



**Early  
Childhood  
Ireland**

**Child Safeguarding  
Quick Guide**

## Child Safeguarding Quick Guide

### When and what might I be concerned about?

At any time, you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

You may be informed by a member who has these concerns about a child.

### Harm to a child can be caused by:

- A parent/carer
- A family member/friend
- Another child/
- A stranger
- A member of staff/volunteer

### What should I do if I am contacted with a concern from a member/3<sup>rd</sup> party?

- Advise individuals who raise a safeguarding concern about the welfare of any child of their duty to care and how to make a report directly to Tusla, using the online portal.
- Report all safeguarding concerns or allegations, including regarding poor practice to the DLP/DDLP.

\*Members should be informed from the outset that any concerns will need to be shared with the relevant DLPs as per our Child Safeguarding Policies and Procedures and Working in Partnership Agreement.

(CRM Description: SG Query/Concern. Referred to DLP)

### What should I do if a child discloses that they they are being harmed?

- Listen carefully, do not interrupt.
- Stress it was not their fault and they did the right thing to tell
- Be calm, attentive and non-judgemental.
- Do not promise to keep what is said a secret.
- Ask non leading questions to clarify if necessary.
- Notify the DLP.

### What must I do?

**Recognise the Concern**  
(Please see ECI Child Safeguarding Policy, Section 4)



**Respond and Contact the DLP/Deputy DLP**



**Record - complete concern form with DLP**  
(Form linked here)



**DLP seek advice or report to Tusla**

**Designated Liaison Person (DLP)**

**Carmel Ward** Call 086 153 2944  
Email [cward@earlychildhoodireland.ie](mailto:cward@earlychildhoodireland.ie)

**Deputy Designated Liaison Person (DDLDP)**

**Vivienne Murtagh** Call 086 136 5223  
Email [vmurtagh@earlychildhoodireland.ie](mailto:vmurtagh@earlychildhoodireland.ie)

**In an emergency contact  
Tusla or An Garda Síochána  
on 999/112**

### Post-reporting support:

Additional support is available through our Employee Assistance Programme (EAP) at [www.vhi.healthhero.com](http://www.vhi.healthhero.com)

