

APPENDIX 5

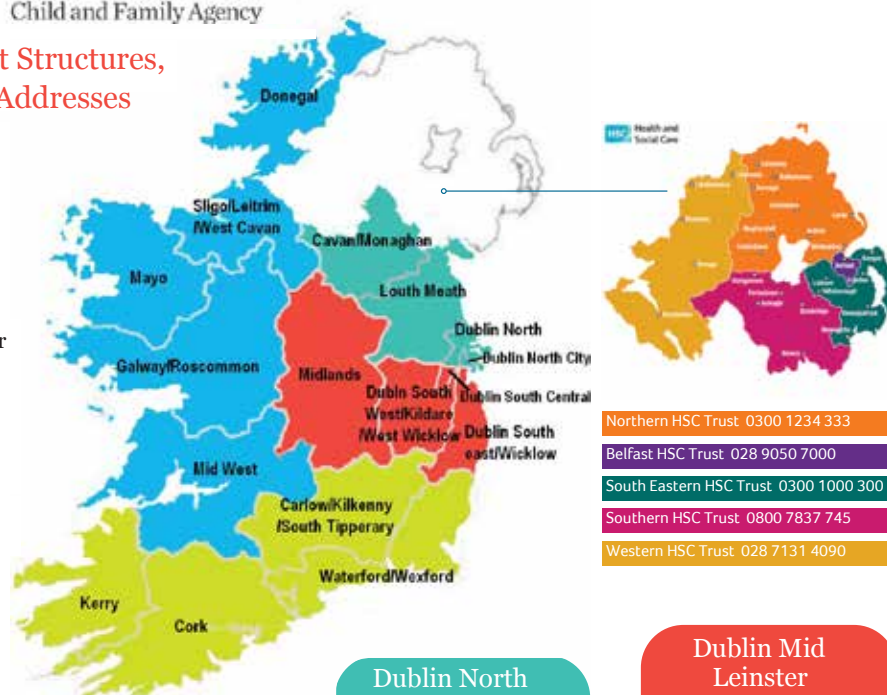
NATIONAL CONTACTS FOR TUSLA CHILDREN AND FAMILY SERVICES



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Area Management Structures, Contacts and Addresses

- Dublin Mid Leinster
- Dublin North East
- South
- West



Northern HSC Trust	0300 1234 333
Belfast HSC Trust	028 9050 7000
South Eastern HSC Trust	0300 1000 300
Southern HSC Trust	0800 7837 745
Western HSC Trust	028 7131 4090

West

Service Director
Aisling Gillen
Child and Family Agency,
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Co Donegal.
Tel 071 9822776
aisling.gillen@tusla.ie

Area Managers

Gerry Hone
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Shiel House, College Street
Ballyshannon, Co Donegal
Tel 074 9743026
gerry.hone@tusla.ie

John Donnellan
Child and Family Agency
Galway/Roscommon
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Mary Kellegher
Child and Family Agency
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Paddy Martin
Child and Family Agency
Mayo
2nd Floor, Mill Lane,
Bridge Street,
Castlebar, Co Mayo
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Caroline Cullen
Child and Family Agency
Mid West
Ballycummin Ave
Raheen Business Park
Raheen, Limerick
Tel 061-482792
areamanagermw@tusla.ie

South

Service Director
Dermot Halpin
Child and Family Agency,
Johnstown Business Park,
Johnstown, Waterford
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Area Managers

Oliver Mawe
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Rathass
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Barry Murray
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Marie Kennedy
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Carlow/Kilkenny/South
Tipperary
Community Services
James Green
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Vincent Daly
Child and Family Agency
Waterford/Wexford
Community Services
Cork Road
Waterford
Tel 051-842827
vincent.daly@tusla.ie

Dublin North East

Service Director
Linda Creamer
Child and Family Agency
2nd Floor, Nexus Building
Blanchardstown Corporate
Park
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Tel: 8976805
sd.dne@tusla.ie

Area Managers

Eilidh MacNab
North Dublin
Child and Family Agency
180-189 Lakeshore Drive
Airside Business Park
Swords, Co Dublin
Tel: 01-8708000
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Caroline Jordan
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Dublin North City
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Facility
Ballymun Civic Centre
Dublin 9
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Grainne Sullivan
Child and Family Agency
Louth/Meath
Enterprise Centre
Trim Road
Navan
Co Meath
Tel 046 9098627
GrainneSullivan.LM@tusla.ie

