



**An Ghníomhaireacht um  
Leanaí agus an Teaghlach**  
Child and Family Agency

### **Guidance Note to help you fill in the Standard Report Form:**

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

This report form is for use by:

- Any professional, individual or group involved in services to children, including Child and Family Agency and HSE 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 in the provision of child care services in the community who have service contracts with the Child and Family Agency or the HSE.
- Designated persons in a voluntary or community agency.

Please fill in as much information and detail as is known to you. This will assist the Social Work Department in assessing the level of risk to the child or the support services required. 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.

The Child and Family Agency aims to work in partnership with parents. If you are making this report in confidence, you should note that the Child and Family Agency 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.

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

If you are unsure if you should report your concerns, please telephone your local Child and Family Agency duty social worker and discuss your concerns with them (click [here](http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker) for contact details - [www.tusla.ie/services/child-protection-welfare/contact-a-social-worker](http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker) ).

An MSWord version of the Standard Report Form may be accessed [here](http://www.tusla.ie/services/child-protection-welfare/children-first) – ([www.tusla.ie/services/child-protection-welfare/children-first](http://www.tusla.ie/services/child-protection-welfare/children-first) )