



Youth Work Ireland

CHILD PROTECTION & SAFEGUARDING GUIDELINES

Policy and Procedures

November 2019



An Roinn Leanaí
agus Gnóthaí Óige
Department of Children
and Youth Affairs



Youth Work Ireland

Child Protection & Safeguarding Guidelines (Policy & Procedures)

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Contents

Section 1: Principles of Safeguarding and Child Protection within Youth Work Ireland including overview of the organisation	5
1.1 Introduction.....	5
1.2 Overview of Youth Work Ireland.....	5
1.3 Context of Policy.....	7
1.4 Legislative Framework.....	9
1.5 Other Key Documents:	1
1.6 Commitment to Safeguarding and our Guiding Principles.....	1
1.7 Principles for Best Practice in Safeguarding and Child Protection	3
1.8 The Rights of the Child	5
Section 2: Key Roles and Responsibilities Relating to Safeguarding and Child Protection	6
Section 3. Responding to and Reporting Child Protection or Welfare Concerns	10
3.1 Responsibility to Report	10
3.2 Reasonable Grounds for Concern	10
3.1 Direct Disclosure by a Young Person.....	11
3.4 Ongoing Support	12
3.5 Dealing with a Suspicion of Child Abuse	13
3.6 Mandated Reporting:	13
3.7 Features of Abuse.....	14
3.7 Risk Factors for Consideration in Child Protection.....	16
3.7.1 Complicating Factors in Child Protection	16
3.7.2 Children and Young People with Additional Vulnerabilities	16
3.8 Considering whether there is a Welfare Concern	16
3.9 Joint Reporting	17
3.10 Informing the Parents	17
3.11 Retrospective Reports.....	17
3.12 Reporting suspected Crime to the Gardai.....	17
3.13 Confidentiality	18
3.13.1 Code of Confidentiality.....	18
3.14 Allegations Against a Staff Member or Volunteer	18
3.14.1 National Office:.....	19
13.2 Working with other providers in partnership.	21
Section 4. Working Safely with Children and Young People	23
4.1 Recruitment and Selection of Staff and Volunteers.....	23
4.2 Garda Vetting	25

4.3 Safeguarding Training in Youth Work Ireland	26
4.4 Support and Supervision	27
4.5 Safe Management of Activities	28
4.5.1 Know your Young People	28
4.5.2 Health and Safety	29
4.5.3 Safe Supervision	30
4.5.4 Staff and Volunteer Code of Behaviour.....	30
Section 5: Communication: Sharing our Guiding Principles with Parents/Guardians, Young People and other Stakeholders.....	31
Section 6: Implementing, Monitoring & Reviewing the Safeguarding Statement, Procedures & Practice.....	35
APPENDICES	36
Appendix 1: National Office Child Safeguarding Statement	37
Appendix 2: User Friendly Version of the Statement (in development).....	42
Appendix 3: Statement of Commitment	43
Appendix 4: Youth Work Ireland Checklist of Actions Relating to Safe Guarding and Child Protection (April 2019).....	44
Appendix 5A: Youth Work Ireland Child Protection and Safeguarding Information and Contacts 2020.....	1
Appendix 5B: Child Safeguarding and Protection Information Session Based on the NYCI Checklist	1
Appendix 6: Member Youth Services DLP Contact Details.....	2
Appendix 7: DLP Role Description (under review)	3
Appendix 8: Schedule of Mandated Persons	4
Appendix 9: Incident Report Form	6
Appendix 9: Accident Report Form	8
Appendix 10A: TUSLA Child Protection & Welfare Report.....	10
Appendix 10B: TUSLA Retrospective Abuse Report	11
Appendix 11A: Internal Referral Procedure Chart	12
Appendix 11B: Allegations Against a Staff Member / Volunteer Chart	13
Appendix 11C: Allegations Against the CEO Chart	14
Appendix 12: Monitoring of Trainers Delivering the NYCI’s Child Protection Awareness Programme (CPCP) Scheme within Youth Work Ireland.....	15
Appendix 13: Complaints Policy	19
Appendix 14: Youth Work Ireland Code of Behaviour for Staff & Volunteers.....	20
Appendix 15: Youth Work Ireland Anti-Bullying Policy	26

Section 1: Principles of Safeguarding and Child Protection within Youth Work Ireland including overview of the organisation

1.1 Introduction

This document set out the Safeguarding policy, procedures and guidance for Youth Work Ireland National Office. The document has been created as a tool and support for Youth Work Ireland's Board, Staff Volunteers and member services. The document is based on and supports the principles of the Children First Act 2015, the Children First National Guidance for the Protection and Welfare of Children and other support documents produced by Tusla to support Children First. The document is intended to help support Members in their development of their local document.

1.2 Overview of Youth Work Ireland

OUR MISSION

"We work with local communities all over Ireland to deliver quality supports and services with and for young people. We provide safe spaces where young people are listened to, make a difference and have fun."

Youth Work Ireland is a federation of 21 Local Member Youth Services who deliver programmes and services to young people across the island of Ireland. We work with over 100,000 young people, through 470 clubs and youth projects, supported by over 900 staff and 7,000 dedicated volunteers.

OUR WORK:

Through our network of clubs, projects, drop-in centres, youth information centres, youth cafés, music, arts, citizenship programmes and other outlets, we promote an open, integrated and accessible approach to working with young people. As a federation of local youth services run by local people, we are uniquely placed to reach young people in their local communities around Ireland. We work to develop the potential of these young people and to strengthen communities in Ireland through quality youth services.

Young people are at the heart of our organisation and are supported with excellent standards in volunteering, leadership and programme & services. Many young people do not have a safe place to go where they can have a sense of belonging, where they can have a positive relationship with adults and where people believe in them. We offer young people from all backgrounds a place to go, a listening ear and support if it's needed. These services are run by local people and the programmes are run based on the needs of the local community. Positive relationships are built between young people and adults to ensure that young people thrive and are on the road to reaching their potential as well-rounded adults.

Each of the 21 Member Youth Services of Youth Work Ireland are committed to providing an *Integrated Youth Services Model* in their region. From the perspective of the young person, put simply, this model means that regardless of the point of initial contact, access or entry, the whole range of services and supports which are provided by the Youth Services are available to that young person if and when required.

Youth Work Ireland's 21 Member Youth Services are deeply integrated within local communities throughout Ireland and provide youth supports and services that are built on the strengths of young people as well as addressing the needs of local communities. The following is the list of Full and Associated Members of Youth Work Ireland. This Child Protection Policy applies both to the National Office of Youth Work Ireland and each of the 21 Member Youth Services.

No.	Youth Work Ireland Member Youth Services	Full	Associate
1	CARLOW REGIONAL YOUTH SERVICE	✓	
2	CDYS YOUTH WORK IRELAND – CO. CORK	✓	
3	CLARE YOUTH SERVICE	✓	
4	DONEGAL YOUTH SERVICE	✓	
5	FERNS DIOCESAN YOUTH SERVICE	✓	
6	KERRY DIOCESAN YOUTH SERVICE	✓	
7	KILDARE YOUTH SERVICES	✓	
8	LIMERICK YOUTH SERVICE	✓	
9	YOUTH WORK IRELAND MEATH	✓	
10	YOUTH WORK IRELAND MIDLANDS	✓	
11	YOUTH WORK IRELAND NORTH CONNAUGHT	✓	
12	OSSORY YOUTH	✓	
13	YOUTH WORK IRELAND TIPPERARY	✓	
14	WATERFORD & SOUTH TIPP COM YOUTH SERVICE	✓	
15	YOUTH WORK IRELAND GALWAY	✓	
16	YOUTH WORK IRELAND LAOIS	✓	
17	YOUTH WORK IRELAND LOUTH	✓	
18	YOUTH WORK IRELAND MONAGHAN	✓	
19	YOUTH WORD IRELAND CORK	✓	
20	CANALS COMMUNITY REGIONAL YOUTH SERVICES	✓	
21	YOUTH WORK IRELAND LONGFORD		✓

Each of the 21 Member Youth Services and National Office are independent, autonomous organisations having their own Boards and legal entity. Apart from Limerick Youth Services which is legally constituted as a Trust, all other Member Youth Services and National Office are companies limited by guarantee not having a share capital. Each have their own charity number.

THE SERVICES OF YOUTH WORK IRELAND

Youth Work Ireland promotes and supports Local Youth Services delivered by local communities. The key services of Youth Work Ireland are set out in our Safeguarding Statement.

Youth Work Ireland is a federation whose membership is made up of local youth services based throughout the country, who work in the interest of young people through the provision of services and activities, all sharing a common ethos and approach.

As a coordinating and development agency for member youth services, **Youth Work Ireland** has since 1962, sought to give voice to the needs and aspirations of young people, to support and encourage trained volunteers and staff and ultimately, to improve the quality of life for young people in the context of community-based youth services.

Ireland is rapidly changing, and young people are faced with many new challenges and opportunities. We believe that youth work has much to offer them as they meet the future. Supporting their development as active and critical citizens is core to our task.

Youth Work Ireland is ready to enthusiastically embrace the challenges which present themselves in the hope of seeing the establishment of a national youth service in every conceivable location where young people gather throughout the island. For whatever part you have played or will play in that future your commitment and support in making this dream a living reality is and will be hugely appreciated.

OUR VISION

Youth Work Ireland has a clear and unambiguous view of the kind of society we want to contribute to developing. Our vision states this clearly as:

“Youth Work Ireland’s vision is of a world full of possibilities for all young people”

We will achieve this by deploying the resources of the Federation, both nationally and at a regional level through the engagement of Boards, staff and countless volunteers in order to:

- Promote quality youth work
- Build our capacity
- Work to realize the rights of young people
- Influence decision making and policy

OUR BELIEFS

- We have a positive view of young people, their dignity and worth
- All young people have rights and should be supported to realise these
- Young People have the potential to effect change

All Member Youth Services and National Office must have a Child Protection and Safeguarding Guidance (Policy and Procedures) in place that are understood and applied by staff and volunteers. Many of our events are based on working together (e.g. programmes, consensus events), because of this there needs to be compatibility between our policies and practice and the understanding of these by workers and volunteers. It is important that briefings and information is made available to staff, volunteers and young people at such events. All staff and volunteers at joint events carry the duties, responsibilities and obligations of child protection.