Gerry Lowry
Child and Family Agency
Cavan/Monaghan
Support Services Building
Rooskey
Monaghan
Tel 047-30473
gerry.lowry@tusla.ie

Dublin Mid Leinster

Service Director
Patricia Finlay
Child and Family Agency,
Dublin Mid Leinster
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Patricia.finlay@tusla.ie

Area Managers

Joanne Cullen
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Dublin South East /
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Des Delaney
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Annette Maguire
Child and Family Agency
Midlands
Primary Care Centre,
Harbour Road,
Mullingar,
Co Westmeath
Tel 044-9353967/3965
childfamily.midlands@tusla.ie


TUSLA CHILD AND FAMILY AGENCY LOCAL AREA OFFICES

AREA	AREA MANAGER	CONTACT DETAILS
Dublin North	Eilidh MacNab	Child and Family Agency, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co Dublin. Tel: 01-8708000 eilidh.macnab@tusla.ie
Dublin North City	Caroline Jordan (Interim)	Child and Family Agency, Dublin North City, Ballymun Healthcare Facility, Ballymun Civic Centre, Dublin 9. Tel 01-8467129 amm.dnc@tusla.ie
Louth Meath	Grainne Sullivan	Child and Family Agency, Louth/Meath, Gilligan House, C/O Community Care Centre, Dublin Road, Dundalk. Co Louth Tel 042-9381282 GrainneSullivan.LM@tusla.ie
Cavan Monaghan	Gerry Lowry	Child and Family Agency, Cavan/Monaghan, Support Services Building, Rooskey, Monaghan Tel 047-30473 gerry.lowry@tusla.ie
Dublin South East/ Wicklow	Joanne Cullen	Child and Family Agency, Dublin South East / Wicklow, PO Box 12639, Dublin 8. Tel 01-4150533 am.dsdseww@tusla.ie
Dublin South Central	Des Delaney	Child and Family Agency, Dublin South Central, Carnegie Centre, 21 - 25 Lord Edward Street, Dublin 2. Tel 01 6486555 am.dscdw@tusla.ie
Dublin South West, Kildare, West Wicklow	Audrey Warren	Child and Family Agency, Dublin South West, Kildare, West Wicklow, Suite 7 & 8, Vista Primary Care, Naas, Co Kildare. Tel 045 920540 am.dswkww@tusla.ie
Midlands (Laois, Longford, Offaly & Westmeath)	Annette Maguire	Child and Family Agency, Midlands, Primary Care Centre, Harbour Road, Mullingar, Co Westmeath Tel 044-9353967/3965 childfamily.midlands@tusla.ie
Kerry	Oliver Mawe	Child and Family Agency, Kerry, Rathass, Tralee, Co Kerry. Tel 066-7195620 oliver.mawe@tusla.ie

AREA	AREA MANAGER	CONTACT DETAILS
Cork	Barry Murray	Child and Family Agency, Cork, Ground Floor, Aras Sláinte, Wilton Road, Cork. Tel 021-4923503 barry.murray@tusla.ie
Carlow, Kilkenny & South Tipperary	Marie Kennedy	Child and Family Agency, Carlow/Kilkenny/South Tipperary, Community Services, James Green, Kilkenny. Tel 056 - 7784713 marieu.kennedy@tusla.ie
Waterford & Wexford	Vincent Daly	Child and Family Agency, Community Services, Cork Road, Waterford. Tel 051-842827 vincent.daly@tusla.ie
Donegal	Gerry Hone	Child and Family Agency, Donegal, Shield House, College Street, Ballyshannon, Co Donegal. Tel 071 9822776 gerry.hone@tusla.ie
Galway and Roscommon	John Donnellan	Child and Family Agency, Galway/Roscommon, 25 Newcastle Road, Galway. Tel 091 546228 john.donnellan@tusla.ie
Sligo, Leitrim and West Cavan	Gerry Hone	Office of the Area Manager, Child and Family Agency, Sligo/Leitrim/West Cavan, Shield House, College Street, Ballyshannon, Co Donegal Tel 071 9822776 gerry.hone@tusla.ie
Mayo	Paddy Martin	Child and Family Agency, Mayo, 2nd Floor, Mill Lane, Bridge Street, Castlebar, Co Mayo. Tel 094 9042030 paddy.martin@tusla.ie
Mid-West (Limerick, Clare and North Tipperary)	Caroline Cullen	Child and Family Agency, Mid-West, Ballycummin Ave, Raheen Business Park, Raheen, Limerick. Tel 061-482792 caroline.cullen@tusla.ie

