



Love and Care for People

Forms and implementation workbook

Editable internal templates F01 to F32 supporting policies P01 to P19. Complete in Word or print for handwritten records. These are not interactive PDF fields.

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Version 2026.1 | Republic of Ireland youth work

Using and protecting completed forms

Read the linked policy before use. Complete actual dates, decisions and evidence; a blank template does not demonstrate implementation. Safeguarding and emergency action must never wait for paperwork. Use secure case references on general registers and keep confidential records accessible only to authorised people. Do not email child protection report forms to Tusla or use public messaging groups for case records.

Every template belongs to Love and Care for People. Owner Iniobong Usanga; deputy Ado Mazombe. Original board approval date 14.12.2025. Current reference review 11.10.2026. Version 2026.1. The actual ratification of this revision is recorded in F32. The organisation contact details and logo appear on the cover; use the nominated direct duty contacts in F02 for urgent internal routing.

Official forms and submission routes

The internal concern record F03 supports preparation and follow up. Make external child protection reports through the official Tusla portal or current CPWRF and RARF from the live publications page. HSA accidents and dangerous occurrences use official IR1 and IR3 routes. Data breach notifications use the DPC current route. Vetting applications come through the authorised relevant organisation; F04 is only the recruitment checklist.

R03 [Tusla safeguarding publications and official forms](#)

R06 [Tusla secure reporting portal](#)

R05 [Tusla contact a social worker](#)

R17 [HSA accident and dangerous occurrence reporting](#)

R21 [DPC personal data breach guidance and notification](#)

R07 [National Vetting Bureau information](#)

General office email info@loveandcareforpeople.eu and +3532250375 are not described as a 24 hour emergency service. For immediate serious danger call 112 or 999.

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F01 Service schedule and safeguarding harm assessment

Related policies P01 | Owner Iniobong Usanga | Deputy Ado Mazombe

Complete with delivery staff and young people as appropriate. Assess harm from abuse or neglect, not just accidents. Attach the completed schedule to the signed Child Safeguarding Statement. Blank ratings must be assessed against actual services before publication.

Service or programme name and purpose

Locations and online platforms

Participant ages and access or support needs

Provider and partner delivery arrangements

Activities actually offered and people involved

Assessor names roles and consultation

Assessment date and next review date

A starter risk schedule follows. It is not a completed assurance of site safety.

Linked guidance [R01](#) | [R03](#) | [R33](#)

F01 Safeguarding risk schedule

For each actual activity, identify the risk of abuse or neglect, control evidence, accountable person and action due. Assess likelihood and severity as low, medium or high with reasons. A rating is not a substitute for controls. Complete remaining risk and approval on the next page.

Risk of harm	Required controls and evidence	Owner and gaps
Abuse by a worker volunteer or visitor	Suitability checks; vetting where required; boundaries; supervision; visitor access; P03 P06.	_____
Failure to recognise or report harm	DLP and deputy cover; mandated register; prompt reporting; training; P02 P05.	_____
Peer abuse bullying or sexual exploitation	Safe group rules; supervision; private reporting; assessment under P02 P07 P15.	_____
Harm in one to one or outreach contact	Approved purpose and location; visibility; check ins; P06 and F10.	_____
Online grooming harmful contact or exposure	Approved platforms; moderation; account controls; online reporting; P08.	_____
Image misuse or disclosure exposing a child	Specific permissions; safe publication; secure storage; P08 P11.	_____
Harm on trips transport or overnight stays	Provider checks; room and night plans; safe drivers; consent; P14.	_____
Unsafe personal care medical support or restrictions	Individual plan; dignity; competence; emergency support; P15 P17.	_____
Unsafe collection missing child or unauthorised access	Attendance; agreed handover; visitor control; missing participant plan; P13.	_____
Partner gaps or additional local risk	Written allocation of responsibilities; own reporting routes; actual extra risks; F30.	_____

F01 Risk ratings actions and approval

Complete one entry per risk from the schedule, including any additional service specific risk. Repeat this sheet where needed.

Risk and activity reference

Likelihood severity and reasons before further controls

Controls actually verified and evidence location

Residual risk rating and whether service can safely proceed

Further action responsible person due date and completion evidence

Assessor lead and board review actual dates signatures

Material change review triggers and next date

F02 Role appointments mandated persons and escalation

Related policies P01 P02 P04 P18 | Owner Iniobong Usanga | Deputy Ado Mazombe

Confirm acceptance, competence, cover and actual contact arrangements. Record statutory category for each mandated person, not only a job title. Give everyone delivering the service a current copy of the reporting contacts.

