School of Social Work & Social Policy

Postgraduate Diploma in Child Protection & Welfare

Course Handbook

2018–2019
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Alternative formats of the Handbook can be made available on request.

In the event of any conflict or inconsistency between the General Regulations published in the University Calendar and information contained in this handbook, the provisions of the General Regulations in the Calendar will prevail.

Trinity College Dublin uses personal data relating to students for a variety of purposes. We are careful to comply with our obligations under data protection laws and have prepared a short guide at https://www.tcd.ie/info_compliance/data-protection/student-data/ to help you understand how we obtain, use and disclose student data in the course of performing University functions and services. This guidance note is intended to supplement the University’s Data Protection Policy which can be found at https://www.tcd.ie/info_compliance/data-protection/student-data/.
## 1. Contact Details

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School and Course Director</td>
<td>Dr Stephanie Holt</td>
<td><a href="mailto:sholt@tcd.ie">sholt@tcd.ie</a></td>
<td>+353 1 896 3908</td>
</tr>
<tr>
<td>Director of Teaching and Learning Postgraduate</td>
<td>Dr Paula Mayock</td>
<td><a href="mailto:pmayock@tcd.ie">pmayock@tcd.ie</a></td>
<td>+353 1 896 2636</td>
</tr>
<tr>
<td>Course Administrator</td>
<td>Louise O’Brien</td>
<td><a href="mailto:louise.obrien@tcd.ie">louise.obrien@tcd.ie</a></td>
<td>+353 1 896 3593</td>
</tr>
</tbody>
</table>
2. Introduction

Welcome to Trinity College and to the Postgraduate Diploma in Child Protection and Welfare. This handbook is intended as a guide to various aspects of the course, and it sets out the organisational framework of the course as well as its content. However, it should be stressed that there is space within the design for the participants to address other issues that may emerge during the course and there will be opportunities to explore these during the year.

The reading lists included are intended to provide references to research and literature on the different subjects. They are designed to be a long term as well as short-term resource. We would also recommend that you make use of the wide range of materials available online through the TCD library, and that you regularly consult the contents of online journals. The university is also a full member of the North South Child Protection Hub which means that registered students have full access to the site. We hope you find the year with us on the course both stimulating and enjoyable.

Stephanie Holt, Course Coordinator

Eimear Berry, Course Tutor
James Forbes, Course Tutor
Robbie Gilligan, Course Tutor
Siobhan Greene, Course Tutor
Nicola O’Sullivan, Course Tutor
Paul Sargent, Course Tutor
Siobhan Young, Course Tutor
Louise O’Brien, Executive Officer
3. Student Support Services

Students can see a full range of the services available to them at www.tcd.ie/students/supports-services/. This includes library services, careers advisory services and more. Four key student services for online postgraduate students are the Postgraduate Advisory Service, Student Learning and Development, Trinity Online Services and the Library. More detailed information about student services can be found here.

Postgraduate Advisory Service
The Postgraduate Advisory Service (PAS) is a unique and confidential service available to all registered postgraduate students in Trinity College. It offers a comprehensive range of academic, pastoral and professional supports dedicated to enhancing your student experience. The Postgraduate Advisory Service is led by the Postgraduate Support Officer who provides frontline support for all Postgraduate students in Trinity. The Postgrad Support Officer will act as your first point of contact and a source of support and guidance regardless of what stage of Postgraduate study you are at. In addition, each Faculty has three members of Academic Staff appointed as Postgraduate Advisors who you can be referred to by the Postgrad Support Officer for extra assistance as needed. The PAS exists to ensure that all Postgrad students have a contact point who they can turn to for support and information on college services and academic issues arising. Representation assistance to Postgrad students is offered in the area of discipline and/or academic appeals arising out of examinations or thesis submission, supervisory issues, general information of Postgrad student life and many others. All queries will be treated with confidentiality. For more information on PAS please see their website.

Student Learning and Development
Student Learning and Development (SLD) are here to help you achieve your academic potential while studying in Trinity. They have a range of online resources for postgraduate students. For more information on SLD please see their website.

Trinity Online Services
Trinity Online Services are responsible for the quality and the delivery of online content. They will also be the point of contact for resolving any issues relating to the online environment that arise throughout the running of the course. Issues that can arise include access to material, submission of assignments etc. The preferred way of contacting Trinity Online for issues regarding the use of the online learning environment is through the discussion forum dedicated for this purpose in SS760 Course Information module on Blackboard. They can also be contacted at helped@tcd.ie. These channels are monitored regularly during College business hours.
Library
The Library’s history dates back to the establishment of the College in 1592 and it is the largest library in Ireland. Today it has over 6 million printed volumes with extensive collections of journals, manuscripts, maps and music reflecting over 400 years of academic development. The most famous of its manuscripts, the Book of Kells and the Book of Durrow, were presented by Henry Jones, Bishop of Meath and former vice-chancellor of the University, in the 1660s. The Library was endowed with Legal Deposit privilege in 1801 and continues to receive copies of material published in the United Kingdom and Ireland.

The Library supports the learning and research needs across all disciplines of the College; it is a major research library of international repute; it provides services to a wide range of external users and institutions. The subject librarian for the School of Social Work and Social Policy is Siobhan Dunne.

The majority of journals listed in the various course outlines are now available online to registered students and there will be a training session during Week 1 which will show you how to access the online databases and make the best use of the technical resources available. Students will be expected to make extensive use of online resources available. Students will be expected to make extensive use of online journals.

Off Campus Access
Access is available to licensed electronic resources (books, databases and journals) to registered students and staff, irrespective of where they are located. Off campus access is not available for UK electronic legal deposit, eLD (UK), material.

College members linking to an electronic resource from outside Trinity College Dublin campus locations will select a resource from Stella Search. When they click on the link to the resource, they will be directed to a secure login page to authenticate with their College username and network login password. Please see the website for more information here.

Graduate Studies
The Graduate Studies Office offers centralised information on admissions, assessment, progression and funding. For more information about their services please see their website.

Co-Curricular Activities

Central Societies Committee
The Central Societies Committee (CSC) is the sole body on campus with the power to grant recognition to societies. As the governing body of societies the CSC represents their interests in dealings with College authorities. More information about College Societies and the CSC can be found at here.
Dublin University Central Athletic Club
Dublin University Central Athletic Club (DUCAC) is the governing body for Sport Clubs at Trinity. DUCAC is responsible for the overall administration of DU Sports Clubs in cooperation with Club Officers and for their interests and development in Trinity. More information about DUCAC can be found here.

TCD Graduate Student Union
The Graduate Students’ Union (GSU) is an independent body which represent all postgraduate students in Trinity. Every postgraduate student is automatically a full member of the GSU upon entering their course. The GSU is available to assist you with academic and welfare issues and provides you with facilities including the 1937 Postgraduate Reading Room and the Postgraduate Common Room. They also schedule social events for postgraduate students. More information about the GSU can be found here. For more information about student representation please see the website.

IT Services
IT Services is responsible for the planning, delivery and support of the University’s main computing facilities. This includes the University’s network systems, web infrastructure, email and calendaring, management services, research IT and student computing facilities. Students are provided with full IT support via the IT Service Desk and a wide range of IT training is also available either online or face to face. More information about the supports and services provided by IT Services can be found on their website.
4. Emergency Procedures

Security Services provide a 24-hour service to the college community, 365 days a year. They are the liaison to the Fire, Garda and Ambulance services and all staff and students are advised to always telephone extension 1999 (+353 1 869 1999) in case of emergency.

Should you require any emergency or rescue services on campus, you must contact Security Services. This includes chemical spills, personal injury or first aid assistance.

It is recommended that all students save at least one emergency contact in their phone under ICE (In Case of Emergency).

For information on College Health and Safety please see the Estates and Facilities website.
5. Course Communication

On all course related matters we will communicate with you primarily using your TCD email account.

From time to time other services in college may use your telephone number or postal address.

You can communicate with us using email or telephone. We will endeavour to reply to your communication promptly. Unless otherwise advised you can expect staff to respond to queries in normal business hours i.e. 9.00am – 5.00pm, Monday to Friday.
6. **Key Locations**

**Programme Office**

The School Office is located in Room 3063, The Arts Building, Trinity College Dublin. The opening hours are Monday to Friday 09:00-13:00 and 14:00-16:00.

**Online Learning Environment**

Blackboard Learn, which is located at mymodule.tcd.ie, is the College’s Virtual Learning Environment (VLE). You can use this to access lecture notes, online assignments and other activities through Blackboard. More information about Blackboard is available at https://www.tcd.ie/CAPSL/resources/blackboard/.

**Berkley, Lecky, Ussher (BLU) Library**

The BLU Library can be accessed through the second floor of the Arts Building or form the Ussher Podium. Information about the opening hours is available at https://www.tcd.ie/library/opening-hours/berkeley-lecky-ussher/.

**Academic Registry**

The mission of the Academic Registry is to provide key centralised administrative services to students and staff supporting the best possible Trinity experience. AR provides administrative support during a student’s time in the University. Their vision is to be an integrated, flexible team with a professional service ethos supporting all stages of the student lifecycle. More information about the Academic Registry can be found on their [website](https://www.tcd.ie/).
7. Course Aims and Outcomes

The principal aim of the Postgraduate Diploma in Child Protection and Welfare is to enable practitioners and their employing organisations to meet the requirements of the Child Care Act 1991, the Children Act 2001 and the Children First Act 2015 by offering an enhanced knowledge base. It does this in a multi-disciplinary and inter-agency context, and has a long-term aim to enhance co-operation and co-ordination by giving students a strong sense of the roles, responsibilities, skills and contributions of the entire child protection and welfare network. In line with the principles underpinning current child care legislation and policy, the course endeavours to endorse practice principles such as; the paramountcy of child welfare, the benefits of early and sustained intervention, family support, the use of evidence to inform practice, the rights of children and the fullest participation possible of children and families in the child protection and welfare process. It offers critical perspectives on current policies and practices in relation to child care issues, and adopts a clear policy of non-discrimination on grounds of class, culture, status or gender. It will keep students abreast of the changes and offer opportunities for discussion and debate during the upcoming development of a new child protection and welfare agency in Ireland and the concurrent implementation of reforms in the sector.

Since its inception, the course has been modified to take cognisance of wider changes in the child care field. In addition, it has addressed the implications and recommendations of Irish child abuse inquiries as well as those from other jurisdictions. In line with the aspiration of the Government to promote community based family support and early intervention, the course aims to promote an ecological perspective on the assessment of the needs of children and families.

Course Structure
The Postgraduate Diploma in Child Protection and Welfare spans one academic year, during which students spend nine weeks full-time in the university. Full attendance at all classes is compulsory. Absence is excused only on medical certification*, and attendance lists will be kept. The award of Diploma will be made only on the basis of full attendance.
*Absence of greater than fifteen days on medical certification will require the student to apply to the Dean of Graduate Studies for permission to repeat all or part of the course.