1.3 Context of Policy

On the 11th of March 2018, the Children First Act 2015 was fully commenced. In response, Youth Work Ireland has updated this policy to bring it in line with the Children First Act 2015. In 1999, the Department of Health and Children published **Children First: National Guidelines for the Protection and Welfare of Children** which provided guidance for all organisations and agencies regarding child protection and safeguarding matters over nearly two decades. In 2017 this document was superseded by the Department of Children and Youth Affairs document **Children First: National Guidance for the Protection and Welfare of Children**, which provides clarity and assists people in identifying and reporting Child Abuse to ensure best practice in Child Protection in statutory and voluntary agencies. Youth work Ireland has always strived to work within the principles of Children First and this updated Child Protection & Safeguarding Policy & Procedures document complies with **Children First: National Guidance for the Protection and Welfare of Children**. This Y.W.I. Guidance document also integrates with other documents including Tusla’s **Child Safeguarding: A Guide for Policy, Procedure and Practice; Guidance on Developing a Child Safeguarding Statement; Mandated Assisting Protocol for TUSLA in addition to Children First**. Other supports have also been used included the NYCI Board Briefing on Children First and the updated trainings and training manual for CPAP.

Youth Work Ireland's Child Protection and Safeguarding Guidance (Policy and Procedures) document has been developed for the National Organisation including the National Office and is a resource for the current 21 Member Youth Services. All Member Youth Services and their clubs/groups/projects will have their own local policy that will be in line with the principles outlined in this overarching policy and will also be in accordance with Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children and any other Guidance and Advice issued by DCYA, and TUSLA. All local Youth Work Ireland policies will be based on this policy. Since much of National Office work with young people is through its Member Youth Services, there must be a compatibility of procedures. National Office staff must be particularly clear about events where National Office has primary responsibility for young people and is acting in Loco Parentis. National Office staff is supported and guided through their responsibilities outlined in this document with particular regard to reporting, confidentiality, making a record and the necessity to have a copy of the Safeguarding Statement (**Appendix 1**) prominently displayed at events particularly those involving young people. All staff and volunteers are required to complete a "Statement of commitment" to the policy once they have been informed of and have familiarised themselves with its contents and procedures (**Appendix 2**). A user-friendly copy of the key relevant sections of the policy will be distributed to all staff / volunteers, along with Child Protection information leaflet. Our Safeguarding Statement (see below) must be displayed in all our buildings, at our events and activities and on online sites. A copy of the Statement is available upon request from the Relevant Person (see below: **Safeguarding Statement and Relevant Person**). Staff will, where practicable supply a copy of the statement to any member of the public who requests a statement where this is not practicable the enquirers name and details will be acquired for the purposes of supplying the enquirer with a copy of the statement.

Safeguarding is about ensuring and promoting the welfare of children who avail of our services. It is about creating a safe environment for both staff/volunteers and young people, where trust and willingness to listen to the young person is foremost.

The developing of the policy and procedures is an enabling process, drawing on our current good practice with children. Such a policy is an invaluable tool in helping our staff/volunteers involved in working with young people to safeguard both the young person and themselves.

Youth Work Ireland has Produced a Safeguarding Statement, including a risk assessment in accordance with the Children First Act this policy and procedures supports our intention and legal obligations to Safeguard young people and vulnerable persons engaging in any way with our services. Our Safeguarding Statement will be displayed prominently in our building(s), on our website, at our external and offsite events and activities, and as appropriate at events we are part of.

It is a requirement for all staff/volunteers to read, sign and comply with both the Safeguarding Statement, and our Safeguarding and Child Protection Procedures as outlined in this policy. Anyone who requests a copy of our Safeguarding Statement and/or procedures will be furnished with a copy either immediately if possible, by a member of staff, or through our Relevant Person (see section 2.4 The Relevant Person). The parents/guardians of young people will also be informed of the contents of the policy. Parents/Guardians will be made aware of the steps they can take should they have a Child Protection concern and the person they can contact for advice and support. A youth-friendly handbook on Child Protection, based on this policy will be developed and will be available to all young people using our services. Young People will be made aware of the steps they can take should they have a Child Protection concern and the person they can contact for advice and support (attached as Appendix 3: Information on Safeguarding and Child Protection for young people using Youth Work Ireland Services).

1.4 Legislative Framework

There are a number key International and National pieces of legislation, documents and policies underpinning this Child Protection Policy.

UN Convention on the Rights of the Child

The UN Convention on the Rights of the Child was adopted by the UN in 1989 and ratified by Ireland in 1992. The National Children's Strategy is based on the UN Convention on the Rights of the Child and as such, sets out the vision for children in Ireland over a ten-year period. We believe that all work with children and young people should, by its very nature, recognise, implement and promote the fundamental tenets of the Convention.

Children First Act 2015

Sets out key changes to Safeguarding and Child Protection including the introduction of Mandated reporting and assisting, Safeguarding Statements and appointment of a relevant person. The implications of the act are wide reaching and being incorporated in this policy. Trainings and supports on the new legislation have been delivered and made available to staff, volunteers, Board members and managers. The Act was fully commenced 11/12/2017 with a deadline of 11/03/18 for organisation to comply with the legislation.

National Vetting Bureau (Children and Vulnerable Persons) Act 2012-2016

As well as establishing the National vetting bureau and e-vetting the legislation sets out the criteria and requirement to vet certain roles engaging with children, young people and vulnerable persons.

Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016

The Child Care Act, 1991

The purpose of the act is to "up-date the law in relation to the care of children who have been assaulted, ill-treated, neglected or sexually abused or who are at risk". The main provisions of the act are:

1. The placing of a statutory duty on TUSLA to promote the welfare of children who are not receiving adequate care and protection up to the age of 18 (Sec. 3.1)
2. The strengthening of the powers of TUSLA to provide childcare and family support services.
3. The improvement of procedures to facilitate immediate intervention by TUSLA and An Garda Siochana where children are in danger.
4. The revision of provisions to enable the courts to place children, who have been assaulted, ill-treated, neglected or sexually abused or who are at risk, in the care of or under the supervision of the H.S.E.
5. The introduction of arrangements for the supervision and inspection of pre-school services.
6. The revision of provisions in relation to the registration and inspection of residential centres for children.

The 1991 Child Care Act 1992 defines a child as someone under 18 years of age who is not married. The UN Convention defines a child as someone under 18 years of age and the National Children's Strategy in Ireland, similarly, defines a child as someone less than 18 years of age, who is not married.

Children First National Guidelines for the Protection and Welfare of Children 1999

The Children First Guidelines were issued by the Department of Health and Children in 1999 and are **now superseded by Children First National Guidelines for the Protection and Welfare of Children published in 2017 which is detailed below:**

Children First National Guidelines for the Protection and Welfare of Children

Published by DCYA 2017 as a practice support to the Children First Act 2015 for organisations. These guidelines supersede and replaces all previous guidelines and should be the only ones in place. These guidelines outline procedures, which all organisations dealing with children and young people should put in place. They state that all such organisations should put in place a Child Safeguarding Statement including a risk assessment and supported by key procedures and practice. These Guidelines are to operate side by side with the Children First Act 2015. This policy should outline the procedures and arrangements in place to protect children in line with “Children First”. Equally, the policy will provide protection for staff in YWI in their work with children

Protection for Person’s Reporting Abuse Act 1998

This act came into operation on the 23rd January 1999. The main provisions of the act are:

1. The provision of immunity from civil liability to any person who reports Child Abuse **“reasonably and in good faith”** to designated officers of TUSLA or any member of An Garda Síochana.
2. The provision of significant protections for employees who report Child Abuse. These protections cover all employees and all forms of discrimination up to, and including, dismissal.
3. The creation of a new offence of false reporting of Child Abuse where a person makes a report of Child Abuse to the appropriate authorities **“knowing that statement to be false”**. This is a new criminal offence designed to protect innocent persons from malicious reports.

The act only applies to the automatic processing of personal data. It gives a right to every individual, irrespective of nationality or residence, to establish the existence of personal data, to have access to any such data relating to him/her and to have inaccurate data rectified or erased. It requires data controllers to make sure that the data they keep is collected fairly, is accurate and up to date, is kept for lawful purposes, and is not used or disclosed in any manner incompatible with those purposes. It also requires both data controllers and data processors to protect the data they keep and imposes on them a special duty of care in relation to the individuals about whom they keep such data.

There are only three exclusions under the act:

1. Data relating to state security
2. Information that is required by law to be made available to the public
3. Personal data kept only for personal or recreational purposes

Other Acts:

- Education Welfare act 2000
- Criminal Justice Act (reckless endangerment) 2006
- Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Acts 2012-2016
- Criminal Law (Sexual Offences) Act 2017
- Health & Safety at Work Regulations 2007
- Freedom of Information Act, 1997
- Domestic Violence Act, 1996
- Non-Fatal Offences Against the Person Act, 1997

1.5 Other Key Documents:

Additional Youth Work Ireland Related Policies having a bearing on Child Protection

- Health and Safety Policy
- Garda Vetting Policy and Procedures
- Recruitment and Selection Policy
- Volunteer Policy
- Data Protection Policy
- Freedom of Information Statement
- Alcohol Policy
- Equality Policy
- Social Media and Youth Engagement

Additional supporting documents

- Staff Handbook
- Volunteer Development Resource Manual
- Dealing with Drugs, Alcohol and Tobacco in Youth Work Settings Guidelines for Youth Workers

National Children's Strategy

The overall vision of this strategy is; 'An Ireland where children are respected as young citizens with a valued contribution to make and a voice of their own; where all children are cherished and supported by family and the wider society; where they enjoy a fulfilling childhood and realise their potential.'

Better Outcomes, Brighter Future - National Policy Framework for Children and Youth People 2014 - 2020

Better Outcomes, Brighter Futures the first whole of Government and cross departmental children and young people national policy framework. It is for policy makers and service providers and covers policy in relation to all children and young people in Ireland from the ages of 0 to 24 years. The strategy identifies five key outcomes for children and young people. As a result of the implementation of the strategy the national policy framework aspires that children and young people will be:

- **Active and Healthy**
- **Achieving in all areas of learning and development**
- **Safe and Protected from harm**
- **Have economic security and opportunity**
- **Be connected, respected and contributing**

The new National Youth Strategy will be developed under these national outcomes and is due to be published in late 2014. This child protection policy is underpinned by both the National Children and Youth Policy Framework and the National Youth Strategy

1.6 Commitment to Safeguarding and our Guiding Principles

It is the policy of Youth Work Ireland to safeguard the welfare of all children in accordance with the Children First Act 2015 and the Children First National Guidelines for the Protection and Welfare of Children 2017 and other key guidance provided by DCYA and TUSLA. Our aim is to protect them from all forms of abuse and harm whilst engaged with our services, to report any concerns appropriately, to support any investigation as appropriate and to provide supports for young people through our work. Youth Work Ireland is committed to safeguarding young people and to providing a safe space for children and young people to grow, develop, learn and have fun.

