

Designated Liaison Person Policy

The Designated Liaison Person (DLP) in Cairdeas is responsible for dealing with child protection and welfare concerns in accordance with Children First: National Guidance 2017 and Guidance on Developing a Child Safeguarding Statement.

| | Name | Role | Contact |
|----------------------------------|-----------------|-------------|----------------|
| Designated Liaison Person | Liz O'Rourke | Manager | 085 7294311 |
| Deputy Designated Liaison Person | Marie Callaghan | Supervisor | |
| Deputy Designated Liaison Person | Elaine Kenny | Supervisor | |

The Role of the DLP is to:

- Be a resource person for staff, students and volunteers who have a child protection concern Be accessible to all staff, students and volunteers
- Be knowledgeable about child protection and welfare and undertake any training considered necessary to keep updated on new developments
- Ensure that the child protection and welfare reporting procedures of the service are followed so that child protection and welfare concerns are referred promptly to Tusla
- Be responsible for reporting child protection concerns to Tusla or to An Garda Síochána either with the Mandated Person (for referrals under the Children First Act, 2015), or, directly for all other referrals.
- Ensure that appropriate information is included in the referral and that it is submitted using the Child Protection and Welfare Report Form (available on www.tusla.ie)
- Liaise with Tusla, An Garda Síochána and other agencies as appropriate
- Keep appropriate people within the organisation informed of relevant issues, whilst maintaining confidentiality
- Ensure that an individual record is maintained of the action taken by the service, the liaison with other agencies and the outcome
- Advise the organisation of child protection training needs
- Maintain a central log or record of all child protection and welfare concerns in the service

Appointing a Designated Liaison Person

The board of management is responsible for appointing the DLP (generally this would be the manager).

When appointing the DLP the board of management should consider the following criteria:

- Is a senior staff member
- Has a good working knowledge of the organisation
- Has good listening and communication skills
- Has an understanding of abuse
- Is available