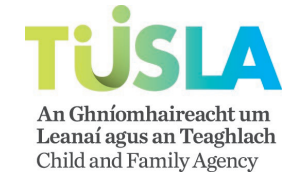


Data Protection Notice

Special Care



This notice was last reviewed in November 2025.

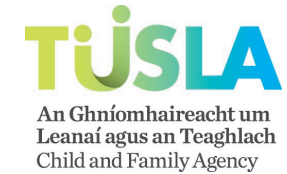
Where there are serious concerns about the safety of a child, the courts may issue a **Special Care Order (SCO)** to place the child in ‘special care’. Special Care provides short-term care in a secure therapeutic environment where children and young people receive additional help and supports. The aim of Special Care is to provide an individualised programme of support and skilled therapeutic interventions which will enable the child/young person to stabilise and then move to a less secure placement based on their assessed needs. Tusla provide and maintain the Special Care Units.

Process Name	Personal Data	Purpose*	Sharing
Application for special care intervention	<ul style="list-style-type: none"> • Identification information including name, surname, age and birth certificate • Physical characteristics • Location information including address • Care and placement history • Family, lifestyle and social circumstances information • Health and welfare information • Special category information including criminal information, ethnicity and religion • Current care plan • Medical reports (clinic, therapeutic and psychiatric), where available • Statutory care order • Family welfare conference minutes • Consultation form • Report from current/past residential placement • Third party reports • Letter or email from referring Area Manager for children between the ages of 11 and 13 • Referral form • Written confirmation from Gardai • Regional Chief Officer signature form 	<p>Due to the deprivation of a child’s liberty, special care is an exceptional intervention entailing a legal Order of the High Court.</p> <p>The aim of a special care intervention is to support the child/young person to return to a non-secure environment. Special Care supports the child/young person to re-engage in daily routines including education. There must be a therapeutic value to the special care intervention.</p>	<ul style="list-style-type: none"> • Special Care Committee • Independent Chairperson Special Care Committee • Relevant Tusla/Agency staff

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Special Care

This notice was last reviewed in November 2025.



Special Care Committee Decision

- Identification information including name, surname, age and birth certificate
- Physical characteristics
- Location information including address
- Care and placement history
- Family, lifestyle and social circumstances information
- Health and welfare information
- Special category information including criminal information, ethnicity and religion
- Current care plan
- Medical reports (clinic, therapeutic and psychiatric), where available
- Statutory care order
- Family welfare conference minutes
- Consultation form and minutes
- Report from current/past residential placement
- Third party reports
- Letter or email from referring Area Manager for children between the ages of 11 and 13
- Referral form
- Written confirmation from Gardai
- Regional Chief Officer signature form
- Prioritisation process for allocation of special care risk assessment template

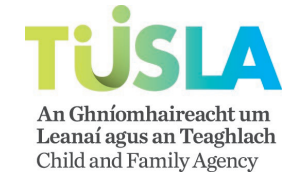
A referral is made to the Special Care Committee by the social worker. The purpose of the committee is to review the referral to determine the eligibility and suitability of a young person to be placed in special care and to ensure that all referrals are compliant with legislative criteria.

- Members of the Special Care Committee including and Independent Chairperson

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This notice was last reviewed in November 2025.



Special Care High Court Application

- Identification information including name and surname
- Physical characteristics
- Location information including address
- Care and placement history
- Family, lifestyle and social circumstances information
- Health and welfare information
- Special category information including criminal information, ethnicity and religion
- Current care plan
- Medical reports (clinic, therapeutic and psychiatric), where available
- Statutory care order
- Family welfare conference minutes
- Consultation form and minutes
- Report from current/past residential placement
- Third party reports
- Letter or email from referring Area Manager for children between the ages of 11 and 13
- Referral form
- Written confirmation from Gardai
- Service Director signature form
- Prioritisation process for allocation of special care risk assessment template

Application

Where Tusla determines that there is a reasonable cause to believe special care is necessary to protect the life, health, safety, development or welfare of the child, an application is made to the High Court for a Special Care order. The purpose of the application is to support the intervention of the child in a special care unit. The special care order is valid for 90 days.

Renewal

An extension for an SCO can be made for only two occasions, and each extension shall not exceed 90 days.

Court Order

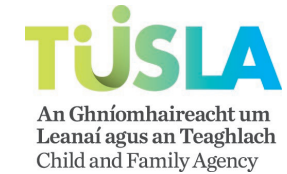
Court order forms are completed by a solicitor and submitted using the Tusla Portal. The purpose of this form is to facilitate the oversight and documentation of care and special care orders.

