



The Daughters of
Charity Policy
On Safeguarding
Children

November 2009

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Contact details:

Local Representative: _____

Designated Officer: Sister Goretti Butler, DC - 086 2308115

Deputy Designated Officer: Sister Breege Keenan, DC – 01 8556719

(The Designated Officer is the provincial delegate on Safeguarding Children.)

An Garda Síochána

- Dublin – Domestic Violence & Sexual Assault Unit (Phone 01 666 3435)
- Contact your local Garda station. See a list of Garda Stations on the Garda website (<http://www.garda.ie/Stations/Default.aspx>)

PSNI (Ph 0845 600 8000)

Health Service Executive (HSE)

Contact your local Community Care Area
For information call 1850 24 1850

Department of Health, Social Services and Public Safety DHSSPS)

Castle Buildings, Stormont, Belfast BT4 3SJ Tel: 028 90520500
Email: webmaster@dhsspsni.gov.uk

National Board for Safeguarding Children in the Catholic Church in Ireland

National Safeguarding Children Office (Phone 01 505 3124) www.safeguarding.ie

Director
Mr Ian Elliott Ph 01 505 3018

Faoiseamh Helpline

From the Republic of Ireland Ph 1800 33 1234
From Northern Ireland Ph 0800 973 272

One in Four Ph 01 663 4070

The Samaritans

Samaritans provides confidential non-judgemental emotional support, 24 hours a day for people who are experiencing feelings of distress or despair.
Ph 1850 609 0900

Irish Society for the Prevention of Cruelty to Children (ISPCC)

29 Lower Baggot Street, Dublin 2 Ph 01 676 7960

Childline

provides a 24 hour listening service for all children up to the age of 18.
Ph 1800 666 666

Catholic Youth Care

Arran Quay, Dublin 7 Ph 01 872 5055

The Daughters of Charity Policy on Safeguarding Children

Introduction

This Policy and Procedures document has been devised to direct all Daughters of Charity communities and organisations on the safeguarding of children¹ with whom they interact.

The Policy and Procedures outlined are based on the principles and guidance set out in: *Safeguarding Children: Standards and Guidance Document for The Catholic Church in Ireland* (2009). This guidance is, in turn, based on the civil guidelines of the two jurisdictions on the Island of Ireland.

Daughters of Charity and those who work with them in Daughters of Charity Organisations and activities 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 Daughters of Charity of the Irish Province has adopted a comprehensive set of Safeguarding Children policies and procedures.

This booklet 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 booklet 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?

Overview

Section 1 is concerned that fundamental rights are ensured.

Section 2 gives practical advice and templates in respect of handling an allegation or suspicion

Section 3 details the role of the Designated Person.

Section 4 is an overview on recruitment procedures and policies.

Section 5 details our commitment to training.

Section 6 ensures the management of the procedures and policies that are in place.

¹ The policy applying to children also applies to young persons and vulnerable adults

The Daughters of Charity Policy on Safeguarding Children

We draw on the seven standards and guidance from the national document 'Safeguarding Children' as follows:-

The Guidance Document (Safeguarding Children) for the Catholic Church is a standards based approach.

There are 7 Standards

1. A written policy on keeping children safe.

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 our organisation has an obligation to ensure that the fundamental rights of children are respected.

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

- we take every possible measure to prevent abuse.
- none of its personnel or volunteers engages in behaviour that could allow abuse to occur or actions that could be misinterpreted by children, their families or other adults as constituting or leading to abuse.

2. Procedures — how to respond to Safeguarding Children 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.

3. Preventing harm to children. (Create safe environments, with safe recruitment, vetting, codes of behaviour & 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.

4. Training and education for keeping children safe.

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

5. 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.

6. 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.

7. 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.

(See Appendix 1 for Helpful Checklist)

The Daughters of Charity Policy on Safeguarding Children

Some definitions:

For the purposes of this document and in line with legislation², a child is defined as any person under the age of eighteen years.

