







## Completing the HSE Form for reporting Child Protection/ Welfare Concerns



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

### **This reporting form is for use by:**

-  Health Service Executive Personnel;
-  Professionals and individuals in the provision of child care services in the community who have service contracts with the Health Service Executive;
-  Designated person in a voluntary or community agency;
-  Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you. (Health Service Executive personnel should do this in consultation with their line manager). This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

The Health Service Executive aims to work in partnership with parents. If you are making this report in confidence, you should note that the Health Service Executive cannot guarantee absolute confidentiality as:

-  A Court could order that information be disclosed.
-  Under the Freedom of Information Act, 1997, 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 the duty social worker and discuss your concerns with him/her.

Taken from **Code of Good Practice – Child Protection for the Youth Work Sector**