Outline of Referral Procedure

Abuse is disclosed by a child or young person or someone reports a concern or suspicion.



If it is an emergency contact the PSNI or An Garda Síochána immediately and then follow the usual procedure below.



Pass this written report on to the Leader in Charge.



Write up the allegation or disclosure. This can be done using the form in Appendix 12 of the Guidelines.



The Leader in Charge will then consult with the Designated Person



The Child Protection Committee will then be consulted and a course of action agreed upon.



The Designated Person will respond to the initial complainant within 2 weeks.



If necessary the Designated Person will contact the relevant statutory agency and follow their advice.



The parents of the child or young person should be told.



As soon as recommended by the outside agency the alleged perpetrator will be informed of the allegations made against them.



If at any stage a child or young person appears to be in danger then an immediate referral to the PSNI or An Garda Síochána must be made.



Everyone involved in the case should be informed of its progress however at all stages confidentiality must be maintained.