A vulnerable adult is a person aged 18 or older who by reason of mental or other disability, age or illness, or who may be unable to take care of him or herself against 'significant harm' or 'exploitation'. The term vulnerable adult may include a person with:

a learning disability; a physical disability; a sensory impairment; impaired mental health; dementia; acquired brain injury; a drug or alcohol problem; certain types of physical illness; or a person who is who is frail due to age or other factors.

Definition of Abuse

Abuse is a violation of a person's fundamental rights to respect and to bodily integrity by any other person or persons. Abuse may consist of a single act or repeated acts. Child abuse is generally categorized into four broad groups: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subject to more than one form of abuse during his or her childhood.

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, medical care.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. It is the persistent failure to meet a child's physical, emotional and/or psychological needs that is likely to result in significant harm.

Physical abuse includes shaking, use of excessive force, hitting, slapping, misuse of medication, misuse of restraint.

Emotional abuse occurs when a child's need for affection, approval, consistency and security are not met and where a child is subjected to physical or sexual abuse or to bullying.

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.

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.

Daughters of Charity, Irish Province

Child Safeguarding Policy

We are committed to cherishing and safeguarding children, as well as protecting them from physical, sexual and emotional harm and from neglect.

We endeavour to do this by:

- Circulating our Policy and Procedures to communities, Organisations, employees 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 with our Policy & Procedures in communities and organisations.

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 Safeguarding 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 employees or volunteers in Daughters of Charity organisations.
2. In every Daughters of Charity Community and Organisation, children are to be under supervision at all times.
3. Young people under eighteen will not be employed by a 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 employees and volunteers, as well as review of practices, are put in place.

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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 Province's Designated Person without delay.
5. The Designated Person has the responsibility to inform the statutory authorities (An Garda Síochána and the HSE in the Republic of Ireland; the PSNI and the Health and Social Services Trust (DHSSPSPS) 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, 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 each year as part of the annual Provincial visitation review.

Protecting & 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 safeguard 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.

Code of Good Behaviour

It is important that all those working in Daughters of Charity organisations, including Daughters of Charity, employees, volunteers should:

- Treat all children in a manner that fully respects their dignity and rights
- Provide, in their own behaviour, an example of good conduct at all times
- Operate within the Daughters of Charity principles, guidance and specific procedures in relation to safeguarding children
- Respect each child's boundaries
- Help children develop an awareness and understanding of their own rights and a respect for the rights of others
- Provide children with information as to how, and from whom, they can seek help if they have a problem
- Be visible to others when working with children
- In a place not open to public view - children will be accompanied by two adults or where only one adult is available an open door policy will be implemented.
- Challenge and report behaviour that is abusive or potentially abusive
- Develop a culture where children can talk openly about their contacts with staff and others.

In general, it is inappropriate for Daughters of Charity employees and volunteers in Daughters of Charity Communities and Organisations to:

- Spend excessive time alone with children away from others
- Take children to his or her own home.
- Use alcohol, tobacco or non-prescriptive drugs when in the company of children, nor should they be offered to those under 18.

Daughters of Charity employees and volunteers in Daughters of Charity Communities and Organisations must never:

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

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Daughters of Charity employees and volunteers in Daughters of Charity Communities and Organisations 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 or 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 of a personal nature for children 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
- Exclude or discriminate against particular children or show favour towards particular children.

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 Person as necessary. (Generally this will be the Superior or the Director of Work)

The Local Safeguarding Representative should contact their Director of Work (if applicable) and the Designated 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 Factsheet 3A and Appendix 2)
- Ensuring that the contact details of the Designated Person are widely publicised.

The overall responsibility for safeguarding children remains with the person in charge, such as the Superior, 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 ***Factsheet 3a***.

The Local Safeguarding Representative shall:

- 1) Inform the Designated 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

The Role of the Designated Person

The Designated 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 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 and employees and volunteers working in Daughters of Charity undertakings 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 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 the H.S.E./ AN Garda Síochána/ PSNI/ DHSSPS.**
- 6) To contact emergency or appropriate services 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.

