

**DCU Childsafeguarding**

**Procedures**

**Internal Reporting Form**

**Source – See Appendix 8 in the procedures referenced below**



**Appendix 8: Internal Reporting Form**

MAY 27, 2018

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| **Section A Complainant’s Details** |
| **Details of Complainant:**  **Anonymous code given**: |
| **Section B Reporting Considerations under Children First, 2017** |
| 1. Does a report require to be made by a mandated person or the DLP in line with this Policy?  Yes: □ No: □  If “Yes” : Brief description of incident or disclosure:  Date disclosed:  Date of incident (if known):  Details of alleged perpetrator (if known):  Name:  Address:  Gender:  Age:  Relationship to the complainant: |
| **IF THERE ARE REASONABLE GROUNDS, CONTACT MUST BE MADE WITH TULSA FORMALLY OR INFORMALLY** |
| **Section C Reporting Considerations under The Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012 (“the Act”)** |
| 1. Is there knowledge or belief that a serious offence (as listed in Schedule 1 to the Act) has been committed?  Yes: □ No: □  If “Yes” please give details and complete Section C; if “No” continue to Section D: |
| * + - 1. Is there information that might be of material assistance in securing the apprehension, prosecution or conviction of the offender?   Yes: □ No: □  Please give details to justify the answer Yes or No: |
| * + - 1. If the answer to 1 and 2 above is “Yes”, is there any reasonable excuse for nondisclosure of this information to An Garda Síochána?   Yes: □ No: □  If “Yes” please give details: |
| **IF THE ANSWER TO QUESTION 1 AND 2 ABOVE IS “YES” AND THE ANSWER TO QUESTION 3 IS “NO”, A REPORT SHOULD BE MADE TO AN GARDA SÍOCHÁNA. NB: A REPORT MAY BE MADE TO AN GARDA SÍOCHÁNA AT ANY STAGE IF THE SITUATION WARRANTS IT, REGARDLESS OF THE REQUIREMENTS OF THE ACT.** |
| **Section D Reporting Considerations under general Ethical Obligations** |
| Notwithstanding the specific reporting considerations outlined at Sections B and C above, are there any additional child protection concerns that should be reported to Tusla and/or to An Garda Síochána in the best interest of a child or children?  Yes: □ No: □  If “Yes” please give details and complete Section C; if “No” continue to Section D: |
| **Section E Where a report has been made in the best interest of a child, please record who has been contacted in relation to this incident (if no report has been made this section should be marked “N/A” (Not Applicable). This may include details of personnel within Tusla and/or An Garda Síochána, the parents/legal guardian of the child and the child.** |
| Name(s):  Profession(s)/relationship to Child:  Time(s):  How was report made (i.e. verbally in person or by telephone or in writing/email)?  Name and title of person who made the report: |
| **Section F Follow Up** |
| Where any child protection concern arose, was the complainant signposted to an agency or agencies that could provide appropriate advice and support?  Yes: □ No: □ Not recorded: □  If “Yes” please give details:  If “No” or “Not recorded” should consideration be given to providing such information now?  Yes: □ No: □  If “Yes” please give reasons:  If “No” please give reasons: |
| **Section G Details of the person completing this form** |
| Name:  Role:  Date:  Signature:  Signature of DLP:  Date of Review by DLP |