Nominated lead DLP and Relevant Person

Iniobong Usanga

Nominated deputy lead and deputy DLP

Ado Mazombe

Direct lead duty contact and availability

Direct deputy duty contact and availability

Unconflicted trustee or independent escalation contact name method and cover

DLP and deputy learning completed dates evidence and refresher plan

Role acceptance signatures and actual dates

Board minute confirming appointments and responsibilities

Linked guidance [R01](#) | [R04](#) | [R05](#) | [R41](#)

F02 Mandated person and contact register

Assess each role against Schedule 2. Include persons responsible for the care or management of a youth work service and employed qualifying youth workers where applicable. Record the statutory basis after checking actual functions, qualifications and employment. Repeat rows as needed.

Person and role	Schedule 2 category and verification	Contact and cover	Training and review
Iniobong Usanga			
Ado Mazombe			

Duty social work area contacts verified through live Tusla directory

Reporting direct routes and secure record access communicated on

Independent complaints protected disclosures and allegations recipient

Availability cover reviewed by and actual date

F03 Safeguarding concern and disclosure record

Related policies P02 P04 P06 P07 P08 | Owner Iniobong Usanga | Deputy Ado Mazombe

Make a factual contemporaneous record and secure it. Act immediately where needed. This is an internal record and does not replace the official Tusla CPWRF or RARF or secure portal submission. Do not send this form to a public group or ordinary messaging chat.

Case reference and recorder name role contact

Date time and location of disclosure or concern

Child name age contact and current location

Facts observed and exact words used distinguish source and interpretation

Immediate safety action and current risk

DLP deputy or independent person notified time and response

Mandated status threshold assessment and reporting decision

Tusla Garda or medical contact submission date time and reference

Family informed or reason not informed

Follow up owner due date and signature

Linked guidance [R03](#) | [R04](#) | [R06](#) | [R40](#)

F04 Recruitment and suitability checklist

Related policies P03 | Owner Iniobong Usanga | Deputy Ado Mazombe

Complete before relevant work begins. The authorised decision maker records evidence and outstanding steps. Do not attach criminal record details to a general volunteer register.

Applicant role and selector names

Role criteria and relevant work determination

Application history gaps and identity checked

Interview and safeguarding scenario assessment

Reference one name capacity verification date and outcome

Reference two name capacity verification date and outcome

Qualifications and other necessary checks

Vetting disclosure received date organisation and authorised review reference

Suitability decision conditions review route and reasons

Appointment authorised by date and induction plan

Linked guidance [R07](#) | [R08](#) | [R23](#)

F05 Induction and role agreement checklist

Related policies P03 P05 P18 | Owner Iniobong Usanga | Deputy Ado Mazombe

Use for staff, volunteers, students and contractors as applicable. Sign only after instruction and checking understanding. Recruitment completion must precede any legally restricted work.

Name role status supervisor and start date

Written terms or role agreement received

Recruitment and vetting clearance reference

Policies read and accessible explanation provided

Reporting roles and direct emergency routes understood

Code confidentiality online safety and inclusion covered

Venue first aid fire attendance and medical arrangements practised

Training required completed and due dates

Supervision schedule probation or review date

Worker and supervisor signatures actual dates and open actions

Linked guidance [R41](#) | [R24](#)

F06 Allegation management and interim measures

Related policies P04 | Owner Iniobong Usanga | Deputy Ado Mazombe

Keep separately restricted child protection and personnel records. Coordinate with statutory agencies and preserve fairness. Do not use this form to conduct an unauthorised child abuse investigation.

Case reference allegation received by date and source

DLP statutory reporting lead and separate personnel lead

Conflicts identified and independent route appointed

Immediate risks and protective measures reasons and duration

Tusla Garda contacts advice and referral references

Evidence preservation and access restrictions

Person informed content date representation and response

Support for child family reporter and person accused

Review dates findings distinct decisions and appeal route

Decision maker signature and secure record location

Linked guidance [R04](#) | [R24](#) | [R26](#)

F07 Training needs plan and completion record

Related policies P05 | Owner Iniobong Usanga | Deputy Ado Mazombe

Assess current role risks before selecting learning. Check the latest Tusla training resource. A certificate alone does not establish suitability for an activity.