**Course Content**
The course consists of six modules; Child Protection Perspectives and Practices, Interventions with Children and Families, Law, Contemporary Issues, Child Development and Research Methods. Each of the modules is comprised of courses on relevant topics; teaching and learning is through the media of lectures, seminars, workshops, agency visits, demonstrations, class presentations and study time consisting of reading, researching, data collection and preparing assignments. The Postgraduate Diploma carries 60 ECTs (See Appendix C for a breakdown of ECTs).

Students are encouraged to develop research skills, and are now required to make formal presentations of their project work, in order to promote the dissemination of their course work amongst colleagues in their own agencies. Opportunities for debate and discussion are a core component of the course.

**Learning Outcomes**
Upon completion of the Postgraduate Diploma in Child Protection and Welfare, successful candidates should be able to demonstrate:

1. That they can apply their knowledge and comprehension, their critical awareness and problem solving abilities, within the context of research, or in the development of professional skills, in broader or multidisciplinary areas related to their fields of study;
2. The ability to meet the requirements of the Child Care Act 1991, the Children Act 2001, the Children First Act 2015 and related legislation through increased knowledge of child care law;
3. An increased base of theoretical and applied knowledge about child abuse;
4. The ability to critically analyse current child protection and welfare policies and practices;
5. A clear understanding of the roles, responsibilities, skills and contributions of the entire child protection and welfare network;
6. An understanding of the impact of negative social factors on parental capacity and child development;

7. The ability to complete a clearly written innovative practice project that demonstrates an integration of new learning to the student’s work within his or her organization.
## 8. Course Contributors

**Eimear Berry**
Eimear is a teacher with a background in working with socially excluded children. She has taught at primary, post-primary and third level. From 1992 to 2002 she worked with the Dept of Education and Science’s (DES) Traveller Education Advisory Service. She completed a M.Sc. in Child Protection and Welfare at TCD in 2003.

Over the past 10 years she has worked with the DES Professional Development Service where, as part of her work, she designed and delivered training programmes in child protection and welfare to school principals, teachers, ancillary staff and student teachers. Eimear has tutored on the Postgraduate Diploma in Child Protection and Welfare since 2007 and is a member of the National Review Panel.

**Sonya Bruen**
Sonya Bruen is a Senior Associate with Mason Hayes & Curran where she practices in the area of Public Law with specific focus on Child Protection and Welfare. Mason Hayes & Curran is one of a number of firms acting for Tusla Child and Family Agency in Public Care Proceedings. Sonya qualified as a Social Worker from the undergraduate NQSW programme in Trinity College Dublin in 2000 and practiced as a social work practitioner for the SWAHB/ HSE for 6 years in the area of Child Protection and Welfare. Sonya re-trained as a solicitor in 2009 and has been working with Mason Hayes & Curran since 2011 where she is part of a team who advise and represent social work practitioners in District Court applications under the Child Care Act 1991.

**Helen Buckley**
Helen is a Fellow Emeritus in the School of Social Work and Social Policy and former Course Coordinator, Postgraduate Diploma in Child Protection and Welfare. She has worked as a social worker in the area of disability, mental health and child protection. Helen has produced and edited child protection policies and guidelines for youth, sports and community organisations and children’s hospitals. She was a panel member of the Farns Inquiry and is currently the Chair of the National Panel for the Review of Serious Incidents including Deaths of Children in Care. She is author of a number of books and articles on child protection practice, and has directed research studies on assessment, domestic violence, inter agency cooperation, service users views, and knowledge transfer in children’s services. During 2013 she completed an Irish Research Council funded study with Dr. Caroline Nolan reviewing child abuse inquiry recommendations, including their impact on policy and practice.
Shane Butler
Shane is a Fellow Emeritus in the School of Social Work and Social Policy and his teaching and research interests are mainly in the sphere of alcohol and drug policy. He has served on a number of national committees (including the Working Party on a National Alcohol Policy and the National Advisory Committee on Drugs) as well as on the management committees of a number of voluntary drug treatment agencies. He is the author of Benign Anarchy: Alcoholics Anonymous in Ireland which was published by the Institute of Public Administration in 2010.

Lynne Cahill
Lynne is currently a teaching assistant in Social Policy and Research Methods at the School of Social Work and Social Policy, Trinity College Dublin. Lynne’s PhD research explored the experience of female same sex intimate partner abuse. Her research interests include gender and sexuality, sexual violence and female perpetrators, particularly intimate partner abuse in Lesbian, Gay, Bisexual, and Transgender relationships. Her teaching areas currently include Accessing Resources, Systematic Literature Reviews, Domestic and Sexual Violence Policy and Legislation, Refugee Social Policy, and Research Methods.

James Forbes
Director of Social Care in ChildVision, the National Education Centre for Blind Children, James is a qualified social care worker whose professional and research interests include the social construction of disability and child protection and children with disabilities. He holds a level 9 Diploma in Professional Regulation, undergraduate degrees in Social Care, in Law and in Education, an MA in Education and a Masters in Law (LLM). He completed TCD’s Postgraduate Diploma in Child Protection and Welfare in 2011 and the MSc in Child Protection and Welfare in 2012. James lectures on the Social Care honours degree course in the Institute of Technology, Tallaght and is an extern lecturer with the University of Worcester. A member of both CORU’S Social Care Registration Board and CORU’s governing body, he is also a committee member of Child Protection Ireland and sits as a Disability Federation of Ireland representative on HIQA’s provider forum. In 2016 James was awarded a scholarship from DCU to study for a PhD in Law.

Robbie Gilligan
Robbie is a professor of Social Work and Social Policy at Trinity College Dublin. He is founder of the PGD and MSc Child Protection and Welfare, TCD. He is also a Fellow of Trinity College Dublin. He is a registered social worker and has also been a youth worker, and foster carer. He has been a board member of, and consultant to, various social service organisations. In relation to professional practice, he has a particular
commitment to strength and resilience based perspectives in work with children and families. His research interests include children and young people in state care, social support, resilience, the experiences of migrant children and of children with disabilities. A full list of his publications (books, journal articles and chapters) is available on request. Some of his work has been translated into French, German, Norwegian and Spanish. He has served as President of Childwatch International Research Network (2009-2013), and is a member of the Board of the European Scientific Association for Residential and Foster Care, and a member of INTRAC – The International Research Network on Transitions to Adulthood from Care. He is also a member of the Editorial Board of the journals, *Child Abuse and Neglect*, *Child Indicators Research*, *European Journal of Social Work*, *Irish Journal of Applied Social Studies* and *Scottish Journal of Residential Child Care* and of the Advisory Boards of the journals, *Children and Society* and *Adoption and Fostering*.

**Siobhán Greene**

Siobhán graduated from the University of Ulster at Coleraine in 1992 with a BSc in Social Psychology with Sociology. She worked with adults as an Aftercare Development Worker in Meath area where she was responsible for the development and provision of an aftercare service. She completed her M.Sc. in Child Protection and Welfare in 2002. In 2003 she moved to work with Barnardos to set up and manage a Family Welfare Conference Project in in 2005 moved into the new national position responsible for overseeing programme design, training and practice development within Barnardos. In 2016, Siobhan became Assistant Director of Children’s Services managing Barnardos services in the Dublin North region.

**Stephanie Holt**

A graduate of the MSc in Child Protection and Welfare, Stephanie is an associate professor in the School of Social Work & Social Policy, Trinity College Dublin. Her academic and research interests include; domestic violence, intimate partner homicide and risk assessment, child contact, child care and family support. She has a particular interest in ascertaining and representing the voice of the child in research.

**Gloria Kirwan**

Gloria is Assistant Professor of Social Work in the School of Social Work and Social Policy. Before joining the School, she worked as a social worker in a number of different posts in the field of mental health, child welfare and community services. Her research interests include mental health, social work history, occupational social work and continuing professional development (CPD) for social workers.

**Rosemary McKean**
Rosemary McKean’s career commenced in qualifying and registering in Paediatric, General Nursing and Obstetrics from Great Ormond Street Hospital and The Middlesex Hospital London. She also attained a Higher Diploma in Health Visiting from The University of Paisley. She practiced in London, Jersey and Scotland. Following this she worked as a Public Health Nurse for ten years covering many areas of County Dublin. For a further decade she was the Co-ordinator of the Community Mothers’ Programme (a parent support programme for first time mothers) in the disadvantaged areas of inner-city Dublin up until her retirement form the HSE.

Rosemary completed the M.Sc. in Child Protection and Welfare in 2007. Her research interests include adolescent fathers and the attitude of young pregnant women to alcohol consumption during pregnancy. Her current interest is the effect of drug use in the paternal role. She has tutored on the Child Protection and Welfare Course since 2014.

She is a long standing member of the ICHN (Institute of Public Health Nursing) and is an active member of the Child and Family Interest Group. She is also a committee member of the Irish Branch of BASPCAN.

**Patricia O’Connell**

Patricia is an accredited Child and Adolescent Psychotherapist, Child Attachment Interviewer and registered Marte Meo therapist. She completed the M.Sc. in Child and Adolescent Psychoanalytic Psychotherapy at TCD in 1997. Her original background is in education and for 13 years she worked in a Community setting with a Youth and Family Project, based in a primary school with DEIS status. As part of a multidisciplinary team she supported planning and intervention for young people and their families. She also designed and implemented Early Intervention and Preventative Programmes through the Schools Completion Service. She is a committee member and lecturer with the Irish Institute for Child and Adolescent Psychotherapy and a member of the National Review Panel. Patricia runs a private practice and her work interests lie in the attachment between parent / carer and child with the aim of enhancing their experience of home, school and community life.

**Nicola O’Sullivan**

Nicola has worked with children and families for 17 years. She was clinical manager of the Parent and Baby Assessment and Treatment Unit at the Bessborough Centre and worked in community and residential settings prior to that. Nicola has a Degree in Youth & Community Work from UCC, a Masters in Child Protection and Welfare from TCD and a Professional Doctorate in Social Care and Emotional Wellbeing from the Tavistock and Portman NHS Trust in London. Nicola has completed studies on infancy, early development and attachment at the Anna Freud Centre and the Tavistock and Portman Trust, London.

Nicola is a partner at a newly established service in Cork, Caidreamh.
**Paul Sargent**

Paul has over twenty years’ experience working with young people in the criminal justice system in Ireland. He completed his PhD in the School of Social Work and Social Policy at Trinity College Dublin in 2010. His research interests include the history and development of the Irish Juvenile Justice and Welfare systems. He is author of ‘Wild Arabs and Savages’, the first history of the Irish juvenile justice system.

