

KEEPING CHILDREN SAFE

THE DAUGHTERS OF CHARITY

CHILD PROTECTION POLICY AND PROCEDURES

**JANUARY 2015
Version 2.0**

Document Revision History

Document versions are numbers with decimals. The number before the decimal point relates to a major version and is changed following a major change. The number after the decimal point is a minor version and is changed after a minor update. The nature of the update from version to version should be documented here to help future reviews track what has been taken into consideration in this policy document. The first versioned policy document was released in January 2015 and was versioned 2.0 to supersede all prior non-versioned documents.

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Message from the Provincial and Leadership Team

Jesus in his ministry welcomed and encouraged children, reminding his disciples of the dignity of young people as “children of God”. In the spirit of their founders St. Vincent de Paul and St. Louise de Marillac, the Daughters of Charity strive to make a difference in the world of people who are poor, disadvantaged, vulnerable or discriminated against. In the spirit of the gospel, the Daughters of Charity and those who work with them undertake to provide a safe environment for children and young people, and to prevent their physical, sexual or emotional abuse.

We will liaise closely with statutory agencies to ensure that any allegations of abuse are dealt with promptly, that victims are supported and that perpetrators are held to account. As part of the Church community the Daughters of Charity and their colleagues strive to provide comprehensive, caring and collaborative services to children and families in a transparent and responsible way. We support parents who have the primary responsibility for ensuring the safety and wellbeing of their children.

Each of us Daughters of Charity, staff and volunteers working with us has a part to play to ensure the highest standards of child safeguarding. Therefore all involved in ministry to children will be made aware of the child protection policy of the Daughters of Charity and are required to engage fully in implementing the procedures and guidelines of the policy.

Signed by the Leadership Team

Sr. Ciara Butler

Sr. Marian Harte

Sr. Sheila Ryan

Sr. Claire McKeown

Sr. Christina Quinn

January 2015

Introduction to the Child Protection Policy of the Daughters of Charity

This Policy and Procedures document has been devised to direct all Daughters of Charity, staff and volunteers on the safeguarding and protection of children¹ with whom they interact. The term 'organisation' used throughout this document is used as a generic term to cover a wide range of agencies, clubs or groups where activities or services are provided for children. (See Glossary of Terms for further information)

The Policy and Procedures outlined are designed to fulfil the requirements and are based on the principles and guidance set out in:

1. The Safeguarding Children publication of the National Board for Safeguarding Children in the Catholic Church (Ireland 2008)

Standard 1: Statement of Child Protection Policy

Standard 2: Procedures – Responding to Child Protection complaints

Standard 3: Preventing harm to children:

- ❖ Recruitment and vetting
- ❖ Codes of behaviour
- ❖ Running safe activities for children

Standard 4: Training and education

Standard 5: Communicating the Church's safeguarding message:

- ❖ to children
- ❖ to parents and adults
- ❖ to other organisations

Standard 6: Access to advice and support

Standard 7: Implementing and monitoring the Standards

2. Children First: National Guidance for the Protection and Welfare of Children (Department of Children and Youth Affairs – Ireland - 2011).
3. UNCRC: United Nations Convention on the Rights of the Child, ratified by Ireland in 1992.
4. Our Duty to Care (Department of Health and Children 2002) is aimed at community and voluntary organisations of any size or type that provide services for children. It offers guidance on the promotion of child welfare and the development of safe practices in work with children. It also gives information on how to recognize signs of child abuse and the correct steps to take within organisations if it is suspected, witnessed or disclosed. Our Duty to Care is designed to enable organisations to provide children with the highest possible quality of care and protect them, as far as possible, from all forms of harm.

This Policy and Procedures document is, in turn, based on the civil guidelines of the two jurisdictions on the island of Ireland.

¹ This policy applies to children and young persons.

This document sets out the commitment of the Daughters of Charity to ensuring the safety of children involved in their organisations and the specific measures that are being taken to give effect to this.

Daughters of Charity, staff and volunteers seek to inspire and empower people to find God in their daily lives. Respect for the dignity and integrity of every person is a fundamental principle of the Daughters of Charity Organisation.

A particular requirement of this principle is the recognition of the right of all children to be respected, nurtured, cared for and protected. This right is embedded in Gospel values, in international law and in domestic law.

Arising from this, the Irish Province of the Daughters of Charity has adopted a comprehensive set of Safeguarding Children policies and procedures.

This document has as its over-riding concern the safety and welfare of all children who are involved in any way in the institutions and activities of the Daughters of Charity of the Irish Province. The document includes procedures for best practice for the prevention of child abuse and for an appropriate response where abuse is alleged or suspected.

A further concern in developing these procedures is to create a secure and supportive atmosphere in which those who have suffered abuse in the past can be assured of a sensitive, caring and compassionate response and should be offered appropriate pastoral care for them and their family.

The procedures are also concerned with ensuring that the rights in natural justice of a person who is accused of abuse are respected, and that appropriate pastoral care is provided for them and their family.

STANDARD 1

**STATEMENT OF THE CHILD PROTECTION POLICY OF THE
DAUGHTERS OF CHARITY**

1.1 Statement of Child Protection Policy of The Daughters of Charity

Each child shall be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all. Everyone in the Daughters of Charity organisation has an obligation to ensure that the fundamental rights of children are respected.

These guiding principles inform this policy. This policy has been written to ensure that:

- ❖ The Daughters of Charity take every possible measure to prevent abuse.
- ❖ As part of the Church Community the Daughters of Charity and their colleagues strive to provide comprehensive, caring and collaborative services to children and families in a transparent and responsible way.
- ❖ The Daughters of Charity will liaise closely with statutory agencies to ensure that any allegations of abuse are dealt with promptly, that victims are supported and that perpetrators are held to account.
- ❖ None of its personnel, staff, service agents or volunteers engages in behaviour that could allow abuse to occur or actions that could be (mis)interpreted by children, their families or other adults as constituting or leading to abuse.

1.2 Useful Contacts and Details for Local Communities

- ❖ Tusla – Child & Family Agency: Tel: 1850 24 1850
- ❖ Local Office - Tusla – Child & Family Agency Duty Social Worker
- ❖ An Garda Síochána Sexual Crime Management Unit, Harcourt Square, Dublin 2. Contact number: Tel: 00353 (01) 6663430
An Garda Síochána - Contact your local Garda station. See a list of Garda Stations on the Garda website <http://www.garda.ie/Stations/Default.aspx>
- ❖ HSC (Social Services) Northern Ireland: Tel: 028 37528800
- ❖ Department of Health, Social Services and Public Safety (DHSSPS), Castle Buildings, Stormont, Belfast BT4 3SJ. Tel: 028 90520500
Email: webmaster@dhsspsni.gov.uk
- ❖ PSNI Police Service Northern Ireland: Tel: 0845 600 8000 (ask for relevant investigation Unit)
- ❖ National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI): Tel: +353 (01) 5053124 Email: www.safeguarding.ie
- ❖ Towards Healing Support Service from the Republic of Ireland: Tel: 1800 331234 and from Northern Ireland: Tel: 0800 973 272
- ❖ Towards Peace – Spiritual Support Service: Tel: +353 (01) 5053028 Mobile – +353 86 7710533 and Email; towardspeace@iecon.ie
- ❖ National Counselling Service (HSE): Tel: 1800 344116
- ❖ Childline provides a 24 hour listening service for all children up to the age of 18: Tel: 1800 666 666
- ❖ One in Four: Tel: +353 (01) 6624070 and Email: www.oneinfour.org
- ❖ The Samaritans provides confidential non-judgemental emotional support, 24 hours a day for people who are experiencing feelings of distress or despair. Freephone 116123
- ❖ Irish Society for the Prevention of Cruelty to Children (ISPCC) 29 Lower Baggot Street, Dublin 2: Tel: +353 (01) 676 7960
- ❖ NSPCC (UK) Helpline for adults concerned about a child: Tel: 0808 800 5000, helpline for children and young people - Childline: Tel: 0800 1111
- ❖ Catholic Youth Care – Arran Quay, Dublin 7: Tel: +353 (01) 872 5050
- ❖ Dublin Rape Crisis Centre, the centre offers a confidential 24 hour helpline, 7 days a week: Tel: +353 (01) 661 4911 or 1800 778 888
- ❖ Children at Risk in Ireland CARI. Tel: Lo-call 1890 924 567 Email: www.cari.ie
- ❖ Dublin – Domestic Violence & Sexual Assault Unit. Tel: +353 (01) 666 3435

Local Safeguarding Representative: _____

Designated Liaison Person: Sister Margaret Joyce: +353 87 2213777

Deputy Liaison Person: Sister Breege Keenan: +353 (01) 8366487

(The Designated Liaison Person is the Provincial Delegate for Safeguarding Children)

All local safeguarding representatives should complete and update relevant details regularly.

1.3 Definitions of the four categories of child abuse

Child abuse can be categorised into four different types: emotional abuse, sexual abuse, physical abuse and neglect. Refer to Appendix 2 for further details. A child may be subjected to one or more forms of abuse at any given time. Abuse is a violation of a child's fundamental rights to respect and to bodily integrity by any other person or persons. For the purposes of this document and in line with legislation², a child is defined as any person under the age of eighteen years.

Emotional abuse occurs when a child's developmental need for affection, approval, consistency and security are not met. Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples for these include low self-esteem, exposure to domestic violence, sarcasm, unreasonable disciplinary procedures, and insecure attachments.

Sexual abuse occurs when a child is used by another person for his or her sexual gratification or sexual arousal, or for that of others. Examples include sexual exploitation of a child, intentional touching or molesting of the body of a child for the purpose of sexual arousal, exposure of the sexual organs or any sexual act intentionally performed in the presence of a child.

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. Examples include non-accidental injury, shaking, use of excessive force, hitting, slapping, beating, and misuse of medication.

Neglect can be defined in terms of an *omission*, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation, supervision and safety, attachment to and affection from adults. Neglect generally becomes apparent in different ways over a period of time.

Children First: National Guidance for the Protection and Welfare of Children (Dept. of Children and Youth Affairs 2011).

² In Ireland, the Child Care Act 1991 defines a child as any person under the age of 18 years, excluding a person who is or who has been married. Young persons are similarly defined.

STANDARD TWO

RESPONDING TO CHILD ABUSE ALLEGATIONS AND SUSPICIONS

Children have a right to be listened to and heard: Church organisations must respond effectively and ensure any allegations and suspicions of abuse are reported both within the Church and to civil authorities.

2.1 Child Protection Policy

The Daughters of Charity are committed to cherishing and safeguarding children, as well as protecting them from physical abuse, neglect, sexual abuse and emotional abuse.

The Daughters of Charity endeavour to do this by:

- ❖ Circulating their Policy and Procedures to communities, organisations, staff and volunteers;
- ❖ Raising awareness of this important area, especially among all those who work directly with children, regarding:
 - ❖ The values held by the Daughters of Charity in safeguarding children.
 - ❖ Advice and training in safe management practices.
 - ❖ Ensure that all those working in Daughters of Charity communities and organisations are familiar with the importance of the Daughters of Charity Policy and Procedures.

Some basic guidelines

1. Each Daughters of Charity Organisation in Ireland:
 - ❖ Recognises that Daughters of Charity and Daughters of Charity Organisations have a special duty to provide a safe environment in which the dignity and rights of children are respected and their well-being promoted.
 - ❖ Recognises that the welfare of children and young people is of paramount importance and commits itself to implementing this Child Protection Policy.
 - ❖ Co-operates with parents and guardians and relevant agencies in promoting the well-being of children and young people.
 - ❖ Responds in accordance with the guidance set out in *Safeguarding Children; Standards and Guidance Document for the Catholic Church in Ireland (2009)* to any concern about the safety of children that comes to the attention of Daughters of Charity or staff or volunteers in Daughters of Charity organisations.
2. In every Daughters of Charity Community and Organisation, children must be under supervision at all times.

3. Young people under eighteen will not be employed by the Daughters of Charity Community or Daughters of Charity organisations but may be accepted as volunteers, provided there is adequate supervision in place. The person in charge of any Daughters of Charity organisation directly involved with children has the responsibility of ensuring that proper recruitment practices, and provision for training, supervision, support of staff and volunteers, as well as review of practices, are put in place.
4. The Local Safeguarding Representative within each Daughters of Charity community or Daughters of Charity organisation has a responsibility to ensure that all allegations and suspicions of abuse are brought to the attention of the Designated Liaison Person without delay.
5. The Designated Liaison Person has the responsibility to inform the statutory authorities (An Garda Síochána and Tusla – Child & Family Agency in the Republic of Ireland; the PSNI and the Health and Social Services Trust (DHSSPS) in Northern Ireland) of allegations or suspicions of child abuse. Daughters of Charity organisations subject to Government Department guidelines, such as primary and post primary schools, Intellectual Disability services, Child and Family Service and other services will follow the procedures outlined in those guidelines.
6. In the event of a complaint, whether current or historical, a pastoral response to the alleged victim and to the alleged perpetrator will be provided.
7. The policy is reviewed, as a minimum, every three years, and is adapted whenever there are significant changes in the organisation or in legislation.
8. A review of the implementation of this policy will take place as part of the annual end of year review process.

2.2 The Local Safeguarding Representative

Each Daughters of Charity community and organisation will appoint a 'Local Safeguarding Representative' to promote the safeguarding of children within that community or organisation and to act as a point of contact and to liaise with the Designated Liaison Person as necessary. (Generally this will be the Local Leader or the Director of Work.)

The Local Safeguarding Representative should contact their Director of Work (if applicable) and the Designated Liaison Person if an allegation or suspicion is raised. Local Safeguarding Representatives will be provided with induction, support and regular training.

The role of the Local Safeguarding Representatives will be to promote the safeguarding of children by:

- ❖ Raising awareness of what safeguarding is.
- ❖ Disseminating information on The Daughters of Charity Policy on Safeguarding Children.
- ❖ Ensuring that any activities operate in a manner which ensures the safety and well-being of the children involved (See section Good Management Practices).
- ❖ Ensure that those responsible for running activities with children are aware of safe procedures and know how to report any incident that causes concern, (see Appendix 3).
- ❖ Ensuring that the contact details of the Designated Liaison Person are widely publicised.

The overall responsibility for safeguarding children remains with the person in charge, such as the Local Leader, Director or Chief Executive Officer.

Any safeguarding concerns raised with a Local Safeguarding Representative should be dealt with in accordance with the Initial Contact procedures, set out in section 2.4.

The Local Safeguarding Representative shall:

1. Inform the Designated Liaison Person for Safeguarding Children that a complaint has been made and make a recommendation about any immediate action(s) that may need to be taken in order to ensure the safety of children.
2. Create a Safeguarding Children case file for every referral. This file will include a log of actions, events and information received. Entries should be made as soon as possible after an event, but before the end of the day. They must be timed, dated and signed by the author.

3. Take possession of any written records made by any person in connection with the case and place them on the Safeguarding Children Case File.
4. Maintain records of all files.

2.3 The Role of Designated Liaison Person

The Designated Liaison Person is the person appointed by the Daughters of Charity in Ireland to receive allegations of child abuse. Having a thorough knowledge of the policy and correct procedure the Designated Liaison Person shall:

1. Receive information about an allegation or suspicion of child abuse and ensure that the Director of Work is aware of it.
2. Ensure that the procedure about how to manage suspicions, allegations and disclosures of abuse involving Daughters of Charity, staff and volunteers working in Daughters of Charity organisations has/have been followed, and to ensure a referral has been made to the statutory authority where appropriate if this has not already happened.
3. Create a Safeguarding Children case file for every referral. This file will include a log of actions, events and information received using the dedicated form for this purpose. Entries should be made as soon as possible after an allegation has been made or a suspicion has arisen, but at the latest before the end of the day. Each entry must be timed, dated and signed by the Designated Liaison Person.
4. Take possession of any written records made by any person in connection with the case and place them on the Safeguarding Children Case File.
5. Explain the procedures for addressing the allegation or disclosure to the person who has raised the concern and that the data protection declaration is signed (by the child's parent or guardian where appropriate). This consent relates to this Safeguarding Children concerns process only – **consent is not required for the making of a referral to Tusla – Child & Family Agency / An Garda Síochána/ PSNI / DHSSPS.**
6. Where a child appears to be at immediate and serious risk of harm an immediate referral should be made to the Health and Social Services. Where appropriate, if Health and Social Services staff are not available, An Garda Síochána / PSNI should be contacted to ensure that **under no circumstances is a child left in a dangerous situation pending Health and Social Services intervention.** Consideration should, in all cases, also be given to whether an immediate referral is necessary in order to preserve, and safeguard against the possibility of any loss, deterioration or destruction of potential evidence or forensic evidence.