Worker name role contact with children and safeguarding role

Previous learning provider date and evidence

Knowledge or competence gaps and how identified

Required learning provider and completion deadline

Completion evidence and check of understanding

Refresher date supervisor and support needs

Plan reviewed by date and worker agreement

Linked guidance [R41](#) | [R03](#)

F08 Supervision and support record

Related policies P05 P18 | Owner Iniobong Usanga | Deputy Ado Mazombe

Record actions rather than unnecessary child case details. Refer to secure case identifiers. Safeguarding concerns require immediate action under P02 even if discussed in supervision.

Worker supervisor date and next meeting

Workload wellbeing and support

Practice boundaries safeguarding and case references

Inclusion youth feedback and quality

Training competence and development needs

Agreed actions owner deadline and review evidence

Worker and supervisor signatures comments or disagreement

Linked guidance [R12](#) | [R41](#)

F09 Code of behaviour acknowledgement

Related policies P06 P08 P18 | Owner Iniobong Usanga | Deputy Ado Mazombe

Sign after reading and discussing the code. This acknowledgement does not remove legal rights or replace a fair disciplinary process.

Name role and date

Declaration

I understand the code, professional boundaries, digital rules and duty to raise concerns. I will use the approved reporting routes and explain any uncertainty before undertaking an unfamiliar duty. I understand that young people must not be asked to keep harmful or inappropriate contact secret.

Pre existing relationships or conflicts requiring management

Clarifications or accommodations needed

Worker signature and actual date

Manager confirmation and follow up actions

Linked guidance [R03](#) | [R24](#)

F10 One to one outreach and lone work plan

Related policies P06 P09 | Owner Iniobong Usanga | Deputy Ado Mazombe

Approve before planned work. Consider safeguarding and worker safety separately. An exceptional emergency arrangement must be recorded and reviewed promptly.

Worker participant reference purpose and frequency

Location visibility privacy access and exit arrangements

Consent youth wishes and support needs

Risks and controls including boundaries and lone working

Who knows the plan check in times and missed contact action

Emergency contact communication and escalation

Record keeping and secure storage

Authorised by date review date and deviations

Linked guidance [R01](#) | [R15](#) | [R18](#)

F11 Bullying and peer incident response

Related policies P07 | Owner Iniobong Usanga | Deputy Ado Mazombe

Record accounts separately and maintain safety. Refer suspected abuse or exploitation immediately under P02. Do not force mediation.

Incident reference reporter and date

People affected and safe contact arrangements

Behaviour facts location frequency and possible power imbalance

Immediate protection and retaliation risk

Accounts evidence and statutory referral assessment

Safety support and behaviour actions owner and deadline

Family communication or reason withheld

One week and four week review findings and appeal information

Linked guidance [R03](#) | [R30](#)

F12 Site and activity safety risk assessment

Related policies P09 P14 | Owner Iniobong Usanga | Deputy Ado Mazombe

A competent assessor completes this for the actual venue and activity. Consult workers and consider young people and visitors. Keep safeguarding harm assessment F01 separate. The worksheet follows on the next page.

Venue activity date and assessor competence

People exposed ages numbers and individual needs

Hazards identified and existing controls

Emergency first aid fire and staffing arrangements

Specialist provider checks insurance and equipment

Consultation and evidence inspected

Approval signature actual date and review trigger

Linked guidance [R15](#) | [R16](#) | [R17](#)

F12 Safety assessment worksheet

Identify actual hazards such as fire, falls, equipment, chemicals, food allergy, infection, transport, lone work and aggression. Rate likelihood and severity 1 to 5; multiply for a working score. This scoring method is LCP practice, not a statutory formula. A high consequence hazard requires competent judgement even if the score is low.

Hazard activity and people at risk

Existing controls and verification evidence

Initial likelihood severity and score

Further controls hierarchy of prevention

Responsible person due date and resources

Residual likelihood severity score and reason controls are adequate

Proceed modify or stop decision and authorising person

Review after change incident or scheduled date

F13 Digital platform and online activity approval

Related policies P08 P11 | Owner Iniobong Usanga | Deputy Ado Mazombe

Review safety and privacy before use. Check platform age terms and provide an alternative access route. Do not collect a date of birth or identity document merely because the platform has an age condition.