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- 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 Superior 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 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 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 Factsheet 2a – How to manage suspicions, allegations and disclosures of abuse involving personnel working in Daughters of Charity undertakings.
- 10) In cases where a Designated 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 the National Safeguarding Children Office, the Health and Social Services, DHSSPS and/or An Garda Síochána / PSNI on the appropriate steps to be taken. The Designated Person must keep a written record of the outcome of the consultation with the H.S.E./ AN Garda Síochána/ PSNI/ DHSSPS on the Safeguarding Children Case File.
- 11) Decisions not to refer a matter must always 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.

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- 13) Follow the advice given by H.S.E./ AN Garda Síochána/ PSNI/ DHSSPS where a Safeguarding Children concern has been referred to them. Allow the Health and Social Services/ 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 the H.S.E./ 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 the H.S.E./ 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 a 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.

FACTSHEET 3a (1 of 4)

Handling allegations and disclosures of abuse

Applies to: All Daughters of Charity, and all staff and volunteers of Daughters of Charity organisations

<u>Listen:</u>	Follow the Advice Notes in this Factsheet
<u>Record:</u>	Ensure the Child Protection Recording Form is completed (Appendix 2)
<u>Refer:</u>	The matter to the Local Safeguarding Representative

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 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 him or her 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.

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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 Person in case he or she wishes to make direct contact with the Designated 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 raised in person or by telephone or in writing; where in person, record the names of those who were present. [You should use **the Child Protection Recording Form (Appendix 2)** 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.

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- 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 Person. The Local Safeguarding Representative will retain a copy.
6. All original records, including rough notes, must be passed immediately to the Designated 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 Person as soon as possible. The Designated Person has responsibility for reporting disclosures, allegations and suspicions of abuse to the statutory authorities (the HSE 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 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 or staff members 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.

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Additional Specific Guidance

- **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. As much openness as possible should be encouraged.
- **Temporary work in another organisation:** Daughters of Charity, or 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 Local Safeguarding Representative, who will follow the procedures for referral to the relevant statutory authorities.

Please see Appendix 2 for the Child Safeguarding Recording Form

Responding to an allegation by a child

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 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 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 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 have responsibility for dealing with problems of this kind.

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 a task for statutory Safeguarding Children agencies following a referral to them, by the Designated Person, of the allegation or suspicion.

Allegations Against Personnel Working Overseas

- Procedure to apply -

- 1) The same procedure as outlined in Factsheet 2a 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 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 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:

- a) have a copy of the Daughters of Charity Policy document on Safeguarding Children to hand.**
- b) secure the necessary contacts as outlined above.**

Recruitment Notes for Staff and Volunteers

(Support documentation for recruitment is in Appendix 4)

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 employees and volunteers, as well as review of practices, are put in place.

The person in charge will ensure good recruitment procedures by:

1. **Defining the role** the individual is applying for (*see Job Description template in Appendix 4b*)
2. **Ensuring that applicants complete correct application forms** - prospective employees or volunteers applying for any posts of responsibility must complete application forms (*see 'Sample Application Forms' in Appendix 4 c and d*)
3. **Obtaining proof of identity** (*see appendix 4e*)
4. **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, young people and vulnerable adults (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 (given by the Standards and Guidance document – resource 5)*
 - o *Tell us about any experiences that have been difficult for you when working with children and young people and how you handled them?*
 - o *Tell us how you respond to aggression or young people who are especially challenging?*
 - o *Tell us how you go about advising a young person about sexual matters?*
 - o *How would you respond to a young person who tells you that they are being abused?*
 - o *Tell us what you would do if a young person started sending you text messages unrelated to your work?*
5. **Obtaining two references in writing** - reference should be sought only for preferred applicants – (*see sample reference form in Appendix 4f*)