7. Make enquiries to identify the present and previous appointments of the respondent in order to establish whether there are any previous concerns about his/her practice, or any current grounds for concern in relation to the safety and well-being of children. (Again, in cases of emergency, see No 6 above)
8. In conjunction with the Local Leader or Director of Work, agree the process to meet with the respondent as soon as possible, unless the statutory authorities have requested that such a meeting be deferred.
 - ❖ This meeting takes place after contacting the relevant authorities.
 - ❖ The purpose of the meeting is to inform the respondent of the existence of a concern regarding child abuse and of the process being followed.
 - a. The respondent should be given information about his or her entitlement to seek legal advice (both civil and, where appropriate, canonical) and about the Safeguarding Children process.
 - b. The respondent should be informed that he or she is not obliged, in law, to respond or to furnish evidence, but that any statement provided will be taken into account in the statutory investigation.
 - c. As agreed above between the Designated Liaison Person and the Director of Work, the respondent should be informed of the nature and detail of the allegation or suspicion and the name of the person raising it.
 - d. Arrange for an Adviser to be offered to provide support for the respondent. Such an appointment will be made by the Designated Liaison Person in consultation with the person concerned and with the Provincial.
 - e. A written record of the meeting must be prepared, agreed with the respondent, signed and dated.
9. Implement the referral policy as outlined in section 2.4 – How to manage suspicions, allegations and disclosures of abuse involving personnel working in Daughters of Charity organisations.
10. In cases where a Designated Liaison Person has a concern about a child but is not sure whether to make a referral, he or she should seek appropriate advice. He or she may consult Tusla - Child & Family Agency, the Health and Social Services, DHSSPS and/or An Garda Síochána / PSNI on the appropriate steps to be taken. The Designated Liaison Person must keep a written record of the outcome of the consultation with Tusla - Child & Family Agency / An Garda Síochána/ PSNI / DHSSPS on the Safeguarding Children Case File.
11. Decisions not to refer a matter where appropriate may be in consultation with the National Safeguarding Children Office.

12. Ensure the availability of the Advisory Panel (see glossary for definition), if required, and convene the Advisory Panel at an appropriate time (see Appendix 19).
13. Follow the advice given by Tusla – Child & Family Agency / An Garda Síochána/ PSNI/ DHSSPS where a Safeguarding Children concern has been referred to them. Allow Tusla – Child & Family Agency / DHSSPS / An Garda Síochána / PSNI to conduct their enquiries unimpeded. Do not visit the family or contact family members without prior discussion with investigators.
14. Maintain a dialogue with the Investigating Officer or Social Worker to monitor the progress of the case and act on any advice given. Details of contacts made should be recorded chronologically on the Safeguarding Children Case File.
15. Ask for an update from Tusla – Child & Family Agency / An Garda Síochána/ PSNI/ DHSSPS about the outcome of their investigations; this request should be made in writing.
16. Conduct an internal investigation at the conclusion of any external investigation or where no such investigation takes place. Any internal investigation will be initiated in cases where Safeguarding Children concerns remain or where disciplinary action needs to be considered.
 - ❖ Such an investigation will gather and assess available information from all sources and witnesses. Every effort should be made, in consultation with Tusla – Child & Family Agency /An Garda Síochána/ PSNI / DHSSPS, to avoid the necessity to interview child witnesses for the purposes of disciplinary inquiries.
 - ❖ This investigation (which takes place after the statutory enquiries have been completed) should be conducted expeditiously, taking no longer than three months, wherever possible. In cases where there is a delay, and particularly where a Priest or religious has been temporarily removed from active ministry or an employee or volunteer has been suspended from duties, it is important to keep everyone informed of the progress of the investigation and to maintain records of such communications. There can be no excuse for a respondent to be left uninformed and ‘in limbo’ indefinitely.

2.4 Responding to child abuse allegations and procedures

Responding to child abuse allegations applies to all Daughters of Charity, all staff, service agents and volunteers of Daughters of Charity organisations.

The Daughters of Charity are committed to promoting the safety, welfare and protection of children and takes seriously all disclosures, allegations and suspicions of abuse.

This procedure sets out the action that must be taken where there has been a disclosure, allegation or suspicion of child abuse, whether current or historical. The procedure applies whether the information regarding child abuse relates to Daughters of Charity personnel (Daughters of Charity, staff and volunteers in Daughters of Charity organisations) or to a person not associated with a Daughters of Charity organisation.

Initial Contact Procedure

It is often very difficult for people to talk about abuse so it is important to make sure that you are patient, listen carefully and actively, and create a safe environment in which the person feels able to speak openly. This approach can help reassure the person who has made the difficult decision to come forward to make an allegation or voice a concern about abuse. It will also help ensure that relevant information is made available to those whose responsibility it is to investigate the alleged incident(s).

People may tell you about:

- ❖ Abuse that is happening now.
- ❖ Abuse that happened in the past.
- ❖ An allegation of abuse that has been made to them by a third party.
- ❖ Having seen signs of abuse, such as an indication of physical injury.
- ❖ Having witnessed something that has caused them to feel concerned that a child is being or has been abused.

Where information is given in person or by telephone

1. Stay calm, take seriously what the person is saying, and reassure them that they have done the right thing in coming forward.
2. Listen carefully to what the person is saying; allow the person to continue at his or her own pace. Some facts are only ever told once. The information given must be fully and accurately recorded.
3. If the information disclosed shocks, distresses or disgusts you, do not allow these feelings to show. If you do, you may upset the person giving the information and inadvertently dissuade them from giving any further information.
4. Remember it is not your role to investigate, so do not ask probing, intrusive or leading questions. This is the role of the civil authorities to do this.

5. Check with the person to make sure you have understood what they have actually said. If necessary, ask the person to clarify what they have said. Do not suggest words, but use theirs.
6. Make no promises that cannot be kept, particularly in relation to keeping the information 'secret', but listen carefully to what is being sought.
7. Do not make any comments on the incident(s) being reported, and do not make any statement about believing or not believing what the person has said. Do not make any comments about the person or persons against whom the allegation is being made.
8. Be aware that a person's ability to recount his or her concern or allegation will depend on age, culture, nationality and upon any disability which may affect use of language and range of vocabulary.
9. Explain to the person concerned what will happen next, including the procedures for referral to the civil authorities. Give the person the contact details of the Designated Liaison Person in case he or she wishes to make direct contact with the Designated Liaison Person.

Record Keeping

1. Whenever possible and practical, take notes during the conversation. Always ask permission to do this and explain the importance of recording all information.
2. Where it is not appropriate to make notes at the time, make a written record as soon as possible afterwards and in any case before the end of the day.
3. Record the time and date when, and the location where, the allegation or disclosure was made or the suspicion brought to notice. Record whether the allegation was made or the suspicion was raised in person or by telephone or in writing; where in person, record the names of those who were present. (You should use **the Safeguarding Children Recording Form Appendix 4** template to do this).
4. The record should be signed and dated by the author. In so far as possible, the record should include:
 - a. Accurate identifying information, as far as it is known. This should include the name, address, telephone number and date of birth the person who raised the concern or made an allegation.

- b. Where the person who has raised a concern or made an allegation is a child, the names, addresses and telephone numbers of their parent(s) or guardian(s) should be obtained and recorded.
 - c. The name of the individual against whom an allegation has been made or a concern raised as well as any other identifying information.
 - d. The statement of the person who has made an allegation or voiced a suspicion, recording as far as possible everything they have said regarding the alleged or suspected abuse.
 - ❖ Do not select what is to be recorded – a detail which may seem irrelevant may be in fact significant.
 - ❖ In so far as is possible, record the words the person themselves used in making the allegation or voicing their suspicion.
 - ❖ Record also any views or comments they expressed regarding the alleged or suspected abuse.
 - ❖ No assumptions or comments should be made regarding the intended meaning of the words used.
 - e. In the case of a suspicion of abuse, record full details about the circumstances that led to the suspicion that abuse may have occurred, including relevant date(s).
 - f. Was any action already taken about the allegation?
 - g. Have any views been expressed by the child's parent(s) or guardian(s) about the matter?
5. This initial record will form the first entry in a file of information about the case which will be forwarded to the Designated Liaison Person. The Local Safeguarding Representative will retain a copy.
6. All original records, including rough notes, must be passed immediately to the Designated Liaison Person. Any copies of records retained must be kept secure and treated as confidential.

Referral of Disclosures, Allegations and Suspicions

1. All disclosures, allegations and suspicions of child abuse should be brought to the attention of the Local Safeguarding Representative without delay. The Representative will then liaise with the Designated Liaison Person as soon as possible. The Designated Liaison Person has responsibility for reporting disclosures, allegations and suspicions of abuse to the statutory authorities

(Tusla – Child & Family Agency and An Garda Síochána in the Republic of Ireland and the PSNI and the local DHSSPS in Northern Ireland).

2. In cases of emergency, where a child appears to be at immediate and serious risk, a report should be made without delay to the statutory authorities. (The Designated Liaison Person should be informed without any delay)

Confidentiality

- ❖ The person who comes forward with a disclosure, allegation or suspicion of child abuse should be assured that the information will be treated as confidential and that it will be revealed only to the statutory authorities with responsibility for safeguarding children and to those within the Daughters of Charity organisation with specific responsibilities for child protection.
- ❖ Daughters of Charity, staff or volunteers in a Daughters of Charity organisation who encounters an allegation or suspicion of child abuse must not discuss this information with anyone other than those specified in these procedures.

Anonymous allegations

Allegations or concerns about child abuse that are raised by a person who wishes to remain anonymous are to be treated carefully. Anxiety or fear may cause some people not to reveal their identity immediately. It is difficult to act on information unless at some point the name of the person raising a concern or making an allegation becomes known. The person raising the concern should be informed that anonymity will restrict the ability of professionals to access information or to intervene to protect a child. Openness as much as possible should be encouraged.

Temporary work in another organisation

Daughters of Charity, an employee or volunteer with a Daughters of Charity organisation who is working on a temporary basis in another organisation (on a placement, for example) and who in the course of that work encounters a disclosure, allegation or suspicion of child abuse must report the matter to the Local Safeguarding Representative of that organisation. In addition, the person must report to the Local Safeguarding Representative of the Daughters of Charity the fact that he or she had encountered a child protection concern in the organisation in which he or she was temporarily working and that it had been reported to the Local Safeguarding Representative of that organisation.

Revelation by a person that they have abused

Where a person reveals that he or she has abused a child, it is necessary to tell that person that you cannot keep such information secret, even if it relates to an incident many years previously. You must inform the person that you are required to refer the information to the Local Safeguarding Representative, who will follow the procedures for referral to the relevant statutory authorities. The Local Representative will then liaise with the Designated Liaison Person as soon as possible. The Designated Liaison Person has responsibility for reporting disclosures, allegations and suspicions of abuse to the statutory authorities (Tusla – Child & Family Agency and An Garda Síochána in the Republic of Ireland and the PSNI and the local DHSSPS in Northern Ireland).

Please see Appendix 4 for the Child Safeguarding Recording Form

2.5 Responding to an allegation by a child

For many reasons children who suffer abuse, often do not tell adults even those whom they know and trust. It may be that an adult has used threats to harm the child or their family if the child tells. The child may have been manipulated into believing that the abuse is their own fault or that they are equally to blame. Children may tell an adult they are being abused if they feel they can trust this person. In doing so, they hope that you will act to stop the abuse happening, even if they ask you not to do anything with the information.

If a child begins to tell you about abuse,

Do:

- ❖ Stay calm.
- ❖ Listen carefully and take what is being said seriously.
- ❖ Ask questions only if you are unclear about what the child is saying.
- ❖ Allow the child to continue at his or her own pace.
- ❖ Reassure the child that, in disclosing the abuse, they have done the right thing.
- ❖ Tell them they are not to blame for the abuse.
- ❖ Let them know you will do what you can to help.
- ❖ Report the child's disclosure to the Local Safeguarding Representative immediately (or in their absence or if the disclosure in any way involves them then seek advice from the Designated Liaison Person or the Safeguarding Children National Safeguarding Board Support Team.
- ❖ As soon as possible, write down everything that you were told by the child, using their own words to describe the alleged abuse. Sign and date this record and pass it on to the Local Safeguarding Representative.

Do not:

- ❖ Dismiss the concerns.
- ❖ Panic.
- ❖ Probe for more information or ask questions other than for clarification.
- ❖ Promise 'not to tell anyone' or say that you 'will keep it a secret'
- ❖ Make any comment about the accused person.
- ❖ Speculate or make assumptions.
- ❖ Disclose to **anyone** other than the Local Safeguarding Representative the fact that an allegation has been made.

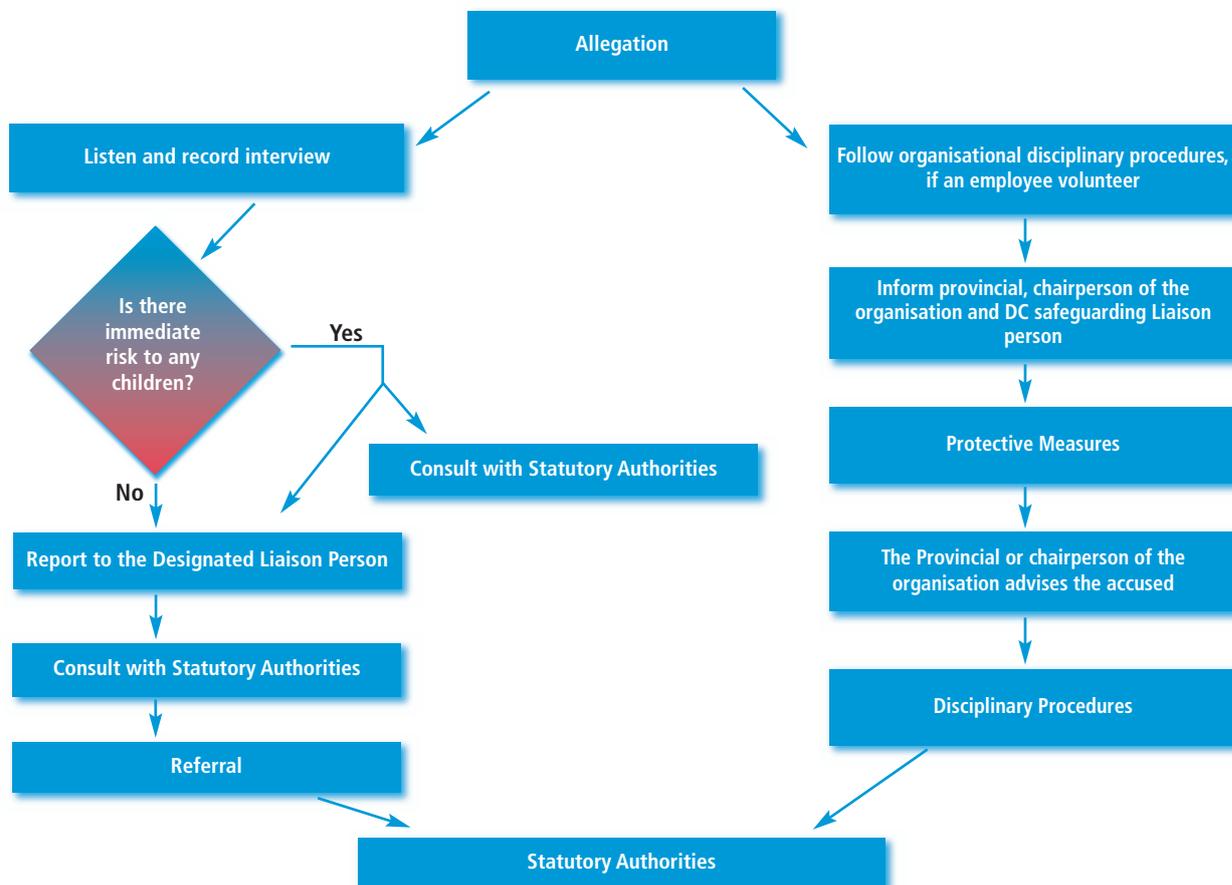
It is important to explain to the child that you cannot promise to keep secret the information you have been given. However, you should reassure the child that the information will be shared **only** with those who have responsibility for dealing with concerns of this kind.