Platform supplier activity purpose and proposed users

Age terms accessibility and alternative participation route

Host moderation administrator and contact arrangements

Privacy lawful bases processor terms retention and transfers

Recording image permissions and participant information

Reporting blocking and emergency procedures

AI or automated features risks human review and legal assessment

DPIA need decision authorisation date and next review

Linked guidance [R18](#) | [R20](#) | [R29](#) | [R30](#) | [R39](#)

F14 Image recording and publicity choices

Related policies P08 P11 P13 | Owner Iniobong Usanga | Deputy Ado Mazombe

Complete the purpose, channels and retention before asking for consent. Choices are optional and refusal does not affect participation. Discuss with the young person and obtain appropriate guardian permission and valid lawful consent.

Participant name programme and dates

Specific image or recording purpose and planned content

Publication channels and intended audiences

Retention removal date and responsible contact

Choices

Internal programme record: Yes ☐ No ☐

Printed publicity: Yes ☐ No ☐

LCP website: Yes ☐ No ☐

Facebook: Yes ☐ No ☐

Instagram: Yes ☐ No ☐

YouTube: Yes ☐ No ☐

Twitter or X: Yes ☐ No ☐

Blog: Yes ☐ No ☐

Other specifically described use: _____ Yes ☐ No ☐

Young person agreement signature or recorded accessible agreement

Guardian name authority signature and date where appropriate

Permission checked by and withdrawal recorded date action

Public sharing may allow third parties to copy an image beyond LCP control. Withdraw by contacting info@loveandcareforpeople.eu or the office. Withdrawal affects future consent based use and removal within our control; it does not make earlier lawful processing unlawful. No real time location, distress or intimate care imagery is authorised by this form.

Linked guidance [R18](#) | [R20](#)

F15 Venue emergency and evacuation plan

Related policies P09 P17 | Owner Iniobong Usanga | Deputy Ado Mazombe

Complete and brief the actual team before each programme. Check arrangements by practice and competent venue advice; do not invent an assembly point or first aider.

Venue full address Eircode emergency access and occupancy

Duty lead deputy trained first aider and contact methods

Alarm safe exits accessible evacuation and assembly point

People needing assistance and agreed support plan reference

First aid kit AED if available and emergency medication location

Attendance check group supervision and missing person action

112 or 999 call responsibility guardian contact and incident recording

Drill date findings open actions and sign off

Linked guidance [R15](#) | [R17](#) | [R35](#)

F16 Accident incident near miss and missing person record

Related policies P09 P13 P14 P15 P16 P17 | Owner Iniobong Usanga | Deputy Ado Mazombe

Take emergency and safeguarding action first. Record facts and preserve privacy. This internal record does not replace HSA IR1 or IR3, Tusla reports or insurer notifications.

Incident reference date time location and recorder

People involved and witnesses safe contacts

What happened observed facts and timeline

Injury symptoms immediate danger or last known location

First aid emergency assistance and protective actions times

Lead guardian and agencies notified advice and references

HSA reportability decision grounds deadlines and submission

Safeguarding referral assessment and insurance contact

Contributing factors corrective action owner due date and review

Linked guidance [R17](#) | [R03](#) | [R35](#)

F17 Data processing retention rights and breach register

Related policies P11 | Owner Iniobong Usanga | Deputy Ado Mazombe

Keep restricted. Use the worksheets following this cover for each distinct purpose, rights request or breach. Record lawful decisions before collection; do not use a single generic basis for all information.

Data contact

Iniobong Usanga; deputy Ado Mazombe

Secure record locations access roles and backup arrangements

Processors and signed agreements register location

DPO requirement assessed Article 37 decision and date

DPIA process owner and current assessments

Approved retention schedule date and legal advice references

Annual review owner date actions and sign off

Linked guidance [R18](#) | [R19](#) | [R20](#) | [R21](#)

F17 Processing and retention worksheet

Complete per processing purpose. Repeat for attendance, safeguarding, health, images, recruitment, payroll, donors and digital services. Do not collect special category or criminal data until the necessary conditions and safeguards have been established.

Purpose categories people data and source

Article 6 basis and justification

Article 9 condition or Article 10 Irish authority if applicable

Recipients processors agreement and access roles

EEA or other location transfer safeguard and assessment

Retention trigger duration legal need review and deletion method

Privacy notice issued DPIA decision approver date

F17 Rights request log

Respond normally within one month. Record and notify any lawful extension within that initial period.

