



## Allegations of Abuse or Neglect against Employees

It is recommended that two different people are nominated to manage each procedure. In small staff teams it may be necessary to call on external people who are independent to the parties.

- In general, it is the Designated Liaison Person who is responsible for reporting the matter to the Child & Family Agency (as per the reporting procedure) while the employer is responsible for addressing the employment issues
- If the concern meets the reasonable grounds for reporting then it should be referred without delay to the Child & Family Agency.
- To be reported to the Child & Family Agency the allegation must meet the reasonable grounds for reporting of a concern. Informal consultation with the Child & Family Agency may be used to determine if reasonable grounds are present.
- Where there is a Board of Management, they are the employer, otherwise the owner of the service is the employer.
- All staff and volunteers in the service should be aware of who to contact should they become aware of an allegation of abuse or neglect against any employee in the service.
- Written records are very important: If a disclosure is made by a child, a written record of the disclosure should be made as soon as possible by the person receiving it. Where an allegation of abuse or neglect is made by an adult, a written record of the allegation should be made and a written statement should be sought from this person.

Where an employer becomes aware of an allegation of abuse by an employee while executing their duties, an employer should privately inform the employee of the following:

- (i) The fact that an allegation has been made against him/her
- (ii) The nature of the allegation.

The employee should be afforded the opportunity to respond, the response should be noted and passed onto the Child & Family Agency with the formal report.

- All stages of the process should be recorded.
- An investigation may be required and the policy should note who will carry this out, the time involved and any appeal process. In small staff teams, independent, external parties may be called upon.
- Whether or not the matter is being reported to the Child & Family Agency, the employer is always informed of an allegation of abuse or neglect against an employee.
- Confidentiality: It is essential that at all times the matter is treated in the strictest confidence and that the identity of the employee is not disclosed, other than as required under the procedures within the policy.
- Protective measures may be required while the allegation is being investigated. The principles of natural justice, the presumption of innocence and fair procedures should be adhered to. It is very important to note protective measures are intended to be precautionary and not disciplinary.
- The employer should maintain regular and close liaison with the Child & Family Agency and or An Garda Síochána and ensure that no action by the service frustrates or undermines any investigation.
- Further action will be guided by employment legislation, the contract of employment, the other policies and procedures of the service (including the disciplinary policy) and the advice of the investigating agencies.



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- It is recommended that services always seek legal advice when dealing with allegations of abuse or neglect against an employee.

### **Parents and Allegations of Abuse or Neglect Against Employees**

Parents have the right to contact the Child & Family Agency to report an allegation of abuse or neglect about the employee or service.

Parents of children who are named in an allegation of abuse or neglect will be kept informed of actions planned and taken, having regard to the rights of others concerned.

If there is any concern that a child may have been harmed, their parents will be informed immediately

**Last Review Date of this policy:** 11-Jul-2024

**Signed:** Pooja Patidar

**Date:** 11-Jul-2024

**Name:** Pooja Patidar

Person responsible for approving the Policy.



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