In cases of emergency

If a child is in immediate risk contact must be made with the statutory authorities (Tusla – Child & Family Agency and An Garda Síochána in the Republic of Ireland and the PSNI and the local DHSSPS in Northern Ireland).

Remember it is not your role as the person who has received an allegation of abuse, or become suspicious that abuse may have occurred, to make any judgements or decisions in relation to the allegation or suspicion. That is the task for statutory safeguarding children agencies following a referral to them of the allegation or suspicion by the Designated Liaison Person.

2.6 Reporting Procedures Flowchart for Allegations of Abuse



2.7 Allegation against personnel working overseas

Procedure to apply

1. The same procedure as outlined will be applied.
2. The International Volunteer Co-ordinators will recommend that:
 - ❖ All volunteers register with their Embassy prior to departure and again with the Embassy or Consulate in the host country; this can be done via email contact.
 - ❖ In the case of Irish citizens, if there is no Irish Embassy or Consulate in the host country, it is recommended that they register with the British Embassy or Consulate.
3. It is recommended, as an extra precaution, that the United Nations Department of Safety and Security (UNDSS) be contacted in each host country prior to departure to arrange for a security briefing in the country and to notify of the intended presence of the group so that, in the event of any need of assistance, the services of UNDSS can be called upon.
4. The concepts of 'Safeguarding Children', 'Local Safeguarding Representatives' and 'Designated Liaison Persons' are reasonably evolved in developing countries. Every effort should be made prior to departure or at least upon arrival to ascertain who the relevant contact person would be in the event of an allegation or suspicion of abuse.
5. In all cases, the general procedure to apply in the case of arrest of a member of staff or volunteer overseas is to:
 - ❖ Contact the embassy of that person.
 - ❖ Contact UNDSS (United Nations Department of Safety and Security).
 - ❖ Contact the Designated Liaison Person in Ireland.
6. Immediately on receipt of an allegation against a member of staff or volunteer, the trip co-ordinator with the assistance, as necessary, of the Local Safeguarding Representative will inform the nearest Irish Consulate or Embassy and take advice from that office as to the best way to proceed.
7. Care must be taken in liaising with authorities in the country in question, especially the police in the interest of preserving the safety and presumption of innocence of the accused person.

Note:

The International Volunteer Co-ordinators and / or group leader will:

Have a copy of the Daughters of Charity Policy Document on Safeguarding Children to hand.

Secure the necessary contacts as outlined above.

STANDARD THREE
PREVENTING HARM TO CHILDREN

Create safe environments, with safe recruitment, vetting, codes of behaviour and safe activities. Children should have access to good role models they can trust, who will respect and nurture their spiritual, physical and emotional development. They also have a right to an environment free from abuse and neglect.

3.1 Protecting and promoting children's rights

In the light of the teaching of the Church, civil legislation and guidance, the Daughters of Charity are committed to:

- ❖ Cherishing and safeguarding children.
- ❖ Demonstrating that the right of the child to protection from harm is paramount.
- ❖ Fostering best practice.
- ❖ Demonstrating accountability through establishing effective structures.
- ❖ Supporting Daughters of Charity Communities and Organisations personnel in safeguarding children.
- ❖ Establishing safe recruitment and vetting practices with the aim of ensuring that those appointed have the appropriate motivation and skills to undertake the work for which they are recruited and to prevent the recruitment of those who might pose a risk to children.
- ❖ Maintaining codes of behaviour – having clear guidelines that set out what is and is not acceptable behaviour as an essential part of safeguarding children.
- ❖ Operating safe activities for children – helping ensure they can play and learn in a safe environment.

The Daughters of Charity endeavour to create safe environments, with safe recruitment, vetting, codes of behaviour and safe activities for children. Children should have access to good role models they can trust, who will respect and nurture their spiritual, physical and emotional development. They also have a right to an environment free from abuse and neglect.

3.2 Recruitment notes for staff and volunteers

(Support documentation for recruitment is in Appendix 5)

The person in charge of any Daughters of Charity organisation directly involved with children has the responsibility of ensuring that proper recruitment practices, and provision for training, supervision, support of staff and volunteers, as well as review of practices, are put in place.

The person in charge will ensure good recruitment procedures by:

- 1. Having all vacancies (paid or voluntary) openly advertised.**
- 2. Having a clear job description** developed (see Job Description template in Appendix 5).
- 3. Ensuring that applicants complete correct application forms** - prospective staff or volunteers applying for any posts of responsibility must complete application forms (see 'Sample Application Forms' in Appendix 5).
- 4. Obtaining proof of identity** (see appendix 6).
- 5. Interviewing the individual**
 - ❖ Assessing the individual's experience of working with children and knowledge of child protection issues.
 - ❖ Assessing their commitment to promoting good practice.
 - ❖ Assessing their ability to communicate with children and young people (i.e. be approachable). One way of doing this is to ask questions to examine how a person would respond to a particular scenario e.g. are they authoritarian or too relaxed in their approach.

Examples (taken directly from Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland).

- ❖ Tell us about any experiences that have been difficult for you when working with children and young people and how you handled them?
- ❖ Tell us how you respond to aggression or young people who are especially challenging?
- ❖ Tell us how you go about advising a young person about sexual matters?
- ❖ How would you respond to a young person who tells you that they are being abused?
- ❖ Tell us what you would do if a young person started sending you text messages unrelated to your work?

- 6. Obtaining two references in writing** - reference should be sought only for preferred applicants – (see sample reference form in Appendix 7).
- 7. Checking for vetting procedures** - obtaining the individual's signed permission to enable the Daughters of Charity Community/Organisation to request a vetting procedure (see Appendices 8 & 9).
- 8. Obtain correct approval of the person in charge** - for any appointment, whether paid or voluntary.
- 9. Setting a probationary period** (six months for staff and long-term volunteers).
- 10. Keeping correct Records:** It is required by law that the following records must be kept for one year after the selection process has been completed: Application Forms completed by all applicants; notes on the screening process; interview notes; and a record of the final selection decisions.
- 11. Knowing that young people under eighteen will not be employed** by a Daughters of Charity Community or Daughters of Charity organisation but may be accepted as volunteers, provided there is adequate supervision in place.
- 12. Initial training and periodic updates** on Safeguarding Children will be given to all personnel in Daughters of Charity communities/organisations.
- 13. All personnel will be jointly responsible** for ensuring that Safeguarding Children Policies are upheld and adhered to in Daughters of Charity communities/organisations.
- 14. A copy of the Child Protection Policy** will be given to all personnel and partner organisations, and will be given the opportunity to look for clarity on any aspect of this.
- 15. The policy is reviewed, at a minimum, every three years,** and is adapted whenever there are significant changes in the organisation or in legislation.
- 16. As part of the Provincial visitation** a review of the implementation of this policy will take place.

3.3 Code of behaviour for all personnel

It is important for all Daughters of Charity, staff, service agents and volunteers and others in contact with children to:

- ❖ Treat all children with respect.
- ❖ Provide an example of good conduct for others to follow.
- ❖ Operate within State and Church principles and guidelines.
- ❖ Be visible to others when working with children, whenever possible.
- ❖ Challenge and report potentially abusive behaviour.
- ❖ Develop a culture where children can talk openly about their contacts with staff and others.
- ❖ Respect children's individual boundaries and help them to develop an awareness of others rights and what to do if they have a concern.
- ❖ Ensure that physical contact, when appropriate, reflects the child's needs and not the adult's. Appropriate physical contact will occur most often with younger children or young people who have additional needs. It should respond to the child's needs at the time, and should at all times be open to scrutiny.

In general, it is inappropriate to

- ❖ Spend excessive time alone with children.
- ❖ Take children to one's own home.
- ❖ Be alone with a child without the necessary professional safeguards.

Staff, volunteers and others must never

- ❖ Hit or otherwise physically assault or physically abuse children.
- ❖ Develop sexual relationships with children.
- ❖ Develop relationships with children which could in any way be deemed exploitative or abusive.
- ❖ Act in ways that may be abusive or may place a child at risk of abuse.

Staff, volunteers, and others must avoid actions or behaviour that could be construed as poor practice or potentially abusive. For example, they should never:

- ❖ Use language, make suggestions, or offer advice which is inappropriate, offensive, or abusive.
- ❖ Behave physically in a manner which is inappropriate or sexually provocative.
- ❖ Have a child/children with whom they are working to stay overnight at their home unsupervised.
- ❖ Sleep in the same room or bed as a child with whom they are working.
- ❖ Do things for children of a personal nature that they can do for themselves.
- ❖ Condone, or participate in, behaviour of children which is illegal, unsafe, or abusive.
- ❖ Act in ways intended to shame, humiliate, belittle, or degrade.
- ❖ Discriminate against, show different treatment of, or favour particular children to the exclusion of others.

3.4 Children / young people with disabilities

- ❖ Children/Young People with a disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.
- ❖ Planning and agreements with the parents/children/young person in relation to how to support their inclusion in activities should be discussed when they are joining an activity, particularly around areas such as personal care and establishing communication.
- ❖ Where it is necessary to carry out tasks of a personal nature for a child/young person, this should be done with the full understanding and consent of parents or guardians.
- ❖ In carrying out such personal care tasks, sensitivity must be shown to the child and the tasks should be undertaken with the utmost discretion.
- ❖ Any care task of a personal nature, which a child or young person can do for themselves, should not be undertaken by the staff member.
- ❖ In an emergency situation where this type of help is required, parents/guardians should be fully informed as soon as reasonably possible.
- ❖ Staff members should be aware that vulnerable children may be more likely than other children to be bullied or subjected to other forms of abuse, and may also be less clear about physical and emotional boundaries.
- ❖ It is particularly important that vulnerable children should be carefully listened to, in recognition of the fact that they may have difficulty expressing their concerns and in order that the importance of what they say is not underestimated.

3.5 Trips away from home – basic guidelines

- a. All trips need careful advanced planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance must be in place.
- b. Written parental consent must be obtained well in advance for each such trip and its related activities.
- c. A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- d. There must be adequate and, where possible, gender-appropriate supervision for boys and girls. For appropriate ratios of supervisors to children see section 5.2 sub-section “recommended ratio of adults per number of children”.
- e. Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.
- f. Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- g. Sleeping areas for boys and girls should be separate and supervised by two adults of the same gender as the group being supervised.
- h. If, in an emergency situation, an adult considers it necessary to be in a children’s dormitory or bedroom without another adult being present, he/she should (1) immediately inform another adult in a position of responsibility, (2) make a diary note of the circumstances and (3) leave the door open.
- i. The roles and responsibilities of young people must be clearly communicated to them, having first been outlined and agreed upon with them and their parents prior to departure.
- j. The tasks required of young helpers will be appropriate to their age and capacity. Young people will not be asked to carry out personal care tasks.
- k. Care will be taken to ensure that leaders do not work alone with young people.
- l. There must be a named person from the organisation to whose immediate attention all concerns and/or complaints can be brought.
- m. All concerns and/or complaints will be followed through in a timely and efficient manner.

STANDARD FOUR

TRAINING AND EDUCATION

All Church personnel should be offered training in Safeguarding Children to maintain high standards and good practice.

4.1 Training and Education

Daughters of Charity, staff and volunteers should be offered training in child protection to maintain high standards and good practice. There are opportunities for all Daughters of Charity, staff and volunteers to develop and maintain the necessary attitudes, skills and knowledge to keep children safe.

Everyone who comes into contact with children has a role to play in their protection. To carry out this role confidently and effectively they need to be aware of child protection issues and to have the necessary knowledge and skills to keep children safe.

Criteria for maintaining standards and good practice

All personnel who work with children must take part in the induction programme covering the Daughters of Charity policy and procedures on child protection, when they join Daughters of Charity Services.

Training is regularly provided for keeping children safe. Regular opportunities for all personnel to update their skills and knowledge should be provided. The Designated Liaison Person is expected to keep updated on issues relating to safeguarding children, by keeping abreast of changes in policy and guidance and attending relevant courses and conferences. A function of the Designated Liaison Person is to be available for support, guidance and advice.

Training is provided to those with additional responsibilities such as recruiting and selecting staff, dealing with complaints, disciplinary processes, managing risk or acting as a Local Safeguarding Representative.

Training programmes are approved by the National Board for Safeguarding Children in the Catholic Church in Ireland and updated in line with current legislation, guidance and best practice.

Induction

An induction programme can help the successful integration of a new employee or volunteer. This programme may include: introductions to the Daughters of Charity and to colleagues, training in the Daughters of Charity child protection policy; explanations of day-to-day processes; expectations; conditions and procedures for dealing with discipline; procedures for dealing with grievances and allegations;

familiarisation with the ethos of the Daughters of Charity. Familiarity with lines of management and supervision are particularly important.

On appointment, each person will be given:

- ❖ The name of the Local Safeguarding Representative and advised of the role of the Local Representative in relation to child protection procedures.
- ❖ They should also be given a copy of the Daughters of Charity Policy and Procedures for Safeguarding Children.

Child Protection Training

All those working in Daughters of Charity communities or organisations, whether as members of the Community, as staff, service agents or as volunteers, will be given training in child protection, policies and procedures, including information about how to respond to suspicions and allegations of child abuse. To maintain high standards and good practice generally, training will be provided on an ongoing basis.

Ways of providing evidence of meeting objective Standards

The following documents can be used to provide evidence that the Training Standard has been met:

- ❖ Copies of training plans or programmes with dates and times of implementation.
- ❖ Records of course attendance for all attendees.
- ❖ Induction programmes and attendance documentation.

STANDARD FIVE

COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE

Children are welcomed, cherished and protected in a manner consistent with their central place in the life of the Church. In order to achieve this Daughters of Charity, staff and volunteers strive to do the following:

5.1 Communicating the Church's Safeguarding Message

- ❖ Develop and maintain links with statutory child protection agencies and Church organisations so that good communications may prevail, reflecting commitment to transparency and openness.
- ❖ See to it that all involved in our communities and organisations are aware of details of the child protection policy and of local child protection services, through ongoing training and use of public notices.
- ❖ Raise awareness among children in our services of their right to be safe from abuse.
- ❖ All Daughters of Charity personnel are provided with a copy of the Child Protection Policy.
- ❖ All Daughters of Charity personnel, staff and volunteers are required to comply with the Child Protection Policy.
- ❖ The Daughters of Charity Child Protection Policy is available in hard copy from the Provincial House.
- ❖ There are briefing sessions and training days for all members of the Daughters of Charity personnel, and training for those with roles in safeguarding structures to ensure they have the skills and a good working knowledge of the Daughters of Charity Child Protection Policy.
- ❖ Posters with the core safeguarding message and contact details are in a prominent place and are permanently displayed in all Daughters of Charity premises. The Daughters of Charity Designated Liaison Person's contact details are posted on this (See Appendix 12).

5.2 Developing Good Management Practices

The operation of thorough recruitment and training procedures as outlined in the previous sections will help to keep children safe, but other strategies should be put in place to minimise the possibility of them coming to harm.

Safe management practice involve

- ❖ Adopting safe management practices as outlined below.
- ❖ Supervising children in all activities.
- ❖ Knowing how to deal with discipline and challenging behaviour.
- ❖ Providing training for all staff on a regular and timely basis.
- ❖ Putting in place appropriate supervision of, and support for, staff and volunteers.

Safe Management Practices

Safe management practices will not only enable an organisation to run smoothly and efficiently, but it will also help to minimise the possibility of accidents occurring and of harm being done to children. The following pointers should be considered:

Know the children

- ❖ Have defined criteria for membership of the organisation.
- ❖ Have a registration system for each child.
- ❖ Keep a record in respect of each child, including parental consent form, medical details, any special needs and emergency contact telephone numbers.

Keep records

- ❖ Keep a record of attendance at events and activities.
- ❖ Keep an incident book recording incidents and accidents, and incidents and accident records should be reviewed regularly and any unusual patterns reported to senior management.
- ❖ Keep a record of all complaints or grievances.
- ❖ Retain completed consent forms.

Know the staff and volunteers

- ❖ Follow thorough recruitment and selection procedures as outlined.
- ❖ Have a work schedule displayed so that everyone knows who is on duty.
- ❖ Respond to any allegations or complaints made about staff and volunteers.

Pay attention to health and safety matters making sure that

- ❖ Any buildings being used are safe and meet required standards.
- ❖ There is sufficient heating and ventilation.
- ❖ Toilets, shower areas and washing facilities are up to standard.
- ❖ Fire precautions are in place.
- ❖ First aid facilities and equipment are adequate.
- ❖ There is access to a phone.
- ❖ Equipment is checked regularly.
- ❖ Insurance cover is adequate.

