

**Child Protection and Welfare Report Form (CPWRF) – Guidance Notes – November 2017:**

Tusla – Child and Family Agency has a statutory responsibility under the Child Care Act 1991 and the Child and Family Agency Act 2013 to promote the protection and welfare of children. Tusla therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

**Reports should generally be made using the electronic Child Protection and Welfare Report Form, which is available at <http://www.tusla.ie/children-first/publications-and-forms/>**

This report form is for use by:

- Any professional, individual or group involved in services to children, including Tusla personnel, who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.
- Professionals and individuals involved in the provision of child protection and welfare related services in the community who have service contracts with Tusla.
- Mandated persons under the Children First Act 2015, as specified in Schedule 2 of the Act.
- Designated Liaison Persons in any organisation.
- Any member of the public who has a child protection or welfare concern which they believe should be reported to Tusla.

Please fill in as much information and detail as is known to you. This will assist Tusla and the Social Work Department in screening the report, assessing the level of risk to the child or the support services required, and when necessary in assigning a priority status to the case. If the information requested is not known to you, please indicate this by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

In section 6 of the form, you must indicate whether the report is a mandated report and, if so, your category of profession under "Mandated Person's Type".

Tusla aims to work in partnership with parents and others. If you are making this report in confidence, you should note that Tusla cannot guarantee absolute confidentiality for the following reasons:

- A Court could order the information be disclosed.
- Under the Freedom of Information Acts 1997 and 2003, the Freedom of Information Commissioner may order that information be disclosed.
- Any individual against whom allegations of abuse are made has a right to fair procedures; however at times this right may need to be secondary to the protection of children at risk. The right of fair procedure applies equally to adults, adolescents and children who have allegations made against them.

You should also note that in making a 'bona fide report', you are protected under the Protection for Persons Reporting Child Abuse Act, 1998.

**Consideration must also be given to responsibilities under the Criminal Justice (Withholding of Information on Offences against Children and**

**Vulnerable Persons) Act 2012, which are in addition to any reporting requirements under the Children First Act 2015 or Children First: National Guidance.**

If you are unsure if you should report your concerns, please telephone the Tusla duty social worker and discuss your concerns with them (see <http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/> for local contact details).

A MSWord version of the Child Protection and Welfare Report Form may be accessed <http://www.tusla.ie/children-first/publications-and-forms/>