APPENDIX 6

STANDARD REPORT FORM FOR REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS TO TUSLA



An Ghnóthúaireacht um
Leasú agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.
Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*	
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2. Date of Report*	
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3. Details of Child

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*		Date of Birth*	
		Estimated Age*	
		School Name	
		School Address	
Eircode			

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see '*Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns*' for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

Child Welfare Concern	<input type="checkbox"/>		
Emotional Abuse	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>

6. Details of Reporter

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type				

7. Details of Other Persons Where a Joint Report is Being Made

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

Please ensure you have indicated if this is a mandated report in section 6.

Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

14. For Completion by Tusla Authorised Person on Receipt of Report

Report Received by			
First Name	Surname	Date	

Mandated Report Acknowledgement by



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

First Name		Surname		Date Sent	
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Authorised Person Signature*	
Date*	

Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated Case No				

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.
Fields marked with an * are mandatory.

1. Tusla Area (this is where the person subject to allegations of abuse resides (PSAA))*	
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2. Date of report*	
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3. Date information was received by reporter*	
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4. Reporter details if third party*

First name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position held	
		Mobile no.	
		Telephone no.	
Eircode		Email address	

Reporter's relationship to adult complainant	
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Is this a mandated report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated person's type				

5. Details of other persons where a joint report is being made

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

6. Details of person disclosing abuse (adult complainant)*

First name		Surname	
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address		Date of birth	
		Estimated age	
		Previous address, if known	
Eircode			

7. Type of abuse being reported*

Emotional abuse	<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual abuse	<input type="checkbox"/>

8. Details and description of alleged abuse*

Date of alleged abuse		Period of alleged abuse	
Location of alleged abuse		Reason for report at this time	

Further detail (include, if known, age of adult complainant at time of abuse, age of PSAA at time of abuse). Please attach additional sheets if necessary.

9. Details of person subject to allegations of abuse (PSAA)

First name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of birth	
		Estimated age	
		Mobile no.	
		Telephone no.	
Eircode		Email address	
Occupation			

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

10. Details of PSAA's social and employment status

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11. PSAA household composition

First name	Surname	Relationship	Date of birth	Estimated age	Additional information, e.g. school, occupation, etc.

12. Does the PSAA have contact with children?*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, please complete information below. If No, proceed to 11.

Details of child			
First name		Surname	
Address		Mobile no.	
		Telephone no.	
		Email address	
		Date of birth	
Eircode		Age	
Parent/carers' names		Parent/carers' names	
Relationship to adult complainant		Relationship to PSAA	
Frequency of contact, if known			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
		Unknown	<input type="checkbox"/>

Please attach additional sheets for additional children, if necessary.

13. Based on information known at this time, is the PSAA known to the Tusla Social Work Department?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide detail:

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14. Based on information known at this time, is the adult complainant known to the Tusla Social Work Department?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide detail:

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Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

15. Based on information known at this time, has a report been made to An Garda Síochána?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Garda name:		Telephone no.			
Garda district:		Email:			
Address:		PULSE ID number:			
		Date notification made:			
Eircode		Date report made			

16. Is the PSAA aware of this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide further details:				

17. Any additional information	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide any further information that will assist Tusla in assessing and prioritising this report:				

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

Please ensure you have indicated if this is a mandated report in section 2.
Thank you for completing the report form.

18. For completion by Tusla authorised person on receipt of report

Report received by			
First name		Surname	
		Date	

Mandated report acknowledgement by			
First name		Surname	
		Date sent	



An Ghníomhaíocht um
Leanaí agus an Teaghlach
Child and Family Agency

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Authorised person signature*					
Date*					
Child previously known		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated case no					