Supervising children in all activities

Children are less likely to experience accidents or harm if they are supervised properly. Activities should be organised so that they maximise participation, fun and learning, but are also safe. It is important to ensure that:

- ❖ Children are not left unsupervised.
- ❖ Adequate numbers of staff of both sexes are available to supervise the activities.

Recommended ratio of adults per number of children

0 – 2 yrs.	2 – 3 yrs.	3 – 7 yrs.	8 yrs. & over
1 employee to 3 children	1 employee to 4 children	1 employee to 8 children (6 children for outdoor activities)	2 staff to 20 children (15 children for outdoor activities)

There should be 1 additional employee member for every 10 children

- ❖ At all times, staff should know where children are and what they are doing.
- ❖ Any activity using potentially dangerous equipment has constant adult supervision.
- ❖ Dangerous behaviour is not allowed.

If the activities involve staying away from home overnight, attention should also be paid to the following

- ❖ Safe methods of transport.
- ❖ Adequate insurance, to cover all aspects of the trip.
- ❖ Written parental consent (for each individual trip).

- ❖ Obtaining from parents and guardians any information which may be relevant to a child staying away from home overnight (for example, information concerning allergies, medical problems, or special needs).
- ❖ Appropriate and well-supervised sleeping arrangements.
- ❖ Respect for the privacy of children and young people in dormitories, changing rooms, showers and toilets.

Discipline and dealing with challenging behaviour

As far as possible, disciplining of children should be in the form of positive reinforcement. Rules about discipline and sanctions should be agreed as part of the policy and accepted by all staff, volunteers and children as a condition of becoming involved. It is recommended that every community or organisation develop a policy on bullying that is known to and accepted by everyone (see Appendix 14).

Sanctions should be implemented consistently, fairly and firmly and not used as threat. Children should be helped to understand why sanctions are being imposed. When a sanction has been imposed, it is important that a child is able to feel that she or he is still valued.

Sometimes, children can be disruptive and their behaviour can be challenging. Such behaviour can put at risk the safety of the child himself or herself, as well as that of other children, staff and volunteers. Staff and volunteers need to be trained and prepared for coping with disruptive behaviour.

It is recommended that;

- ❖ More than one employee or volunteer is present when challenging behaviour is being dealt with.
- ❖ A record is kept in an incident book, describing what happened, the circumstances, who was involved, any injury to a person or damage to property arising from the incident and how the situation was resolved.

Supervision and support of staff and volunteers

It is good practice to set up a supervision system for staff and volunteers. This means arranging to see staff and volunteers at regular intervals on their own or in small groups, and giving them an opportunity to raise any questions that they may have, any problems they are experiencing, or any suggestions for change that they wish to make. It allows managers to assess the need for change in policies or practice, or for the provision of additional training.

It is useful to keep a brief, written record of the discussion that takes place during supervision. It is also important to have a system of written review of staff and volunteers so that they can be given recognition for the good work they are doing and helped to develop their skills further.

Setting up supervision and review arrangements allows an opportunity to observe staff and volunteers at a number of levels. It makes it easier to assess staff' and volunteers' competence in performing their tasks, and also gives an opportunity to observe the development of relationships between staff, between staff and volunteers, between volunteers and children and between staff and children. It is good practice for managers to be aware of the attitudes of staff and volunteers, and the interactions that take place between them and the children and with each other. Managers should be alert to any unusual incidents or activities that take place where staff or volunteers may be putting themselves in vulnerable positions.

5.3 Information Technology (I.T.) Policy and Safeguarding Children

Use of computers, electronic communication and information technology

Each community or organisation should have a clear Communications and Information Technology (I.T.) Policy, and consider and review against local risk factors:

- ❖ Where a computer is used by more than one person, each person should be obliged to have a unique username and password, or where this is not possible, to maintain a signed record of the date, time and duration of their use of the computer.
- ❖ Where a computer can be accessed by children or young people, it should be accessible only through the use of a username and password unique to each child. Where this is not possible, the children or young people should be obliged to provide a signed record of the date, time and duration of their use of the computer.
- ❖ Computers which can be accessed by children or young people should always employ appropriate filtering software which is upgraded appropriately.
- ❖ All the computers in the offices of Daughters of Charity communities/organisations should be monitored regularly to ensure that they are being used in accordance with the stated policy. Where there is any suspicion or doubt, a person with specialist knowledge of computer hardware and software should be asked to assess the purposes for which the computer has been used.

Each community or organisation needs to assess the possible ways that children communicate with personnel, volunteers and each other, such as via the internet, mobile phones, email using digital and other online systems.

It is important to develop guidance to reduce the risks to children that may arise in the course of their use of computers, and other form of electronic and information technology.

Such risks include:

- ❖ Being groomed online by paedophiles.
- ❖ Experiencing online bullying.
- ❖ Accessing or being exposed to inappropriate or harmful material.
- ❖ Having their personal contact details accessed and circulated.
- ❖ Having personal images uploaded and used without consent.

Each community/organisation needs to consider how its personnel (Daughters of Charity, staff and volunteers) use images (such as photographs and film) of children in publications or on websites. Guidance needs to be developed to ensure that:

The content of photographs and film material is appropriate.

- ❖ There is an agreed approach as to whether and in what manner children may be identified in photographs and other images likely to be published in print media or on the Internet.

- ❖ The consent of parents or guardians and of children for the use of an image is obtained and such consent is recorded.
- ❖ Parents and children are aware of the way the image will be used to represent the organisation or activity.
- ❖ Any one-to-one photo sessions with children are supervised.

5.4 Responsibility for safeguarding children and maintenance of records

The Daughters of Charity shall ensure that

1. An up-to-date Child Protection Policy is in place.
2. Training is implemented for all relevant personnel (Daughters of Charity, staff and volunteers).
3. Appropriate supervision is provided for personnel who are involved, in any capacity, in working with children or whose work brings them into contact with children.
4. Concerns regarding Safeguarding Children and allegations and suspicions of abuse are dealt with promptly and appropriately, in accordance with the Child Protection Policy, in conjunction with the Local Safeguarding Representative.
5. Comprehensive records are maintained in relation to the recruitment, training and supervision of staff and volunteers, and in respect of allegations or suspicions of abuse.
6. Grievance, Discipline and Complaints Procedures are in place for all personnel.
7. Risks of child abuse are assessed and action is taken accordingly.

Recording of Information

Where child abuse is alleged or suspected, it is vital that the person who receives the allegation, or who suspects abuse, records in writing, as accurately as possible, what has been revealed - (Safeguarding Children Recording Form). This is necessary so that the information being passed to the Local Safeguarding Representative is an accurate record of what has been disclosed. The written record should include all the relevant information that has been disclosed or observed, including, for example, dates, times, names, locations and context.

The Local Safeguarding Representative shall

- ❖ Ensure that the Designated Liaison Person is informed and is sent the relevant records as soon as possible. In an emergency, ensures that the

relevant authorities are informed. Informs the Local Leader or Director of Work of the fact that an incident has occurred.

- ❖ Create a Safeguarding Children case file for every referral. This should include a record of the information received, and a log of actions taken. Entries should be made as soon as possible after the referral but at least before the end of the day on which it was received. Entries must be timed, dated and signed by the author.
- ❖ Take possession of any written records made by any person in connection with the referral and place them on the Safeguarding Children Case File.
- ❖ Maintain records of all files.
- ❖ All files are stored safely in secure systems in each organisation.

STANDARD SIX

ACCESS TO ADVICE AND SUPPORT

Those who have suffered child abuse should receive a compassionate and just response and should be offered appropriate pastoral care to rebuild their lives. Those who have harmed others should be helped to face up to the reality of abuse, as well as being assisted in healing.

6.1 Access to Advice and Support

The Daughters of Charity are committed to providing a compassionate and pastoral response to any person who comes forward to report abuse. The person will be listened to and offered the services of a support person.

Often those who have suffered abuse, especially children, do not know who to turn to for help. Refer to section 2.5 'Guidelines for responding to a child making an allegation of abuse' offers suggestions on how to respond to someone making an allegation of abuse. The role of the support person in assisting a complainant is outlined in section 6.2.

As part of the Daughters of Charity response to the issue of safeguarding children, have a Designated Liaison Person. This person has special responsibilities for keeping children safe and receiving appropriate training offered by the National Board for Safeguarding Children in the Catholic Church in Ireland and Tusla – Child & Family Agency. This person is in contact at national and local levels with child protection agencies, and has clear guidelines on how to respond to and support a child or adult who may have been abused. The Designated Liaison Person will provide details of appropriate counselling services.

Those who have perpetrated abuse will be provided with appropriate support to help them to face up to the reality of abuse. The role of the Advisor in assisting those facing an allegation of abuse is set out in section 6.3.

6.2 Role of the Support Person

The Provincial and her Council select Support People to be available to those who make an allegation or disclose abuse under these procedures. The person (who can be a child or adult) making the allegation will be offered a choice between a male or female Support Person.

The role of the Support Person is to assist, where appropriate, with communication between the person making an allegation/disclosure and the Designated Liaison Person, with a view to that person gaining access to information and help, and his/her concerns being represented during the inquiry process.

The Support Person needs to be clear about her role and should receive appropriate training. The Support Person is not a counsellor to the adult, and must not be or act as a therapist.

Support People must be particularly attentive to the expressed needs and objectives of the child or adult, and the fact that some may be reluctant to seek help. Support People should, therefore, consider how the therapeutic or spiritual needs of a child or adult who has made an allegation or disclosed abuse may be met, and will be mindful of the complainant's ongoing vulnerability during this process.

In addition, the Support Person should

- ❖ Consider any wishes of the complainant in regard to a pastoral response by the Church to his or her family.
- ❖ Be available to the complainant throughout the course of the inquiry process, and thereafter as required.
- ❖ Ensure the complainant is kept informed of relevant developments.
- ❖ Represent the wishes and therapeutic needs of the complainant to the Designated Liaison Person, as required.
- ❖ Arrange, if considered helpful, a meeting between the complainant and the Church authority, such as a Provincial.

Under no circumstances should the same Support Person be provided for both the complainant and the respondent.

Adapted from Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland, p58

6.3 Role of the Advisor

The Provincial and her Council select an Advisor to be available to the respondent. Advisors shall represent the needs of the respondent to the Leadership Team, and assist, where appropriate, with the care of the respondent and with communication between the respondent, the Designated Liaison Person, the Leadership Team, and the organisation. The respondent's Advisor shall not be the respondent's therapist or spiritual advisor.

Advisors should be particularly alert to the sense of isolation and vulnerability which a respondent may experience following an allegation of this nature.

The Advisor will

- ❖ Accompany, if so requested, and be available to the respondent after the latter's meeting with the Leadership Team and the Designated Liaison Person.
- ❖ Inform the respondent of his or her rights to obtain advice in regard to both civil and Canon Law.
- ❖ Identify any therapeutic or other needs of the respondent and suggest how these may be met.
- ❖ Consider the wishes of the respondent in regards to a pastoral response by the Province Leadership Team to his or her family.
- ❖ Be available to the respondent throughout the inquiry process, and thereafter as required.
- ❖ Ensure that the respondent is kept informed of developments in regard to the inquiry.
- ❖ Represent the needs and wishes of the respondent to the Designated Liaison Person, as required.

Advisors should receive appropriate training. Under no circumstances should the person acting as Advisor to the respondent be the same person as the person assuming the role of Support Person to the complainant.

Adapted from Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland, p59

STANDARD SEVEN

IMPLEMENTING AND MONITORING THE STANDARDS

To keep children safe, policies, procedures and plans have to be implemented across all Church organisations. Checks are needed to ensure this is happening consistently. The views of those involved inside and outside of Church organisations can help to improve the effectiveness of any measures undertaken.

7.1 Implementing and Monitoring the Standards

The Daughters of Charity are committed to the implementation of the Standards, including the development and reviewing of its Child Protection Policy Document. As part of the Daughters of Charity response to checking on the implementation of its Child Protection Policy and Procedures they conduct an internal annual audit. (See Appendix 18 for an example of an annual audit form).

The Daughters of Charity are committed to

- ❖ Apply the policy and procedures demanded by national legislation as well as those laid out by the NBSCCCI.
- ❖ Create and maintain a safe environment for children in receipt of our services.
- ❖ Take the necessary steps to ensure that all Sisters in active ministry, staff and volunteers undergo the required vetting checks (see Appendices 8 and 9).
- ❖ Provide the human and financial resources necessary for implementing the Standards.
- ❖ Have an established Advisory Panel (see Appendix 19).
- ❖ Have an established Safeguarding Committee also known as Child Protection Committee (see Appendix 1).

The Daughters of Charity have secure systems in place in their organisations for the recording and safe storage of all child protection concerns and files.

The Daughters of Charity have systems in place in their organisations for children and families to share their views on service provision, policies and practices for keeping children safe.

APPENDICES

Appendix 1 – Glossary of Terms

Adviser is a person appointed to offer support to a person who has had an allegation or concern raised against them.

Advisory Panels are consultative panels of not less than five people appointed by the Bishop of a diocese or by the leader of a religious congregation, to advise and assist during a Safeguarding Children process.

Assessment of a Child, is any systematic process of assessing the needs, circumstances or progress of a child (or family) against defined norms, an established scale or standardised benchmarks, with the intention of understanding the child's needs (and the family's needs), circumstances or progress, in order to decide on appropriate further action (or to confirm that no additional help is required).

Abuser, Offender, Perpetrator are all words used to describe someone who poses a risk to children or young people. While it mostly refers to sexual abuse, the terms cover all forms of deliberate harm to children. Offender describes someone who has been convicted and found guilty of a criminal offence (The definition of Respondent is below).

Audit is a word that is likely to be used in a number of contexts. It is commonly used to refer to an audit of a service or services, in other words, a systematic appraisal or critical evaluation of a service provider's practice and effectiveness. Implementing change to bring about service improvement is integral to such a process.

Child 'A child means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier.' (United Nations Convention on the Rights of the Child, Article 1, 1989)

Child Abuse is a form of maltreatment of a child, such as:

- ❖ Physical abuse, e.g. hitting, shaking, throwing, poisoning, burning.
- ❖ Sexual abuse, e.g. inappropriate physical contact and non-contact activities (including exposure to pornography).

- ❖ Emotional abuse, e.g. excessively criticising, withholding love, humiliating or degrading treatment.
- ❖ Neglect, e.g. persistent failure to provide for physical needs.

Child Abuse also includes the following areas of concern:

- ❖ Domestic violence.
- ❖ Parental drug and alcohol abuse.
- ❖ Parental mental health concerns.

Safeguarding Children Case Conference is a meeting of family members, the child (where appropriate) and those professionals most involved with the child and family, following investigations into concerns about a child's welfare. This meeting will analyse all information about the child and make judgements about the likelihood that the child is suffering, or is likely to suffer, significant harm, and whether their case should be subject to further assessment and a Safeguarding Children plan be drawn up.

Church Authority includes a bishop, religious superior, local leader, parish priest and the senior administrative authority of a lay organisation, association, ecclesial movement, and prelature, or volunteer group, exercising authority in relation to a respondent.

Church Personnel is a generic term used to describe people who serve the Church and includes any Bishop, religious superior, local leader, Priest, Deacon, religious, lay employee and volunteer.

Complaint is a generic term used to describe a report or account of actual or suspected abuse or inappropriate behaviour.

Complainant is a term used to describe a person who has made a complaint of abuse. In some cases the complainant will also be the person against whom it is alleged that the abuse was directed.

Designated Liaison Person is a person who has specific responsibility for ensuring effective safeguarding procedures are followed within the diocese or congregation.

Disclosure of Abuse is the statement a child or young person makes to another person that describes abuse that has occurred.

Disclosure is also the term used to check with the An Garda Síochána Central Vetting Unit or Access Northern Ireland for any past convictions held by an individual who is seeking to work in a paid or volunteer capacity and who may have contact with children.

Equality and Diversity means acknowledging the diversity within society and treating all people with equal respect and giving them equal status and opportunities.

Grooming and Targeting are words used to describe the way sex offenders deliberately select and establish a relationship of trust which they then manipulate to exercise power over the victim (their family, the organisation or professional setting).

Job description is the description of the role and tasks expected of the successful applicant for a post.