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6. **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 g and h)
7. **Obtain correct approval of the person in charge** - for any appointment, whether paid or voluntary.
8. **Setting a probationary period** (six months for staff and long-term volunteers).
9. **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.
10. **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.
11. **Initial training and periodic updates** on Safeguarding Children will be given to all personnel in Daughters of Charity communities/organisations.
12. **All personnel will be jointly responsible** for ensuring that Safeguarding Children Policies are upheld and adhered to in Daughters of Charity communities/organisations.
13. **A copy of the Safeguarding Children 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.
14. **The policy is reviewed, as a *minimum*, every three years**, and is adapted whenever there are significant changes in the organisation or in legislation.
15. **As part of the Provincial visitation** a review of the implementation of this policy will take place.

Training Needs

In order to maintain high standards and good practice, all personnel should be offered training in child protection.

There are opportunities for all personnel 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:

Induction for all personnel who work with children, covering the Daughters of Charity policy and procedures on child protection, when they join Daughters of Charity Services.

Training is provided for keeping children safe.
--

Regular opportunities to update their skills and knowledge should be provided.
--

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 National Board for Safeguarding Children 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.

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- They should also be given a copy of the Daughters of Charity code of good practice for working with children and young people.

Training

All those working in Daughters of Charity communities or organisations, whether as members of the Community, as staff 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

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 practices involves:

- 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 workers on a regular and timely basis
- Putting in place appropriate supervision of, and support for, workers

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. (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 workers

- 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 workers

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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 workers 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 staff to 3 children	1 staff to 4 children	1 staff to 8 children (6 children for outdoor activities)	2 staff to 20 children (15 children for outdoor activities)

There should be 1 additional staff member for every 10 children

- At all times, workers 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.

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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 workers 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 4J).

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 and of workers. Workers need to be trained and prepared for coping with disruptive behaviour. It is recommended that

- More than one worker 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 workers

It is good practice to set up a supervision system for workers. 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 workers 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 workers at a number of levels. It makes it easier to assess workers' competence in performing their tasks, and also gives an opportunity to observe the development of relationships between workers, and between workers and children. It is good practice for managers to be aware of the attitudes of workers, 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 workers may be putting themselves in vulnerable positions.

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.

- 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.
- 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, employees 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 to 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.

Responsibility for Safeguarding Children and Maintenance of Records

The Daughters of Charity shall ensure that:

- 1) An up-to-date Child Safeguarding 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 Safeguarding 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 - (mention 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:

1. - Ensure that the Designated 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 Superior or Director of Work of the fact that an incident has occurred.
2. 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 least before the end of the day on which it was received. Entries must be timed, dated and signed by the author.
3. Take possession of any written records made by any person in connection with the referral and place them on the Safeguarding Children Case File.
4. Maintain records of all files.

Employee Acceptance Form

I confirm that I adhere to the Safeguarding Children and Vulnerable Adult Protection Policy, and am prepared to participate in any training provided in this area.

Name: Signed _____

Date _____

I have never been investigated by any police force or statutory health or a previous employer in relation to substantial complaints made concerning my treatment of children. I agree to the Board of Management / Superior / Director of Work or organisation seeking a certificate from the Garda Síochána /PSNI to the effect that I have not been the subject of an investigation, prosecution or conviction relating to the neglect or the physical, emotional or sexual abuse of children.

Name: Signed.....

Date:

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Checklist for Safeguarding Children Policy

Appendix 1

Standard 1: A written policy on keeping children safe

		In place	Proposed	not in place	Date reviewed
1	Our organisation has a Safeguarding Children policy that is written in a clear and easily understandable way.				
2	The policy is approved and signed by the relevant leadership body of our organisation.				
3	The policy states that all relevant personnel are required to comply with it.				
4	The policy is subject to review at a minimum every two years and will be adapted whenever there are significant changes in our organisation or in legislation.				
5	The policy addresses Safeguarding Children in the different aspects of our work (for example within a building, in community work, training programmes, pilgrimages, trips and holidays)				
6	The policy states how those individuals who pose a risk to children are managed.				
7	The policy clearly describes the understanding and definitions of abuse.				
8	The policy states that all current Safeguarding Children concerns must be reported to the civil authorities without delay.				
9	The Policy has been created at Province level. Where a separate policy document at any other level is necessary it is a requirement that it be consistent with the Province policy and approved by the relevant authority before distribution.				