We will endeavour to safeguard children by:

- Through our Membership Charter to ensure that all Member Youth Services meet their Children First Act 2015 obligations, duties and responsibilities.
- To ensure all members have Safeguarding Statement in place as set out in the Children First Act 2015, based on the guidance document from TUSLA.
- To have in place a formal Child Safeguarding and Protection Policy in place that sets out procedures and practices to ensure Child Safeguarding and Protection.
- To appoint a Relevant Person who discharges the responsibilities of the Relevant as outlined in Children First Act 2015.
- To ensure all staff are informed and aware of their reporting responsibilities whether as a Mandated Person or non-Mandated
- Delivering Safeguarding and Child Protection training and support to all staff and volunteer engaged in National Office activities that is commensurate and appropriate to their role, work and contact with young people.
- To maintain appropriate records and information on issues relating to Safeguarding and Child Protection reports, procedures and documentation such as staff and volunteer information and records.
- To ensure all Staff and Volunteers, and where appropriate, others are Vetted in line with Vetting Legislation and systems as set out by the NVB.
- To assist An Garda Síochána with any Child Protection and Safeguarding investigations as requested.
- The welfare of the child is paramount in all decisions, activities and programmes involving children and young people.
- Adhering to the procedures set out for the recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through supervision, support and training.
- Investigating complaints and allegations made against a member of Staff, Volunteer or agent engaged in or with young people through our organisation.
- Adopting Safeguarding and Child Protection guidelines and reflecting these through our code of behaviour for staff and volunteers.
- Sharing information about Child Protection and good practice with children, parents / guardians, staff and volunteers.
- Sharing information and working with relevant agencies as appropriate.
- Taking part in multi-disciplinary teams as appropriate.
- Managing the Garda Vetting process for all staff and volunteers on behalf of Member Youth Services and National Office Staff.
- Track and monitor the delivery of Child Protection Training by designated Child Protection trainers in Member Youth Services.
- Carry out an annual audit of Safeguarding and Child Protection compliance across all services.
- Actions supporting the implementation of this policy are set out in the Safeguarding and Child Protection Checklist (Youth Work Ireland) attached as appendix 4 (please note this list will develop over time and new actions may be identified over time).

This Child Protection & Safeguarding Guidance (Policy & Procedures) document is reviewed annually. The Designated Person in National Office, the Designated Persons in Member Youth Services, the staff teams and Boards review the Child Protection policy, procedures and practices on an annual basis and also in accordance with any changes in relevant legislation and national guidelines in relation to Child Protection and young people.

The policy applies to all staff, volunteers, programme participants, visitors, facilitators, guests, student placements and contractors of Youth Work Ireland as a collective and in particular to the National Office and the Member Youth Services. Youth Work Ireland requires all other users of the facilities of National Office and the Member Youth Services to abide by the working practices contained within this policy. Those engaging with our services in such a way will receive a briefing and guidance on their responsibilities that will include their Safeguarding and Child Protection responsibilities and duties during their engagement with us.

When Youth Work Ireland National Office and / or its Member Youth Services are working in partnership with other organizations this policy will govern all operating as part of Youth Work Ireland. All partnership work should have in place a clear and formal agreement covering the nature of the partnership and clearly referencing the Safeguarding and Child Protection practice, management and reporting systems to be used. In the case of two Member Youth Services or the National Office and a Member Youth Service working on a Child Protection issues it would need to be ascertained and agreed by both Designated Persons as to who was best placed to work with the young person and family. Where staff and/or volunteers are bringing young people to an event/activity put on by another agency; workers and volunteers must be clear of their duties and responsibilities in Loco Parentis care of any young people.

1.7 Principles for Best Practice in Safeguarding and Child Protection

Children First: National Guidance for the Protection and Welfare of Children 2017 was designed to complement the Children First Act 2105 and supersede all previous documents. The National Guidance is complemented by the **Guidance on Developing a Child Safeguarding Statement, A Guide for the Reporting of Child Protection and Welfare Concerns** published by TUSLA. TUSLA have also published **Mandated Assisting Protocol for TUSLA staff** - this document is a valuable resource for Mandated Persons who may be asked to assist.

Youth Work Ireland adopts the following principles ensuring the creation of an environment in which young people are listened to, given a sense of belonging and kept safe; staff and volunteers who work with young people are supported and protected; and provides an environment where parents are supported when contact is necessary regarding safeguarding matters.

Youth Work Ireland is committed to the principles laid out in Children First: National Guidance for the Protection and Welfare of Children 2017. These key principles informing how we safeguard children and young people, and as set out in our Safeguarding Statement are as follows:

- The safety and welfare of children is everyone's responsibility.
- The best interests of the child are paramount.
- Early intervention is key to getting better outcomes.
- Where required to make a mandated report or to report a concern; we will do so following Tusla's reporting guidelines¹.
- Children have a right to be heard, listened to and taken seriously. While considering their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives (see Youth Work Ireland's Participation policy²).
- Parents and/or carers have a right to respect and should be consulted and involved in matters that concern their family engagement with our services. This should be based on informed consent.

¹ A Guide for the Reporting of Child Protection and Welfare Concerns, Tusla, 2017
http://www.tusla.ie/uploads/content/4214-TUSLA_Guide_to_Reporters_Guide_A4_v3.pdf

² Youth Work Ireland Participation Policy: A Federal Policy for whole Organisational Change
http://youthworkireland.ie/images/uploads/general/Youth_Work_Ireland_Participation_Policy_Fina.pdf

- A proper balance must be struck between protecting children and respecting their rights and needs, and the rights of their parents/carers and families.
- Child protection is a multiagency, multidisciplinary activity. Agencies and professionals must work together in the interests of children.
- Our commitment to ensuring young people are kept safe from harm is a central part of our organisational values and will be reflected in all key documents, plans, programmes and activities.

These principles are supported by our approach which commits us to:

- Acknowledging the rights of children to be protected, treated with respect, listened to and have their own views taken into consideration.
- Recognising that the welfare of children must always come first, regardless of all other considerations.
- Developing a Safeguarding Statement including Risk Assessment that is shared and understood by all those engaging to support young people within Youth Work Ireland be they Staff/Volunteer and/or acting in another capacity with or on behalf of the organisation.
- Developing Safeguarding and Child Protection policy, procedures, systems, monitoring and review that raises awareness about the possibility of Child Abuse occurring and outlines the steps to be taken if there are issues of concern or where abuse is suspected.
- Adopting the safest possible practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take risks and leave themselves open to accusations of abuse or neglect.
- Adopting and consistently apply clearly defined methods of recruiting staff and volunteers.
- Having clear systems in place for reporting all Safeguarding and Child Protection concerns Mandated or non-Mandated.
- Having clear systems in place where issues or concerns are raised in relation to a volunteer/staff/or other person engaged with Youth Work Ireland.
- Providing Child Protection training/briefings for young people, staff and volunteers and others engaged without organisation. This should clarify the responsibilities of both organisations and individuals and clearly show the procedures to be followed if Child Abuse is suspected.
- Developing a policy of openness with parents/guardians that involve consulting them about everything that concerns their children and encouraging them to get involved with the organisation whenever possible.
- Providing appropriate Mandated Assisting as requested.
- Co-operating with other childcare and protection agencies and professionals by sharing information when necessary and working together towards the best possible outcome for the children concerned.
- Making links with other relevant organisations in order to promote Child Protection and welfare policies and procedures and practice.

It is the ethos of Youth Work Ireland that valuing both young people and staff/volunteers and creating a safe working and learning environment, will make for a more rewarding and welcoming atmosphere.

1.8 The Rights of the Child

We recognise and endorse the rights of the child and we try to ensure those rights are supported by our practice and that young people and others are aware of those rights.

For the purpose of this policy “a child” means a person under the age of 18 years, who has not been married.

Ireland ratified the **UN Convention on the Rights of the Child** in 1992. The Convention is in essence a “**bill of rights**” for all children. It contains rights relating to every aspect of children’s lives including the right to survival, development, protection and participation.

The underlying principles of the Convention may be summarised as follows:

- I. Non-Discrimination (Art. 2):**
All rights apply to all children without exception. The state is obliged to protect children from any form of discrimination and to take action to promote their rights.
- II. Best Interests of the Child (Art. 3):**
All actions concerning the child shall take account of his or her best interests. The state shall provide the child with adequate care when parents or others charged with that responsibility fail to do so.
- III. Survival and Development (Art. 6):**
Every child has the inherent right to life and the state has an obligation to ensure the child’s survival and development.
- IV. The Child’s Opinion (Art. 12):**
The child has the right to express his or her opinion freely and to have that opinion taken into account in any matter or procedure affecting the child.

A number of articles of the Convention are of particular relevance to Child Protection:

- I. Article 19** states that parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, while in the care of parent(s), legal guardian(s) or any other person who has care of the child.
- II. Articles 34 and 35** refer respectively to the protection of children from sexual exploitation and from sale, trafficking and abduction.

Section 2: Key Roles and Responsibilities Relating to Safeguarding and Child Protection

Everyone has a duty to report and all staff and volunteers are expected to report concerns in line with the processes set out in this document, however, some people have specific roles either named in law, practice, or that are part of Youth Work Ireland's structures and supports for Safeguarding. This section will outline the key responsibilities within Youth Work Ireland.

Named Person

The guiding principles and Safeguarding Procedures are the responsibility of the Safeguarding Subgroup of the board and is responsible for ensuring the update of the document and presenting the document to the Board and membership of Youth Work Ireland. The Safeguarding Subgroup is serviced by the Assistant CEO, Paul Gralton and he is the named person for the organisation for Youth Work Ireland. The named person will work with the Safeguarding Subgroup to ensure policies and procedures supporting best current practice are developed, monitored and reviewed.

The Board

Key responsibilities for the board have been outlined to the board in the sectoral agreed briefing for boards (developed by NYCI with the DCYA). The board works to a checklist of actions, receives reports and signs off on policies procedures and guidelines. New board members receive the Safeguarding briefing as part of their induction on to the Board.

The Board has set up a specific Subgroup, the Safeguarding and Child Protection Subgroup.

Other Subgroups of the board (F&GP for instance) may deal with issues relating to these procedures.

The Safeguarding and Child Protection Subgroup

This group reports on federal issues relating to Child Protection and has overseen the development of key Federal supports. The group is made up of senior managers and practitioners with day to day responsibilities for Safeguarding and Child Protection, The Assistant CEO of Youth Work Ireland and the Compliance Coordinator.