Reference request type received date and safe contact

Proportionate identity or authority check

Records located scope and third party safeguards

Initial deadline extension reasons and date explained

Outcome legal restriction reasons and complaint information

Sent securely on by evidence and closure

F17 Personal data breach log

Contain and escalate immediately. The 72 hour clock runs from organisational awareness. Document every breach, including justified decisions not to notify.

Reference discovery and awareness date time contact notified

Event affected data approximate records and people

Immediate containment security and preservation

Risk to rights and freedoms and likely consequences

DPC notification required decision reasons deadline reference

High risk individual notification decision reasons time and method

Mitigation follow up phased information delay explanation

Owner lessons corrective actions and closure review

F18 Accessibility accommodation and inclusion plan

Related policies P10 P15 | Owner Iniobong Usanga | Deputy Ado Mazombe

Discuss directly with the young person, using appropriate support and privacy. Ask what helps participation rather than collecting unnecessary diagnoses.

Participant reference programme and preferred communication

Young person priorities and barriers described

Requested adjustment or support and agreed permission to share

Options assessed safety resources and decision reasons

Actions responsible person start date and cost approval

Information the delivery team needs and secure plan location

Review date feedback and further action or appeal

Linked guidance [R22](#) | [R14](#) | [R13](#)

F19 Youth participation and feedback record

Related policies P10 P13 P19 | Owner Iniobong Usanga | Deputy Ado Mazombe

Give young people a real opportunity to influence matters affecting them. Do not promise decisions they cannot make or gather identifiable sensitive feedback without a lawful basis.

Programme decision or issue and what is open to influence

Who was invited barriers and supports

Accessible safe methods and voluntary participation

Views gathered without unnecessary names

Who heard the views and decision made

What changed reasons for any limits and feedback to young people

Review of experience and next action

Linked guidance [R13](#) | [R31](#) | [R32](#)

F20 Participant privacy notice template

Related policies P11 P13 | Owner Iniobong Usanga | Deputy Ado Mazombe

Complete the programme specific schedule on the following page before issuing this notice. Use an accessible version or explain it to the young person. Do not give a notice with undecided purposes, bases or retention.

Controller

Love and Care for People, 58 Main Street, Mallow, Co. Cork, P51V50F. Contact info@loveandcareforpeople.eu or +3532250375. Data contact Iniobong Usanga; deputy Ado Mazombe.

Who this notice covers

Young people, guardians and emergency contacts whose information is needed for the named programme. Tell your emergency contact that their details have been supplied.

Programme and issue date

What we do with information

We use information for the purposes and legal bases listed in the attached schedule. We limit access to authorised people. We may need to share relevant information with health or safeguarding authorities where lawfully required or justified, and with the named service providers and partners in the schedule. We explain optional image and marketing choices separately.

Rights and choices

You can ask for access, correction and, where applicable, deletion, restriction, portability or objection. Where we rely on consent, you can withdraw it without changing the lawfulness of earlier use. Some rights have lawful limits, for example to protect another person or retain legally necessary records. Contact our data contact; we normally respond within one month. You may complain to the Data Protection Commission at www.dataprotection.ie.

Child friendly explanation

We ask for information so we can organise your activity and help keep you safe. Only people who need it should see it. You can ask what we hold about you, correct a mistake or ask why it is needed. You can say no to optional photos. If we are worried someone is being harmed, we may need to tell people who can help. You can talk to a worker or our data contact about your information.

The notice explains processing; signing an acknowledgement is not blanket consent.

Linked guidance [R18](#) | [R20](#)

F20 Programme privacy schedule

Issue this completed schedule with the notice. Use clear purposes and actual legal bases. Essential and optional data must be distinguished. Set the special category condition before collecting health information.

Information collected and each purpose

Article 6 lawful basis for each purpose and legitimate interests if used

Special category condition and any criminal data authority

Recipients named processors and overseas safeguards

Retention periods or clear criteria per category

Required or optional information and effect of not providing it

Sources where data obtained indirectly and any automated decisions

Approved by actual date and version issued

F21 Complaint feedback and appeal

Related policies P12 | Owner Iniobong Usanga | Deputy Ado Mazombe

This form is optional. You may speak to a worker or use the organisation contacts. Urgent safety concerns must be acted on immediately.

