

Roles and Responsibilities of a Designated Liaison Person in HSE Funded Agencies

[Children First: National Guidance for the Protection and Welfare of Children \(2011\)](#) Section 3.3.1 notes that:

Every organisation both public and private that is providing services for children or that is in regular contact with children should identify a [Designated Liaison Person](#) (DLP) to act as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns.

The Designated Liaison Person in HSE Funded Agencies will:

- ✚ Act as a liaison with outside agencies and as a resource person to any staff member or volunteer who has child protection concerns.
- ✚ Be responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency [Duty Social Worker](#). In the event of an emergency where you think a child is in immediate danger and you cannot get in contact with the Child and Family Agency Duty Social Worker, you should contact [An Garda Síochána](#).
- ✚ Should ensure that they are knowledgeable about child protection and undertake any training considered necessary to keep themselves updated on new developments.

As a DLP you may receive reports of suspected abuse or you may have concerns about a child's safety and welfare. It is your responsibility:

- ✚ To ensure that you are fully conversant with your organisation's duties to the protection and welfare of children.
- ✚ To ensure that you know your organisation's child protection and welfare policies and procedures, and that you know what they are and where to find the most up-to-date version.

([Child Protection and Welfare Practice Handbook 2011](#), pp28-29)

Training and Support for DLPs





The HSE has developed an e-learning programme *An Introduction to Children First*. The programme has been developed with the assistance of our colleagues in the Child & Family Agency, is approved by the HSE, the Department of Health and the Inter Departmental Over-Sight Group of the Irish Government. This is a **mandatory** foundation course for all HSE staff and is also used as a refresher for Children First training.





This e-learning programme is available to staff in HSE funded agencies. It is available through HSeLanD the HSE Learning and Development Website. It is an interactive programme which is 1.5 hours in duration and issues a certificate of completion at the end of the programme. This certificate should be retained on the individual personnel file to meet regulatory requirements of HIQA, the MHC and other bodies. The training is free of charge and a HSE email address is **not** required to register with HSeLanD.

The e-learning programme covers:

-  Personal, legal and organisational responsibilities in relation to protecting children and reporting a concern about child welfare or abuse.
-  Recognising a child protection or welfare concern.
-  Responding appropriately to a child protection or welfare concern.
-  Reporting a child protection or welfare concern.

If following completion of the e-learning programme staff and volunteers identify unmet training needs in their role or service relating to Children First and/or child protection issues please contact your own organisation for details on training programmes provided.

Please refer to the HSE Children First Website for further information and/or email any queries to childrenfirst@hse.ie.

Useful Links

HSE Children First Website: www.hse.ie/childrenfirst

Child and Family Agency: www.tusla.ie

Department of Children and Youth Affairs: www.dcy.gov.ie