsiveness, inconsistent or inappropriate expectations of the child;
- Premature imposition of responsibility on the child;

- Unrealistic or inappropriate expectations of the child’s capacity to understand something or to behave and control him/herself in a certain way;
- Under or over-protection of the child;
- Use of unreasonably harsh discipline;
- Exposure to domestic violence.

3. Physical abuse

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child. Examples of physical injury include the following:

- Shaking;
- Use of excessive force in handling;
- Deliberate poisoning;
- Suffocation;
- Allowing or creating a substantial risk of significant physical harm to a child.

4. Sexual abuse

The following definition is taken from the Department of Education Children First policy document.

Sexual Harassment

“When a child is used by another person for his/her gratification or sexual arousal or for that of others”.

Appendix 2: Standard Form for Reporting Child Protection and/or Welfare Concerns

PRIVATE AND CONFIDENTIAL

STANDARD FORM FOR REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS

In case of Emergency or outside Health Service Executive office hours, contact should be made with An Garda Síochána

A. To Principal Social Worker or Duty Social Worker:

1. Details of Child:

Name: _____ Male: Female:

Address: _____

_____ Age/D.O.B.: _____

_____ School: _____

1a. Name of Mother: _____

Name of Father: _____

Address of Mother if different to Child: Address of Father if different to Child:

Telephone Number: _____ Telephone Number: _____

1b. Care and Custody arrangements regarding child, if known: _____

1c. Household Composition:

Name: Relationship to Child: Date of Birth: Additional Information e.g. School/Occupation:

Note: A separate report form must be completed in respect of each child being reported.

2. Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) (if known).

3. Details of person(s) allegedly causing concern in relation to the child:

Name: _____ Age: _____ Male: Female:

Address: _____

Appendix 3: Important Contacts

Dublin Child Protection Social Work Services

Dublin North Child Protection Services

Health Centre, Cromcastle Road, Coolock, Dublin 5. Tel: (01) 816 4200 / 44

Social Work Office, 22 Mountjoy Square, Dublin 1. Tel: (01) 855 6871

Social Work Office, Ballymun Health Centre, Dublin 11. Tel: (01) 842 0011

Office Hours 9.30am to 5pm

Dublin North West Child Protection Services

Health Centre, Wellmount Park, Finglas, Dublin 11. Tel: (01) 856 7704

Rathdown Road, Dublin 7. Tel: (01) 882 5000

Office Hours 9.30am to 5pm

Dublin South East Child Protection Services

Vergemount Hall, Clonskeagh, Dublin 6. Tel: (01) 268 0320

Office Hours 9.00am to 1pm and 2.15-5pm

Dublin South City Child Protection Services

Duty Social Work Carnegie Centre, 21-25 Lord Edward Street, Dublin 2. Tel: (01) 648 6555

Public Health Nursing, 21-25 Lord Edward Street, Dublin 2. Tel: (01) 648 6500

Family Support Service, Donore Avenue Tel: (01) 416 4441

Office Hours 9.00am to 1pm and 2.15-5pm

Dublin South West Child Protection Services

Millbrook Lawn, Tallaght, Dublin 24. Tel: (01) 452 0666

Office Hours: 9.00am - 1.00pm 2.15pm - 5.00pm

Dublin West Child Protection Services

Social Work Department, Cherry Orchard Hospital, Ballyfermot, Dublin 10. Tel: (01) 620 6387

Office Hours: 9.00 - 1.00 2.15 - 5.00

Dun Laoghaire Child Protection Services

Tivoli Road, Dun Laoghaire, Co. Dublin. Tel: (01) 284 3579

102 Patrick Street, Dun Laoghaire, Co. Dublin Tel: (01) 236 5120
Office Hours: 9.00am - 1.00pm 2.15pm - 5.00pm

Outside office hours all child protection concerns should be referred to the Gardaí. The HSE operates an out of hours Crisis Intervention Service in the Dublin area, which can be accessed by emergency services like Hospitals and the Garda Síochána outside of office hours.

Garda:

Pearse Street Garda Station,
1 – 6, Pearse Street,
Dublin 2.

Tel: +353 1 666 9000

Fax: +353 1 666 9040 (Public Office)

+353 1 666 9041 (District Office)

Hospitals:

St. James Hospital (01)4103000

Mater Misericordiae (01) 8032000

Appendix 4: Company Declaration Form

Company Declaration Form - Confidential

Declaration Form for all those working with Children and Young People

Surname	
First Name	
Date of Birth	
Place of Birth	
Address	
Contact Number	
Any other name previously known as	

Is there any reason that you would be considered unsuitable to work with children and young people?

Yes No

Have you even been convicted of a Criminal Offence?

Yes No

If yes, please state the nature of the offences

Signed: _____ Date: _____