**Siobhan Young**

Siobhan Young works in the Office of Quality Risk and Safety in the HSE. She previously worked as an investigator in the Ombudsman for Children’s Office and before that held policy roles in the Department of Children and Youth Affairs and Youth Justice. Siobhan completed the Postgraduate Diploma in Child Protection and Welfare in 2009 and completed a PhD by research in the Department of Social Work and Social Policy in 2014 called *Children in Special Care and Detention: Someone Else’s Problem*. She has worked a tutor on the CPAW postgraduate diploma since 2009.
### 9. Course Modules

The programme consists of six modules as follows:

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<tr>
<th>Code</th>
<th>Module title</th>
<th>Activities</th>
<th>Assignments</th>
<th>ECTS</th>
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<tbody>
<tr>
<td>SS7130</td>
<td>Child Protection Perspectives and Practices</td>
<td>Lectures, seminars</td>
<td>Essay, 2,500 - 3000 words</td>
<td>10</td>
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<tr>
<td>SS7131</td>
<td>Interventions with children and families</td>
<td>Lectures, seminars twinning visits, agency profiles and class presentations</td>
<td>Essay on personal framework for practice (2,500 – 3000 words)</td>
<td>10</td>
</tr>
<tr>
<td>SS7132</td>
<td>Law</td>
<td>Lectures</td>
<td>Essay</td>
<td>5</td>
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<tr>
<td>SS7133</td>
<td>Contemporary Issues</td>
<td>Lectures and seminars</td>
<td>Present an agency profile (un-assessed group assignment)</td>
<td>10</td>
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<tr>
<td>SS7134</td>
<td>Child Development</td>
<td>Lectures on child development and workshops on direct work with children</td>
<td>Reading for class discussion</td>
<td>5</td>
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<tr>
<td>SS7135</td>
<td>Research Methods</td>
<td>Lectures and tutorials</td>
<td>Review of research article demonstration practice project, class presentation of project</td>
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<tr>
<td>Total</td>
<td>6 modules</td>
<td>3 essays, 1 project</td>
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The European Credit Transfer and Accumulation System (ECTS) is an academic credit system based on the estimated student workload required to achieve the objectives of a module or programme of study. It is designed to enable academic recognition for periods of study, to facilitate student mobility and credit accumulation and transfer. The ECTS is the recommended credit system for higher education in Ireland and across the European Higher Education Area.
The ECTS weighting for a module is a measure of the student input or workload required for that module, based on factors such as the number of contact hours, the number and length of written or verbally presented assessment exercises, class preparation and private study time, laboratory classes, examinations, clinical attendance, professional training placements, and so on as appropriate. There is no intrinsic relationship between the credit volume of a module and its level of difficulty.

The European norm for full-time study over one academic year is 60 credits. 1 credit represents 20-25 hours estimated student input, so a 10-credit module will be designed to require 200-250 hours of student input including class contact time, assessments and examinations.

ECTS credits are awarded to a student only upon successful completion of the programme year. Progression from one year to the next is determined by the programme regulations. Students who fail a year of their programme will not obtain credit for that year even if they have passed certain components. Exceptions to this rule are one-year and part-year visiting students, who are awarded credit for individual modules successfully completed.
9.1 Modules SS7130 Child Protection: Perspectives and Practice

Lecturers: Helen Buckley, Trevor Spratt, Stephanie Holt, Shane Butler, Gloria Kirwan, James Forbes

This module consists of classes on child protection policy and practices. Topics covered include; child protection policy and practice, and the impact on children’s safety and welfare of domestic violence, parental drug misuse, alcohol misuse, mental health problems, disability and issues concerning the disclosure, assessment and treatment of child sexual abuse.

On completion of this module, students should be able to demonstrate:

- A critical understanding of child protection policy
- Knowledge of the full range of national procedures and protocols in respect of vulnerable and at-risk children
- In-depth knowledge of the range of Irish children’s services including innovative programmes
- An increased evidence base on the impact of parental factors on the welfare of children
- The ability to write an essay demonstrating of new learning on child protection practices and perspectives

9.1.1 Child Protection and Practices

Lecturer: Helen Buckley

The course combines philosophical perspectives on the nature of child abuse as a social problem with a more technical focus on the day-to-day activity of child protection work. Theories of child abuse will be analysed within the context of current policy and forthcoming reforms, and recent research including critiques of child protection practice and the child protection system. Ideological, organisational, cultural and political influences on practice in a multi-disciplinary environment will be examined. Other themes to be covered will include; child protection and welfare guidelines, making enquiries into child
abuse and neglect, frameworks for assessment and decision-making, authority and responsibility in child protection, critical discussion on policy initiatives and reforms in Ireland and elsewhere, inter-agency and inter-professional co-operation, gender issues in child protection and welfare work, service user perspectives, and the long term management of child protection cases.

**Recommended Reading**

The list below consists mainly of general readings, including books, reviews, policy documents and reports. Apart from specialised lists, the reading list below consists mainly of published texts and policy reports. Most peer reviewed child protection research is published in the form of journal articles. It is expected that students will identify and source peer reviewed journal articles themselves through the library databases. Some materials, as well as handouts from lectures will be uploaded to Blackboard. To access Blackboard, type [http://mymodule.tcd.ie](http://mymodule.tcd.ie), log in with your username and password.

As well as conducting key word searches, students are advised to regularly review the websites of relevant journals such as:

- Child and Family Social Work (Wiley-Blackwell)
- Child Abuse Review (Wiley Blackwell)
- Critical Social Policy (Sage)
- Child Abuse and Neglect (Elsevier)
- Child Care in Practice (Routledge)
- Children and Youth Services Review (Elsevier)
- British Journal of Social Work (Oxford University Press)
- Irish Journal of Family Law (Round Hall)

**Note:**

Special edition of *Social Science*, an open access journal on ‘Contemporary Developments in Child Protection’, Volume 3, 2014 available at:


Special edition of *Child Abuse Review*, Volume 23 issue 4 2014 on child neglect, available (to registered TCD students) at:
Useful web-based resources:

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<th>Resource Description</th>
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<tr>
<td>North South Child Protection Hub</td>
<td><a href="http://www.nspch.com">www.nspch.com</a></td>
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<tr>
<td>Tusla (Child and Family Agency monthly and quarterly data)</td>
<td><a href="http://www.tusla.ie/data-figures">http://www.tusla.ie/data-figures</a></td>
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<td>Children Acts Advisory Board</td>
<td><a href="http://www.caab.ie">www.caab.ie</a></td>
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<td>The California Evidence Based Clearinghouse for Child Welfare</td>
<td><a href="http://www.cachildwelfareclearinghouse.org">www.cachildwelfareclearinghouse.org</a></td>
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<tr>
<td>National Data Archive on Child Abuse and Neglect</td>
<td><a href="http://www.ndacan.cornell.edu/NDACAN">www.ndacan.cornell.edu/NDACAN</a></td>
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<tr>
<td>Australian Clearinghouse for Youth Studies</td>
<td><a href="http://www.acys.info">www.acys.info</a></td>
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<td>The Campbell Collaboration</td>
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<td><a href="http://www.cwla.org/default.htm">www.cwla.org/default.htm</a></td>
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<td><a href="http://www.incredibleyears.com">www.incredibleyears.com</a></td>
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</tbody>
</table>

**General Readings**


**Reports and Policy Documents**


Department of Children and Youth Affairs (2014) *Children First Bill: Explanatory Memorandum*


**Police Work and Child Abuse**

**Multi-disciplinary Collaboration and Co-operation**


**Public Health Nursing, Medical Practice and Child Protection and Welfare**


http://www.ncbi.nlm.nih.gov/pmc/articles/PMC4464136/


Lancet Series: Four papers on maltreatment, 2009 volume 373 [www.thelancet.com](http://www.thelancet.com)


9.1.2 The Impact of Domestic Violence on Children
Lecturer: Stephanie Holt

This module consists of five sessions, beginning with an overview of domestic violence including an examination of the prevalence, dynamics and different forms of violence and relationships in which it occurs. While the impact of this experience on all those who live with violence is explored (children, women and men), the second session will focus specifically on the child’s experience, taking a systemic and child centred approach to understanding impact and informing practice responses in a holistic and community based setting. The impact of domestic abuse on parenting (both mothering and fathering) are critiqued in the third session while the particular challenges and concerns for child protection and welfare in the context of post-separation contact are explored in the fourth session. Finally, the fifth session highlights the relevance of domestic abuse for intimate partner homicide. The issues and dilemmas facing child protection and welfare practitioners in responding to these complex issues will be explored throughout the five sessions.

Recommended Reading
General Overview, Trends, Patterns, Theoretical Perspectives
Cronin, J. and O’Connor, M. (1993) The Identification and Treatment of Women Admitted to an Accident and Emergency Department as a Result of Assault by Spouses/Partners. Dublin: Women’s Aid and St. James Hospital


**Impact of Exposure to Domestic Abuse on Children**


**Impact of Domestic Abuse on Parenting**


Post-separation Contact and Domestic Abuse


Intimate Partner Homicide


Practice Issues
Debbonaire, T. (2004), An Evaluation of Intervention Programmes in Ireland working with abusive men and their partners and ex-partners, Bristol: Domestic Violence Responses


Kelleher and Associates with Monica O’Connor (1995) *Making the Links, Towards an integrated strategy for the elimination of violence against women in intimate relationships with men*, A study commissioned by Women’s Aid


**9.1.3 Substance Misuse and Its Impact on Family Life**

Seminar 1: Promoting the Welfare of Children of Problem Drinkers

Lecturer: Shane Butler

**Aims:**

- To look at the debates and controversies surrounding the labelling or conceptualisation of drinking problems in diagnostic systems
- To explore the precise mechanisms whereby parental drinking problems can have a negative impact on children
- To identify the capacity for generic or non-specialist human service professionals to work directly with problem drinkers – as opposed to referring such clients to specialist alcohol services

**Recommended Reading**

*Classification of Alcohol-Related Problems and Dependence*


*Irish Alcohol Consumption and Associated Problems*


*Impact of Parental Drinking Problems on Children*

Hope, A., Barry, J. and Byrne, S. (2018) *The Untold Story: harms experienced in the Irish population due to others’ drinking* (Dublin: Health Service Executive)


Organising Health and Social Service Responses to Alcohol-Related Problems


Seminar 2: Motivational Interviewing (MI)
Lecturer: Shane Butler

Aims:

- To offer a brief introduction to the theory and practice of MI
To compare and contrast MI with other popular approaches to alcoholism counselling (e.g. the Minnesota Model)

To consider the practical value of MI for generic workers

**Recommended Reading**

Seminar 3: Prevention of Alcohol and Drug Problems in Children and Young People
Lecturer: Shane Butler

**Aims:**
- To review the historic evolution of ‘substance misuse’ prevention programmes amongst young people in Ireland and elsewhere
- To explore the differences between information-based and skills-based approaches to school prevention programmes
- To present a model of prevention (specifically the Strengthening Families Programme) which may be deemed ‘evidence-based’ (i.e. aims are clearly stated and means tested and adjusted to ensure maximum effectiveness and efficiency)
- To differentiate between risky or harmful drug use and ‘recreational’ drug use in adolescents and young adults, and to identify the most potent risk factors for problem drug use

**Recommended Reading**


**Seminar 4: The Impact of Parental Drug Use on Children**

**Lecturer:** Shane Butler

Two seminars will examine a range of issues in relation to the impact of drug use on parents, children and families.