Learning Difficulty is a term used to describe any one of a number of barriers to learning that a child may experience. Children with learning difficulties may find activities that involve thinking and understanding particularly difficult, and many need support in their everyday lives as well as at school. Learning difficulty is a broad term that covers a wide range of needs and problems, including dyslexia and behavioural problems, and the full range of ability.

Learning Disability: people who have a learning disability have difficulties learning and find it particularly hard to understand new and complex information, and to develop new skills. A learning disability is a lifelong condition that is usually present from birth, although it may not become apparent until a child fails to reach particular developmental milestones. Learning disability is a relatively new term that has emerged over the last 20 years or so. Previously, people used to refer to someone as having a 'mental handicap'.

Local Safeguarding Representative is the person within each local area identified to promote the safeguarding of children within that area and to act as a point of contact for personnel and to liaise with the relevant Designated Liaison Person as necessary.

National Board, the National Board for Safeguarding Children in the Catholic Church was established by the Irish Bishops' Conference, the Conference of Religious of Ireland and the Irish Missionary Union. It comprises individuals with a range of experience from the disciplines of civil and Canon law, psychology, child care, probation and managerial/business. The role of the National Board is to provide independent advice and to monitor safeguarding practice in the Church in Ireland. (See www.safeguarding.ie for further information)

National Office, the National Office for Safeguarding Children was established by the National Board and implements the policies and decisions of the National Board.

National Review Panel is the independent panel of persons appointed by the National Board to decide upon and conduct reviews of a Safeguarding Children process.

Organisation is used as a generic term to cover a wide range of agencies, clubs or groups where activities or services are provided for children. Some of these might include: youth groups, faith based organisations, pre-school groups, out of school groups, day care agencies, leisure groups, recreational groups, drama and arts activities, holiday/play schemes, services provided by international development or aid agencies, and any other groups working with children or young people. It includes sports organisations but these are not covered by this publication.

Paedophile refers to a person who has a fixed and/or sole interest in sexual activity with children.

Parents and Carers include anyone with parental responsibility or who undertakes day-to-day care for a child. It may include step-parents or grandparents or other members of the family.

Person Specification is the list of qualifications, skills or attributes required for a post within an organisation.

Professional Practice Committee, it is envisaged that this committee will be a national resource whose function will be to provide advice and support to Bishops and religious superiors.

Recruitment and Vetting means selecting staff and volunteers and having clear procedures for checking that they are safe to employ in your organisation.

Respondent is the person about whom a Safeguarding Children suspicion, disclosure or allegation has been made.

Retrospective Disclosure is one made by an adult who suffered abuse during his or her childhood.

Reviewer is a member of the National Review Panel selected to conduct a review of process.

Risk to Children is the term for those persons who have been identified as posing an ongoing risk to children.

Safeguarding Committees (also known as Child Protection Committees) will be located at diocese or congregational level. A number of dioceses or religious congregations may have joint committees. Their role is supportive and developmental. It is not related in any way to the management of individual cases of suspected or alleged abuse. The Safeguarding Committee has responsibility for:

- ❖ The provision of training.
- ❖ The safe recruitment of volunteers and staff within their service area.
- ❖ Their role is primarily focused on creating, maintaining and monitoring a safe environment for children in all aspects of Church life and activity and for advising on the human resources required for implementing best safeguarding practice across services.

Safeguarding Children Guidance is the document entitled Safeguarding Children – Standards and Guidance Document for the Catholic Church in Ireland, published by the National Board.

Safeguarding and promoting the welfare of children is the process of ‘protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken so as to enable children to have optimum life chances and enter adulthood successfully’ (from Working Together to Safeguard Children, HM Government 2006).

Selection refers to the procedures used to select a candidate.

Service Agent refers to someone partaking in service delivery who is not a staff member of the service but is a staff member of a third party contracted service participating at the same level as a service staff member in service delivery.

Staff, employee/s, colleagues or Volunteers refer to anyone in paid or unpaid work who provides services or activities on behalf of the organisation. This may include coaches, course instructors or leaders.

Support Person is the person appointed to support anyone making an allegation or disclosure, or raising a concern about actual or suspected abuse.

Volunteer refers to ‘anyone who gives their time in a position in a non-profit organisation, free of charge, doing something for the good of the community or a voluntary group (for which they may get travelling and other out-of-pocket expenses) and which is not for their own benefit or for the benefit of a close relative’.(Access NI, 2008)

A Vulnerable Child is a broadly descriptive term defined in some guidance manuals as ‘those disadvantaged children who would benefit from extra help from public agencies in order to make the best of their life chances’. This includes children living in poor quality housing, for example, children with special educational needs, and children with a special health need that could limit their access to social and cultural activities. Such children are unlikely to be vulnerable throughout their childhoods, but rather to go through periods of vulnerability.

Appendix 2 - Definition and Recognition of Child Abuse

(The following appendix information is taken directly from 'Children First: National Guidance'. Department of Children and Youth Affairs, 2011, pp. 8-11)

1.1 Types of child abuse

2.1.1 This chapter outlines the principal types of child abuse and offers guidance on how to recognise such abuse. Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. (More detail on each type of abuse is given in Appendix 1 in 'Children First: National Guidance').

2.1.2 In the *Children First: National Guidance*, 'a child' means a person under the age of 18 years, excluding a person who is or has been married.

2.2 Definition of 'neglect'

2.2.1 Neglect can be defined in terms of an *omission*, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

2.2.2 Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is *significant* is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age.

2.2.3 Neglect generally becomes apparent in different ways *over a period of time* rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

2.2.4 The *threshold of significant harm* is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

2.3 Definition of 'emotional abuse'

2.3.1 Emotional abuse is normally to be found in the *relationship* between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Examples may include:

- ❖ The imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming.
- ❖ Conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions.
- ❖ Emotional unavailability of the child's parent/carer.
- ❖ Unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child.

- ❖ Premature imposition of responsibility on the child. Unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way.
- ❖ Under- or over-protection of the child.
- ❖ Failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development.
- ❖ Use of unreasonable or over-harsh disciplinary measures.
- ❖ Exposure to domestic violence.
- ❖ Exposure to inappropriate or abusive material through new technology.

2.3.2 Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The *threshold of significant harm* is reached when abusive interactions dominate and become *typical* of the relationship between the child and the parent/carer.

2.4 Definition of 'physical abuse'

2.4.1 Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

Physical abuse can involve:

- ❖ Severe physical punishment.
- ❖ Beating, slapping, hitting or kicking.
- ❖ Pushing, shaking or throwing.
- ❖ Pinching, biting, choking or hair-pulling.
- ❖ Terrorising with threats.
- ❖ Observing violence.
- ❖ Use of excessive force in handling.
- ❖ Deliberate poisoning.
- ❖ Suffocation.
- ❖ Fabricated/induced illness (*see Appendix 1 for details*).
- ❖ Allowing or creating a substantial risk of significant harm to a child.

2.5 Definition of 'sexual abuse'

2.5.1 Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others. Examples of child sexual abuse include:

- ❖ Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child.
- ❖ Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification.
- ❖ Masturbation in the presence of the child or the involvement of the child in an act of masturbation.
- ❖ Sexual intercourse with the child, whether oral, vaginal or anal.
- ❖ Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape

or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse.

- ❖ Consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.

2.5.2 It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

2.6 Recognising child neglect or abuse

2.6.1 Child neglect or abuse can often be difficult to identify and may present in many forms. A list of indicators of child abuse is contained in Appendix 1. No one indicator should be seen as conclusive in itself of abuse. It may indicate conditions other than child abuse. All signs and symptoms must be examined in the context of the child's situation and family circumstances.

2.7 Guidelines for recognition

2.7.1 The ability to recognise child abuse can depend as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information. There are commonly three stages in the identification of child neglect or abuse:

- ❖ Considering the possibility.
- ❖ Looking out for signs of neglect or abuse.
- ❖ Recording of information.

Stage 1: Considering the possibility

2.7.2 The possibility of child abuse should be considered if a child appears to have suffered a suspicious injury for which no reasonable explanation can be offered. It should also be considered if the child seems distressed without obvious reason or displays persistent or new behavioural problems. The possibility of child abuse should also be considered if the child displays unusual or fearful responses to parents/carers or older children. A pattern of ongoing neglect should also be considered even when there are short periods of improvement.

Stage 2: Looking out for signs of neglect or abuse

2.7.3 Signs of neglect or abuse can be physical, behavioural or developmental. They can exist in the relationships between children and parents/carers or between children and other family members/other persons. A cluster or pattern of signs is more likely to be indicative of neglect or abuse. Children who are being abused may hint that they are being harmed and sometimes make direct disclosures. Disclosures should always be taken very seriously and should be acted upon, for example, by informing the HSE Children and Family Services. The child should not be interviewed in detail about the alleged abuse without first consulting with the HSE Children and Family Services. This may be more appropriately carried out by a social worker or An Garda Síochána. Less obvious signs could be gently explored with the child, without direct questioning. Play situations, such as drawing or story-telling, may reveal information.

2.7.4 Some signs are more indicative of abuse than others.

These include:

- ❖ Disclosure of abuse by a child or young person.
- ❖ Age-inappropriate or abnormal sexual play or knowledge.
- ❖ Specific injuries or patterns of injuries.
- ❖ Absconding from home or a care situation.
- ❖ Attempted suicide.
- ❖ Underage pregnancy or sexually transmitted disease.
- ❖ Signs in one or more categories at the same time. For example, signs of developmental delay, physical injury and behavioural signs may together indicate a pattern of abuse.

2.7.5 Many signs of abuse are non-specific and must be considered in the child's social and family context. It is important to be open to alternative explanations for physical or behavioural signs of abuse.

Stage 3: Recording of information

2.7.6 If neglect or abuse is suspected and acted upon, for example, by informing the HSE Children and Family Services, it is important to establish the grounds for concern by obtaining as much information as possible. Observations should be accurately recorded and should include dates, times, names, locations, context and any other information that may be relevant. Care should be taken as to how such information is stored and to whom it is made available.

2.8 Children with additional vulnerabilities

2.8.1 Certain children are more vulnerable to abuse than others. Such children include those with disabilities, children who are homeless and those who, for one reason or another, are separated from their parents or other family members and who depend on others for their care and protection. The same categories of abuse – neglect, emotional abuse, physical abuse and sexual abuse – are applicable, but may take a slightly different form. For example, abuse may take the form of deprivation of basic rights, harsh disciplinary regimes or the inappropriate use of medications or physical restraints (see also Chapter 8).

2.9 Fatal child abuse

2.9.1 In the tragic circumstances where a child dies as a result of abuse or neglect, there are four important aspects to be considered: criminal, child protection, bereavement and notification.

2.9.2 **Criminal aspects:** This is the responsibility of An Garda Síochána and they must be notified immediately. The Coroner must also be notified and his or her instructions complied with in relation to post-mortems and other relevant matters.

2.9.3 **Child protection aspects:** These will be particularly relevant if there are other children in the family/in the same situations, and will therefore require immediate intervention by the HSE Children and Family Services to assess risk.

2.9.4 **Bereavement aspects:** The bereavement needs of the family must be respected and provided for and all family members should be given an opportunity to grieve and say goodbye to the deceased child.

2.9.5 Notification aspects: The HSE should notify the death of a child to the National Review Panel and to the Health Information and Quality Authority in accordance with the HIQA's *Guidance for the Health Service Executive for the Review of Serious Incidents, including deaths of children in care* (HIQA, 2010):

2.9.6 All deaths of children in care, including natural causes;

- ❖ All deaths of children known to the child protection system.
- ❖ Serious incidents involving a child in care or known to the child protection services.

Managers and staff should cooperate fully with any review undertaken to establish the facts of the case and any actions that should be taken, to identify learning that will improve services in the future and to provide assurance to the public (see *Chapter 5, Section 5.20*).

2.7.5 Many signs of abuse are non-specific and must be considered in the child's social and family context. It is important to be open to alternative explanations for physical or behavioural signs of abuse.

Definition of Child Abuse in Northern Ireland

(The following is taken from *Co-operating to Safeguard Children* 2003)

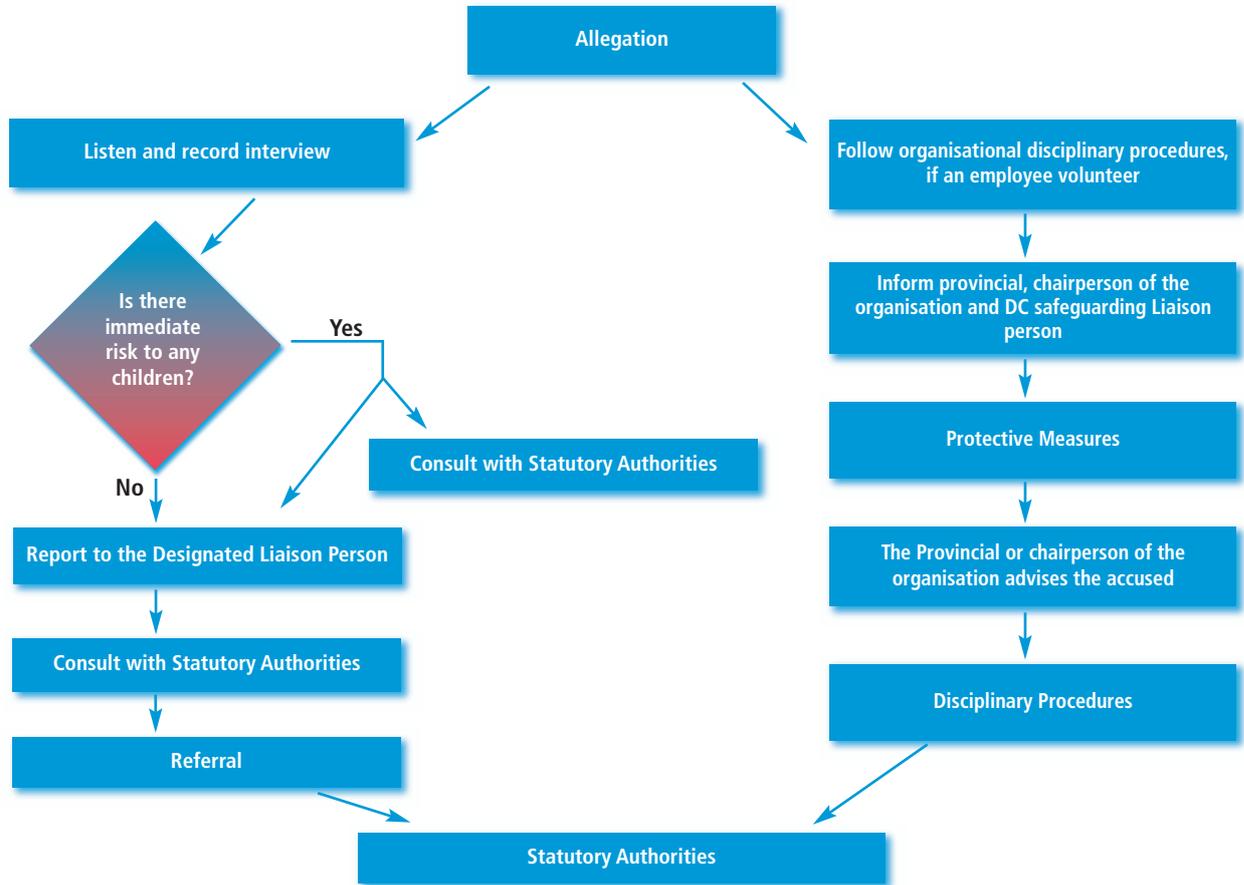
Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation and lack of supervision. It may also include non-organic failure to thrive.

Emotional Abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

Physical Abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include, hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Sexual Abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or on-penetrative acts. They may include non-contact activities, such as involving children in looking at, or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Appendix 3 - Reporting Procedures Flowchart for Allegations of Abuse



Appendix 4 - Safeguarding Children Recording Form

1. Details of person completing the form

Name _____

Tel _____

Mobile _____

Email _____

Current Position _____

Daughters of Charity Community or Organisation

2. About the disclosure

When was the disclosure made or concern expressed?

Date _____

Time _____

How was information received?

Telephone

Letter

Email

In person

Attach any written information to this form.

3. Details of person making disclosure or raising concern

Name _____

Address _____

Tel _____

Mobile _____

Email _____

Relationship to alleged victim _____

4. Details of alleged victim

Name _____

Address _____

Tel _____

Mobile _____

Ethnic origin _____

Language (is interpreter/signer needed) _____

Disability _____

Special needs _____

Parish/Order (*if applicable*) _____

5. Parent or Guardian details (*where appropriate*)

Name _____

Address (*if different from above*) _____

Tel _____

Mobile _____

Are they aware of the allegation and suspicion?