The Designated Liaison Person (DLP)

Youth Work Ireland fully recognises the importance of the role of Designated Liaison Person and has appointed the Assistant CEO, Paul Gralton as DLP until further notice. In addition, each Member Youth Services has appointed their own Designated Person(s). Each Member Youth Service current DLP is listed with Youth Work Ireland through the Safeguarding Audit (*Appendix 5 and contact details Appendix 6*)

Given the responsibilities outlined for the DLP it is recommended that all Member Youth Services have at least two DLP's to ensure that there is cover when staff are on leave or absent from work for other reasons.

Accessibility and Availability: The DLP is available by email and Landline/mobile phone to staff and volunteers. Where the organisation is conducting events on or offsite including young people, the DLP should be informed of the event and will ensure that either they or a Deputy DLP is available in person or by phone to support staff should need arise. All events whether on site or offsite, regardless of time shall have a DLP available by contact or in person. The event organiser will ensure that staff and volunteers are Safeguarding, and Child Protection briefed and aware of DLP contact for the day.

Role of the Designated Liaison Person. The DLP acts as a resource to the organisation matters relating to Safeguarding and Child Protection. The DLP has a primary role in ensuring that the Safeguarding policies and procedures of the organisation are followed and supporting the organisation to understand and implement proper Safeguarding and Child Protection. The DLP act as resource for the organisation, its Board, Management, Staff, Volunteers and Young People. The role of the DLP does not mitigate or take on any other responsibilities laid upon people, organisations are parts thereof (Boards, Management, Staff, volunteers, the Relevant Person, Mandated Persons and so on) by statute in current legislation.

The DLP will also:

- Be fully familiar with the organisations duties to safeguard young people
- Give advice and information on child protection and welfare
- Ensure that the organisations reporting procedures are followed in a timely manner
- Maintain appropriate links with TUSLA and the Gardai
- Receive child protection welfare concerns from workers/volunteers/others and consider if reasonable grounds for reporting to Tusla exist
- Where reasonable grounds exist make a formal report to Tusla
- Where appropriate the child's parents/guardian should be informed that a report is being made (see reporting)
- Record all concerns or allegations brought to the DLP as well as action/inaction taken in response to those concerns
- Provide feedback to the referrer as appropriate
- Ensure secure filing system is in place to manage confidential records
- Keeping the record of Mandated Reports (see Mandated Reporting below)
- To ensure all Board/managers/staff/volunteers/young people/others are supported through safeguarding and Child Protection Processes they are involved with in Youth Work Ireland. It is not the role of the DLP to carry out any HR investigations that may arise within the organisation, the HR process is separate from Safeguarding and Child Protection.
- Ensuring the agreed and published procedures are followed
- Ensuring there are support structures and training for all involved in Safeguarding and Child Protection
- Ensure Board is briefed, and new Board Members receive Safeguarding Briefing.
- To maintain proper records on all referred cases in a secure and confidential manner. To ensure information required through Mandated Assisting is made available either as directly requested or by the relevant Mandated Person.
- To make regular reports to the Board and Management of Youth work Ireland on the volume of reports within Youth Work Ireland. To make recommendations to the Board on necessary changes to procedures, systems, practice and or guidelines.
- To inform TUSLA or AGS of relevant concerns about the organisation if Board and/or management fail to deliver within the guidelines of Children First 2015 and the Children First National Guidance for the Protection and Welfare of Children.
- The DLP will also maintain other appropriate external relationships.
- To keep informed about current developments regarding the provision, practice, support services, legal obligations
- Whilst it is the job of managers or event organiser to ensure that the issue of Child Protection is considered, and the policy, guidelines and safe practice are an integral part in the delivery of all national events, programmes and processes organised by the National Office of Youth Work Ireland, managers must seek the advice of the DLP.

Youth Work Ireland Designated Persons:

National Office:

Paul Gralton, Assistant CEO

Contact Details:

Mobile: 087 2949648

Land Line: 01 8584500

Email: pgralton@youthworkireland.ie

Address: Youth Work Ireland, 20 Lower Dominick Street, Dublin 1

In the absence of the Designated Person, the following can be contacted for advice and support on Child Protection / welfare concerns and / or disclosures:

Patrick Burke, CEO

Contact Details:

Mobile: 086 2225774.

Landline: 01 8584500

Email: pburke@youthworkireland.ie

Address: Youth Work Ireland, 20 Lower Dominick Street, Dublin 1

Member Youth Services:

Contact details for key Safeguarding and Child Protection persons are maintained by all Member Youth Services. Information on Member Youth Service local DLP or Relevant Person can be accessed at your local service or by contacting National Office and requesting the region and contact you need (DLP/Relevant Person). Please see Appendix 6 for a list of Member Youth Services and their contact details. The Designated Person and the Deputy Designated person should endeavour to develop strong and trusting working relationships with members of the Local Social Worker Department in order to have a good resource, support, information and advice structure in place.

The Designated Person is accessible to everyone in the organisation and is supported by on-going training and supervision. A role description is in place for the DLP (see Appendix 7). It is important to stress that the role of the DLP is not all embracing and that the board, managers, staff and others engaging with Youth Work Ireland have clear responsibilities for Safeguarding and Child Protection.

The Role of the Relevant Person

The relevant Person is appointed by the board under the terms of the Children First Act 2015. The Relevant Person is the first point of contact in respect of the organisations Child Safeguarding Statement. The Relevant Person will be named in the Child Safeguarding Statement and their duties are:

- Upon request to furnish anyone requesting the organisations Child Safeguarding Statement with a copy of the statement.
- Upon Request to furnish any State agency requesting the organisations Child Safeguarding Statement with a copy of the statement
- To remind the board when the statement is due for review (every two years). If there are changes or review needed due to changes to legislation, changes in guidance from TUSLA or for any other reasons the DLP will notify the Board.

The Relevant Person for Youth Work Ireland National Office is as follows:

Ultan Browne

Contact Details

Mobile: 083 041 3286
Landline: 01 8584500
Email: ubrowne@youthworkireland.ie
Address: 20 Lower Dominick St, Dublin 1

The statement may be copied to anyone or any agency so requesting in hard copy by post or hand as is most convenient, or by email. A record of requests will be kept. Staff may respond to requests for copy of the statement for example at events but should also log the request and inform the Relevant Person.

Mandated Persons

The Children First Act 2015 identifies several professions and roles, known as Mandated Persons (see Appendix 8 - Schedule of Mandated Persons, taken directly from Children First National Guidelines for the Protection and Welfare of Children 2017), which specifies the professions who have a statutory duty to report concerns which meet or exceed a required threshold of harm to Tusla. Mandated Persons are also required to cooperate with Tusla through Mandated Assisting as set out below.

As a relevant service Youth Work Ireland has reviewed its staffing and identified Mandated Persons. A list is held through the Safeguarding Audit system in National Office. Mandated staff have been informed of their role and duties and received the mandated persons briefing. All new posts are reviewed to determine if they are mandated posts. All Youth work Ireland Members are Mandated Services and have identified their Staff who are Mandated Persons. Mandated Persons have been informed in writing and received the Mandated persons briefing.

Each service maintains an up to date list of Mandated Persons. Mandated Persons are informed to the national organisation through the annual Safeguarding Audit Process.

All Other Staff, Volunteers, Board Members:

All other staff/volunteers/Board Members who have any concerns should discuss their concerns with the DLP, as set out in Section 3: Responding to and Reporting Child Protection or Welfare Concerns, of this document. The DLP will determine and make any formal report to Tusla. If the individual(s) making the report are not happy with a decision by the DLP not to report to Tusla, they may report their concern directly to Tusla of their own accord. Where the DLP does not forward a report a record of the report and action/non-action will be kept See section 3 of this document.

Managers/Event Organisers must ensure that

- To ensure that all staff and volunteers are familiar with the Designated Person
- That they each receive appropriate Child Protection awareness training, briefing and or information as appropriate.
- To ensure that all young people are familiar with the Child Protection policy by informing, briefing and providing accessible written information.
- To ensure the Safeguarding Statement is displayed and copies are available if requested
- To ensure that other persons interacting with young people at Youth Work Ireland events activities and programmes are informed of, are aware of and understand Youth Work Ireland's Child Protection Policy (i.e. Contractors, Trainers, and Other Third Parties).

Section 3. Responding to and Reporting Child Protection or Welfare Concerns

3.1 Responsibility to Report

All workers and volunteers (including students on placement or work experience) have a responsibility to safeguard children and young people and must report any concerns they have for the protection and/or welfare of a child/young person. Where a worker or volunteer has any concern, they should raise the issue with the DLP. The DLP will discuss the concern and the grounds for those concerns with the reportee. Where there are reasonable grounds for concern the DLP will make report from the organisation to Tusla. All reports of concern will be recorded and kept on file by the DLP. If the reportee is not happy by the decision not to report, they may independently make a report to Tusla. The DLP may discuss a case (anonymously) with a third party prior to deciding to report. The DLP will inform the reportee that a report has or has not been made and where a report has not been made will indicate why.

All staff must know who the DLP is and how to contact them. At out of hours and off-site events staff and volunteers must know who the DLP contact is and how to contact them on the day. The DLP must be informed of all events that include young people.

Mandated Persons have statutory duties laid out in the Children First Act 2015. Mandated Persons have a statutory obligation to report concerns that reach or are above a defined threshold of harm (see section 14 of the Children First Act 2015) and to cooperate with Tusla in the assessment of mandated reports, where requested to do so. All mandated reports must be copied to the DLP at the time of making the report. The DLP will keep a file of any mandated report, this should be the main case file unless there are clear grounds to keep a separate file copy.

Informing Tusla and An Garda Siochana:

The statutory bodies with primary responsibility for child welfare and protection are Tusla Child and Family Agency and An Garda Siochana. Where a concern is raised concerning the protection or welfare of a child, a report must be made to Tusla using a Tusla Standard Reporting Form. An Garda Siochana have responsibility for investigating suspected crime. Where concerns are raised or witnessed that a crime has been committed against a young person, An Garda Siochana must be informed. It is an offence not to report such criminal acts to An Garda Siochana. (Criminal Justice (Withholding of Information on Information on Offences Against Children and Vulnerable Persons) Act 2012.

Consideration must be given to responsibilities under the Criminal Justice act (withholding Information on Offences against Children and Vulnerable Persons) Act 2012, these are in addition to any reporting requirements under the Children First Act 2015. Where a worker is aware of a crime being committed, they must in addition to reporting their concerns to Tusla make report to An Garda Siochana. (see Page 33)

3.2 Reasonable Grounds for Concern

You may be concerned about the wellbeing/welfare or protection of a child for any number of reasons. Tusla must be informed where there are reasonable grounds for concern that a child may have been, is being or is at significant risk of being abused or neglected. Where you have a concern, unless you are a mandated person, the issue must be discussed with the DLP. **In most instances the DLP will make any necessary report on your behalf, except:**

1. You are a mandated person making a mandated report
2. You have serious concerns for the **immediate** safety of the young person
3. It has not been possible to contact the DLP, Deputy DLP
4. If you are not happy with the decision not to report made by the DLP, you may report your concern directly to Tusla.

