



PCI College Procedure – Making a Mandatory Report

Revision: 1.2
Issued: May 2024

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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	03/05/24

2. Procedure for Making a Mandatory Report

In line with the PCI College and the PCI Counselling Service Mandatory Reporting Policy, PCI College's 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 College and the PCI Counselling Service.

The following steps outline the procedure for making Mandatory Reports to PCI Colleges DLP:

1. Once a staff member, lecturer, group supervisor, or student at PCI College 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 the report to TUSLA's online portal, naming themselves as the primary reporter and staff member, lecturer, group supervisor or student 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 a protected folder on a secure central system SharePoint in Internal Documents.
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 College Mandatory Reporting Policy
Linked Procedures	