Standard 2: Procedures - how to respond to Safeguarding Children allegations and suspicions

		In place	Proposed	not in place	Date reviewed
1	There are clear, written Safeguarding Children procedures that provide step-by-step guidance on what action to take where there are allegations or suspicions of abuse of a child (current or historic).				
2	The Safeguarding Children procedures are consistent with legislation on child welfare and civil guidance for Safeguarding Children and are written in a clear and easily understandable way				
3	There is a Designated Person with clearly defined responsibilities for Safeguarding Children at central level in the Daughters of Charity in Ireland; in every Daughters of Charity community and organisation in Ireland, there is a local Safeguarding Representative who has a clearly- defined role and specified responsibilities for Safeguarding Children.				
4	There is a process for recording incidents, allegations and suspicions and referrals and storing these securely, so that confidential information is protected and treated in a manner that complies with relevant legislation.				
5	There is a process for dealing with complaints made by adults and children about unacceptable behaviour towards children, with clear timescales for resolving the issues raised by the complaint.				
6	There is guidance on confidentiality and information-sharing which makes clear that the protection of the child is the most important consideration.				
7	The procedures include contact details for local statutory Safeguarding Children services (in the Republic of Ireland the local HSE and An Garda Síochána; in Northern Ireland the local DHSSPSPS and the PSNI).				

Standard 3: Preventing harm to children

		In place	Due By	not in place	Date reviewed
1	There are policies and procedures for recruiting personnel and assessing their suitability to work with children.				
2	The safe recruitment and vetting policy is in line with best practice guidance. (see Factsheet 4a and Appendix 4)				
3	All those who have the opportunity for regular contact with children, or who are in a position of trust are required to complete a form declaring court convictions and to undergo other checks as required by legislation and guidance and all such information is properly assessed and recorded.				
4	Our organisation provides guidance on appropriate and expected standards of behaviour of adults towards children.				
5	There is guidance on expected and acceptable behaviour of children towards other children, including anti bullying policy.				
6	There are clear ways in which personnel (Daughters of Charity, employees and volunteers) can bring to attention allegations and suspicions concerning unacceptable behaviour towards children by other personnel.				
7	Processes are in place for dealing with unacceptable behaviour by children; these processes to not involve physical punishment or any other form of degrading or humiliating treatment.				
8	Guidance to staff and children makes it clear that discriminatory behaviour or language in relation to any of the following is not acceptable: race, culture, age, gender, disability, religion, sexuality or political views.				
9	Policies include guidelines on the personal care of children with disabilities, including appropriate and inappropriate touch.				
10	There is guidance on assessing all possible risks when working with children - especially in activities that involve time spent away from home.				
11	Guidance is in place to ensure that children participating in project and activities provided by Daughters of Charity communities and organisations are adequately supervised and protected at all times.				
12	Guidelines exist for appropriate use of information technology (such as mobile phones, email, digital cameras, websites, internet) to ensure that children are not exposed to abuse, exploitation or harm of any kind.				

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Standard 4: Training and education

		In place	Proposed	not in place	Date reviewed
1	All personnel (Daughters of Charity, employees and volunteers) are inducted into our policy and procedures on Safeguarding Children.				
2	Those working with children are provided with appropriate training for keeping children safe and with regular opportunities to update their skills and knowledge.				
3	In addition to the Designated Person and Local Safeguarding Representative, training is provided for those with additional responsibilities such as recruiting and selecting staff, dealing with complaints, disciplinary processes or managing risk.				
4	Training is provided for Daughters of Charity who are in formation.				
5	Training programmes are monitored by the Province and updated in line with current legislation, guidance and best practice.				

