



# RECORDING OF ALLEGATION / SUSPICION OF ABUSE FORM

## 1. Details of Child

<b>Name of Child</b>	
<b>Address</b>	
<b>Age</b>	
<b>School</b>	
<b>Name of Mother</b>	
<b>Address if different from above</b>	
<b>Telephone No</b>	
<b>Name of Father</b>	
<b>Address if different from above</b>	
<b>Telephone No</b>	
<b>Care and Custody Arrangements regarding child if Known</b>	

## 2. Details of person (s) allegedly causing concern in relation to the child:

<b>Name</b>			
<b>Age</b>		<b>Male / Female</b>	
<b>Address</b>			
<b>Relationship to Child</b>		<b>Occupation</b>	

**3. Details of concern (s), allegation (s) or incident (s), dates, times, who was present, description or any observed injuries, parent's view (s), child's view (s) if known:**

--

**4. Name and Address of other personnel or agencies involved with this child:**

**Social Workers:**

--

**School:**

--

**Public Health Nurses:**

--

**Gardai:**

--

**G.P.:**

--

**Pre—School  
Creche  
Youth Group  
After School  
Groups:**

--

**Hospital:**

--

--

Are Parents / Guardians aware of this referral to the social work dept. Yes / No	
--	--

If yes, what is their attitude?	
---------------------------------	--

**4. Details of person reporting concerns (please see guidance notes below)**

Name		Occupation	
Address			
Telephone			
Nature and extent of contact with Child/family:			

**4. Details of person completing form:**

Name		Date	
Occupation		Signed	

**Guidance Notes**

**Guidance notes:**

Health Service Executives have a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. Health Service Executives at local level therefore have an obligation to receive information about any child who is not receiving adequate care and/or protection

The 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 services executives
- Designated persons in a voluntary or community agency
- Any professional, individual or group involved in services to children who become aware of a child protection or welfare concern, or to whom a child protection or welfare concern is reported.

Please fill in as much information and detail as is known to you, (health 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. Health Service Executives aim 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) a court could order that information be disclosed or (b) under the freedom of information act the 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

This form should be sent to your local duty social worker in the local Health Service Executive.