Name or anonymous contact preference and support needed

Programme or issue and dates

What happened and who was involved

What you would like to happen

Safe way and time to contact you

For LCP use handler conflict check and safety referral

Acknowledged date target response and updates

Outcome reasons action owner and appeal information

Appeal grounds independent reviewer and outcome date

Linked guidance [R03](#) | [R27](#)

F22 Participant registration consent and collection

Related policies P13 P11 | Owner Iniobong Usanga | Deputy Ado Mazombe

Explain the programme and privacy notice before collection. Use only necessary fields. Keep health plans and publicity permission separate. Adults aged 18 and over complete their own permissions.

Participant name age or date of birth programme

Preferred contact communication and accessibility needs

Guardian name authority and safe contact where appropriate

Emergency contact relationship and number

Essential support or allergy information and F25 plan reference

Authorised collectors identity check and safe contact

Independent travel permission conditions and review date

Relevant collection restrictions or safeguarding plan secure reference

Participation choice

Young person has received an explanation and agrees: Yes ☐ No ☐

Guardian permission where appropriate: Yes ☐ No ☐

Adult participant consent where applicable: Yes ☐ No ☐

Privacy notice received and explained: Yes ☐ No ☐

Participant guardian and worker signatures or accessible record dates

Linked guidance [R13](#) | [R18](#) | [R20](#)

F23 Trip residential and transport plan and permission

Related policies P14 P13 | Owner Iniobong Usanga | Deputy Ado Mazombe

Complete the plan and provide it to participants and appropriate guardians before obtaining permission. Attach the itinerary, F12 risk assessment and relevant F25 health plans.

Programme destination itinerary dates and purpose

Lead adults staffing checks group size and supervision plan

Transport drivers vehicles licence insurance restraints and pickup

Accommodation room arrangements night support and privacy

Activities providers competence insurance and contingency

Emergency duty contact medical support and communication

Costs accessibility essential equipment and alternative offer

Material risks explained and specific permissions requested

Youth agreement guardian or adult permission signature and actual date

Manager authorisation unresolved actions and review

Linked guidance [R15](#) | [R38](#) | [R31](#)

F23 Residential and travel detailed checklist

Complete where the trip includes overnight stays or cross border travel. Keep the participant emergency list restricted.

Rooms bathrooms privacy personal care and night supervision

Participant and guardian information distributed and questions answered

Provider vetting suitability qualifications and insurance verification

Transport route changes breakdown and driver cover

Passport entry travel permission insurance and local law checks if abroad

Local emergency consular contacts and organisational on call lead

Cancellation weather and alternative activity plan

Departure headcount return handovers and post trip review

F24 Session attendance and handover register

Related policies P13 P09 | Owner Iniobong Usanga | Deputy Ado Mazombe

Keep secure and available for headcounts and emergencies. Record the actual adults present. Do not display participant contacts publicly.

Programme venue date session start and finish

Session lead and authorised supervising adults

Planned numbers agreed supervision controls and emergency plan reference

Changes concerns and incident reference

Linked guidance [R15](#) | [R18](#)

F24 Attendance rows

Repeat for the session. Use coded identifiers where appropriate; keep the contact list separately secure.

Participant	Arrived	Left	Handover or agreed independent departure	Adult initial
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	
_____			_____	

F25 Individual medical medication and administration plan

Related policies P17 P14 | Owner Iniobong Usanga | Deputy Ado Mazombe

Complete with appropriate participant or guardian consent and current clinical instructions. Workers assist only within training and authority. The dose log follows on a separate page.

Participant reference date and responsible lead

Condition allergy triggers signs and essential support

Prescribed medicine original label dose route timing and expiry

Clinical plan source prescriber contact and instructions checked

Emergency action when to call 112 or 999 and medicine access

Storage self administration assistance and authorised trained workers

Receipt quantity consent authority and signatures dates

Review date changes return and disposal arrangements

Linked guidance [R35](#) | [R18](#) | [R22](#)

F25 Medication administration and return log

Confirm the plan and original label before every dose. Record promptly. A witness or second check is used where required by the clinical or risk plan. Do not double a missed dose without clinical instruction.

Date time	Medicine dose route	Given or self taken by	Check and outcome
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Error missed dose refusal or reaction and clinical advice incident reference

Quantity returned to whom date and signatures

Storage checks and expiry review

F26 Behaviour support safety and return plan

Related policies P15 P07 P16 | Owner Iniobong Usanga | Deputy Ado Mazombe

Develop with the young person and appropriate carers. Focus on support, adjustments and safety. Any safeguarding concern follows P02 immediately.