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Standard 5: Communicating the safeguarding message

		In place	Proposed	not in place	Date reviewed
1	The Safeguarding Children policy is openly displayed and available to everyone.				
2	Children are made aware of their right to be safe from abuse and who to speak to if they have concerns.				
3	All Daughters of Charity and all employees and volunteers know the name and the contact details of the Designated Person.				
4	Personnel (Daughters of Charity, employees and volunteers) are provided with contact details of local statutory Safeguarding Children services , (HSE and An Garda Síochána in the Republic of Ireland; the local DHSSPSPS and the PSNI in Northern Ireland) and of telephone help-lines.				
5	Our organisation establishes links with statutory Safeguarding Children agencies in order to keep children safe.				
6	Our organisation has an established communications policy which reflects a commitment to transparency and openness.				

Standard 6: Access to advice and support

		In place	Proposed	not in place	Date reviewed
1	Personnel with special responsibilities for keeping children safe have access to specialist advice, support and information on Safeguarding Children.				
2	Contacts have been established at a national and local level with the relevant Safeguarding Children and welfare agencies that can provide information, support and assistance to children and personnel.				
3	There is guidance on how to respond to and support a person who it is alleged has been the victim of child abuse, whether that person is a child or an adult abused in childhood,				
4	Information and appropriate support is provided to those who have experienced abuse.				
5	Appropriate support is provided to those who have perpetrated abuse to help them to face up to the reality of the abuse for which they are responsible and to prevent further abuse.				

Standard 7: Implementing and monitoring the Standards

		In place	Proposed	not in place	Date reviewed
1	There is a written plan showing the steps that will be taken to keep children safe, who is responsible for implementing these measures and when these will be completed.				
2	The organisation has made available the personnel and financial resources necessary for implementing the plan.				
3	Arrangements are in place to monitor compliance with Safeguarding Children policies and procedures.				
4	Processes are in place to enable children, as well as parents and guardians, make known their views on policies and practices for keeping children safe.				
5	A record of all incidents, allegations and suspicions of abuse is made without delay and is stored securely.				

Safeguarding Children Recording Form (Template)

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 _____

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Appendix 2(cont.: 2 of 4)

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 Person?

Yes No

If yes, please state:

Date _____

Time _____

If no explain why

Details of person to whom it was referred:

Name _____

Designation _____

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Address _____

Tel _____

Email _____

9. Next Steps (Responsibility rests with the Designated 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 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 Person for forwarding to the civil/ statutory authorities)

Appendix 3

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Glossary

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 on page 47).

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.

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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, 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, 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 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.

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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 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 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.

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

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.

Staff, volunteers or workers 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)

Vulnerable children 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.

The Daughters of Charity Policy on Safeguarding Children

APPENDIX 4 a

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:</p> <p>See Factsheet 4a 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 template (appendix 4b)</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 been asked to supply details requested in our application form including personal details, past & current work/volunteering experience</p>	<p>Job Application form:- general employee (appendix 4c) or volunteer (appendix 4d)</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 – see questions in Factsheet 4</p>	
<p>At Interview – review Declaration Form</p>	<p>Has the Declaration Form</p>	