In instance two where you have a real concern for the **immediate** safety of a young person, contact must be made with Tusla directly. If Tusla cannot be contacted, inform the Gardai. The interests of the Child are paramount at all times.

Children may be abused by members of their own family, by those in a position of responsibility or care (Teacher, Sports Coach), by peers, by strangers or by someone in our organisation.

Abuse can occur remotely for example using online platforms, texting and or other social media.

The following examples would constitute reasonable grounds for concern and should be reported:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern about possible sexual abuse
- Consistent signs that a child is suffering from emotional or physical neglect
- A child saying or indicating by other means that he or she has been abused
- Admission by an adult or child of an alleged abuse they have committed
- account by a person who saw the child being abused.
- Evidence, such as injury or behaviour, which is consistent with abuse and unlikely, to be caused another way.
- Direct witness to an action or behaviour

Where possible issues should be checked with parents/guardians when considering whether a concern exists, unless doing so would further endanger the child, or person considering making the report.

A suspicion, which is not supported by any objective signs of abuse, would not constitute a reasonable suspicion, or reasonable grounds for concern. However, these suspicions should be reported to the Designated Liaison Person who will oversee that a recording of the suspicion is kept internally. Further future suspicions relating to the child and or person may lead to a decision to make a report being made. A Child Protection tracking sheet may also be started at this point by the staff person/ volunteer, in conjunction with the Designated Liaison Person. In such a case further reports and observations may lead to reasonable ground and referral to TUSLA.

3.1 Direct Disclosure by a Young Person

Should a young person disclose abuse to you the following important points should be taken into consideration:

- Take what the young person says **seriously**.
- Be as calm and as natural as possible. Remember that you have been approached because you are trusted and possibly liked. Do not panic.
- Be aware that disclosures can be very difficult for the young person.
- **Reassure the young person that it was right to talk to you** about what happened and that they have done nothing wrong.

- Remember that the young person may initially be testing your reactions and may only fully open up over a period of time.
- **Listen to what the young person has to say.** Give them the time and opportunity to tell as much as they are able and wish to. Do not pressure the young person. Allow him/her to disclose at their own pace and in their own language.
- Ask questions for/of clarification only. **Your job is not to investigate** but to support the young person. Do not ask leading questions such as whether a specific person carried out the abuse, or whether specific acts mentioned by the young person occurred. Such questions may complicate an official investigation.
- Check back with the child to make sure you have understood what they have said.
- **Do not express any opinion** about the alleged abuser to the young person.
- It may be necessary to reassure the young person that your feelings towards them have not been affected in a negative way as a result of what he / she has disclosed.
- **Do not promise to keep secrets.** At the earliest opportunity tell the young person that you acknowledge that they have come to you because they trust you. Tell them that there are secrets which are not helpful and should not be kept because they make matters worse. Such secrets hide things that need to be known if people are to be helped and protected from further on-going hurt. By refusing to make a commitment to secrecy to the young person, you do run the risk that they may not tell you everything or indeed anything, there and then. However, it is better to do this than to tell a lie and ruin the young person's confidence in yet another adult. By being honest, it is more likely that they will return to you at another time.
- Ensure the child understands the process.
- At the earliest possible opportunity **record in writing** what the young person has said, including as far as possible, the exact words the young person used. Record facts only, no opinions or hearsay. Records should be factual; they can be made on what is available but where possible on the incident report form (Appendix 9). Key dates, names and contact details recorded. Note any action taken at the time and any follow up action. See Section on Record Keeping.
- If you are not a mandated person pass on all information to the Designated Person. If you are a mandated person making a mandated report directly to Tusla on the appropriate reporting form (see Mandated Reporting Below). If you are mandated person and your report will not be mandatory report through the DLP. If you have any doubts or concern discuss with either your DLP or Tusla and report appropriately. If you are unhappy with a decision not to report, you can report the matter directly to Tusla. Do not discuss this disclosure to any other party, as disclosures are on a need to know basis only.
- For non-mandated reports the Designated Person will carry out the necessary steps in making a referral to the Tusla.
- Treat the information confidentially. Information should be shared on a need to know basis.

3.4 Ongoing Support

Following a disclosure by a child, it is important that Youth Work Ireland staff and volunteers continue in a supportive relationship with the child. Once disclosure to Tusla has been made by the DLP or a Mandated person our role is to support the young person, not the disclosure. Disclosure is a huge step for many children and support should be continued through:

- Maintaining a positive relationship with the child
- Keeping lines of communication open by listening to the child
- Continuing to include the child in the usual activities

Any further disclosures should be treated as a first disclosure and responded to accordingly.

3.5 Dealing with a Suspicion of Child Abuse

In situations where a suspicion / concern may be deemed vague i.e. where there is no specific allegation but there is some concern based on the emotional behaviour and/or physical presentation or behaviour of the child, then staff/volunteers should consult the Designated Liaison Person for advice. The Designated Liaison Person will assess whether or not a report is warranted and will seek the advice of TUSLA if required. Details of the consultation will be recorded and filed. A formal report to TUSLA may follow as advised.

3.6 Mandated Reporting:

A mandated report is made by a mandated person directly to Tusla based on harm as defined in the Children First Act 2015. Staff are Mandated as set out in the act Appendix 2: Schedule of Mandated Persons Under the Children First Act 2015. Mandated persons are identified based on their role and profession by Youth Work Ireland as a relevant organisation and will have been notified in writing that they are a mandated person. All mandated persons will have been given the briefing for mandated persons by the DLP (Paul Gralton). A list of mandated reporters is held on file by the organisation (HR). Youth Work Ireland also holds a list of staff mandated by its member organisations.

Mandated Persons have two legal obligations under the Children First Act 2015. These are:

1. To report the harm of children above a defined threshold directly Tusla;
2. To assist Tusla, if requested, in assessing a concern which has been subject of a mandated report.

Section 14(1) of the Children First Act states:

“...where a mandated person knows, believed or has reasonable grounds to suspect, on the basis of information he or she has received, acquired or become aware of in the course of his or her employment or profession as such a mandated person, that a child-

- a) Has been harmed,*
- b) Is being harmed, or*
- c) Is at risk of being harmed*

He or she shall, as soon as practicable, report that knowledge, belief or suspicion, as the case may be, to the Agency.”

Section 14(2) of the Children First Act 2015 also places obligations on a mandated person to report any disclosures made by a child:

“where a child believes that he or she

- a) Has been harmed*
- b) Is being harmed, or*
- c) Is at risk of being harmed,*

And discloses this belief to a mandated person in the course of a mandated persons employment or profession as such a person, the mandated person shall, ... as soon as practicable, report that disclosure to the Agency.”

Section 2 of the Children First Act 2015 defines Harm as follows:

“harm means in relation to a child-

- a) *Assault, ill treatment or neglect of the child in a manner that seriously affects or is likely to affect the child’s health, development or welfare, or,*
- b) *Sexual abuse of the child.”*

As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances. The four types of abuse are described in Chapter 2 of Children First National Guidance for the protection and Welfare and Children and are described in brief below. Symptoms and signs of abuse are also covered in the Child Protection Awareness Programme (CPAP) and other trainings. The threshold of harm for each category of abuse at which mandated persons have a legal obligation to report concerns is outlined below.

3.7 Features of Abuse

If you are in doubt about whether your concern reaches the legal definition of harm for making a mandated report, discuss the matter with your DLP, or Tusla. If your concern does not reach the threshold for mandated reporting, but you feel it is a reasonable concern, the concern should be brought to the DLP. The DLP will make a non-mandated report or inform the reportee as to why no report is being made. If the reportee still feels a report should be made they should make a non-mandated report. The following definitions are from the Children First National Guidance for the Protection and Welfare of Children.

NEGLECT

Neglect is defined as ‘to deprive a child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care’. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child’s needs have been neglected, are being neglected, or are at risk of being neglected to the point where **the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**

EMOTIONAL ABUSE/ILL-TREATMENT

Ill-treatment is defined as ‘to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated’. Emotional abuse is covered in the definition of ill-treatment used in the Children First Act 2015.

The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated to the point where **the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**

PHYSICAL ABUSE

Physical abuse is covered in the references to assault in the Children First Act 2015. The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result **the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.** Physical abuse

SEXUAL ABUSE

If, as a mandated person, you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, then you must report this to Tusla under the Children First Act 2015. Sexual abuse to be reported under the Children First Act 2015 [as amended by section 55 of the Criminal Law (Sexual Offences) Act 2017] is defined as an offence against the child, as listed in Schedule 3 of the Children First Act 2015.

A full list of relevant offences against the child which are considered sexual abuse is set out in Appendix 4 of this Guidance as set out in the Children First National Guidance for the Protection and Welfare of Children

As all sexual abuse falls within the category of seriously affecting a child's health, welfare or development, you must submit all concerns about sexual abuse as a mandated report to Tusla. There is one exception, which deals with certain consensual sexual activity between teenagers, which is outlined on page 23 of the National Guidance: Exemptions from requirements to report: -

UNDERAGE CONSENSUAL SEXUAL ACTIVITY

Under the Criminal Law (Sexual Offences) Act 2006 the legal age of consent is 17 years. While a sexual relationship where one or both parties is under 17 years of age is illegal, when making a mandated report to Tusla, it might not be regarded as child sexual abuse.

There are certain exemptions from reporting underage consensual sexual activity under section 14(3) of the Children First Act 2015. If you are satisfied that all of the following criteria are met, you are not required to make a report to Tusla:

- The young person(s) concerned are between 15 and 17 years old
- The age difference between them is not more than 24 months
- There is no material difference in their maturity or capacity to consent
- The relationship between the people engaged in the sexual activity does not involve intimidation or exploitation of either person
- The young persons concerned state clearly that they do not want any information about the activity to be disclosed to Tusla

In effect, this means that if all of the above criteria are met, you as a mandated person do not have to report consensual sexual activity between older teenagers as sexual abuse to Tusla. You can discuss a concern with your DLP and or Tusla to help clarify if you report or not.

The legal element of the act only applies to your professional work or employment and does not apply to information you become aware of or acquire outside of work. If you have any concerns arising outside of the workplace and your professional responsibilities you should report to Tusla as a concerned citizen, this report will not be mandated report.