Yes No

6. Details of alleged perpetrator

Name _____

Address _____

Tel _____

Mobile _____

Relationship to alleged victim: _____

Position in Daughters of Charity Organisation

Address at time of alleged incident(s)

Details (if known) of current appointments (either paid or voluntary) or current living arrangements that bring this person into contact with children:

Any additional information

7. Details of allegation or complaint

Date(s)

Time(s)

Location(s)

Witnesses (if any)

Does the alleged victim know this referral is being made?

8. Action taken

Has the matter been referred to Designated Liaison Person?

Yes

No

If yes, please state:

Date _____

Time _____

If no explanation, why?

Details of person to whom it was referred:

Name:

Designation:

Address

Tel _____

Email _____

9. Next Steps

(Responsibility rests with the Designated Liaison Person)

What actions were agreed and by whom when the matter was referred

a) Onto civil authority

b) Onto the Provincial?

Are there any immediate Safeguarding Children concerns? If so please record what they are and state what actions have been taken by whom to address them:

10. Designated Liaison Person details:

Date form sent _____

Form completed

Date _____

Time _____

Signed _____

(A copy must be retained by the Local Safeguarding Representative and filed in a secure location, and a copy must be sent to the Designated Liaison Person for forwarding to the civil/statutory authorities)

Appendix 5 - Recruitment Checklist for Safe Recruitment, Vetting and Selection Policy

<p>The policy needs mention:</p> <p>Once your policy is in place, even prior to any recruitment, it is good practice to mention that you have a Safeguarding Children Policy in place:</p> <ul style="list-style-type: none"> ✓ On your web site ✓ On promotional literature for activities or events ✓ In any advertisements for staff ✓ On application forms and recruitment literature 	<p>Refer to policy: and Good Management Practice</p>	<p>Tick when Action is taken</p>
<p>Recruiting – Check contact with children</p> <p>What contact with children will be involved in job? Will the person have unsupervised contact with children or hold a position of trust?</p> <p>What other forms of contact will the person have with children e.g. email, phone, internet.</p>	<p>BEFORE you recruit – is there contact with children?</p>	
<p>Defining the Role</p> <p>Tasks & skills for the job are identified.</p> <p>The job description refers to working with & having responsibility for children where applicable.</p>	<p>Follow Job Description</p>	
<p>Key selection criteria</p> <p>A list of essential & desirable qualifications, skills & experience.</p>	<p>Use this to screen applicants and for interview questions.</p>	
<p>Written application</p> <p>All applicants are asked to supply details requested in our application form including personal details, past & current work/volunteering experience</p>	<p>Job Application form:- general employee</p>	
<p>Interview</p> <p>Two representatives meet with the applicant to explore information contained in the application.</p> <p>In advance, application forms should be considered, highlighting points to raise at the interview including:</p> <ul style="list-style-type: none"> ○ The applicants attitudes towards working with children ○ Areas that need more detail ○ Vague statements or unsubstantiated qualifications ○ Frequent changes of employment 	<p>Interview chart</p>	
<p>At Interview – review Declaration Form</p> <p>Ensure applicants have signed the declaration stating ‘there is no reason why they would be considered unsuitable to work with children’.</p>	<p>Has the Declaration Form been signed?</p>	

<i>Likewise ensure applicants have signed the declaration in respect of criminal convictions & pending cases against them.</i>	Complete 'For Official Use Only' section of the application form.	
Identification <i>Applicants are asked for photographic documentation to confirm their identity e.g. passport, drivers licence.</i>	Ask that they bring to interview - see originals	
Qualifications <i>Applicants are asked for documentation to confirm their qualifications.</i>	Bring original documentation to interview	
References <i>Applicants are asked to supply the names of 2 referees who are not family members & ideally who have first-hand knowledge of the applicant's experience of work/contact with children.</i> <i>Referees are asked specifically to comment on the applicant's suitability to work with children.</i> <i>References should be carried out by phone call, followed up in writing.</i> <i>Identity of referees should be identified.</i>	You make phone check	
Vetting procedures <i>Has the vetting procedure for your selected applicant been carried out? (In the R of I An Garda Siochana central vetting unit if applicable. In N.I. POCVA vetting.)</i>	Apply for vetting	
Records <i>Details are kept of the selection & induction process on the personnel file of the person appointed.</i> <i>References are kept on file as part of the record of the recruitment process.</i>	Keep all documentation	
Confidentiality <i>Information about the applicant should only be seen by those directly involved in the recruitment process.</i> <i>Applicants should be reassured that information about them, including information about convictions, will be treated in confidence & not used against them.</i>	Ensure all written documents are secure and comply with data protection provisions.	
Training <i>Incoming staff are made familiar with all the relevant provisions of this policy and related policies (Dignity at Work, Discipline, Grievance, I.T. etc.)</i>		

(Insert Title) – Sample Job Description

Insert logo	Role Title	
	Reporting lines	
	Place of Work	
	Conditions	
	Date Prepared	

Defining the Job Objective: (Why is the job required?)

Guidelines:

- Clarifies the context for goal setting
- Needs to be restated – not taken for granted that there is shared understanding of the job objectives are
- Consider ***what would remain undone*** if the job did not exist

KEY Result Areas: (What?)

Guidelines:

- *These aspects are critical to attaining the job objective*
- *Establishing key result areas helps effectiveness*
- *A step towards enhanced clarity*
- *Does this job involve working with or having responsibility for children? Please note question below.*

Goals set - few in number, according to the SMART criteria:

A system such as '**SMART**' goals, summarised below, is useful:

- Specific:** *they explicitly state what must be achieved (clearly stated)*
- Measurable:** *in quantifiable terms: goals set can be evaluated in terms of **quantity/quality** of the end result and resources used*
- Achievable:** *with a reasonable effort: they are realistic but challenging*
- Results oriented:** *not activity-oriented: the expected outcome is clear*
- Time bound:** *they have specific completion times*

Does this role involve working with and having responsibility for children either in person, by phone, internet or email?

YES / NO

(please specify exact duties and refer to the provisions of the safeguarding children policy)

For use in Selection and Recruitment – Essential qualifications:

For use in Selection and Recruitment: Competencies, skills and experience needed

The XX Job Description indicates selected responsibilities which is indicative only and is not intended to be exhaustive.

XXXX is an equal opportunities employer

Sample Application Form – employee

FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN

(All information received in this form will be treated confidentially)

Surname: _____ **Forename:** _____

Any other name previously known as: _____

Address:

Previous Address(es) over the last 5 years:

How long have you lived at your current address? _____

Tel: _____ **Mobile:** _____ **DOB:** _____

PPS Number (R.O.I): _____

N. I Number (N.I): _____

Are you (Please tick):

- | | | | | | |
|-----------|--------------------------|------------|--------------------------|---------|--------------------------|
| Employed | <input type="checkbox"/> | Unemployed | <input type="checkbox"/> | Student | <input type="checkbox"/> |
| Homemaker | <input type="checkbox"/> | Retired | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Education & relevant qualifications (Attach C.V. or use additional pages)

Previous work experience: (Attach C.V. or use additional pages)

Do you agree to abide by _____ Our Code of Conduct (copy included with this form)?

Yes No

Have you completed Child Protection Awareness Training?

Yes No

If yes, who was it organised by and when approximately:

Do you agree to undergo specific training for the role of the (*position being appointed*)?

Yes No

Have you ever been asked to leave an organisation in the past?

(if your answer is 'yes' we will contact you in confidence)

Yes No

Any other relevant information:

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application.

Name: _____

Name: _____

Address: _____

Address: _____

Tel: _____

Tel: _____

Designation: _____

Designation: _____

**DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY
CHECKS FOR THOSE WORKING WITH CHILDREN**

(Please read this information carefully)

Statement of non-discrimination:

Our organisation is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the criteria for the responsibilities attaching to the post, the nature of the offence and the responsibility for the care of existing clients and staff.

For the purposes of your application for the position of:

_____, it is our policy to ask for a check to be carried by the relevant authorities for this task.

Advice to Applicants:

Please complete this form as accurately as possible and return it marked **“Confidential” in the envelope provided**. An arrangement will be made with you to discuss any clarification is required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over by the courts. You **must** include all offences, even minor offences. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from appointment as an employee or volunteer unless the Board of our organisation considers that the conviction renders you unsuitable. In making this decision, the Board will consider the nature of the offence, how long ago it was committed, what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order (NI only); been given the benefit of the Probation Act (ROI); or are you at present the subject of criminal investigations?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- The circumstances of the offence.
- A comment on the sentence received.
- Any relevant developments in your situation since then.
- Whether or not you feel the conviction has relevance to this post.

I declare that all answers are complete and correct to the best of my knowledge and I will inform the Director of the organisation of any future convictions or charges. I consent to the check being made via the statutory authorities in which I intend to work/volunteer.

Signature: _____

Print Name: _____

Date: _____

Please return completed forms to: _____

FOR OFFICIAL USE ONLY:

Date application received: _____ Date of interview: _____

Interviewed by:

1. _____

2. _____

References received and are satisfactory: Yes No

Comments: _____

Statutory check completed & returned (if appropriate): Yes No N/A

Proof of applicant's identification received: Yes No

Identification type: _____

Recommendation: Approved Reasons Not approved Reasons

Signed: _____

Dated: _____

Sample Application Form – volunteer
FOR THOSE WITH SUBSTANTIAL ACCESS TO CHILDREN

All information received in this form will be treated confidentially

Surname: _____ **Forename:** _____

Any other name previously known as: _____

Address:

Previous Address(es) over the last 5 years:

How long have you lived at your current address? _____

Tel: _____ **Mobile:** _____ **DOB:** _____

PPS Number (R.O.I): _____

N. I Number (N.I): _____

Are you (Please tick):

- | | | | | | |
|-----------|--------------------------|------------|--------------------------|---------|--------------------------|
| Employed | <input type="checkbox"/> | Unemployed | <input type="checkbox"/> | Student | <input type="checkbox"/> |
| Homemaker | <input type="checkbox"/> | Retired | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Relevant qualifications: Attach C.V. / Use additional pages

Previous experience (Previous in voluntary work or relevant occupational experience)

How much time can you commit? (Please tick)

	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
Morning							
Afternoon							
Evening							

List any hobbies, interests or other activities you are involved in:

Do you agree to abide by _____ Our Code of Conduct (copy included with this form)?

Yes No

Have you completed Child Protection Awareness Training?

Yes No

If yes, who was it organised by and when approximately: _____

Do you agree to undergo specific training for the role of the (*position being appointed*)?

Yes No

Have you ever been asked to leave an organisation in the past?

(if your answer is 'yes' we will contact you in confidence)

Yes

No

Any other relevant information:

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application.

Name _____

Name _____

Address: _____

Address: _____

Tel: _____

Tel: _____

Designation: _____

Designation: _____

DISCLOSURE OF CRIMINAL CONVICTIONS & PERMISSION FOR STATUTORY CHECKS FOR THOSE WORKING WITH CHILDREN

(Please read this information carefully)

Statement of non-discrimination:

Our organisation is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the post. Any disclosure will be seen in the context of the criteria for the responsibilities attaching to the post, the nature of the offence and the responsibility for the care of existing clients and staff.

For the purposes of your application for the post of:

_____, it is our policy to ask for a check to be carried by relevant authorities for this task.

Advice to Applicants:

Please complete this form as accurately as possible and return it marked **“Confidential” in the envelope provided**. An arrangement will be made with you to discuss if any clarification is required.

Thank you for your co-operation.

You **must** tell us now if you have a case pending or if you have ever been convicted of a criminal offence, or cautioned by the police, or bound over by the courts. You **must** include all offences, even minor offences. If you leave anything out it may affect your application. The disclosure of a criminal record or other information will not debar you from appointment as an employee or volunteer unless the Board of our organisation considers that the conviction renders you unsuitable. In making this decision, the Board will consider the nature of the offence, how long ago it was committed, what age you were at the time and other factors which may be relevant.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order (NI only); been given the benefit of the Probation Act (ROI); or are you at present the subject of criminal investigations?

Yes No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- the circumstances of the offence
- a comment on the sentence received
- any relevant developments in your situation since then
- Whether or not you feel the conviction has relevance to this post.

I declare that all answers are complete and correct to the best of my knowledge and I will inform the Director of the organisation of any future convictions or charges. I consent to the check being made via the statutory authorities in which I intend to work/volunteer.

Signature: _____

Print Name: _____

Date: _____

Please return completed forms to: _____

FOR OFFICIAL USE ONLY:

Date application received: _____ Date of interview: _____

Interviewed by:

1. _____

2. _____

References received and are satisfactory:

Yes

No

Comments: _____

Statutory check completed & returned (if appropriate): Yes

No

N/A

Proof of applicant's identification received:

Yes

No

Identification type: _____

Recommendation:

Approved Reasons

Not approved Reasons

Signed: _____

Dated: _____

Appendix 6 - Proof of Identity

Please note: We are required and request you to bring proof of your identity to Interview

The person who asked you to complete this Form (eg your prospective employer) must verify your identification. Acceptable identity documents are listed below. ***Please bring original documents to interview, they will be copied and returned to you immediately.***

Valid Identification Documents:

Three documents must be produced in the name of the Applicant; ***one from Group 1 and two from Group 2.***

It is preferred that **at least** one of these documents includes photographic identification.

Group 1

- ❖ Valid passport (any nationality)
- ❖ Valid Driving Licence Full or Provisional.
- ❖ Original birth certificate (issued within 12 months of date of birth, full or short form acceptable)
- ❖ Valid photo identity card (EU countries only)
- ❖ Adoption Certificate
- ❖ Temporary residency card

Group 2

- ❖ Marriage certificate/Civil Partnership Certificate
- ❖ Non-original birth certificate (issued after 12 months of date of birth, full or short form acceptable)
- ❖ P45/P60 statement
- ❖ Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill)
- ❖ Valid TV licence
- ❖ Credit card statement
- ❖ Store card statement
- ❖ Mortgage statement
- ❖ Valid insurance certificate
- ❖ Certificate of nationality
- ❖ Work permit/visa**
- ❖ Asylum Registration Card
- ❖ Personal correspondence or a document from a Government Department*
- ❖ Bank or Building Society Document**
- ❖ Financial statement e.g. pension, endowment**
- ❖ Valid vehicle registration document
- ❖ Mail order catalogue statement*

- ❖ Court summons
- ❖ Valid Social Welfare/NHS Card
- ❖ Court Claim Form
- ❖ Addressed payslip*
- ❖ PPSN /National insurance number card
- ❖ Examination certificate (e.g. Leaving Certificate or GCSE, NVQ)
- ❖ Letter from a School Principal*
- ❖ Child benefit book

* documentation must be less than 3 months old

**documentation must be issued within the last 12 months

Appendix 7 - Confidential Reference Check

The following person: _____
has expressed an interest in working in _____

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will be shared only with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate your being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following – please tick one box for each statement:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children.

YES
NO

If you have answered **YES** we will contact you in confidence.

Signed: _____ **Date:** _____

Print Name: _____

Position: _____ **Organisation:** _____

Appendix 8 - Vetting Application Form - for Gardaí, ROI
An Garda Síochána
GARDA VETTING APPLICATION FORM



An Garda Síochána Use Only

Reference No.:

NOTE TO APPLICANT

- **The Enquiry Form must be completed in full using BLOCK CAPITALS (Please state N/A if details are not applicable)**
- **Writing must be clear and legible**
- **Return the completed form to your local vetting contact**
- **Do not send this form to The Garda Central Vetting Unit or to any Garda Station**

To be completed by the Applicant

SURNAME:	PREVIOUS NAME (if any):
FORENAME	ALIAS:
DATE OF BIRTH:(dd/mm/yy)	PLACE/CITY OF ORIGIN:
HAVE YOU EVER CHANGED YOUR NAME? Yes <input type="checkbox"/> No <input type="checkbox"/>	
IF YES PLEASE STATE FORMER NAME:	

Please state all addresses from year of birth to present date

House No.	Street	Town	County	Post Code	Country	Year From	Year To

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No Yes **Please provide details**

Please Continue Overleaf

DATE	COURT	OFFENCE	COURT OUTCOME

DECLARATION OF APPLICANT

I, the undersigned who have applied for a position/is employment/volunteering as a _____ hereby authorise An Garda Síochána to furnish toa statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

Signature of Applicant: _____ **Date:** _____

*this field is mandatory

To be completed by organisation only

Authorised Signatory: _____ **(Youth Work Ireland)**
PLEASE PRINT ALSO ()

Registration Number: _____ **Date:** _____

To be completed by the Garda Central Vetting Unit

Checks were carried out by this office in accordance with current Garda Vetting policy based on the information supplied in this application form. The results are as indicated below:

No convictions

Convictions:

Prosecutions are pending:

NOTE: Checks were carried out by this office based on the information supplied. The convictions supplied may apply to the subject of your enquiry. Please verify information disclosed with the applicant.