**Aims:**

- To identify the impact of parental drug use (particularly heroin use) on children of users
- To explore social workers’ assessment styles and decision making in relation to parental capacity and child welfare in such situations
- To describe and assess the potential for treatment and rehabilitation systems – both abstinence-based and harm reduction-based – to contribute to the welfare of children of problem drug users

**Recommended Reading**


Seminar 5: The Role of Grandparents as Carers in Situations of Parental Substance Misuse  
Lecturer: Megan O’Leary (former Policy Officer with the Family Support Network, Dublin)

This seminar will present the findings of a recently-published research project which looked at the experiences of grandparents who had become full-time carers for their grandchildren due to parental substance misuse. It will focus on the direct stresses and strains involved in the provision of child care by older adults in these circumstances, and on the indirect difficulties reported by grandparents in their dealings with child protection and welfare professionals and with other statutory systems which provide financial support for such carers.

**Recommended Reading**


9.1.4 Mental Health and Parenting
Lecturer: Gloria Kirwan

This course consists of two seminars as follows:
Seminar 1: Perspectives on Mental Health
Aims:
❖ To examine the different main perspectives on mental health and mental illness;
❖ To clarify terminology used to describe mental health problems and to distinguish between the main psychiatric classification systems in use;
❖ To provide an overview of the legal and policy context in which mental health services currently operate in Ireland.

Seminar 2: Working with Families in the Context of Parental Mental Ill-health: Assessment
Aims:
❖ To review the evidence base on the impact on families (parents and children) of parental mental health;
❖ To consider approaches to assessing the needs of families experiencing parental mental health problems as well as the challenges involved in providing effective support services to them;

Seminar 3: Working with Families in the Context of Parental Mental Ill-health: Support and Intervention
Aims:
❖ To explore the issues involved in achieving effective cross-disciplinary and/or inter-agency responses to this group of families;
❖ To critically appraise the challenges which arise in achieving successful interagency responses in the context of parental mental illness;
❖ To consider the impact of gaps in availability of suitable services for this group of families

Recommended Reading

Key texts are highlighted by *

For Seminar 1:
a. Perspectives on Mental Health


b. Legal/Policy Context


Mental Health Commission Website: [http://www.mhical.ie/](http://www.mhical.ie/)


Seminar 2 and 3:

a. The Experiences of Children


c. The Experiences of Parents


d. Risk Assessment and Risk Management


9.2 Module SS7131 Services and Interventions with Children and Families
Lecturers: Robbie Gilligan, Fergal Landy, Carmel Devaney and Tara Kelly

9.2.1 Family Support and Early Interventions
Lecturers: Robbie Gilligan, Fergal Landy, Carmel Devaney and Tara Kelly

On completion of this module, students should be able to demonstrate:

- A critical understanding of the theory underpinning early intervention and family support services
- The ability to use a strengths based approach which enhances a family’s capacity to provide emotional, psychological and physical care and nurturance to their children
- A grasp of some of the tools necessary for effective family support
- An awareness of some of the emerging family concerns presenting to child and family welfare practitioners

Recommended Reading

Introduction
Rogers, M. (2012) “They are there for you”: The Importance of Neighbourhood Friends to Children’s Well-Being Child Indicators Research 5, 483-502

Resilience

Gilligan, R. (2017) ‘Resilience, Transitions and Youth Leaving Care’ Chapter 4 in, Editor(s) Varda Mann-Feder & Martin Goyete, Leaving Care and the Transition to Adulthood: International Contributions to Theory, Research and Practice, New York, Oxford University Press, pp.441-451
Kidd, S. and Davidson, L. (2007) “You have to adapt because you have no other choice”: the stories of strength and resilience of 208 homeless youth in New York City and Toronto’ Journal of Community Psychology 35, 2, 219-238
Ronka, A., Oravala, S and Pulkinnen, L. (2002) ‘“I met this wife of mine and things got onto a better track” Turning points in risk development’ Journal of Adolescence 25, 47-63

Messages from General Reviews of Research

Working with Men in Family Support

Specific Approaches - Community Mothers

Early Childhood

Homestart

Parenting Programmes
Child to Parent Violence and Abuse

Springboard
McKeown, K. (2001) Springboard – Promoting Family Well-being through family support services Dublin: Stationery Office

Special Issues and Needs
9.2.2 Children, Diversity and Minority Status

Lecturer: Robbie Gilligan

This module covers some of the experiences of children from minority backgrounds arising from their minority status. The course will explore the issues related to children and diversity with special reference to the experiences of children of ethnic minority community, children of migrants and children with disabilities. Key concepts will include social status, social stigma and social exclusion. The module will draw on Irish and international evidence.

Recommended Reading


Gilligan, R., Curry, P., McGrath, J., Murphy, D., Ni Raghallaigh, M., Rogers, M., Scholtz, J., Gilligan Quinn, A (2010) In the Front Line of Integration: Young people managing migration to Ireland. Dublin: Trinity Immigration Initiative / Children's Research Centre


Pavee Point and HSE (undated) Roma communities in Ireland and Child Protection Considerations


**Children, Diversity and Disability**


9.2.3 Children and Young People in Care

Lecturer: Robbie Gilligan

Learning outcomes: Students who successfully complete this module should be able to demonstrate:

Children in care

- Knowledge about policy initiatives, programmes and innovative projects in serving children and young people in care in Ireland and selected other countries
- An understanding of the evidence base in relation to outcomes for children in care
- An understanding of key theoretical perspectives on the needs of children and young people in care

Recommended Reading


Health Information and Quality Authority (2010) National Quality Standards for Residential and Foster Care Services for Children and Young People Dublin: Health Information and Quality Authority

Foster Care


**Kinship Care (Formal)**

**Kinship Care (Informal)**

**Residential Care**

**Education**
Brady, E. & Gilligan, R. (2018). The life course perspective: An integrative research paradigm for examining the educational experiences of adult care leavers?. *Children and Youth Services Review*, 87, 69-77

Family Contact

Health

Transitions from Care
Daly, F. (2012). What do Young People Need When They Leave Care? Views of Care-leavers and Aftercare Workers in North Dublin. Child Care in Practice, 18(4), 309-324
On completion of this module, students should be able to;

- Demonstrate a clear understanding of the domestic and international legislative framework for Child Protection practice in Ireland
- Apply key legal principles of Child Protection Practice in a wide range of settings
- Explore the statutory roles in Child Protection and Welfare settings and the responsibilities of TUSLA Child and Family Agency and other agencies in Public Law proceedings
- Consider the inherent difficulty of balancing parent’s rights and children’s rights in Public Law matters
- Have a good understanding of fair procedures for parents and families, including issues such as informed consent and the rights of parents to access legal representation
- Apply key principles for evidence on Child Care Proceedings, including hearsay, cross-examination and reports

This course will be delivered in a series of workshops that focus on key legal issues for Child Protection Practitioners and case examples from practice.

The course will examine the practical application of the Child Care Act 1991 and other relevant legislation in a multi-disciplinary context.

Topics will include the following – one topic per week

1. **Legal Framework of Child Protection Practice in Ireland**
   - Irish Constitution
   - Structure/ jurisdiction of Irish Courts
   - Distinction between Private and Public Law
   - Current practice in Child Care Proceedings

**Recommended Reading**

2. **Children’s and Parental rights in Child Protection Practice in Ireland**
   
   - Impact of United Nations Convention on Rights of the Child (UNCRC) & European Convention of Human Rights (ECHR) on children’s and parental rights in Ireland
   - Voice of the child in court proceedings
   - State intervention in families; fair proceedings and proportionality

**Recommended Reading**


HSE v DK, 2007 – Judge McMenamin examines the role of the Guardian ad Litem (High court; [www.courts.ie](http://www.courts.ie))


3. **Interagancy co-operation in Child Protection**
   
   - Children’s First guidelines
   - Children’s First Act 2015 – impact of mandatory reporting for practitioners
   - Multi-disciplinary evidence at Child Care Proceedings
   - Management of Child Care Proceedings and Criminal Investigation
   - Role of Guardian ad Litem in court proceedings

**Recommended Reading**


Can Anybody Hear Me? The Duty to Promote the Voice, Wishes and Interests of Children,’ Meg MacMahon, Irish Journal of Family Law 2014, 17(1), 4-8

4. Public Law Proceedings, Part 1
- Responsibilities of TUSLA Child and Family Agency under Child care Act 1991
- Accountability in Child Protection
- “In camera” rule and impact for practitioners
- Reporting/ Media coverage
- Meeting the threshold for Child Care applications and proportionality
- Preparation of reports/ evidence

5. Public Law Proceedings, Part 2
- Emergency Care Orders, Interim Care Orders, Care Orders and Supervision Orders
- Thresholds for applications and evidence required
- Fair Procedures for parents in Public Law Proceedings
- Case examples and outcomes of proceedings

Recommended Reading
Coulter, Carol, Child Law Reporting, Annual Reports 2013, 2014 and 2015; www.childlawproject.ie;
Hamilton, Claire, (2011), Irish Social Work and Social Care Law, (Gill and Macmillan) Chapter 4,5,6 and 7
Shannon, Geoffrey (2011), 2nd edition, Child Law, Chapter 4

6. Children in Care
- Responsibilities of TUSLA Child and Family Agency to children in care
- Voluntary Care v Public Law Proceedings
- Access for children in care
- After Care Provision
• Regulations for children in care
• Consent issues for children in care
• Rights of children in care

**Recommended Reading**

7. **Adoption**
• Domestic Adoption & Intercountry adoption – review of relevant legislation
• Permanency Planning for children; analysis of adoption/ long term foster care in Ireland

**Recommended Reading**

8. **Criminal Law**
• Framework for the Irish Juvenile Justice System and relevant legislation
• Juvenile offences, detention and community sanctions
• TUSLA role in Juvenile criminal Justice
• Criminal Charges against a Child in Care
• Interaction of Civil Law and Criminal Law relating to children
• Management of cases of child abuse; issues for special consideration

**Recommended Reading**
Children First Practice Handbook; Interagacne Co-operation in criminal matters

9. **Special Care/ Secure Care**
• The Legal Framework for Secure Care
• Inherent Jurisdiction of the High Court
• Social Work Practice with young people in Secure Care
• Interaction between criminal and civil law in Secure Care
• Case examples and lessons for practice
Recommended Reading
Hamilton, Claire, (2011) Irish Social Work and Social Care Law, (Gill and Macmillan), Chapter 8

10. EU/ International Framework for Child Protection
- Child Abduction; Hague Convention and Brussels BIS II
- Child Protection procedures, habitual residence, recognition of court orders between member states
- Movement of children and families between member states
- Child Protection and Welfare services in other jurisdictions; international comparisons
- Placement of Children Abroad

Recommended Reading

11. Court Skills
- Presenting your evidence in Court reports
- Court attendance and cross examination
- Rules of hearsay and admissible evidence
- case examples and role play in moot court
9.4 Module SS7133 Contemporary Issues
Lecturers: various contributors from the policy sector

Learning outcomes: Students who successfully complete this module should be able to demonstrate:

- Knowledge about policy initiatives, programmes and innovative projects in different sectors of children’s services
- An understanding of how policy responses are devised and developed in response to child protection and welfare issues and high profile incidents
- Ability to critically evaluate policy in terms of the evidence base and the political context in which it is developed
- An understanding of the methods for evaluating and reviewing policy
- An understand of theoretical perspectives on youth and the relevance of these to social policy

9.4.1 Child Protection and Welfare Policy
Lecturer: Various contributors

This module deals with contemporary strategies, programmes and specific pieces of legislation in Irish child care. It will be delivered by personnel involved in the design and delivery of policy. The course will highlight the interface between research, politics and policy making, and outline the fundamental principles and aims of a number of initiatives, including:

- Policy Development in the Department of Children and Youth Affairs
- Policy and strategy in Tusla: Child and Family Agency
- The operationalisation of children’s rights in Ireland
- The role of inquiry reports in child protection & welfare
- Young People in Care
- Standards and regulation in respect of child care and child protection
- The Children’s Ombudsman
- Inter-agency working in child protection
- Development of Child Protection and Welfare policy for An Garda Siochana
Recommended Reading


HSE (2008) Review Inquiry on any Matter Pertaining to Child Protection Issues touching on or concerning Dr. A. Dublin: HSE

HSE (various years) Review of Adequacy of Services for Children and Families, www.hse.ie

Department of Children & Youth Affairs (2014) Better Outcomes, Brighter Futures: The national policy framework for children and young people, DCYA


Ombudsman for Children’s Office Various submissions and reports, See www.oco.ie
9.4.2 Introducing Family and Families in Irish Society

Lecturer: Catherine Conlon

These sessions introduce students to perspectives on the family as an institution, norm, policy construct and practice in contemporary Ireland. Family as ideology and norm is considered first to critically reflect on what kind of ‘family’ is normatively produced through ideological conduits including gender, religion, and legal and policy instruments dominant in Irish society. Turning to consider family as practice, we look at trends in family orientation and reflect on how ideology, policy and practice have interacted in the change process identified. Finally we focus on how ideology, policy and practice have interacted in the change process identified. Finally we will focus on a case study taken from my research relating to either fertility and reproduction or intergenerational relations to consider policy instruments in the context of lived lives.

Recommended Reading


9.5 Module SS7134 Child Development and its Implications for the Welfare and Safety of Children
Lecturers: Patricia O’Connell and Nicola O’Sullivan

Learning outcomes: Students who successfully complete this module should be able to demonstrate:
- A sound theoretical knowledge base on child development
- An understanding of different psychological theories on child development and the ability to discriminate and argue the merits and relevance of each
- An understanding of the impact of parenting factors such as attachment or problem behaviours on child development
- Ability to assess the needs of children and young people at various developmental stages
- Knowledge about best practice in working in direct work with children

9.5.2 Child Development and Attachment Theory
Lecturer: Patricia O’Connell

This course will be delivered over nine months of the programme and will provide a theoretical overview of the key concepts of Child Development and Attachment Theory. The influence of environment, family and caregiver relationships on the development of the child will be explored through an educational and psychoanalytic framework. Using clinical case presentations, the impact of neglect on a child’s attachment pattern will be discussed. There will be a focus on the development of emotional resilience in childhood and adolescence. This will incorporate working with parents using a mentalisation based framework. The application of attachment theory to child protection and welfare within an organizational context will be examined. The process and techniques of Direct Work with children will be covered and students will have the opportunity to bring material from their own work for discussion.

Recommended Reading

Articles
9.5.2 Parent Infant Mental Health and Child Protection  
Lecturer: Dr. Nicola O’Sullivan

Parent infant mental health is unique in its attention to early development and emerging relationships, requiring a dramatic shift in focus on the infant, the parent and their developing attachment relationship. It integrates diverse theories – including – attachment theory, psychoanalytic theory, neuroscience, and biology, and psychology, social, systemic and contextual theories. Parent Infant mental health is a distinctive literature that unites theory with effective clinical practice.

These classes will explore key concepts surrounding the growth and development of the infant in their respective families. The lectures will look at infancy as a key developmental stage. Attention will be paid to the mental health of the infant, the link between this and the mental wellbeing of their parent(s) and the challenges which emerge therein (The relationship). Attachment theory and its application in this context will be explored. In addition, students will consider the practitioner at work with parents and infants, particularly in the field of child protection and welfare.

We will focus on areas of development, including the brain that are affected by trauma and disruptions in attachment relationships. Students will be presented with material drawn from clinical cases and have an opportunity to discuss degrees of risk as well as possible interventions. These lectures will include thinking about the worker in the work, and the challenges of working with disturbances in families, particularly in child protection and welfare contexts. In seminar three students will hear about research into the experiences of child protection social workers working with infants and their families where abuse or neglect of the infant was a feature.

**Recommended Reading**
9.6 Module SS7135 Research Methods

Lecturers: Lynne Cahill

Learning outcomes: Students who successfully complete this module should be able to demonstrate:

- Writing skills of an acceptable academic standard
- The skills, including technical skill, to construct and deliver a presentation
- Experience in using databases to source research evidence
- The ability to review a research article
- An understanding of the interface between research, policy and practice in children’s services
- An understanding of ethical issues in respect of research with vulnerable groups
- A basic knowledge of qualitative and quantitative research methods
- Competence in evaluating the quality of a research study
- Competence in applying research to practice
- Competence in data gathering, analysis and writing up of a mini research study
- Competence in communicating research findings to diverse audiences

This course will cover the research process, beginning with guidance on academic writing, the conduct of database searches and basic presentation skills. It will consider the concept of evidence-based and evidence-informed practice, and the factors which impede or enable the application of research in practice. Students will be introduced to the foundations and techniques of carrying out social research with a particular focus on qualitative methodologies. Topics include: overview of research paradigms, philosophical underpinnings of qualitative research, planning for a qualitative research project, negotiating entry, the ethics of conducting research, data collection and analysis, and writing/presenting research findings. The following methods of data gathering and analysis will be covered in detail: interviewing (structured/semi-structured/in-depth), focus groups, surveys, and mixed methods (combining qualitative and quantitative data collection techniques).
**Recommended Reading**


10. Twinning Visits
As part of Module SS7132, Interventions with Children and Families, each student in the class will spend a day shadowing a colleague on a typical day in their workplace. In turn, that student will reciprocate by hosting a return visit to their workplace by the other student - thus the title of twinning for the exercise. In choosing their twinning partner, students should select a classmate from a different discipline and a different employer. Arrangements for the twinning day are made between the students themselves. In the course of the twinning day the students spends time on site, with his/her fellow student completing the hosts work agenda for the day, for example working with clients or attending meetings etc.

The point of the exercise is to promote greater mutual understanding across disciplines. One session each week will be spent on presentations given by class members, the aim of which is to highlight the individual's own perspective on the nature of the service in the agency he/she visited, and to and process inter-agency and inter-professional issues. Occasionally a student may observe a piece of 'best practice' that may be worthy of sharing with classmates, or perhaps he/she might gain new insight into some presumption pertaining to the work of the classmate. The purpose of the twinning exercise is not to act as a critic of any service but to use the opportunity as a unique learning exercise in the context of the overarching aim of the course i.e. to promote understanding of the breadth and depth of child protection and welfare services and multi-disciplinary and inter-agency work.
11. Agency Profile Presentation

Presented by course participants

As part of Module SS7133, Contemporary Issues, each student, with at least one colleague, will be required to visit an agency dealing with some aspect of child protection and welfare work and presents an account of the work of that agency to the class and invited representative(s) of the agency. These agency profiles have a number of functions. They generate fuller awareness within the class of new developments in the field of child protection and welfare services. This in turn may assist greater dissemination of such knowledge in students' organisations. The experience of gathering information may assist students in developing evaluative skills in relation to the work of different organisations. The process of preparing and presenting material may enhance students' training skills. In addition, the agencies featured in the series may benefit from the recognition and from the questions and discussion elicited in each visit and presentation.

For the purposes of the agency profile exercise, each student should link up with a colleague, from a different discipline (and not the person with whom they have the twinning link). The aim is to maximise opportunities for interaction within the group and across disciplines. Having selected the agency for their presentation from the agreed list (to be finalised in consultation with the class group), the students should contact the agency to arrange their visit. Course staff will have first secured agreement in principle from the organisation as to its co-operation.

The information about the organisation which the students are expected to gather includes:

- origins
- sponsors
- funding sources
- sources of referrals
- workload
- throughput
- aims and objectives
- staffing
- staff support
- management structures
- developmental aspirations
- methods for evaluating effectiveness/user perceptions
- ethos and philosophy

Students should also give their own personal impressions based on their contact with the service.

Completing a profile will require a minimum half day spent on the project premises and meeting project users / personnel. In making their report, the presenters should speak to a written report which summarises their findings and which is circulated to all present. Tutors may be able to supply students with leads for some background reading relevant to the work of the setting concerned.
12. Academic Writing

As a postgraduate student, you will have to demonstrate your ability to produce essays and assignments based on investigative research, critique and analysis. It can be challenging to produce written work for academic purposes, particularly if it has been a while since you last had to do so. However, academic writing is a skill that is worth mastering. There is a common form to academic writing that can be used across multiple assessment types. It is worth getting to know this form and reproducing it in your own work. There are many resources available to help and guide you on writing at a postgraduate level. Please explore this resource: http://www.tcd.ie/Student_Counselling/student-learning/postgraduate/topics/writing/index.php.

Plagiarism
Plagiarism of any kind is unacceptable in academic work and is penalised. To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at http://tcd-ie.libguides.com/plagiarism

We ask you to take the following steps:

i. Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at http://tcd-ie.libguides.com/plagiarism. You should also familiarize yourself with the 2018-19 Calendar entry on plagiarism and the sanctions which are applied which is located at http://tcd-ie.libguides.com/plagiarism/calendar (also set out below).

ii. Complete the ‘Ready, Steady, Write’ online tutorial on plagiarism at http://tcd-ie.libguides.com/plagiarism/ready-steady-write. Completing the tutorial is compulsory for all students.

iii. Familiarise yourself with the declaration that you will be asked to sign when submitting course work at http://tcd-ie.libguides.com/plagiarism/declaration

iv. Contact your College Tutor, your Course Director, or your Lecturer if you are unsure about any aspect of plagiarism.
Calendar Statement on Plagiarism for Postgraduates - Part III, 1.32

General

It is clearly understood that all members of the academic community use and build on the work and ideas of others. It is commonly accepted also, however, that we build on the work and ideas of others in an open and explicit manner, and with due acknowledgement.

Plagiarism is the act of presenting the work or ideas of others as one’s own, without due acknowledgement.

Plagiarism can arise from deliberate actions and also through careless thinking and/or methodology. The offence lies not in the attitude or intention of the perpetrator, but in the action and in its consequences.

It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism.

Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University.

Examples of Plagiarism

Plagiarism can arise from actions such as:

(a) copying another student’s work;
(b) enlisting another person or persons to complete an assignment on the student’s behalf;
(c) procuring, whether with payment or otherwise, the work or ideas of another;
(d) quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format, including websites and social media;
(e) paraphrasing, without acknowledgement, the writings of other authors.