Mandated reports are made directly to Tusla and are copied to the DLP. Reports can be made in writing on the appropriate Reporting Template (attached as appendix 10), Reports to be posted to the appropriate Tusla contact (see the Tusla Website www.tusla.ie form). You must indicate on the form that you are making a mandated report. Reports can also be made through the Tusla online portal at: <https://www.tusla.ie/children-first/web-portal/>

If your concern is urgent you can report directly to Tusla and follow up in writing within 3 three days. If you think a child is in immediate danger and you cannot contact Tusla, contact the Gardai.

3.7 Risk Factors for Consideration in Child Protection

3.7.1 Complicating Factors in Child Protection

Children First: National Guidelines for the Protection of Children and Young people recognises some Children may be more vulnerable to abuse than others there may also be a number of known risk factors that need to be considered when responding to child protection concerns. Risk factors are features of a child's circumstances that are known to be associated with heightened risk to health, development and welfare.

Alongside the signs and symptoms of abuse there may also be a number of known risk factors that need to be considered when responding to child protection concerns. Risk factors are features of a child's circumstances that are known to be associated with heightened risk to health, development and welfare.

Risk Factors associated with child abuse and maltreatment can broadly be grouped into four domains: parent or caregiver factors, family factors, child factors, environmental factors.

In addition, other risk factors that need to be considered are:

- Age of the child
- Domestic violence/sexual violence
- Homes where other children are subject to care orders
- Parental mental health problems
- Parental substance misuse
- Parental intellectual disability
- Unknown and multiple partners
- Families who are 'uncooperative' or 'hard to engage'
- Poverty and social exclusion
- *Potential risk* to children posed by a specific person, even if the children are unidentifiable.

Note – this is not an exhaustive list and often many children & their families can experience more than one of these risk factors or a combination of a number of them.

3.7.2 Children and Young People with Additional Vulnerabilities

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

3.8 Considering whether there is a Welfare Concern

Listed below are questions that may help staff when they are concerned about a child's or young person's welfare:

- Is the child or young person behaving normally for his or her age and stage of development?
- Does the child or young person present a change in behaviour?
- For how long has this behaviour been observed?

- How often does it occur? Where?
- Has something happened that explain the child's or young person's behaviour?
- Is the child or young person showing signs of distress? If so, describe (e.g. behavioural, emotional, physical signs).
- Does the behaviour happen everywhere or just in the school, childcare or youth work setting?
- Is the child or young person suffering?
- Does the behaviour restrict the child or young person socially?
- Does the behaviour interfere with the child's or young person's development?
- What effect, if any, does it have on others (e.g. other children or young people)?
- What are the child's or young person's parents(s) /guardian(s) views, if known?

Note – this is not an exhaustive list and often many children & their families can experience more than one of these risk factors or a combination of a number of them.

3.9 Joint Reporting

As a mandated person you may make a report jointly with any other person whether that person is mandated or not. This could arise at an event where you are working with another provider, or member service, or where you are working jointly with any other staff member or volunteer and you are party to a matter of concern.

3.10 Informing the Parents

As with any report, parents should be informed except were to do so might put the child at further risk or doing so could impair Tusla's ability to carry out a risk assessment. You do not have inform parents if you reasonably believe doing so may place you at risk of harm from the family.

3.11 Retrospective Reports.

Where you become aware of an historical or retrospective issue of abuse the procedures outlined above should be followed. Where there is a risk that an abuser may still be able to harm children report should be made following the appropriate procedure but if a report is made the Retrospective Reporting form should be used. You may wish to discuss the concern with the DLP or Tusla. Retrospective Abuse form attached as Appendix 10A. Reports should be made without delay. Services working with particular groups (young adult parents, family's services, counselling service will need to bear in mind the increased likelihood of Retrospective Reports in their risk assessment and procedures.

All mandated reports must be copied to the DLP where they will be stored appropriately. Once delivered to the D.L.P., all copies must be removed/deleted/shredded from the reporting source.

3.12 Reporting suspected Crime to the Gardai

Consideration must be given to responsibilities under the Criminal Justice act (withholding Information on Offences against Children and Vulnerable Persons) Act 2012, these are in addition to any reporting requirements under the Children First Act 2015. Where a worker is aware of a crime being committed, they must in addition to reporting their concerns to Tusla make report to An Garda Siochana. (see Page 24)

3.13 Confidentiality

This section outlines and provides guidance on Youth Work Ireland's Code on Confidentiality. Youth work involves the development of trusting relationships where it may be common for children and young people to divulge personal information. Therefore, all staff and volunteers need to be aware that a young person or a colleague may disclose that they are being abused or know of someone who is being abused.

Confidentiality is about managing sensitive information in a manner that is respectful, professional and purposeful. All information provided to Youth Work Ireland by a child or young person, volunteer or staff member must be treated in a confidential manner. All staff and volunteers have a responsibility to handle all sensitive information in line with Youth Work Ireland's Code on Confidentiality.

3.13.1 Code of Confidentiality

1. All information regarding a Child Protection concern or suspected case of Child Abuse must be only shared on a 'need to know basis' and always in the best interests of the child's general welfare and safety. The subject should never be discussed with other persons in the organisation, including staff, volunteers or young people if they are not directly involved.
2. In the case of a Child Protection concern, no member of staff or volunteer should promise a person they can keep a secret to any person disclosing the information. The person receiving the information should also never state that they would keep a secret if the organisation did not have a policy on this. This could give the person who made the disclosure the impression that the information is not that serious or infer a range of mixed messages. It must be made clear to the person(s) making the disclosure that secrets cannot be kept but that the information will only be shared with the appropriate person who will handle the information sensitively.
3. Sharing information with the designated person or Tusla (where seeking advice or making a mandated report) for the protection of a child is not a breach of confidentiality. Codes of confidentiality do not intend to prevent the exchange of information between individuals who have a responsibility to protect children.
4. Personal information, which is gathered for a specific purpose, should never be used for any other purpose without consulting the person who provided that information.
5. Parents Guardians have right to know if personal information about them is being shared, unless doing so could put the child at further risk, or may put the reporter at risk,
6. All staff and volunteers working with children must have some training on understanding the importance of confidentiality and the limitations of confidentiality in relation to Child Protection.

3.14 Allegations Against a Staff Member or Volunteer

If an allegation is made against a staff member or volunteer in National Office or a Member Youth Service that issue will be dealt with in accordance with this Child Protection policy. This section of the policy should be read in conjunction with the Disciplinary Section of the Youth Work Ireland Staff Handbook.

3.14.1 National Office:

If an allegation is made against a staff member or volunteer within the National Office of the Youth Work Ireland, then up to three separate procedures may be followed:

- The reporting procedure in respect of the child to Tusla
- The disciplinary procedure for dealing with the staff member or volunteer
- The matter may need to be referred to the Gardai if a criminal offence against a child is alleged

These procedures should be followed in the event of suspicion or disclosure of abuse against an employee or volunteer. Where the DLP is informed of an allegation against a member of staff/volunteer the DLP should immediately inform the CEO/Chairperson as appropriate. In this situation, Youth Work Ireland must have due regard for the rights and interest of the child. The organisation also needs to ensure natural justice for a person against whom the allegation is made and to deal with the matter in a timely way enabling a quick resolution to disciplinary process. All stages of the process must be recorded. Where appropriate close liaison between Tusla, the Gardai and the employer should be maintained.

The CEO of Youth Work Ireland will deal with the staff member / volunteer in question, while the Designated Person will have the responsibility of dealing with the reporting issue and supporting the child. Staff / volunteers may be subjected to erroneous or malicious allegations; therefore, any allegation of abuse should be dealt with sensitively and support provided for staff as well as the child, including counselling where necessary. However, the primary goal is to protect the child while taking care to treat the staff member/volunteer fairly.

When the CEO of the Youth Work Ireland becomes aware of an allegation of abuse of a child or children by a staff member / volunteer, they will need to decide if the person needs to be suspended from work/face to face duties. Decisions should be made in the best interests of the child. Decision should be proportionate to the level of risk posed to the young person/other young people. Such protective measures do not presume guilt.

The CEO should meet privately with the member of staff/volunteer to inform that person of the following:

- The fact that an allegation has been made against him / her.
- The nature of the allegation.

If an allegation is made against a staff member/volunteer TUSLA will be notified through the reporting procedures.

The staff member/volunteer will be afforded an opportunity to respond to the allegation. At this meeting the staff/member should be afforded the opportunity to have representation. The CEO/Regional Director will note the response and pass this information if a formal report has or is being made to Tusla. Normal investigatory procedures as outlined in the Staff Handbook for Disciplinary procedures will then be followed.

It is important to note that **“The Protection for Persons Reporting Child Abuse Act, 1998”** applies equally to organisations provided they report the matter **“reasonably and in good faith”**.

Youth Work Ireland accepts the possibility that a number of factors may have a bearing on the organisation and will need to be considered:

- Possible reactions of other members of staff / volunteers including anger, disbelief, doubt, fear, guilt, shock, anxiety and confusion.
- The effects on the alleged abuser of the internal disciplinary proceedings, the Child Protection investigation and the criminal investigation.
- The reactions of other staff / volunteers and the other children towards the young person who has been abused or whose allegation is being investigated.
- The reaction of parents / carers other organisations, Member Youth Services and other family members of the young person.

Through a series of basic Child Protection awareness training programmes, all persons involved in Youth Work Ireland will be given the opportunity to discuss such issues in an open and non-threatening environment.

NOTE: Should an allegation be made against the CEO of Youth Work Ireland, the Chairperson of the Board will step in to deal with the situation. (Note Appendix 11 Flowchart for dealing with allegations against a member of staff)

Procedures for Dealing with Employees and Employer's Duty of Care to Children or Child Abuse.

Any internal disciplinary held should not interfere with the Tusla and/or Gardai investigation.

Pending the outcome of the investigation by TUSLA and/or Gardaí, the staff member /volunteer may:

- Be re-assigned to duties that do not involve contact or access to children/ young people, depending on the nature of the allegation
- Be suspended with pay

The staff member/volunteer will be offered counselling, should the need arise.

Member Youth Services:

If an allegation is made against a staff member or volunteer within a Member Youth Service of the Youth Work Ireland, then two separate procedures will be followed:

- The reporting procedure in respect of the child
- The procedure for dealing with the staff member or volunteer

These procedures, according to **Children First: National Guidelines for the Protection and Welfare of Children** should be followed in the event of suspicion or disclosure of abuse against an employee or volunteer. In this situation, the Member Youth Services must have due regard for the rights and interest of the child on one hand, and those of the person against whom the allegation is made on the other hand.

The Regional Director/C.E.O. or direct line manager within the Member Youth Service will deal with the staff member/volunteer in question, while the Designated Person will have the responsibility of dealing with the reporting issue and supporting the child. Staff/ volunteers may be subjected to erroneous or malicious allegations; therefore, any allegation of abuse should be dealt with sensitively and support provided for staff as well as the child, including counselling where necessary. However, the primary goal is to protect the child while taking care to treat the staff member/ volunteer fairly.