- Office of Legal Services (OLS)
- Legal representatives
- Guardian ad Litem (GAL)
- Courts
- An Garda Síochána (AGS), where appropriate
- Relevant Tusla/Agency staff

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Meetings	<ul style="list-style-type: none">• Identification information including name and date of birth• Family, lifestyle and social circumstances information• Care history• Placement information• Health and welfare information• Education information• Special category data including religion and ethnicity• Status of step-down placement	Special Care Order Application Preparation Meetings (SCOAP) <p>A SCOAP meeting is convened in advance of the young person's admission to special care. The purpose of the meeting is to discuss the onward intervention, the feasibility of the child/young person returning to their previous intervention and the basis of the therapeutic plan.</p> Child in Care Reviews and Professional Network Meetings <p>Professional network meetings are held two weeks after intervention and at four weekly intervals thereafter until the end of the intervention.</p> <p>Child in Care reviews are held a month after intervention and every four weeks until the end of the intervention.</p> <p>The purpose of both meetings is to review the special care intervention and the programme of special care.</p> Young people's special care centre meetings <p>Meetings with young people are offered to young people and they are encouraged and supported to attend. The aim of the meeting is to provide the space, time and opportunity for the young person to have their say on all matters concerning the running of the centre.</p>	<ul style="list-style-type: none">• Relevant Tusla/Agency staff• External expert (where required)• Psychiatrist (as required)• AGS• Guardian ad Litem (GAL)• Schools, Education Providers• Previous residential providers (private or voluntary)• Health Information and Quality Authority (HIQA)• Health & Safety Authority• Advocacy services
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Multidisciplinary / Clinical Team Meetings

To review issues related to safety, risk and progress for individual young people and their individual needs.

Significant event review group meetings

To review significant events to identify learning and good practices for process and practice learning.

Governance Meetings

Quarterly meetings which include review of business, finance and risk related issues.

Management and Team Meetings

To review progress updates and identified issues for young people and other operational matters.

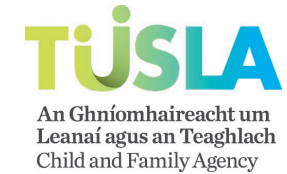
Supervision Meeting

A governance mechanism used to discuss cases.

Special Care Weekly Meetings

Weekly meetings used to provide updates on cases, key dates, WellItree score and the plan

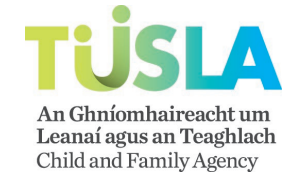
Data Protection Notice Special Care



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Programme of Special Care (PSC)	<ul style="list-style-type: none">• Identification information including name, surname and date of birth• Location information including address• Contact information• Family, lifestyle and social circumstances information• Health, welfare and medical information• Education information• Special category information including religion, ethnicity and criminal information	<p>The PSC is underpinned by the Special Care Regulations and supported by the Welltree and AMBIT Model. It details the proposed interventions to be provided to the young person whilst placed in the special care centre. Each PSC is tailored to meet the young person's needs. The PSC may include the following documents:</p> <ul style="list-style-type: none">• Care Plan• Placement Plan• Placement Support Plan• Individual Education Plan• Individual Therapeutic Plan• Psychiatric Treatment and intervention plan• Placement Plan Progress Report	<ul style="list-style-type: none">• GPs, Hospitals, Medical Professionals and the Health Services Executive• AGS• Garda Síochána Ombudsman Commission• Tusla Service Providers• Tusla Commissioned and Funded Services• Schools, Education Providers and the Department of Education and Skills• The Irish Prison Service• The Department of Justice• The Department of Children, Equality, Disability, Integrity and Youth• The Adoption Authority• The Probation Service• Courts and Guardians Ad Litem• Government agencies and departments• CORU• HIQA• Professional bodies• Ombudsman and Regulatory Authorities and Agencies
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This notice was last reviewed in November 2025.

Register of children in care	<ul style="list-style-type: none"> • Identification information including name, sex and date of birth • Identification information of the child's parents • Location information of the child's parents • Placement information including name and address of residential care centre and placement, commencement and leaving date. • Social worker/GAL details including name, address and contact details • Care order status • Court order • Purpose of the placement • Dates absent from the centre including planned and unplanned absences. 	<p>Tusla is mandated by S.I. No. 634/2017 - Health Act 2007 (Care and Welfare of Children in Special Care Units) Regulations to develop and maintain a register of young persons living in special care centres.</p>	<ul style="list-style-type: none"> • HIQA (for monitoring and audit purposes) • Health and Safety Authority • Relevant Tusla/Agency staff
Notifiable Incidents	<ul style="list-style-type: none"> • Identification information • Health and welfare information 	<p>HIQA</p> <p>Tusla is mandated by S.I. No. 634/2017 - Health Act 2007 (Care and Welfare of Children in Special Care Units) Regulations, 2017 to notify HIQA when certain events occur in the special care centre. All personal data is anonymised.</p>	<ul style="list-style-type: none"> • HIQA
High Court Review	<ul style="list-style-type: none"> • Identification information including name, surname and date of birth • Location information including address • Contact information • Family, lifestyle and social circumstances information • Health, welfare and medical information • Education information 	<p>Monthly court review</p> <p>The Child Care Act mandates the High Court to carry out a review every four weeks for which the special care order is in effect.</p> <p>Each young person's placement in special care is reviewed monthly in the High Court. Updates are provided from all professionals working with the young person and include:</p>	<ul style="list-style-type: none"> • Legal representatives • Courts • OLS