Signed: _____ **Member I/C**

G.C.V.U.

Proving your identity

You will be asked to produce several documents to prove your identity. If you are applying for a Basic Disclosure on your own behalf you will need your identification verified by a PSNI officer (D1). In all other cases the person who asked you to complete this Form (eg your prospective employer) must verify your identification. Acceptable identity documents are listed below.

Valid Identification Documents

Three documents must be produced in the name of the Applicant; **one from Group 1 and two from Group 2**. If this is not possible, then **five documents from Group 2** must be produced. It is preferred that **at least** one of these documents includes photographic identification.

Group 1

- ❖ Valid passport (any nationality)
- ❖ UK Driving Licence Full or Provisional – England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper (a photocard is only valid if accompanied with
 - ❖ the paper counterpart).
- ❖ Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable).
- ❖ Valid photo identity card (EU countries only)
- ❖ UK Firearms licence
- ❖ HM Forces ID card (UK)
- ❖ Adoption Certificate (UK)

Group 2

- ❖ Marriage certificate/Civil Partnership Certificate
- ❖ Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)
- ❖ P45/P60 statement
- ❖ Utility bill (electricity, gas, water, telephone – including mobile phone contract/bill)
- ❖ Valid TV licence
- ❖ Credit card statement
- ❖ Store card statement
- ❖ Mortgage statement
- ❖ Valid insurance certificate
- ❖ Certificate of British nationality
- ❖ British work permit/visa**
- ❖ Asylum Registration Card
- ❖ Access NI Disclosure Certificate
- ❖ Personal correspondence or a document from a Government Department*
- ❖ Bank or Building Society Document**
- ❖ Financial statement e.g. pension, endowment, ISA **

- ❖ Valid vehicle registration document
- ❖ Mail order catalogue statement*
- ❖ Court summons
- ❖ Valid NHS card
- ❖ Court Claim Form
- ❖ Addressed payslip*
- ❖ National insurance number card
- ❖ Examination certificate (e.g. GCSE, NVQ)
- ❖ Letter from a Head Teacher*
- ❖ Child benefit book
- ❖ Smartpass

* documentation must be less than 3 months old

** documentation must be issued within the last 12 months

Appendix 10 - Sample Dignity at Work Policy and Procedure Excerpt

1. Purpose

The purpose of this policy is to demonstrate the organisation's commitment to implementing and promoting measures to protect the dignity of staff and to encourage respect for others at work. This is done by creating a work environment free from discrimination, harassment, sexual harassment or bullying by dealing effectively with any complaints of such conduct, and also by welcoming diversity and promoting employment equality. This policy outlines that any discrimination, harassment, sexual harassment or bullying is prohibited by this organisation, and outlines a procedure to address any incidences of such behaviours.

2 Scope

This policy applies to members of the Daughters of Charity, all staff, volunteers, contractors, consultants, clients, suppliers and visitors to the workplace. This policy applies during normal working time in the organisation's premises and also at work related social events, business trips and other work-related activities such as training courses or conferences, whether they take place at the organisation's premises or not, and whether or not they take place during normal working hours.

3 Policy

Equality & Diversity Statement

The organisation is committed to equal opportunity of employment and all employment policies, procedures and practices at the company will be based on merit, qualifications and abilities. Employment and recruitment practices will not be influenced or affected by an individual's race, colour, religion, sex, marital status, nationality, family status, sexual orientation, disability, age or membership of an ethnic community. However the organisation does reserve the right to set minimum age requirements restricting persons under the age of 18 from applying for certain positions, e.g. night-shift working, and to offer those over normal retirement age fixed term contracts where they wish to continue in employment, or to set different retirement ages for staff. Implied in all the organisation's contracts of employment is a commitment to equal pay for equal work. Similarly, in selecting self-employed service providers, none of the grounds listed above will be used as the basis for any decision affecting their engagement with the organisation.

The organisation promotes the principle that the reality of managing diversity is about being able to work effectively with people who do not share every employee's background, experience or self-identification. Dignity is about celebrating the individual differences and similarities that each person brings to the workplace. It is about providing a range of perspectives that contribute to solving problems and creativity. It is not solely about different nationalities or genders working together, but embraces a mixture of people in age, education,

geographic origin, and family status, type of work, cultures, religions, personal styles and sexual orientations.

The organisation will not tolerate discrimination, bullying, sexual harassment, or harassment by one employee or group of staff against another or others for any reason. Lack of respect may be shown in words, conduct, acts or demeanour. The organisation promotes a workplace culture of dignity, respect and openness to diversity which should be reflected in the actions and behaviour of all staff.

Discrimination is defined as the treatment of a person in a less favourable way than another person is, has or would have been treated, on any of the nine grounds listed below. Discrimination is also taken to have occurred where one of the nine grounds is imputed to a person, or where a person who is associated with another is treated less favourably by virtue of that association than another person who is not so associated would have been treated.

The organisation values the contribution of all staff and self-employed contractors and requires every employee to refrain from any type of behaviour which may be interpreted as bullying, discrimination, harassment or sexual harassment. While not restricted to the grounds listed below, the policy prevents any form of harassment or discrimination based on the following:

- ❖ Gender
- ❖ Marital status
- ❖ Family status
- ❖ Sexual orientation
- ❖ Religious belief or lack of religious belief
- ❖ Age (18+)
- ❖ Disability or the nature of disability
- ❖ Race, colour, nationality or ethnic or national origins
- ❖ Membership of an ethnic community

All staff are required to act in a responsible and professional manner to maintain a pleasant working environment free of discrimination, harassment, and sexual harassment or bullying. Bullying is a type of harassment which is not associated with these grounds. It is the duty of all staff to immediately report any incident of discrimination, harassment, sexual harassment, or bullying by following the complaints procedures outlined in this policy.

Harassment

The Employment Equality Acts 1998 and 2004 prohibit harassment. Harassment is defined as any form of unwanted conduct related to any of the nine discriminatory grounds, being conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment can take many forms and includes the following:

- ❖ Verbal harassment - jokes, comments, ridicule or songs
- ❖ Written harassment - faxes, text messages, emails, notices or letters
- ❖ Physical harassment - jostling, shoving or any form of assault
- ❖ Intimidatory harassment - gestures, posturing or threatening poses
- ❖ Visual displays such as posters, emblems or badges
- ❖ Isolation or exclusion from social activities

Sexual-Harassment

Sexual harassment is defined as conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment. To constitute sexual harassment the conduct does not have to be repeated.

Such conduct may take the form of unwanted verbal, non-verbal or physical conduct of a sexual nature. This may include acts of physical intimacy, any request for sexual favours, or any other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Bullying

Bullying is prohibited by this organisation and is defined as repeated, inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the person's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

All forms of bullying are prohibited in this organisation. Note that examples of bullying are similar to those of harassment, however, bullying is not based on any of the nine grounds which would constitute harassment, as detailed above.

Intent

It is the effect of the treatment on the individual, and not the intent of the alleged perpetrator, that will be taken into consideration when determining whether or not the treatment constitutes discrimination, harassment, sexual harassment or bullying. (Appendix 14)

Appendix 11 - Sample parental consent form

Activity permission form for persons under 18 years Information provided on this form will be treated as confidential

Name of Daughters of Charity Work _____

Venue: _____ Activity/ Event: _____ Group: _____

Date: _____ Time: _____

Name of Group Leader/person responsible _____

Name of Child/Young Person

Address

Telephone No: _____ Date of Birth _____

Give details of **any** medical condition of which the organisers ought to be aware.
Please include details of any dietary requirements and of any medication which has to be taken.

I have read all the information provided concerning the programme of the above activity. I hereby give permission for my son/daughter/ward to participate in the above activity.

The Daughters of Charity Community/Organisation only accepts liability or responsibility for an incident or accident caused by the negligence or breach of statutory duty of the *organisation*, its servants or agents.

Signed _____ Date _____

(Parent/Guardian)

Address _____

(if different from above)

Contact persons and their telephone numbers: _____

Appendix 12 - Daughters of Charity Child Protection Policy Statement



The Daughters of Charity Irish Province

Child Protection Policy Statement (year)

We are committed to the Gospel values that cherish and safeguard children, as well as protecting them from physical, sexual and emotional harm or neglect. We endeavour to do this by:

- ❖ Circulating our Child Protection Policy and Procedures to Daughters of Charity communities, organisations, staff and volunteers.
- ❖ Raising awareness of this important area, especially among all those who work directly with children, regarding:
 - ❖ The values we hold in safeguarding children.
 - ❖ Advice and training in safe management practices.
 - ❖ The importance of familiarising all those who work with us with our Child Protection Policy & Procedures whether in communities or in areas of work or ministry.

Daughters of Charity Community/Ministry in Ireland:

- ❖ Recognises that Daughters of Charity and Daughters of Charity ministries have a special duty to provide a safe environment that fosters the integrity of children and young people and vulnerable adults as children of God and respects their dignity and human rights.
- ❖ Recognises that the welfare of children and young people is of paramount importance.
- ❖ Co-operates with parents/guardians and relevant agencies in promoting the well-being of children and young people.
- ❖ Responds in accordance with the Safeguarding Children; Standards and Guidance Document for the Catholic Church in Ireland (2009) to any reported concern about the safety of children and young people in the context of Daughters of Charity related activities.

The text and supporting documents of the Child Protection Policy are available from the Local Safeguarding Representative.

All complaints of abuse pertaining to members of the Daughters of Charity, staff, or volunteers, should be made to the Local Safeguarding Representative in the community or organisation, who will work in conjunction with the Designated Liaison Person, Tusla - Child & Family Agency and An Garda Síochána. (In Northern Ireland the civil authorities are the Local Health and Social Services Trust and the PSNI). In cases of emergency, where a child appears to be at immediate and serious risk the Civil Authorities must be contacted directly.

Designated Liaison Person: Sr. Margaret Joyce - 087 2213777

Appendix 13 - Whistle Blowing Policy

This guidance is written for Daughters of Charity, staff and volunteers who work directly with young people/children within organisations under the auspices of the Daughters of Charity.

All personnel must acknowledge their individual responsibility to bring matters of concern to the attention of their supervisor/Local Leaders/manager. Although this can be difficult this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable child or young person who is targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong - think what if I'm right

Reasons for whistle blowing:

- ❖ Each individual has a responsibility for raising concerns about unacceptable practice or behaviour.
- ❖ To prevent the problem worsening or widening.
- ❖ To protect or reduce risks to others.
- ❖ To prevent becoming implicated yourself.

What stops people from whistle blowing:

- ❖ Fear of starting a chain of events which spirals out of control.
- ❖ Disrupting the work or project.
- ❖ Fear of getting it wrong.
- ❖ Fear of repercussions or damaging careers.
- ❖ Fear of not being believed.

How to raise a concern:

- ❖ You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken.
- ❖ Try to pinpoint exactly what practice is concerning you and why.
- ❖ Approach your immediate Local Leader/Supervisor/Manager.
- ❖ If your concern is about your immediate Local Leader/supervisor/manager then please contact either one of our Designated Liaison Persons or externally the National Office for Safeguarding Children in the Catholic Church in Ireland. Contact details are contained in section 1.2.
- ❖ Make sure you get a satisfactory response - don't let matters rest.
- ❖ Ideally, you should put your concerns in writing, outlining the background and history, giving names, dates and places wherever you can.
- ❖ Staff/Volunteer is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

What happens next

- ❖ You should be given information on the nature and progress of any enquiries.
- ❖ Your Supervisor/Local Leader/Manager has a responsibility to protect you from harassment or victimisation.
- ❖ No action will be taken against you if the concern proves to be unfounded and was raised in good faith. This is in line with the PROTECTION FOR PERSON REPORTING CHILD ABUSE ACT, 1998.
- ❖ Malicious allegations may be considered as a disciplinary offence. This is also in line with the PROTECTION FOR PERSON REPORTING CHILD ABUSE ACT, 1998.

Self-reporting

There may be occasions where a member of staff/volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff/Volunteers have a responsibility to discuss such a situation with their line supervisor/Local Leader/manager so professional and personal support can be offered to the member concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

Further advice and support

National Office for Safeguarding Children in the Catholic Church

New House, St. Patrick's College, Maynooth, Co. Kildare. Tel: + 353-1-5053124

Appendix 14 - Bullying and Sexual Harassment Policy

Policy Statement

It is a policy of this organisation that freedom from bullying and sexual harassment is a condition of employment to which all staff are entitled to expect.

Policy Context

It is against the policies of this organisation for any employee to bully and or sexually harass another employee. Such conduct will not be tolerated. All staff will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.

Who must observe the policy

- ❖ All personnel and staff employed by the organisation.
- ❖ Volunteers.
- ❖ Students.

Definition of Bullying

'Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and /or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work but as a once off incident is not considered to be bullying.' (*Dignity at Work - The Challenge of Workplace Bullying- Report of the Taskforce on the Prevention of Workplace Bullying 2001*).

Bullying in the work place can be in numerous forms. Violence is the most obvious form and is defined by the Irish Congress of Trade Unions as follows: 'Violent behaviour towards another can take the form of assaults or deliberate pushing or jostling of an individual. Other physical forms of bullying can include persons damaging or interfering with the property of others.' (Irish Congress of Trade Unions: *Bullying in the Workplace*.)

'Bullying at work constitutes offensive treatment through vindictive, cruel, malicious or humiliating attempts to undermine an individual employee or groups of staff. These persistent negative attacks on their personal and professional performance are typically unpredictable, irrational and often unseen' (IBEC: *Guideline No 19*).

In essence, bullying is unwanted behaviour of a physical or verbal nature which unfairly discriminates, humiliates, embarrasses, or intimidates an employee or results in an employee feeling threatened, offended or compromised in any way.

Definition of Sexual Harassment

Sexual harassment means conduct towards another person which is sexual in nature or which has a sexual dimension and is unwelcome to the recipient.

Examples of sexual harassment include:

- ❖ **Verbal conduct of a sexual nature:** Requests or demands for sexual favours, suggestive remarks, degrading abuse or insults, jokes or tricks of a sexual nature.

- ❖ **Physical conduct of a sexual nature:** Gesturing of a sexual nature, unnecessary touching, indecent exposure and actual assault up to rape.
- ❖ **Visual conduct of a sexual nature:** Display pornographic or sexually insulting material in the workplace.

Policy principles

Bullying may be perpetrated by any member of staff, i.e. manager, supervisor or colleague. (*Bullying and Harassment in the workplace, Columba Press 1998*).

Examples of bullying include:

- ❖ 'Aggressive behaviour by a manager, supervisor or colleague.
- ❖ Repeated verbal harassment.
- ❖ Personal insults or name-calling.
- ❖ Persistent criticism.
- ❖ Persistent picking on a person for the butt of jokes, horseplay, uncomplimentary remarks or other behaviour likely to cause offence.
- ❖ The maligning or ridiculing of a person directly or to others.
- ❖ Unfair delegation of duties and responsibilities.
- ❖ Intimidation and threats in general'. (*SIPTU Bullying, intimidation, harassment in the workplace*).

Effects of Bullying:

The effects of Bullying on the person can be manifested by any or all of the following:

- ❖ Emotional (severe anxiety).
- ❖ Cognitive (concentration) effects (making mistakes, having accidents).
- ❖ Behavioural effects (smoking, excess drinking, overeating).
- ❖ Physiological effects (contribution to raised blood pressure, heart disease).
- ❖ Reduced resistance to infection, stomach and bowel problems.
- ❖ Skin problems.

The most serious effects remain fear, anxiety and depression, which can lead to suicide. To these can be added severe loss of confidence and low self-esteem.

Scope

The policy applies to all personnel both in the workplace and at work associated occasions such as meetings, conferences and office parties, whether on the premises or off site.