When the Regional Director/C.E.O. of the Member Youth Service becomes aware of an allegation of abuse of a child or children by a staff member/volunteer, if appropriate, she will inform that person of the following:

- The fact that an allegation has been made against him/her
- The nature of the allegation

If an allegation is made against a staff member/volunteer TUSLA will be notified. The staff member/volunteer will be afforded an opportunity to respond. The Regional Director/C.E.O. will note the response. Normal procedures as outlined in the Staff Handbook for Disciplinary procedures will then be followed.

NOTE: Should an allegation be made against the Regional Director/C.E.O. of a Member Youth Service or of Youth Work Ireland, the Chairperson of the Governing Board will step in to lead and oversee the internal processes.

Procedures for Dealing with Employees and Employers Duty of Care to Children or Child Abuse.

- The first priority will be to ensure that no child is exposed to unnecessary risk and as such any necessary protective measures will be taken e.g. suspension of the staff member / volunteer. These measures will be **proportionate** to the level of risk and will not unreasonably penalise the worker financially, or otherwise, unless necessary to protect children.
- It may be necessary for the Regional Director to seek legal advice for any action following an allegation against a staff member / volunteer. A meeting may need to be arranged with TUSLA/ An Garda Siochana to discuss the allegation.
- The Regional Director/C.E.O. will inform the person accused on the outcome of the above consultation.

Pending the outcome of the investigation by TUSLA and/or An Garda Siochana the staff member / volunteer may:

- Be re-assigned to duties that do not involve contact or access to children / young people, depending on the nature of the allegation.
- Be suspended with pay.

The staff member/volunteer will be offered support, should the need arise.

Where an allegation is made concerning an employee/staff member of a member youth service or against a member service and/or affiliated club

The safeguarding reporting procedures will be followed in respect of such reports. The Regional Director/C.E.O. or Chairperson of the region will be informed of the concern and action taken. The Regional Director/C.E.O. should follow their services disciplinary code as appropriate informing the member of staff/volunteer that a concern has been raised.

13.2 Working with other providers in partnership.

A partnership agreement or governing document (such as an MOU) should be in place and this document should refer to the procedures to be followed.

Where two workers or more from different organisations are aware of an issue the workers should inform their respective DLP's of the incident and concerns through the organisations reporting system, this can be a shared/joint report. The DLP's may contact each other to discuss the concern and either make a joint report, or separate reports. In the unlikely event that one DLP decides not to

report whilst the other reports, each organisation must follow its own procedures ensuring the reason for not/reporting are logged.

Where one party to the concern is a mandated person that person will need to determine if the threshold of harm has been reached/exceeded. Where this is the case, they will make a mandated report, which will be a joint report with the other worker/volunteer. The mandated report will be copied to both DLP's as a joint report.

Where one worker only witnesses or is made aware of abuse, they will use their system for reporting. The DLP will alert the DLP of the partner organisation(s) that a report has been made but no further information should be disclosed unless there is a need to know.

Where an allegation concerns a worker/volunteer from another organisation the person must report their concern appropriately through their child protection procedures making a report to the DLP or making a mandated report. In this instance the DLP will speak to the DLP in the worker's own organisation informing that a report has been made and the grounds of the report.

Where Youth Work Ireland is in receipt of such a report the Regional Director/CEO will follow the procedure for staff outlined above.

Exchange of Information

All staff and volunteers should be aware that ensuring Child Protection is only possible in the organisation if all staff and volunteers share relevant information. Also, to ensure Child Protection, the organisation must work in partnership with TUSLA and the Gardaí.

Any person who receives information from colleagues about possible or actual Child Abuse must treat it as having been given in confidence and follow the organisation's reporting procedures. It is also necessary that any records of incidents, disclosures, or concerns of a Child Protection nature are only accessible to those who should have access to the records because of a need to know.

Reports that are made to the Designated Person can still be followed up on after being shared with the statutory agencies. However, it should be noted that not giving the name of the person making the report can make it more difficult to assess a situation.

Record Keeping Talk

Records relating to Safeguarding need to be kept in perpetuity this has a number of knock-on effects for organisations working with young people including developing adequate storage and ensuring that retrieval systems are in place. Any requests for information should be assessed and determined on the questions set out below. A record of the assessment should be kept. The best interests of the child are paramount:

- Is passing the information on in the best interests of the child?
- Is there a clear legal basis for the information to be passed to a third party?
- Has consent been gained to pass the information on to a third party?
- Is the information sought confidential?
- Is the recipient a bona fide person/organisation
- Is the information sought under the terms of an MOU or other contractual arrangement?
- In some instances, Legal advice may need to be taken
- A risk-based approach should be taken using the questions above as a guide.
- In case conferences workers may be discussing issues that are not known to other parties, see section 3.13 on confidentiality.

Section 4. Working Safely with Children and Young People

4.1 Recruitment and Selection of Staff and Volunteers

Youth Work Ireland Recruitment and Selection procedures are contained in the document **Youth Work Ireland Recruitment Pack (Recruitment and Induction policy and procedures)**. The relevant sections of this document should be read in conjunction with this Child Protection Policy. Youth Work Ireland adopts safe recruitment and selection practices outlined in both **Children First: National Guidelines for the Protection and Welfare of Children** endeavouring to protect its members from harm. The procedures are designed to be clear, unambiguous and equitable and in the best interest of young people and adults alike.

Safe practice starts with safe recruitment procedures and involves:

- Advertise all positions openly and transparently (Recruitment Pack page 7)
- Apply thorough selection procedures (Recruitment Pack page 8)
- Devise an Application Form for each position?
- Have an up to date Job Description and a Job Specification for each position
- Create an Essential Qualifications/Skills and a Desired Qualifications/Skills criteria for each position
- Follow due course, ie open date/closing date for applications, maintain applicants' details closed and confidential until the Interview Panel meet to discuss all applications together to undertake the shortlisting procedure
- Decide if the application process is to be followed soft/hard copy or both
- Decide you want to see an applicant's CV or only a written letter of application to accompany the Application Form
- Judge the suitability of applicants in relation to a broad range of predetermined matters
- Take all reasonable steps to eliminate people who are not suitable for working with children?
- Create the Interview Question List
- Invite candidates to interview
- Hold interviews
- Select the best candidate for the position and inform them that the offer of the position is subject to satisfactory provision of 2 x references AND acceptable Garda Clearance
- Follow up on references (2), one who must be the current or last employer/Line Manager
- Ensure preferred candidate provides original photographic ID and proof of current address (to be photocopied and returned to candidate)
- Ensure the preferred candidate undertakes the Garda Vetting
- Ensure the preferred candidate provides original documentation to prove qualifications (these will be photocopied and returned to candidate)
- Upon successful receipt of References (2) and acceptable Garda Clearance a letter of offer can be made
- Induction (including guiding principles, safeguarding procedures, and code of conduct) will be carried out on the first day of employment
- TUSLA e-learning will be undertaken by the successful candidate
- Provide relevant training as required by the organisation, including CPAP and provide ongoing support & supervision
- Ensure that a contract is given to the successful candidate
- Adhere to good practice by having a probationary meeting set

IMPLEMENTATION OF PROCEDURES

a) Role Clarification

Identify the role of the new employee or volunteer and the skills that will be required for them to carry out their duties. There must be a clear job/role description in place that describes the range of duties expected of the volunteer or member of staff. A person specification should also be included covering the attributes required (experience, qualifications, knowledge, skills and competencies).

b) Advertising

All posts within Youth Work Ireland are advertised as appropriate for the position; this will include internal and external outlets. Volunteers may submit requests to volunteer and these applications will be dealt with through the Volunteer Recruitment application process.

c) Application Form

All applicants wishing to apply for staff positions should apply on the Youth Work Ireland application form. Volunteers complete the volunteer application form. A clear job/role description along with a profile of the Youth Work Ireland will be provided at this stage.

d) Declaration of Suitability

All applicants will be required to sign a declaration stating that there is no reason why they would be unsuitable to work with young people. The Declaration of Suitability is included in both the Staff and Volunteer application forms.

e) Garda Vetting

Garda Vetting is sought for all relevant staff and volunteers. NVB1 Invitation Requests are completed, but only those of successful interview candidates are processed. Garda Vetting returns may disclose information that ends the recruitment process.

f) Verification of identity and of qualifications

Youth Work Ireland will take all necessary steps to verify identity of candidates and to authenticate their qualifications. All applicants will be asked to present photographic identification (e.g. passport, driving licence, ID card) which gives his/her full name, address, signature and photo, to confirm their identity.

g) Selection Process

Shortlisting of candidates will be based on the information supplied by the candidates using the relevant criteria drawn up by those shortlisting (Recruitment Pack page 19) All candidates (those shortlisted and those who are not shortlisted) will be informed in writing.

h) Interview

Applicants will be interviewed by at least two representatives of Youth Work Ireland and 1 x independent person. Previous experience, with reference to their working with children and young people will be focused on. Reference to the Child Protection policy and procedures will be emphasised. Youth Work Ireland reserves the right to go to second interview.

i) References

The applicant will be obliged to supply the name of two referees (non-relatives) who are willing to supply Youth Work Ireland with references on their behalf. All references will be received in writing and confirmed by telephone and all details will be recorded. The last employer will be contacted where recruitment is to a staff post. Any additional information will be attached to the application form.

j) Board Approval

All new posts are pre-approved by the Board prior to recruitment. Existing posts that are vacant can be recruited to as long as there is a budget and SMT is informed, such recruitment must be informed to the board at the earliest opportunity for information. The CEO and ACEO posts need Board approval for the appointment.

k) Induction

It is the policy of Youth Work Ireland and its Member Youth Services that all newly recruited staff and volunteers undergo an induction programme. This programme will typically include an introduction to the organisation, to fellow staff members and their respective roles, the company's principles, the staff and volunteer code of conduct, all internal policies and procedures of the organisation with a particular emphasis on the Child Safeguarding Policy and the Health and Safety policy, TUSLA E-learning and CPAP and other relevant trainings and briefings, etc.

l) Probationary Period

Confirmation of all appointments will be subject to satisfactory completion of a period of probation, which will be specified in the contract. During the probationary period, Youth Work Ireland will ensure that each employee is fully assisted in understanding and becoming familiar with the demands of their post and that there is full discussion with the employee about their progress and any concerns or issues which may have arisen. During the probationary period, the employee will be advised on their progress in accordance with the individual contract of employment.