Examples (d) and (e) in particular can arise through careless thinking and/or methodology where students:

(i) fail to distinguish between their own ideas and those of others;
(ii) fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;
(iii) fail to distinguish between information which needs no acknowledgement because it is firmly in the public domain, and information which might be widely known, but which nevertheless requires some sort of acknowledgement;
(iv) come across a distinctive methodology or idea and fail to record its source.

All the above serve only as examples and are not exhaustive.

**Plagiarism in the context of group work**

Students should normally submit work done in co-operation with other students only when it is done with the full knowledge and permission of the lecturer concerned. Without this, submitting work which is the product of collusion with other students may be considered to be plagiarism.

When work is submitted as the result of a Group Project, it is the responsibility of all students in the Group to ensure, so far as is possible, that no work submitted by the group is plagiarised.

**Self-Plagiarism**

No work can normally be submitted for more than one assessment for credit. Resubmitting the same work for more than one assessment for credit is normally considered self-plagiarism.

**Avoiding Plagiarism**

Students should ensure the integrity of their work by seeking advice from their lecturers, tutor or supervisor on avoiding plagiarism. All schools and departments must include, in their handbooks or other literature given to students, guidelines on the appropriate methodology for the kind of work that students will be expected to undertake. In addition, a general set of guidelines for students on avoiding plagiarism is available at [http://tcd-ie.libguides.com/plagiarism](http://tcd-ie.libguides.com/plagiarism).
If plagiarism as referred to in paragraph (1) above is suspected, the Director of Teaching and Learning (Postgraduate) or his/her designate will arrange an informal meeting with the student, the student’s Supervisor and/or the academic staff member concerned, to put their suspicions to the student and give the student the opportunity to respond. Students may nominate a Graduate Students’ Union representative or PG advisor to accompany them to the meeting. The student will be requested to respond in writing stating his/her agreement to attend such a meeting and confirming on which of the suggested dates and times it will be possible for them to attend. If the student does not in this manner agree to attend such a meeting, the Director of Teaching and Learning (Postgraduate), or designate, may refer the case directly to the Junior Dean, who will interview the student and may implement the procedures as referred to in Section 5 (Other General Regulations).

If the Director of Teaching and Learning (Postgraduate) forms the view that plagiarism has taken place, he/she must decide if the offence can be dealt with under the summary procedure set out below. In order for this summary procedure to be followed, all parties noted above must be in agreement and must state their agreement in writing to the Director of Teaching and Learning (Postgraduate) or designate. If one of the parties to the informal meeting withholds his/her written agreement to the application of the summary procedure, or if the facts of the case are in dispute, or if the Director of Teaching and Learning (Postgraduate) feels that the penalties provided for under the summary procedure below are inappropriate given the circumstances of the case, he/she will refer the case directly to the Junior Dean, who will interview the student and may implement the procedures set out in Section 5 (Other General Regulations).

If the offence can be dealt with under the summary procedure, the Director of Teaching and Learning (Postgraduate) will recommend one of the following penalties:

(a) Level 1: Student receives an informal verbal warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty;

(b) Level 2: Student receives a formal written warning. The piece of work in question is inadmissible. The student is required to rephrase and correctly reference all
plagiarised elements. Other content should not be altered. The resubmitted work will receive a reduced or capped mark depending on the seriousness/extent of plagiarism;

(c) Level 3: Student receives a formal written warning. The piece of work in question is inadmissible. There is no opportunity for resubmission.

Provided that the appropriate procedure has been followed and all parties in (6) above are in agreement with the proposed penalty, the Director of Teaching and Learning (Postgraduate) should in the case of a Level 1 offence, inform the Course Director and, where appropriate, the Course Office. In the case of a Level 2 or Level 3 offence, the Dean of Graduate Studies must be notified and requested to approve the recommended penalty. The Dean of Graduate Studies will inform the Junior Dean accordingly. The Dean on Graduate Studies may approve or reject the recommended penalty, or seek further information before making a decision. If he/she considers that the penalties provided for the summary procedure are inappropriate given the circumstances of the case, he/she may also refer the matter directly to the Junior Dean who will interview the student and may implement the procedures as referred to under conduct and college. Notwithstanding his/her decision, the Dean of Graduate Studies will inform the Junior Dean of all notified cases of Level 2 and Level 3 offences accordingly. The Junior Dean may nevertheless implement the procedures as set out in Section 5 (Other General Regulations).

If the case cannot normally be dealt with under summary procedures, it is deemed to be a Level 4 offence and will be referred directly to the Junior Dean. Nothing provided for under the summary procedure diminishes or prejudices the disciplinary powers of the Junior Dean under the 2010 Consolidated Statutes.

See here for more information on avoiding plagiarism.
13. Coursework Requirements – Assessment

To be eligible for the award of the Postgraduate Diploma in Child Protection and Welfare, students must have had full attendance and have passed all written assignments. All coursework must be submitted by the specified date and extensions will only be granted in exceptional circumstances. Students who fail any piece of work may (at the discretion of the Head of Department) be permitted to re-submit within one month of their work being returned to them. Assessment is carried out throughout the year, and there are no examinations. Students are assessed on the basis of attendance, written assignments and a practice based project. Non-assessed work includes an article review, and ‘twinning visits’ where students visit the agency of a course colleague from a different background. In addition, small groups of students undertake joint visits to child care agencies or organisations of their choice, occasionally outside the Republic, and formally present a profile of the service to the class.

External Examiner
The work of the students is moderated by an External Examiner appointed by the University. For 2019 Dr. Caroline Bradbury Jones from the University of Birmingham will act as external examiner for the course.

<table>
<thead>
<tr>
<th>Written assignment</th>
<th>Submission deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article review</td>
<td>Monday 8th October, 2018</td>
</tr>
<tr>
<td>Essay 1</td>
<td>Monday 5th November, 2018</td>
</tr>
<tr>
<td>Demonstration Practice Project (DPP) Chapter 1</td>
<td>Monday 3rd December, 2018</td>
</tr>
<tr>
<td>Essay 2</td>
<td>Monday 7th January, 2019</td>
</tr>
<tr>
<td>DPP Literature review</td>
<td>Monday 4th February, 2019</td>
</tr>
<tr>
<td>DPP Methodology chapter (draft)</td>
<td>Monday 4th March, 2019</td>
</tr>
<tr>
<td>Law Essay</td>
<td>Monday 1st April, 2019</td>
</tr>
<tr>
<td>Full draft of DPP to tutor</td>
<td>Monday 15th April, 2019</td>
</tr>
<tr>
<td>Final version of DPP</td>
<td>Monday 29th April, 2019</td>
</tr>
</tbody>
</table>
Essays

Students are required to complete and pass three essays as part of the assessment of their course work. The pass mark is 40%. Each essay should not exceed 2,500 words and the word count should be shown on the cover page.

You will need to submit the following:

- 1 electronic copy submitted to Blackboard

Students are expected to complete and submit all course work assignments on time.

Please include a cover sheet on each assignment with your name, student number and assignment details (you may choose your own format).

**Essay 1 Perspectives on Child Protection**

Submission date: Monday 5th November, 2018

Pick one of the following topics:

1. Recent reforms in child protection and welfare and their impact on frontline practice
2. Child Neglect: issues and challenges
4. Early intervention: policy, practice and outcomes

Whichever essay is picked should illustrate an evidence based understanding of the topic; it should appropriately reference the Irish legal and policy context and include recent Irish and international research on child protection and welfare. Essays should contain only a minimum amount of description and should take a theoretical and critically reflective approach to the topic. Students should draw on their own professional experience in order to integrate theory and practice. Students should discuss their essay topic with tutors in Week 1. See the following section on essay marking criteria.

**Essay 2 Practising Child Protection and Welfare: A Case Example**

Submission Date: Monday 7th January, 2019

This essay focuses on the practice of providing or managing a child protection and welfare service (or role as part of a bigger service) and requires you to use a case example from your
work to illustrate how you utilise your ‘personal framework for practice’, e.g. how you integrate and reconcile formal knowledge, professional experience, personal values, the norms of your organisation and the broader regulatory framework. The essay offers students an opportunity to outline the models of work that are most relevant and useful as well as the theories, principles and perspectives that shape their practice. Overall, the essay should demonstrate their means of coping with conflict, and their methods for resolving dilemmas. It should also demonstrate values and attitudes in relation to child protection and welfare work. Students will be expected to show how they incorporate principles of inclusiveness and the paramountcy of child welfare in their work and critically evaluate their own organisational systems and structures. Links must be made between practice and relevant literature.

*Essay 3 The Law of Child Protection and Welfare*

Submission date: 1st April, 2019

Essay Titles to be confirmed
### 12. Criteria for Marking Essays

<table>
<thead>
<tr>
<th>Marks</th>
<th>Knowledge</th>
<th>Skills</th>
<th>Understanding</th>
<th>Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>70-100</td>
<td>Exceptional knowledge of key concepts and theoretical approaches to a subject, draws selectively from a range of primary and secondary sources.</td>
<td>Exceptional ability to draw on and apply a range of knowledge sources. Capacity to analyse concepts and theories and apply them to issues of policy and practice in an original fashion. Arguments thoroughly grounded. Literature used to make analytical points. Essay fulfils aims and objectives stated in the introduction.</td>
<td>Evidence of clear and critical thinking. Sophisticated understanding and grasp of complex issues. Excellent articulation of arguments. Appreciation of alternative and competing theoretical positions. Understanding of subject in breadth and depth.</td>
<td>Excellent writing skills, with effective use of language. Clear signposting structure, clarity, good introduction and conclusion, flawless referencing, neat presentation with correct punctuation and spelling.</td>
</tr>
<tr>
<td>60-69</td>
<td>Sound knowledge of key concepts and theoretical approaches. Draws on a wide range of knowledge</td>
<td>Capacity to analyse concepts and theories and apply them to issues of policy and practice. Arguments</td>
<td>Good understanding of the main principles. Strong and coherent arguments with evidence of</td>
<td>Good writing skills. Clear structure, including introduction and conclusion.</td>
</tr>
<tr>
<td>Score Range</td>
<td>Description</td>
<td>Thesis Quality</td>
<td>Structure Quality</td>
<td>Presentation Quality</td>
</tr>
<tr>
<td>-------------</td>
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</tr>
<tr>
<td>50-59</td>
<td>Satisfactory knowledge of the main issue, limited range of knowledge sources. Can use and identify sources of knowledge. Some knowledge of the key concepts and theoretical approaches.</td>
<td>Literature thoroughly grounded. Literature used to make analytical points. Essay fulfils aims and objectives stated in the introduction. Ability to interpret data.</td>
<td>Ability to draw reasonable conclusions. Certain amount of critical judgement and use of examples.</td>
<td>Excellent referencing, neat presentation with correct punctuation and spelling.</td>
</tr>
<tr>
<td>40-49</td>
<td>Limited knowledge and evidence of reading, may contain inaccuracies.</td>
<td>Basic ability to link knowledge and policy/practice. Uses examples. Largely fulfils aims and objectives. Literature referenced rather than used to make analytical points. Descriptive rather than analytical.</td>
<td>Tendency to assert points without evidence. Little evidence that alternative views have been considered.</td>
<td>Coherent and satisfactory presentation. Mainly accurate referencing. Reasonably good writing skills.</td>
</tr>
<tr>
<td>Fail/re-submit</td>
<td>Little or no evidence of reading, may contain inaccuracies.</td>
<td>Descriptive, no effort to link knowledge with policy/practice.</td>
<td>Little or no attempt to form arguments or show original thinking.</td>
<td>Lacking organisation and structure. Inaccurate referencing, spelling and punctuation errors.</td>
</tr>
</tbody>
</table>
13. General Guidelines for the Presentation of Written Work

All essays should show evidence of wide reading, including the use of recent sources. Students should demonstrate an ability to critically assess theories, and apply theory to practice. The essay should be clearly introduced and concluded, the introduction demonstrating an understanding of the essay title, highlighting key issues to be covered, and outlining the approach to be taken in the essay. Points should be well developed, using the literature as well as examples from work experience. Headings can add greatly to the clarity of the presentation. The final conclusion should briefly review and points raised in the essay, and draw out the implications of your arguments or assertions. All names and identifying information concerning clients and colleagues should however be disguised. Credit will also be given for work that shows breadth as well as depth and that draws appropriately on material addressed in other courses.