Participant reference programme and meeting date

Young person account strengths needs and goals

Triggers early signs preferred communication and calming supports

Adjustments staff responsibilities and agreed expectations

Incident response safe space supervision and emergency action

Any restriction reasons duration alternatives and review

Return plan feedback guardian involvement and appeal information

Agreement signatures accessible record and next review

Linked guidance [R22](#) | [R32](#) | [R33](#)

F27 Welfare referral and support follow up

Related policies P16 P17 | Owner Iniobong Usanga | Deputy Ado Mazombe

Do not delay emergency help or statutory reporting to complete this form. Verify the service and share only necessary information on a recorded lawful basis.

Participant reference worker and date

Concern immediate risk assessment and action

Young person wishes consent and guardian involvement where safe

Service referred to current contact eligibility and availability checked

Information shared legal basis secure method and referral reference

Interim support safety contacts and responsible worker

Follow up date access confirmed barriers and next action

Linked guidance [R35](#) | [R36](#) | [R18](#)

F28 Conflict declaration financial authorities and expenditure

Related policies P19 | Owner Iniobong Usanga | Deputy Ado Mazombe

Use the individual declaration here and complete the authority and payment worksheets that follow. A person must not authorise their own benefit. The board sets actual limits before commitments.

Name role declaration date and decision or meeting

Personal financial family organisational or other interest

Related party or potential benefit and relationship

How conflict is managed withdrawal independent decision and quorum

Governing document legal authority and advice where relevant

Recorded in minutes reference decision maker and signature

Next annual declaration or change trigger

Linked guidance [R27](#) | [R28](#) | [R18](#)

F28 Financial authority schedule

The board completes actual thresholds and signatories. Until a delegation is recorded, commitments require an authorised unconflicted board decision. No person approves their own payment.

Control	Limit or named role	Second check and evidence
Budget owner and approved budget		
Purchase approval threshold		
Quotation and tender thresholds		
Bank payment preparer		
Two independent bank approvers		
Reconciliation reviewer		
Expenses and related party approval		
Cash count bank and receipt controls		
Emergency exception and reporting		

Board approval actual date minute quorum and signature

Restricted funds conditions and review date

F28 Payment procurement and expense approval

Attach invoice, receipts and proportionate quotations. Record conflicts and the delegated authority. Never split commitments to avoid a threshold.

Payee purpose amount currency and date required

Charitable purpose budget line and restricted funding check

Quotation selection value and provider suitability

Conflict or related party declared independent decision

Invoice receipt contract and delivery evidence references

Approval one name authority date

Approval two independent name authority date

Payment reference and reconciliation reviewer date

F29 Grievance discipline dignity and protected disclosure record

Related policies P18 | Owner Iniobong Usanga | Deputy Ado Mazombe

Triage the correct route and preserve confidentiality. Use impartial decision makers. Protected disclosure deadlines and child protection reporting must not be replaced by ordinary grievance targets.

Case reference worker safe contact date and route

Concerns alleged conduct evidence and desired response

Safeguarding legal or protected disclosure assessment

Conflict check investigator decision maker and appeal reviewer

Acknowledgement deadlines representation and support

Meetings responses evidence findings and reasons

Outcome sanction where applicable duration actions and appeal

Actual decision and appeal dates review and restricted record location

Linked guidance [R24](#) | [R25](#) | [R26](#)

F30 Partner provider contractor and shared venue assurance

Related policies P03 P09 P14 P19 | Owner Iniobong Usanga | Deputy Ado Mazombe

Complete before delivery and attach relevant contractual evidence. An assurance from a partner does not remove LCP responsibility for its own services.

Provider named lead service venue and contract dates

Responsibilities safeguarding supervision reporting and complaints

Recruitment lawful vetting and training assurances evidence

Insurance qualifications activity limits and risk assessments

Venue emergency medical and accessibility arrangements

Data controller processor roles agreement storage and transfers

Information for participants escalation and audit rights

Gaps actions owner deadlines and delivery approval

Linked guidance [R08](#) | [R15](#) | [R18](#) | [R27](#)

F31 Policy implementation and quality action register

Related policies P01 to P19 | Owner Iniobong Usanga | Deputy Ado Mazombe

Track evidence that policies operate in practice. Report anonymised risks and completion to the board. Do not list identifiable safeguarding case details in this general register.