Procedure

There are both informal and formal complaint procedures in existence in organisations to deal with the issue of bullying and sexual harassment.

Appendix 15 - Policy for use of Mobile Phones and Cameras

Introduction

The possession and use of mobile phones by children and young people is now extensive in society at large and therefore impacts on safeguarding best practice within an organisation. Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the standard functions of messaging, camera, video and sound recording.

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

This policy applies to all individuals who have access to personal or work-related mobile phones working within organisations. This includes all Daughters of Charity, staff, volunteers, committee members, children, young people, parents, carers and visitors. This list is not exhaustive.

Use of mobile phones (particularly with the advent of increasingly sophisticated equipment and camera phones) presents a number of problems, including:

- ❖ Mobile phones can be valuable items and might render a child/young person vulnerable to theft.
- ❖ Mobile phones (and their cost and level of sophistication - or otherwise) can make children objects of envy or disparagement and could have implications with regard to discipline and potential bullying.
- ❖ Even when apparently silent, the use of mobiles phones for texting purposes could be potentially undermining of established codes of behaviour within organisations.
- ❖ Use of phones with integrated cameras, sound recording facilities and internet access could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images and audio recordings.
- ❖ Children or young people using vulgar, derogatory, or obscene language while using mobile phones.
- ❖ Children or young people using mobile phones to menace harass or offend another person.
- ❖ Children or young people engaging in personal attacks, harassment of another person by posting private information about another person using electronic

messages, taking/sending photos, video recordings, audio recordings or objectionable images or video recordings, and phone calls.

- ❖ Children or young people posting images, video recordings, audio recordings of other students, staff members, school activities and facilities on the internet.
- ❖ Children or young people using mobile phones to bully others.
- ❖ Privacy concerns mainly related to the ability of many phones to take photographs make video recordings or record conversations in the ignorance of those being recorded.
- ❖ It is also recognised that mobile phones can cause an unnecessary distraction and can be intrusive when used in the company of others.
- ❖ When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.
- ❖ Notwithstanding the above it is not regarded as realistic to have a policy which prohibits religious, staff, volunteers, children and young people from having mobile phones on their person within the various contexts in which they gather. Not only would it be impractical to forbid individuals from carrying them, when the latest phones are so slim that they could be hidden easily, but it is understood that many parents would be concerned for health and safety reasons if their child were not allowed to carry a phone at all and might therefore be unable to contact their parents in respect of any situation that might arise.

Policy

- ❖ Church personnel should be aware of the potential misuse of digital and mobile phone technology and should take appropriate steps to prevent it occurring.
- ❖ Church personnel responsible for the supervision and safety of young people should not use mobile phones, for social or business purposes, unless in the case of emergency. To do so in front of children or young people would be considered both unsafe and inappropriate conduct. Anything which compromises the ability to maintain a safe environment and give full attention to the supervision of children should be actively discouraged.
- ❖ Many mobile phones have a facility to take photographs and videos which can be immediately uploaded onto the web or social networking sites without permission. Therefore, group leaders should discourage the use of mobile phones during church activities.
- ❖ Each particular group may wish to produce its own mobile phone code of conduct to ensure safe usage.

- ❖ Mobile phones with photographic and video facilities are not to be used in changing facilities or residential accommodation.
- ❖ Inappropriate use of videos, DVD's, cameras, land line phones, mobile phones and picture mobile phones will not be allowed by adults working on behalf of the Church, children and young people while participating in Church activities. All mobile phones will be kept on silent or turned off during Church activities.
- ❖ Contacting children by phone, text or e-mail should never be undertaken without parental knowledge or consent. Additional communication should be directed to the child's parent/guardian.
- ❖ Other than in agreed exceptional circumstances, phones must be switched off/put on silent and calls and texts must not be taken or made during gatherings of children and young people within the church context.
- ❖ Any child or young person who uses vulgar, derogatory, or obscene language while using a mobile phone will face appropriate sanctions as pre-determined by the particular group code of conduct.
- ❖ It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the group leader is deemed ineffective, as with all such incidents, the particular group leader may consider it appropriate to involve the Gardaí. Hence, children/young people with mobile phones must not engage in personal attacks, harass another person, or post private information about another person, via SMS messages/chat rooms/social network sites, taking/sending/uploading photos, phone calls. Circulating objectionable images will also be treated as a serious disciplinary issue.
- ❖ Children/young people using mobile phones to bully other students will face appropriate sanctions as pre-determined by the particular group code of conduct.
- ❖ Appropriate sanctions for breaking with the code of conduct will include the confiscation of mobile phones until group activity is completed and the parent/guardian informed. Illegal activity will result in the matter being referred to the Gardaí.
- ❖ There are situations when access to a mobile phone will make a positive contribution to the safety and welfare of children, particularly when an emergency occurs.

Appendix 16 - Photography/Video Policy

Introduction

The key concerns regarding the use of images, video and photographs of children/young people relate to:

- ❖ The possible identification of children/young people when a photograph is accompanied by personal information and possible inappropriate use afterwards.
- ❖ The inappropriate use, adaptation or copying of images for use in child pornography or illegal websites.
- ❖ A common sense approach is required when deciding on what may or may not be appropriate as the organisation does not wish to prohibit the recording of celebrations through the use of photography or recording on video equipment.
- ❖ Outlining photography and recording policy at the outset will clarify matters for all concerned.
- ❖ It should be noted that the organisation has little or no influence on what photographs may be taken and published in local or national newspapers as such photography is covered by a different set of guidelines.

Policy

Any piece of equipment which has the capability of capturing an image of child or a young person is governed by this policy.

Parental/Guardian consent should be sought before any media photographs/digital videotape/film is taken.

In the case of First Communion or Confirmation, where children are prepared in school, parental permission for any media images should be obtained by the school. This may be done by the teacher or, by agreement or by the Principal of the school.

Photographs should only be taken by an authorised person for legitimate reasons related to the child or school or organisation.

The press should be informed of this policy beforehand. It is not illegal to take photographs at a public event, even if asked not to do so but, if an event is private, then one can insist that the policy is followed.

A photograph should not allow an unauthorised person to identify a child or their whereabouts. If the full name of a child is used, there should be no photograph; if a photograph is being used the full name should not be given.

Appendix 17 - Guidelines for CCTV and Broadcasting on the Internet

CCTV

The use of CCTV systems has greatly expanded in recent years. So has the sophistication of such systems. Systems now on the market have the capacity to recognise faces. They may also be capable of recording both images and sounds.

The expanded use of CCTV systems has society-wide implications. Unless such systems are used with proper care and consideration, they can give rise to concern that the individual's "private space" is being unreasonably eroded.

Section 2(1)(c)(iii) of the Data Protection Acts require that data are "adequate, relevant and not excessive" for the purpose for which they are collected. This means that an organisation must be able to demonstrate that the serious step involved in installing a system that collects personal data on a continuous basis is justified. Before proceeding with such a system, it should also be certain that it can meet its obligations to provide data subjects, on request, with copies of images captured by the system.

If a data controller is satisfied that it can justify installing a CCTV system, it must consider what it will be used for and if these uses are reasonable in the circumstances.

Security of premises or other property is probably the most common use of a CCTV system. Such a system will typically be intended to capture images of intruders or of individuals damaging property or removing goods without authorisation. Such uses are more likely to meet the test of proportionality.

Other uses may fail the test of proportionality. For example, using a CCTV system to constantly monitor staff is highly intrusive and would need to be justified by reference to special circumstances. If the monitoring is for health and safety reasons, a data controller would need to demonstrate that the installation of CCTV was proportionate in addressing health and safety issues that had arisen prior to the installation of the system.

The location of cameras is a key consideration. Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify. Toilets and changing rooms are an obvious example. To justify use in such an area, a data controller would have to demonstrate that a pattern of security breaches had occurred in the area prior to the installation of the system such as would warrant constant electronic surveillance. Where such use can be justified, the CCTV cameras should never be capable of capturing images from cubicles or toilet areas.

Cameras placed so as to record external areas should be positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property. It is possible that cameras can have a dual function – acting as security or CCTV systems as well as providing internet webcast.

- ❖ If CCTV cameras are in place it is important to have separate signs informing the public this is the case.

- ❖ All uses of CCTV must be proportionate and for a specific purpose. As CCTV infringes the privacy of the persons captured in the images there must be a genuine reason for installing such a system. If installing such a system it is required that the purpose for its use is displayed in a prominent position. This would normally be at the entrance.
- ❖ The images captured should be retained for a maximum of 28 days (See Section 2(1)(c)(iv) of Data Protection Acts), except where the image identifies an issue and is retained specifically in the context of an investigation of that issue.
- ❖ Tapes should be stored in a secure environment with a log of access to tapes kept. Access should be restricted to authorized personnel. Similar measures should be employed when using disk storage, with automatic logs of access to the images created.
- ❖ CCTV advice, planning and installation should only be carried out (by law) with a PSA (private security authority) licenced contractor.

Web Broadcasting

Cameras should be installed with due care and respect church buildings. They should not be permanent fixtures; they should be easily removable without any impact on the building.

Cameras should only be switched on for the duration of Mass or other Liturgy and switched off at the end. There should be no live streaming of Churches when there is no Mass or Liturgy taking place.

There are a number of Data Protection issues that must be met in relation to broadcasting on the internet.

- ❖ Recording people via a web camera and the subsequent displaying of such images over the internet is regarded as the processing of personal data and one of the key provisions regarding the processing of such data is that it must be done with the consent or knowledge of the individuals concerned.
- ❖ Camera shots (images) of the congregation should be wide shots – minimising the possibility of easily identifying individuals with close up images.
- ❖ Signs should be placed at a range of entrances to the church and in other prominent locations informing people that web cameras are in operation. Parish staff and members of the clergy should give written consent to their image being used for web broadcasting during the course of their regular duties. Copies of written consent forms should be kept on parish records.
- ❖ With regard to altar servers and others taking part in Liturgies (e.g. choirs, musicians, Ministers of the Word and of Holy Communion) it is advised that consent is also obtained. In the case of children, consent form given by parents/guardians is required.

Service providers should be able to give regular, accurate information regarding the number of people who actually log on to view Liturgies from your parish in order for you to assess the value of web broadcasting. If connecting to the parish broadband

connection, ensure that your broadband package has unlimited usage for uploading, or you risk incurring significant costs from your provider.

During any broadcast it should be possible to stop transmission, if necessary, by quickly accessing the control panel of the system. If this cannot be done by the priest from near the altar, someone should be delegated to break transmission if needed.

Appendix 18 - Child Safeguarding – End of Year Review Form

House _____ Date _____

To be filled in by each Local Community at the end of each year and reviewed at the time of Regular Visitation

1. Do you have a copy of the Daughters of Charity Child Protection Policy?

2. Are Sisters, Staff and Volunteers aware of its contents and that they have to comply with it?

3. Are the names of the local Safeguarding Representative or Designated Liaison Person and the contact details for these available?

4. Have Sisters, Staff, Volunteers attended a Training Day within the last three years?

5. Have Sisters, Staff and Volunteers who have minimal contact with children attended an awareness briefing session on Child Safeguarding? (2 hour Session)

6. Have you any concerns around Child Safeguarding as a Local Leader?

Signed: _____ Local Leader

Please return to the Provincial

Appendix 19 - Advisory Panels

These consultative Advisory Panels are normally appointed by the Bishop of a diocese or by the leader of a religious congregation in order to advise and assist him or her at all stages of the investigative process into alleged abuse.

The Panel will provide a consistent and accessible source of guidance, through a process of risk assessment for Bishops and Leaders of congregations who are charged with specific responsibilities for decision-making in response to alleged or actual child abuse involving a priest or religious.

The Panel will consist of not less than five members who collectively provide expertise, experience and impartiality necessary in this field of safeguarding.

The Advisory Panel may provide advice on:

- ❖ The complaint itself.
- ❖ Ensuring the safety and welfare of the child(ren) remains paramount.
- ❖ The appropriateness of providing help to a child making an allegation and to the family of the child.
- ❖ The appropriateness of the respondent continuing in his or her present pastoral assignment, having regard to the paramount need to protect children.
- ❖ How the right of the respondent to a fair trial on any criminal charge may be preserved, and his or her good name and reputation may be appropriately safeguarded.
- ❖ Whether a specialist risk assessment of the respondent should be sought.
- ❖ The needs of a parish or other community in which a respondent has served.
- ❖ The needs of the wider community, including the appropriateness and timing of any public statement.

The Panel will create a record of its recommendations and should note the matters upon which it has been asked to advise and the documents which it has considered. These documents include information on any previous allegations that have been made against the individual concerned.

The advice that is provided by an Advisory Panel shall be included in any inspection of incident/allegation report file conduction by the National Office.

No member of an Advisory Panel shall act in a professional capacity to either the person making the allegation or the respondent.

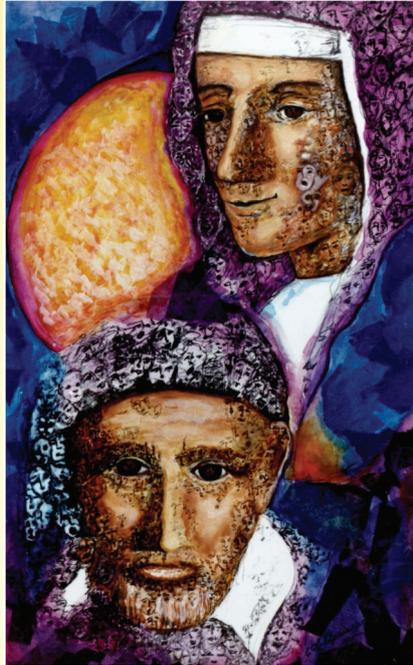
Adapted from Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland – page 56.

Appendix 20 – Information Sources

- ❖ *National Child Protection and Vulnerable Adults Policies and Procedures for the Catholic Church in England and Wales* (as approved by the Catholic Bishops' Conference of England and Wales and The Conference of Religious in England and Wales) 2006
- ❖ *Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland* (2008)
- ❖ *Children First: National Guidance for the Protection and Welfare of Children* (Department of Children and Youth Affairs) 2011
- ❖ *Child Protection Guidelines for Post-Primary Schools* (Department of Education and Science 2004)
- ❖ *Child Protection Procedures for Primary and Post-Primary Schools* (Department of Education and Skills 2012)
- ❖ *Keeping Children Safe – Safeguarding Children* (The Vincentians – Child Protection Policy and Procedures – 2014)

Appendix 21 – Relevant Legislation & Supporting Documents

- ❖ Child Care Act 1991.
- ❖ Children Act 2001.
- ❖ Criminal Justice Act 2006.
- ❖ Children First National Guidance for the Protection and Welfare of Children – 2011.
- ❖ Child Protection and Welfare Practice Handbook – 2011.
- ❖ Co-operating to Safeguard Children. Department of Health, Social Services and Public Safety – 2003. Belfast DHSSPS.
- ❖ Criminal Law (Sexual Offences) Bill 2014.
- ❖ Criminal Justice (Withholding of Information of Offences against Children and Vulnerable Persons Act 2012’
- ❖ Domestic Violence Act 1998 HSE Practice Guide on Domestic, Sexual and Gender Based Violence – 2012.
- ❖ Mental Health Act Manual – Fourth Edition – 1994.
- ❖ National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
- ❖ Non-Fatal Offences against the Person’s Act 1997.
- ❖ Our Duty to Care – The Principles of good practice for the protection of children & young people – 2004.
- ❖ Safeguarding Vulnerable Person at Risk of Abuse; National Policy and & Procedures – Incorporating Services for Elder Abuse and for Persons with a Disability – HSE – 2014.
- ❖ Seeking Consent: Working with Children. Department of Health, Social Services and Public Safety – 2003. Belfast DHSSPS.
- ❖ Suicide Intervention Handbook – Living Works – 2004.
- ❖ The Protection of Person’s reporting Abuse 1998.
- ❖ The Development and Implementation of Child Impact Statements in Ireland – 2006.
- ❖ Trust in Care – Policy for Health Service Employers on Upholding the Dignity and Welfare of Patient/Clients and the Procedure for Managing Allegations of Abuse against Staff Members – 2005.
- ❖ The principal legislation in the Republic of Ireland dealing with data protection is the Data Protection Act 1988. The 1988 Act was amended by the Data Protection (Amendment) Act 2003. In Northern Ireland the main legislation is the Data Protection Act 1998.
- ❖ You Are Not Alone – Directory of Bereavement Support Services – Suicide Prevention Services – 2007.



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