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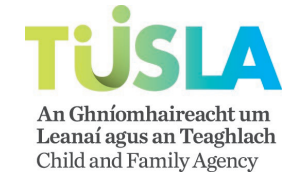
	<ul style="list-style-type: none"> • Special category information including religion, ethnicity and criminal information 	<ul style="list-style-type: none"> • Updated Social Work Report • Updated GAL Report • Updated Individual Therapeutic Plan from ACTS • Placement Support Plan • Placement Progress Report • Placement Plan 	
Care record	<ul style="list-style-type: none"> • Identification information • Location information • Medical, health and welfare information • Medical reports • Court orders • Birth certificate • School reports • Copy of care plan • Special category data such as religion • Daily journal entries 	<p>A care record is a record of all information relating to a child to support the special care unit to promote and protect the child's life, health, safety, development and welfare, as detailed in section 22 of the regulations. The care record is comprised of the following documents:</p> <ul style="list-style-type: none"> • Reportable events including complaint form, missing child from care, Child sexual exploitation forms, Child protection concern notification (CPWRF) and restrictive practices which include the following but are not limited to: Record of Single Separation Form, Record of Structured Time Away Form, Single Occupancy Assessment Form, Single Occupancy Review Form, use of Physical Intervention, Care approach • Inventory of belongings on admission • Placement Plan Progress Report • Child in care review reports • National incident report forms (NIRF) • Medical records 	<ul style="list-style-type: none"> • Relevant Tusla staff • HIQA • GAL • HSA • State Claims • AGS (under warrant) • Legal representatives

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This notice was last reviewed in November 2025.

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- Reports from professionals working with the child
 - Educational records
 - Minutes of meetings
 - Immigration documentation
 - Daily journal
 - Rapid review form
 - Need to Know form (any significant risks)
 - Personal emergency evacuation plan (PEEP)
 - Contact form e.g. professional contact, family members etc
 - Risk assessments
 - Well-Tree model of care documentation
 - Planners e.g. weekly plan
 - Admission and Discharge Form
 - Manager review and response Form
 - Monitoring and Observation Record Form
 - Observation sheets
 - Situation Risk Management Plan Form
 - Handover Shift Plan Special Care Form
 - Medical Practitioner Contact Form
 - Medication Administration Record
 - Medication Audit Form
 - Medication Error Response Form
 - Medication Register
 - Prescription Sheet
 - Reconciliation Sheet
 - Stock control sheet- Controlled Drugs
 - Stock control sheet
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This notice was last reviewed in November 2025.

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- Action Plan and Progress Report
 - Individual Support Work reports (detailed and short)
 - Scoring Guide for:
 - Active & Healthy
 - Achieving
 - Safe and Nurtured
 - Economic Opportunities & Life Skills
 - Connect Respect Contribute
 - Hope
 - Evidence Document for:
 - Hope
 - Economic Opportunities & Life Skills
 - Achieving
 - Connect Respect Contribute
 - Safe and Nurtured
 - Active & Healthy
 - Welltree Wellbeing Outcomes Framework Summary of Indicators
 - Transition plan
 - Discharge plan
 - Exit interview record
 - Health screening (medical and dental assessment)
-

*Purpose and Legal Basis

Our purpose for processing personal data is to provide Special Care services to young people. We rely on the following legal basis for processing personal data:

- Necessary for compliance with a legal obligation to which Tusla are subject, most notably the Health Act 2007 (Care and Welfare of Children in Special Care Units) Regulations ([S.I. No. 634/2017](#)) and the Registration of Designated Centres (Special Care Units) Regulations ([S.I. No. 635/2017](#)).

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- Necessary for the performance of tasks carried out in the public interest or in the exercise of official authority.

We rely on the following legal basis for processing special category data:

- Necessary for the purposes of carrying out the obligations and exercising specific rights in the field of social protection law.
- Necessary to protect the vital interests of a data subject and for reasons of substantial public interest.
- Necessary for the purposes of the provision and management of social care systems and services, on the basis of the Child Care Act, Children Act, Health Act and Special Care Regulations and associated legislation.

Data Protection Rights

All individuals have legal rights in relation to their personal data. A young person/adult wishing to exercise their rights may be supported by a Social Worker or by a nominated individual in the release of personal information. For further data protection information or to exercise these data rights please see the main [Tusla Data Protection Notice](#)