Loose generalisations such as "research shows that" must be avoided. All statements and assertions must be complemented by evidence e.g. a piece of published work, or an official source of information, to support them.

Referencing is very important and must be done carefully. Your bibliography should direct a reader straight to the source that you have quoted, and sources may be checked by examiners from time to time.

Use the Harvard referencing convention as follows:
After a quotation in the body of your essay, give (in brackets) the author's surname and date of publication. If you are using a direct quote or discussing a specific idea or argument, give the page number inside the brackets e.g. (Parton, 1991:23).

At the end of the work, before the appendices, give a full bibliography detailing all sources that you have cited, following a recognised convention such as the Harvard referencing system (Handouts will be provided). Use single line spacing.
Arrange the works alphabetically by author, and work by the same author should be arranged chronologically. In the case of more than one work being published in the same year by the author, distinguish these as 1991, 1991b and so on. Be sure to give the original date of publication even if you use a later edition.

Follow the author’s name with the date and name of the reference.

If the reference is a book, italicise the title, then give the place of publication and the publisher.

If the reference is an article, give the title in inverted commas, followed by (i.e. journal or book).

If the source is a journal, give the name of the journal in italics, followed by the volume number and page numbers.

If the source is a book or collection of essays, begin as for (d) but then and from: followed by the editors initials, surname (ed.) the title of the book or collection (italicised), place of publication, publisher and page numbers.

Every work that you refer to in your assignments must appear in your bibliography, as should all the sources you have used but not mentioned directly.

Examples:


If other conventions are used they must be consistent in format. Marks will be deducted if referencing conventions are not followed, or if references are omitted from the bibliography.

Plagiarism (‘cogging’) is the unacknowledged use of other people's ideas and is unacceptable in academic work and is heavily penalised. Always acknowledge any author or source, even if unpublished, whose ideas you cite or paraphrase. Unless essential, avoid quoting long or multiple passages from a text and always use quotation marks and specific page references. Recommended word lengths must be observed. Very short work or work that exceeds the recommended length by more than 20% will be returned for revision. Please show the word length on the title page.

Assessed written work must be typed - in 1.5 spacing - on one side of the paper with adequate margins on each side of the page. The word count must be shown on the title page. Pages should be clearly numbered, as tutors who are marking assignments provide written comments which refer specifically to your text. All written work should be proof-read before submission to avoid mistakes in spelling, grammar and referencing. Careless presentation, particularly in relation to referencing, reduces the impact of the content and loses marks.

Students are strongly encouraged to give or send drafts of their written work to their tutors prior to final submission.
14. Demonstration Practice Project (DPP) – Module SS7135
Submission date: Monday 29th April, 2018

This is the most important single element of the course in terms of student learning and must be passed. The pass mark is 40%. The written project may be between 8,000 and 10,000 (maximum) words and the word count should be shown on the title page.

You will need to submit the following:
- 1 electronic copy through Blackboard

As shown below, elements of the DPP must be submitted to tutors on assigned dates between January and May.

The exercise is designed to serve as a bridge between the college-based element of the course and the student's work. The student is required to carry innovative piece of work within their organisation, which can be either an evaluation of an existing service or development or a small piece of exploratory research on a topic relevant to the agency. It is hoped that this process may assist not only the learning of the student but also that of their colleagues, thus the title 'demonstration practice'. This project is designed to exemplify the course's commitment to making a difference in the work place, that is, not risking the possibility of merely being an interesting academic course which fails to impinge on the 'real world'.

The Demonstration Practice exercise has a number of objectives:
- to extend the professional repertoire of the student
- to extend the capacity of the student's work team/organisation to respond to needs in the area of child protection and welfare
- to promote the processes of innovation and evaluation in the work of the student and that of his/her colleagues
- to familiarise the student with the practical steps involved in research and evaluation
- to encourage the writing up good work / practice
to encourage the active dissemination of information about good practice within the student's organisation and more widely

The concluding chapter of the project is important and should be reasonably substantial. It will be pivotal in demonstrating how the aims of the project have been met. Students will be required to reflect at this point on the implications of their findings both for themselves and for their organisation, i.e. how the process of conducting the project and reaching their conclusions has modified their attitudes and their practice, how it may effect change in their organisations and how they plan to disseminate their findings.

Students should begin planning the Demonstration Practice Project from the outset of the course, in consultation with their tutors. A series of written submissions must be made to tutors which reflect the student's attempts to clarify and put shape on the project.

**Deadlines for submission of DPP work**

Students must submit the first chapter of their DPPs on Monday 3rd December. This chapter will outline the topic, its policy context, why it is considered a suitable subject for study, which aspects of it will be considered. It should also signpost the remainder of the written project, i.e. provide an outline of chapters.

The literature review for the project must be submitted on Monday 4th February. This should cover the theory and research evidence relevant to the topic under study.

The methodology chapter should be submitted on Monday 4th March, outlining and justifying the research methods chosen, and describing the process by which the research will be conducted.

A full draft of the project will be due for submission to tutors on Monday 15th April, and each student will make a 15 minute presentation of their project during the week of April 29th

The final date for submission of the completed projects is Monday 29th April by 4.00pm.
The importance of tutorial support for the success of this exercise cannot be emphasised too strongly and the onus lies with the students to make the most of this source of support which is readily available as part of the course package.

An example of the layout and title page of the DPP is in Appendix A. For advice and requirements in relation to general writing skills, please see Section 14.
## 16. Guidelines for Preparing your DPP

**Writing the report: General checklist (adapted from J. Bell, 1987)**

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<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Set deadlines</td>
<td>Allocate dates for sections, subsections and the whole report. Keep an eye on your schedule</td>
</tr>
<tr>
<td>2</td>
<td>Write regularly</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Create a rhythm of work</td>
<td>Don't stop to check references. Make a note of what has to be checked, but don't stop</td>
</tr>
<tr>
<td>4</td>
<td>Write up a section as soon as it is ready</td>
<td>Try to produce a draft of the literature review as soon as the bulk of your reading is completed</td>
</tr>
<tr>
<td>5</td>
<td>Stop at a point from which it is easy to resume writing</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Leave space for revisions</td>
<td>Use one side of the page only. Try to keep to one paragraph per page</td>
</tr>
<tr>
<td>7</td>
<td>Publicise your plans</td>
<td>You may need a little help from your friends to meet the deadlines</td>
</tr>
<tr>
<td>8</td>
<td>Check that all essential sections have been covered</td>
<td>Outline of the research, review of previous work, statement of the scope and aims of the investigation, description of procedures, statement of results, discussion, summary and conclusions, reference, abstract</td>
</tr>
<tr>
<td>9</td>
<td>Check length is according to institutional requirements</td>
<td>You don't want to be failed on a technicality</td>
</tr>
<tr>
<td>10</td>
<td>Don't forget the title page</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Any acknowledgements and thanks?</td>
<td></td>
</tr>
</tbody>
</table>
12. Include headings where possible. Anything to make it easier for readers to follow the structure will help.

13. Number tables and figures and provide titles. Check tables and figures for accuracy, particularly after typing.

14. Make sure all quotations are acknowledged. Check that quotations are presented in a consistent format.

15. Provide a list of references. Unless instructed otherwise, include only times to which reference is made in the report. Check that a consistent system issued and that there are no omissions.

16. Appendices should only include items that are required for reference purposes. Do not clutter the report with irrelevant items. Unless instructed otherwise, one copy of each data-collecting instrument should be included.

17. Remember to leave sufficient time for revision and rewriting. Check that you have written in plain English. Check that your writing is legible.

18. Try to get someone to read the report. Fresh eyes will often see errors you have overlooked.

**Writing the Report: Checklist**

If you were writing a critique of a piece of research done by someone else, you might ask the following questions. Subject your own report to the same sort of examinations.

Ask yourself:

1. Is the meaning clear? Are there any obscure passages?
2. Is the report well written? Check tenses, grammar, spelling, overlapping passages, punctuation, jargon.
3. Is the referencing well done? Are there any omissions?
4. Does the abstract give the reader a clear idea of what is in the report?
5. Does the title indicate the nature of the study?
6. Are the objectives of the study stated clearly?
7. Are the objectives fulfilled?
8. If hypotheses are postulated, were they testable? Are they proved or not proved?
9. Has a sufficient amount of literature relating to the topic been studied?
10. Does the literature review, if any, provide an indication of the state of knowledge in the subject? Is your topic placed in the context of the area of study as a whole?
11. Are all terms clearly defined?
12. Are the selected methods of data collection accurately described? Are they suitable for the task? Why were they chosen?
13. Are any limitations of the study clearly presented?
14. Have any statistical techniques been used? If so, are they appropriate for the task?
15. Are the data analysed and interpreted or merely described?
16. Are the results clearly presented? Are tables, diagrams and figures well drawn?
17. Are conclusions based on evidence? Have any claims been made that cannot be substantiated?
18. Is there any evidence of bias? Any emotive terms or intemperate language?
19. Are the data likely to be reliable? Could another researcher repeat the methods used and have a reasonable chance of getting the same or similar results?
20. Are recommendations (if any) feasible?
21. Are there any unnecessary items in the appendix?
22. Would you give the report a passing grade if you were the examiner? If not, perhaps an overhaul is necessary.

Source:
17. Guidelines for the Presentation of the DPP

You are required to consult your tutor about the precise format for your report, as this will vary according to the nature of the project. Typical section headings, however, might be: Objectives; Literature Review; Agency Context; Methodology; Analysis; Findings/Outcomes; Evaluation; Recommendations; References; Appendices.

Length
There is a limit of between 8,000 and 10,000 words, and this must be observed.

