



DESIGNATED LIAISON PERSON (DLP)



What is a DLP/DDLP?

Designated Liaison Person (DLP) is a person appointed by a service to be a resource to any worker or volunteer who has a child safeguarding concern. DLPs are responsible for ensuring that child safeguarding reporting procedures are followed correctly and promptly and act as a liaison person with other agencies such as Tusla and An Garda Síochána.

A Deputy Designated Liaison Person (DDLP) is a person appointed by a service to act as DLP in the absence of the DLP due to annual leave, sick leave, etc.



Who might be selected to be DLP in an ELC/SAC Service?

The Board of Management or owner of a service will appoint the Designated Liaison Person (DLP) and a Deputy Designated Liaison Person (DDLP). The DLP in ELC and SAC services must be somebody who is knowledgeable about the Child Safeguarding Statement, and associated child safeguarding procedures of their service.



Some Responsibilities of DLPs Include:

Having a confident knowledge of the service's responsibilities in relation to the safeguarding of children

Having a good knowledge of the service's Child Safeguarding Statement and child safeguarding policies and procedures

Undertaking any training considered necessary for the role and keeping up to date on any new developments

Being a resource person for workers who have child protection or welfare concerns

Receiving child protection and welfare concerns from workers and volunteers and considering if reasonable grounds for reporting to Tusla exist

Ensuring that the service's reporting procedures are followed so that child protection and welfare concerns are referred promptly to Tusla

Consulting informally with a Tusla Duty Social Worker through the Dedicated Contact Point, if necessary

Where appropriate, making a formal report of child protection or welfare concerns to Tusla on behalf of their service

Where appropriate, making a joint report to Tusla with a mandated person

Informing the child's parents that a report is to be submitted to Tusla or An Garda Síochána unless;

- Informing the parents/guardians is likely to endanger the child
- Informing the parents/guardians may place you, as the reporter, at risk of harm from the family
- The family's knowledge of the report could impair Tusla's ability to carry out an assessment

Ensuring all concerns, discussions and actions taken are clearly documented

Ensuring that all appropriate information is included in any report to Tusla

Ensuring that a secure system is in place to manage and store confidential records

Liaising with Tusla, An Garda Síochána and other agencies as appropriate

Keeping appropriate people within the service informed of relevant issues, whilst maintaining confidentiality

Advising the service of child safeguarding training needs.



ELC and SAC Services Should Ensure That:

The DLP and DDLP are provided with any training considered necessary to fulfil their role

The DLP and DDLP are aware of the responsibilities associated with the role especially in relation to promptly reporting child protection or welfare concerns to Tusla/An Garda Síochána, as appropriate

All workers and volunteers receive child safeguarding training that is appropriate to their role

Their Child Safeguarding Statement and child safeguarding policies and procedures are robust and are reviewed regularly in line with the Children First Act and the Children First National Guidance

All workers and volunteers in the service understand the reporting procedure and understand the role of the DLP within the reporting procedure.

If the person selected to be DLP/DDLP is unsure of their role, their employer should discuss concerns and any potential solutions. If a person decides that they do not want to be a DLP/DDLP, employers should respect this decision.

The DLP/DDLP is provided with support from management that is specific to their role and in addition to Support and Supervision as required by Regulations



Training for DLPs

DLPs must be facilitated by their employer to complete the following training:

- Tusla's [Children First eLearning Programme](#)
- Tusla's [Mandated Person eLearning Programme](#)
- Always Children First Foundation Training for ELC/SAC Services (available through City and County Childcare Committees)
- Tusla's [DLP eLearning Programme](#)
- Always Children First DLP Training for ELC/SAC Services (available through City and County Childcare Committees)
- Any other additional training opportunities such as [Signs of Safety](#), [Meitheal](#), [Child Abuse Substantiation \(CASP\)](#)



Where can I find more information on the role and responsibilities of a DLP?

- [Child Safeguarding Resource Document: Child Safeguarding Statement, Policy and Procedures; Guidance for Early Learning and Care and School Aged Childcare Services in Ireland](#)
- [Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice](#)
- [Tusla's Children First: National Guidance](#)
- www.childsafeguardingelc.ie
- <https://www.tusla.ie/children-first/>