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<p><i>Ensure applicants have signed the declaration stating 'there is no reason why they would be considered unsuitable to work with children'. Likewise ensure applicants have signed the declaration in respect of criminal convictions & pending cases against them.</i></p>	<p>been signed?</p> <p>Complete 'For Official Use Only' section of the application form.</p>	
<p>Identification <i>Applicants are asked for photographic documentation to confirm their identity e.g. passport, drivers licence.</i></p>	<p>Ask that they bring to interview - see originals (appendix 4f)</p>	
<p>Qualifications <i>Applicants are asked for documentation to confirm their qualifications.</i></p>	<p>Bring original documentation to interview</p>	
<p>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. Referees are asked specifically to comment on the applicant's suitability to work with children. References should be carried out by phone call, followed up in writing. Identity of referees should be identified.</i></p>	<p>You make phone check</p>	
<p>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></p>	<p>Apply for vetting</p>	
<p>Records <i>Details are kept of the selection & induction process on the personnel file of the person appointed. References are kept on file as part of the record of the recruitment process.</i></p>	<p>Keep all documentation</p>	
<p>Confidentiality <i>Information about the applicant should only be seen by those directly involved in the recruitment process. Applicants should be reassured that information about them, including information about convictions, will be treated in confidence & not used against them.</i></p>	<p>Ensure all written documents are secure and comply with data protection provisions.</p>	
<p>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></p>		

The Daughters of Charity Policy on Safeguarding Children

(Insert Title) – Sample Job Description

APPENDIX 4 b

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, and refer to Section 4 of the Province Safeguarding Children policy, if the role involves contact with children/young persons or vulnerable adults.*

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*

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--

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 Unemployed Student
Homemaker Retired Other

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

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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: _____

Address: _____

Tel: _____

Designation: _____

Name: _____

Address: _____

Tel: _____

Designation: _____

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- 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: _____

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**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 Unemployed Student
Homemaker Retired Other

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

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

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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: _____

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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: _____

Proof of Identity

Please note: We are required you 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*

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:** _____

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Date	Court	Offence	Court Outcome

DECLARATION OF APPLICANT

I, the undersigned who have applied to work as a _____ hereby authorise An Garda

Síochána to furnish to a 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:** _____

To be completed by.....

Authorised Signatory: _____ (.....)

PLEASE PRINT ALSO (_____ **)**

Registration Number: _____

To be completed by the Garda Central Vetting Unit

According to Garda records there are

- a) no previous convictions recorded against the above named applicant: **OR**
- b) the attached convictions appear on Garda Records **OR**
- c) the attached 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/CC.V.U.)

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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 (DI). 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

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 employees 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 employees, 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 the Traveller 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 employees. 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.

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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 employees 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 employees.

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 employees 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 (16+)
- Disability or the nature of disability
- Race, colour, nationality or ethnic or national origins
- Membership of the Traveller community

All employees are required to act in a responsible and professional manner to maintain a pleasant working environment free of discrimination, harassment, sexual harassment or bullying. Bullying is a type of harassment which is not associated with these grounds. It is the duty of all employees 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.

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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.

Sample parental consent form

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

1. Name of Daughters of Charity Work _____

Venue: _____ Activity/ Event: _____ Group: _____

Date: _____ Time: _____

Name of Group Leader/person responsible _____

2. Name of Child/Young Person _____

Address _____

Telephone No. _____ Date of Birth _____

3. 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.

4. 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 _____

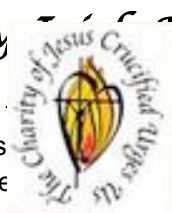
(Parent/Guardian)

Address _____

(if different from above)

Contact persons and their telephone numbers:

The Daughters of Charity Province Child Safeguarding Policy 2009



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

- Circulating our Policy and Procedures to Daughters of Charity communities, ministries, employees 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 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 Safeguarding Policy are available from the Local Safeguarding Representative

All complaints of abuse pertaining to members of the Daughters of Charity, employees, or volunteers, should be made to the Local Safeguarding Representative in the community or organisation, who will work in conjunction with the Provincial Delegate, the local HSE 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.

Listen and record
interview
Inform Provincial,
chairperson of the
organisation and DC
Advisory Committee

Allegation
 The Daughters of Charity Policy on Safeguarding Children
Follow organisational
disciplinary procedures, if
Reporting Procedures
 for Employee or Volunteer
Protective Measures

Consult with Statutory
Authorities

Allegations of Abuse

