

CONFIDENTIALITY

The Daughters of Charity Child and Family Service provides a confidential service. However, in situations where a child's welfare or safety is at risk, where child sexual abuse, neglect, emotional or physical; abuse becomes evident, the Child and Family Agency (Tusla) will be contacted in keeping with our professional responsibility to protect children under Children First National Guidance for the Protection and Welfare of Children 2017 and under existing and changing legislation over time.

The Child and Family Agency will also be contacted in the case where an adult client informs the family centre of sexual abuse experienced during their childhood where there currently may be a risk to other children.

Similarly, if the family centre is concerned that clients may harm either themselves or others, we will consider it necessary to take steps to ensure their safety. This may involve contacting a family member and/or other appropriate services.

PERMISSION FOR CONTACTING OTHER AGENCIES

I/We hereby give permission for other professional agencies to be contacted in relation to my child/family. I understand where possible this information will be discussed with me beforehand. The Daughters of Charity Child and Family Service believe in a holistic approach to working with families who attend our service. Information we gather in the course of our work remains confidential unless a safety or welfare concern is identified. Therefore during the course of the work, we may need to contact other professionals/agencies to obtain or share additional information as appropriate in relation to you and/or your family.

ACCIDENT/EMERGENCY CONSENT

I/We, the parent/guardian give permission to the management to act on my behalf in the event of an emergency or accident and to take such action as may be necessary for my child. This may be basic first aid or medical intervention.

FILE KEEPING PROCEDURES

I/We understand that the Centre will keep a file on my child/family. Files are shared and maintained by the staff member(s) who works with your family. The manager of the centre will also have access to this file. In certain circumstances the Child Protection Manager, Senior Management team, a nominated person identified by the DoCCFS and the Health Information and Quality Authority (HIQA) may need to access to your file. For example, such access could be related to administration and professional practice audits, allegations, or complaints.

All paper files will be kept in a secure filing cabinet, newer files are recorded electronically on a secure database. All files that are known to the Social Work Department for a Child Protection concern will be kept indefinitely and will be archived in a secure location. All other files are currently kept for 6 years. Access to your file can be discussed with the centre manager where you attend.

WITHDRAWAL OF PARENTAL CONSENT

I/We the parent/legal guardian of the above-named child/ren do understand that I/We can withdraw consent at any time from the service. I/We understand that in order to activate this I must do so in writing to the centre manager.