Programme review period and responsible lead

Youth feedback and quality measures used

Significant gaps urgent controls and resources needed

Board review date decisions and minute reference

Linked guidance [R12](#) | [R10](#) | [R13](#) | [R27](#)

F31 Implementation actions

Repeat rows for every material action and keep evidence links current. Use secure case references only.

Policy and gap	Action and owner	Due date	Evidence and review
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

F32 Policy review ratification and board assurance

Related policies P01 to P19 | Owner Iniobong Usanga | Deputy Ado Mazombe

Record actual decisions and signatures. Preserve the supplied original approval date without treating it as approval of later wording. Verify implementation evidence before signing assurance.

Original board approval date

14.12.2025

Edition and current reference review

2026.1; 11.10.2026

Policies reviewed changes and evidence inspected

Youth worker and partner consultation

Unresolved actions conditions resources and responsible people

Current revision ratification actual meeting date quorum minute reference

Chair or authorised trustee name signature actual date

Iniobong Usanga acknowledgement signature actual date

Ado Mazombe acknowledgement signature actual date

Next review

By 14.12.2026 under the original annual review cycle, and earlier after material change.

Linked guidance [R01](#) | [R27](#) | [R28](#)

F32 Implementation assurance checklist

Complete by reviewing evidence, not merely ticking receipt of a policy. Record gaps and conditions in F31. Sign the Safety Statement declaration only when actual assessments and arrangements are attached.

Actual service schedule and harm risks F01 complete and CSS signed displayed

Role cover independent routes and mandated list F02 confirmed

Vetting recruitment training boundaries and supervision in operation

Site and activity F12 emergency F15 and insurance evidence reviewed

Privacy lawful processing secure storage retention and rights procedures checked

Youth feedback accessibility complaints and partner responsibilities checked

Charity identifier type verified RCN and separate CHY if applicable

Employer Safety Statement declaration

The board commits to providing resources and managing risks so far as reasonably practicable. The completed site and activity assessments, named responsibilities and emergency arrangements form part of the Safety Statement. Authorised employer representative name capacity signature and actual date:

Reference key

Use these links to open the current official sources. The policy manual contains the full reference register with source classifications and review notes.

- R01 [Children First Act 2015](#)
- R03 [Tusla safeguarding publications and official forms](#)
- R04 [Tusla mandated reporting](#)
- R05 [Tusla contact a social worker](#)
- R06 [Tusla secure reporting portal](#)
- R07 [National Vetting Bureau information](#)
- R08 [National Vetting Bureau Acts and prior vetting duty](#)
- R10 [Opportunities for Youth national strategy 2024 to 2028](#)
- R12 [National Quality Standards Framework for Youth Work](#)
- R13 [Participation Action Plan 2024 to 2028](#)
- R14 [NYCI inclusive youth work toolkit](#)
- R15 [HSA Safety Statement and risk assessment](#)
- R16 [Safety Health and Welfare at Work Act 2005](#)
- R17 [HSA accident and dangerous occurrence reporting](#)
- R18 [General Data Protection Regulation](#)
- R19 [Data Protection Act 2018](#)
- R20 [DPC children and data processing fundamentals](#)
- R21 [DPC personal data breach guidance and notification](#)
- R22 [IHREC equal status rights explained](#)
- R23 [IHREC employment equality guide](#)
- R24 [WRC grievance and disciplinary code](#)
- R25 [Joint HSA and WRC workplace bullying code](#)
- R26 [Protected Disclosures Amendment Act 2022](#)
- R27 [Charities Governance Code](#)
- R28 [Charities Amendment Act 2024 implementation](#)
- R29 [Coimisiún na Meán Online Safety Code](#)
- R30 [EU Digital Services Act guidance on protection of minors](#)
- R31 [EU Youth Strategy 2019 to 2027](#)
- R32 [EU Strategy on the Rights of the Child](#)
- R33 [EU Recommendation on integrated child protection systems](#)
- R35 [HSE urgent mental health support](#)
- R36 [HSE drugs information and support](#)
- R38 [Road Safety Authority](#)
- R39 [EU AI Act current implementation guidance](#)
- R40 [Adult retrospective disclosures addendum April 2025](#)
- R41 [Tusla safeguarding information and training](#)