Presentation
The report should be typed on A4 pages, in 1.5 spacing, leaving a 1 inch margin on all sides. Pages should be numbered consecutively at the centre of the bottom page, with page 1 commencing after the table of contents. The report should be divided into sections which are numbered 1, 2, etc., with a section heading.

Layout
The report should start with a title page, followed by an abstract, reface/acknowledgements and table of contents in that order. The table of contents should list the chapters with page numbers.

Abstract
The abstract should contain no more than 200 words and should provide a succinct summary of the aims and results of the study.

Format
The format outlined above should be followed. Only items referred to in the text of the dissertation should be included as references.

Footnotes
As an alternative to a style, which places references to published works in the text, students may wish to use a footnoting style. Footnotes should be identified by a number which appears in the text. They should be numbered consecutively and followed by complete numbered references at the end of the Report, the detail of which should be the same as
that outlined above. The important point to remember is that whatever referencing style you adopt be consistent.

Appendices
Background material that would not be appropriate in the text of the report such as sample questionnaires used, should be placed in appendices, labelled A.... to Z. The appendices should follow the list of references, at the end of the Report.
## 18. Demonstration Practice Project – Criteria for Marking

Marks will be awarded according to how well the project meets the following criteria:

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Literature review</th>
<th>Methodology</th>
<th>Findings &amp; Analysis</th>
<th>Recommendations</th>
<th>Presentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>20%</td>
<td>15%</td>
<td>25%</td>
<td>10%</td>
<td>15%</td>
</tr>
</tbody>
</table>

**Shows a capacity to identify a relevant practice or policy issue or problem.**

- Demonstrates an ability to source the most significant theory and research evidence relevant to the issue.
- Indicates an ability to choose, justify and employ appropriate research methods and apply them to the problem.
- Demonstrates the ability to present a balanced account of the findings.
- Demonstrates an ability to reflect appropriately on the research and identify key learning from it.
- Layout consistent with the guidance provided.

**Provides sufficient contextual information to situate the problem.**

- Demonstrates ability to organise and analyse the literature.
- Shows that rigorous and ethical data gathering took place.
- Discusses the findings from the research in the context of the literature.
- Shows the capacity to relate the findings to child protection and welfare policy.
- Logical and coherent presentation, inclusion of tables and charts if relevant.

**Forms a useful questions for exploration.**

- Identifies where this project will fill an existing gap in evidence.
- Includes evidence of tools used to gather evidence.
- Demonstrates an ability to draw implications from the findings.
- Recommendations appropriately targeted at different levels in the relevant sector or organisation.
- Correct referencing conventions applied consistently. Proof-read, with correct spelling and punctuation.
19. Tutorials

Each student is assigned a course tutor. The tutorial relationship is intended to be a key learning resource for the student throughout the course. The tutor's task is to help the student get the most from the opportunities presented by the course. Students should ensure to arrange a tutorial appointment in each College - based week, or between weeks where appropriate.

The tutor's tasks include the following:

❖ to assist the student at the outset to identify relevant learning objectives which will constitute the student's personal learning agenda for the course as a whole
❖ to guide the student in relation to the completion of written assignments
❖ to assist in the identification and development of a theme / topic for the student's Demonstration Practice Project and to approve the final choice
❖ to monitor and assist the student's progress towards the successful completion of the Demonstration Practice project, in particular through the setting of agreed tasks for completion between College based weeks
❖ to examine, with other course staff, the student's course assignments, and to offer detailed written feedback to the student. (N.B. Law essay is examined by the Law course teacher and externally examined by Dr. Aisling Parkes, Senior Lecturer in the Department of Law in the National University of Ireland, Cork)

While tutors provide as much guidance as possible within the context of the course programme, students have ultimate responsibility for submitting written work on time and for the quality of this work.
20. M.Sc. in Child Protection and Welfare

Eligible candidates have the option of registering for the M.Sc. programme in Child Protection and Welfare. Admission will be confined to candidates who achieve a 60% average in the Postgraduate Diploma year. The M.Sc. will be awarded on successful completion of the Postgraduate Diploma course programme in Year 1 and a 20,000 word dissertation in Year 2. Registered students will have access to supervision and a programme of seminars. A briefing session on the M.Sc. Option will be held during the year.
21. General Regulations

College Calendar
As well as containing key dates, part 3 of the College Calendar contains all information concerning graduate studies in Trinity College, Dublin including all general regulations. See http://www.tcd.ie/calendar.

College Policies
Students are expected to familiarise themselves with and adhere to the College’s policies. Details are available at http://www.tcd.ie/about/policies/.

Attendance
Attendance is expected at all tutorials. When students are not able to attend they should inform Louise O’Brien via email as early as possible. Full attendance at all classes is compulsory. Absence is excused only on medical certification*, and attendance lists will be kept. The award of Diploma will be made only on the basis of full attendance.

*Absence of greater than fifteen days on medical certification will require the student to apply to the Dean of Graduate Studies for permission to repeat all or part of the course

Peer Support and Respect
Along with academic staff, every student shares the responsibility to help create a supportive and respectful learning environment. This involves accepting that there will be different learning needs in every group, allowing peers to contribute and treating colleagues and lecturers with respect. For effective group learning, class members need to know that interactions will be conducted in a safe and confidential environment. Please be respectful of others’ contribution and don’t discuss individual details outside of the class. Refer to the College Dignity and Respect Policy for more details.

Problems, Complaints and Grievances
If you have an academic-related problem you should discuss it first with the lecturer or supervisor concerned. General issues affecting the class should be channelled through your student representative to the Course Director. If you have a course related problem you
should contact the Course Administrator who may refer it to the relevant service. If you have a problem with a Trinity service, you should contact the relevant service. If you have a complaint which discussion with the relevant academic, Course Administrator or Trinity Service cannot resolve, you should contact the Course Director. If the problem remains, you should consult the Head of School or the Dean of Graduate Studies. More information about the Student Complaints Procedure can be found here.

**Student Evaluation and Feedback**  
Information about the College requirements for evaluation and feedback can be found at https://www.tcd.ie/teaching-learning/quality/quality-assurance/evaluation.php.
Appendix A

The title page of the Demonstration Practice Project should include:

Trinity College Dublin

Title of Demonstration Practice Report

for partial fulfilment of the

Postgraduate Diploma in Child Protection and Welfare

Author

Tutor

Date Submitted:
Appendix B

Map of Trinity College
## Appendix C

ECTS attached to the Postgraduate Diploma in Child Protection and Welfare Year

<table>
<thead>
<tr>
<th>Code</th>
<th>Module title</th>
<th>Activities</th>
<th>Assignments</th>
<th>ECTS</th>
<th>Contact hours</th>
<th>Student workload</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS7130</td>
<td>Child Protection Perspectives and Practices</td>
<td>Lectures, Seminars Presentations and tutorials</td>
<td>Essay 2,500 – 3,000 words</td>
<td>10</td>
<td>60</td>
<td>200*</td>
</tr>
<tr>
<td>SS7131</td>
<td>Interventions with children and families</td>
<td>Lectures, Workshops, twinning visits, agency profiles and class presentations, tutorials</td>
<td>Essay on personal framework for practice</td>
<td>10</td>
<td>60</td>
<td>200*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(2,500 – 3000 words)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SS7132</td>
<td>Law</td>
<td>Lectures, Workshops, tutorials</td>
<td>Essay</td>
<td>5</td>
<td>20</td>
<td>100*</td>
</tr>
<tr>
<td>SS7133</td>
<td>Contemporary Issues</td>
<td>Workshops &amp; seminars, tutorials</td>
<td>Present an agency profile (un-assessed group assignment)</td>
<td>10</td>
<td>40</td>
<td>200*</td>
</tr>
<tr>
<td>SS7134</td>
<td>Child Development</td>
<td>Lectures on child</td>
<td>Reading for class</td>
<td>5</td>
<td>40</td>
<td>100*</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Activities</td>
<td>Duration</td>
<td>Assessment</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------</td>
<td>-------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>SS7135</td>
<td>Research Methods</td>
<td>Lectures, workshops, presentations, tutorials</td>
<td></td>
<td>Review of research article (un-assessed) Mini research project</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6 modules</strong></td>
<td></td>
<td></td>
<td><strong>3 essays, 1 project</strong></td>
<td>60</td>
<td>220</td>
</tr>
</tbody>
</table>

*Reading in preparation for lectures, reading and researching for essays, writing essays; **researching, data collection, reading and writing of project.
Appendix D

POSTGRADUATE DIPLOMA IN CHILD PROTECTION AND WELFARE
SCHOOL OF SOCIAL WORK AND SOCIAL POLICY
TRINITY COLLEGE DUBLIN

CALENDAR OF COURSE WEEKS 2018-19

Week 1  Monday 10\(^{th}\) September to Friday 14\(^{th}\) September
Week 2  Monday 8\(^{th}\) October to Friday 12\(^{th}\) September
Week 3  Monday 5\(^{th}\) November to Friday 9\(^{th}\) November
Week 4  Monday 3\(^{rd}\) December to Friday 7\(^{th}\) December
Week 5  Monday 7\(^{th}\) January to Friday 11\(^{th}\) January
Week 6  Monday 4\(^{th}\) February to Friday 8\(^{th}\) February
Week 7  Monday 4\(^{th}\) March to Friday 8\(^{th}\) March
Week 8  Monday 1\(^{st}\) April to Friday 5\(^{th}\) April
Week 9  Monday 29\(^{th}\) April to 3\(^{rd}\) May
Appendix E

PGT & PGR DECLARATION

☐ I hereby declare that all submissions made for the duration of the programme I am undertaking is entirely my own work, free from plagiarism and has not been submitted as an exercise towards a degree at this or any other university.

☐ I have read and I understand the plagiarism provisions in the General Regulations of the University Calendar for the current year, found at http://www.tcd.ie/calendar.

☐ I have also completed the Online Tutorial on avoiding plagiarism ‘Ready Steady Write’, located at http://tcd-ie.libguides.com/plagiarism/ready-steady-write.

__________________________________________________________________________
Student Name
__________________________________________________________________________
Student Number
__________________________________________________________________________
Course
__________________________________________________________________________
Date

Note to Students
To ensure that you have a clear understanding of what plagiarism is, how Trinity deals with cases of plagiarism, and how to avoid it, you will find a repository of information at http://tcd-ie.libguides.com/plagiarism.

We ask you to take the following steps:
(i) Visit the online resources to inform yourself about how Trinity deals with plagiarism and how you can avoid it at http://tcd-ie.libguides.com/plagiarism. You should also familiarize yourself with the 2018-19 Calendar entry on plagiarism located on this website and the sanctions which are applied;
(ii) Complete the ‘Ready, Steady, Write’ online tutorial on plagiarism at http://tcd-ie.libguides.com/plagiarism/ready-steady-write. Completing the tutorial is compulsory for all students.
(iii) Familiarise yourself with the declaration that you will be asked to sign when submitting course work at http://tcd-ie.libguides.com/plagiarism/declaration;
(iv) Contact your College Tutor, your Course Director, or your Lecturer if you are unsure about any aspect of plagiarism.