



PCI Counselling Service

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PCI Counselling Services Procedure Making a Mandatory Report

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	Making a Mandatory Report	JL/GK	15/11/23
1.1	Update required	JL/GK	15/11/24
1.2	Update Required	GK	3/05/24

2. Procedure for Making a Mandatory Report

In line with the PCI Counselling Service Mandatory Reporting Policy, the PCI Counselling Service Designated Liaison Person (DLP) is responsible for making and submitting reports that meet the threshold for childhood abuse/neglect to TUSLA on behalf of PCI Counselling Service.

The following steps outline the procedure for making Mandatory Reports to PCI Counselling Service's DLP:

1. Once a Trainee Therapist receives a disclosure in relation to childhood abuse/neglect they must email the DLP at dlp@pcicollege.ie within 24 hours of receiving the disclosure.
2. Upon receipt of this email, the DLP will arrange an online meeting (via teams) with the person who received the disclosure to discuss and assess whether the disclosure meets the threshold set out by TUSLA for making a mandatory report. This meeting must take place as soon as possible, preferably no later than 24 hours from receiving the original disclosure.
3. If the concern meets the threshold set out by TUSLA the DLP will collaboratively complete a mandatory report with the person who received the disclosure at this meeting online.
4. The DLP will submit a collaborative report to TUSLA's online portal, naming themselves as the primary Trainee Therapist as the secondary reporter.
5. A copy of the report and the confirmation email that this has been received by TUSLA will be stored in the client's file on a secure central system CRM
6. Should any further correspondence be received by TUSLA, this will be added to the above-mentioned protected folder and shared with the relevant stakeholders where necessary.

3. LINKED POLICIES AND PROCEDURES

Linked Policies	PCI Counselling Service Mandatory Reporting Policy
Linked Procedures	