The period of probation may be extended for a special period if the organisation is not fully satisfied that the employee is suitable for the post. The employee will be informed through supervision and in writing about the reason(s) for this decision.

Youth Work Ireland will apply the above procedures consistently with paid and unpaid staff, part-time and full-time workers.

Full details of the recruitment process are contained in the Staff Handbook. The Staff/Volunteer Code of Conduct sets out expectations of both staff and Volunteers

4.2 Garda Vetting

Youth Work Ireland Garda Vetting Policy & Procedures sets out the commitment to vet all roles in Youth Work Ireland in line with the Garda Vetting legislation. No post whether staff or volunteer, paid or unpaid will be confirmed until References and where appropriate, the Garda Vetting Process is completed. In some instances, information from the Vetting and or reference returns could lead to potential cessation of the appointment process. Where either specified information or other information is raised to us through the vetting process the individual will be contacted to discuss the information in the first instance. If the information is challenged the dispute process will be followed. The fact that someone has a conviction does not necessarily mean they are not appointable depending on the nature of the offence and other mitigating factors.

At all times the Garda Vetting process will be followed as set out in the Garda Vetting section of the HR policy.

4.3 Safeguarding Training in Youth Work Ireland

Youth Work Ireland has identified minimum standards of training for Staff and Volunteers:

- All staff must complete either the Tusla, or HSE Safeguarding E-learning Module as part of their induction
- All staff to be briefed on their Safeguarding duties and responsibilities, either by their line manager or the DLP. The induction briefing for staff should cover the code of conduct, these procedures, and the role of the mandated person if that person is a mandated person.
- NYCI CPAP course will be delivered by a current registered trainer.
- All volunteers must complete the NYCI CPAP training delivered by a registered trainer prior to taking up any role or at the earliest possible opportunity, as part of their induction (see Volunteer Handbook)
- All mandated staff will in addition have had the Mandated Persons Briefing
- All board members (both of YWI and local Member Services) must complete the E-Learning Module (Tusla or HSE) and have completed the NYCI (DCYA) approved Board Safeguarding Briefing delivered by an approved person (list available from National Office)
- Any staff member being appointed to the role of DLP must undergo a briefing with the CEO, or ACEO and complete the NYCI DLP training in addition to the trainings above.
- CPAP trainers must have completed the NYCI CPAP Trainers course, be registered with Youth Work Ireland (and NYCI) and are subject to the CPAP monitoring scheme and licence arrangements made with NYCI (Appendix 12 CPAP scheme for Youth Work Ireland Staff and Volunteers).

It is the responsibility of management to identify training for staff that is essential to the delivery of services. Managers together with staff members should identify both individual and common training needs of staff and volunteers. The Service strives to meet the training needs of all staff/volunteers, where possible. Staff and volunteers are also encouraged to identify any gaps in training and to discuss them with the appropriate manager or supervisor. Training is discussed in staff meetings, supervision and staff members annual role review (Personal Job Planning).

Youth Work Ireland has committed to having all personnel trained and kept up to date regarding Safeguarding and Child Protection. Further training is available for Designated Persons, Mandated Persons, and for experienced trainers wishing to offer the CPAP course. Training also consists of staff meetings and briefings and cascade of information.

Youth Work Ireland will ensure all staff, volunteers and board members have had the appropriate training. Training information for staff, Board members and volunteers is held on file as part of the personnel file. The record will include Trainings attended and the Trainer, a record of any briefings attended, induction details and sign off on the probationary period as outlined in the staff handbook. Staff and Volunteers including Board Members must supply their E-Learning Certificate to their Line Manager or key staff contact. E-Learning Certs are filed by the PA to the CEO.

The National Office of Youth Work Ireland has the responsibility of co-ordinating, registering and recording the CPAP Training for the whole Organisation. Youth Work Ireland registered CPAP courses are separately registered and lists of all staff and volunteers attending are held by National Office. Each region will maintain a training record for its staff, volunteers and board members.

4.4 Support and Supervision

Youth work Ireland's staff support, and supervision policy is outlined in ***Job Planning, Supervision and Performance Review System 2012***. This section of the Safeguarding and Child Protection Guidelines should be read in conjunction with this document.

For the purposes of this Safeguarding and Child Protection Guidance, "staff" means all full time or part time permanent or temporary staff, and those on Government Funded schemes such as Community Employment and Interns.

Student Placements and Internships will be subject of supervision in line with that for other staff but may be subject to additional conditions set by their college (joint meetings, observing learning outcomes, recording for example).

Volunteering and working with children are both worthwhile and fulfilling, but also challenging. Once recruited, all staff and volunteers of the Youth Work Ireland will be well informed, trained, supervised and supported, so that they are less likely to become involved in actions which can lead to harm, or can be misunderstood.

The following processes will apply:

Induction

All applicants will go through an initial induction period, which will enable them to get to know the organisation, the staff/volunteers, their role and responsibilities. Contracts of employment, where applicable, will be discussed and signed. The induction period will also cover expectations, conditions and procedures for dealing with discipline, grievances and allegations and the Safeguarding and Child Protection policy and procedures amongst others.

Supervision and Support

Staff and volunteers (and Student Placements) participate in support and supervision sessions with their youth worker /line manager on an agreed basis as set out in the Supervision Policy. Interim sessions can be arranged should the need arise and there is access to email/telephone support as needed. Team/area support meetings are also held on a scheduled basis throughout the organisation. The support and supervision sessions ensure that Youth Work Ireland personnel are supported in their work and given the appropriate guidance and assistance to develop professionally within best practice guidelines.

Supervision sessions include regular reviews of performance/activity with personnel in order to:

- Ensure that the requirements of the role are fulfilled
- Give / receive feedback on person / work performance
- Identify any additional training and development needs
- Plan objectives for the weeks / months / years ahead
- Mediation to ensure healthy engagement with, and communication between the individual and the organisation.

Support and supervision provide personnel with the opportunity to discuss their work in a structured and supportive environment. It is a process for encouraging and enabling personal development through dialogue. Support and supervision also involve monitoring and directing work undertaken to ensure accountability to the organisation.

At least one hour will be set aside for each supervisory session. After the first session, progress achieved against the objectives agreed at the last meeting is evaluated and key objectives set for the period to come (**see Support and Supervision Document**).

As with all Youth Work Ireland internal policies, Child Protection, training, information and policies will be regularly updated and communicated to all parties involved in the organisations once approved by the Board.

4.5 Safe Management of Activities

The child-centred ethos of Youth Work Ireland creates an environment in which children are valued, encouraged and listened to. We respect the rights of young people as individuals in society. Through training and education, we ensure that young people know their rights and responsibilities. All activities must be planned, and a risk assessment conducted. Supports and guidelines for clubs, volunteers, young people and staff on planning activities, programmes, events and trips are being developed. If planning an offsite, residential, overseas and or trip and/or an unfamiliar/hazardous activity particular care is needed. General Advice can be requested from your line manager/Member youth service. Advice on Insurance for clubs is contained in the Insurance handbook.

Participation in Youth Work Ireland is based on informed consent given by the parent/guardian for young people Under 18 years of age and for vulnerable adults. The consent puts responsibility for care of the young person with the service, its staff, volunteers and other agents. This duty of care is known as “loco parentis” meaning that a standard of care and diligence is put in place that is the same as a reasonable parent would do. Loco Parentis also allows some decisions to be made on behalf of the child when parents cannot be contacted (normally emergency and medical situations). Young people over the age of 18 self-consent and this confers a duty of care and in some circumstances, the right to make decisions on behalf of the participant (normally in emergency and/or medical situations).

4.5.1 Know your Young People

Young people engaging with Youth Work Ireland do so based on voluntary informed consent whether engaged in a programme, consultation or voluntary club. Staff and volunteers should be familiar with each young person regularly involved in a project, programme or club. We should know their names and build a rapport with them to ensure young people are always respected and at the centre of our work as well helping us ensure their safety:

- A list of members/participants is maintained by the Local member Service, national programmes will also require a list of participants and consent to participate in said activity. Membership criteria are clearly set out. Young people complete either the member service registration or club membership registration form.
- An attendance record is kept of all activities/programmes/club nights/events/consultation and or other activity.
- Membership records should include appropriately signed consent form. The consent form must have parental/guardian contact details and emergency contact details if these are different at any time. The consent form should indicate any medical issues and is should clearly give leaders loco parentis rights and responsibilities in an emergency.
- Club and Project consent forms only cover what can be described as the normal activity of a club or project where a third party is coming in to deliver a talk or activity, where an activity is away from the normal base (is off site), or involves activities that are not part of the normal offer and/or can be considered hazardous or sensitive (for example sexual health) additional informed consent should be sought (see trips and activities).

- Contact details must be kept safe and secure but also be accessible to the leader(s) in charge.
- A copy of Consent forms will be taken on offsite and residential trips and be held by the leader in charge.
- Staff/Volunteers will not have young people's personal contact details on their phone; instead contact details will be via the parent/guardian.
- Clear times for activities, programmes, clubs, trips are set out and clear for young people and parents/guardians
- A record should be kept of contact with parents
- Arrangements for young people leaving activities, programmes, clubs, trips etc should be clear to and for parents, young people and leaders,
- Where plans change due to delays or other reason that is not an emergency a system for informing Parents/Guardians and the organisation should be in place.
- An emergency procedure should be in place and understood for use if there is an emergency or Critical Incident See Critical Incident Plan
- Any Accident/Incident must be logged, and a record made. In Youth Work Ireland Incident reports are filed by the Health and Safety Officer and forwarded to the Management Team twice a year for review and a report passes onto the board,
- Critical incidents must be reviewed initially by the Board to determine appropriate pathway. A thorough review of incidents should lead to changes to policy, procedures and guidelines to better support and ensure safe practice.
- Complaints or grievances must be logged and dealt with in line with the Complaints Policy (Appendix 13) and Staff Handbook respectively.
- All staff and volunteers must be aware of the procedures for dealing with challenging behaviour (see challenging behaviour below)

4.5.2 Health and Safety

Health and Safety responsibilities must be discharged, and organisations comply with the Health and Welfare at Work Act 2005 and other related acts (see Health and Safety Policy). Leaders and the organisation must ensure that:

- Planned activities are appropriate to the group
- Adequate risk assessments are carried out and any actions identified are carried out before an activity/programme/event commences
- Adequate informed Parental/Guardian consent is in place for all participants
- Any buildings being used are safe, secure and meet required standards. All occupied parts of the building should be monitored and parts not in use should be isolated or secured.
- There is sufficient heating and ventilation
- Any food preparation areas, should meet food safety requirements
- Toilets, shower and washing areas are to standard and meet accessibility requirements of all members
- Fire precautions are in place and understood by staff/volunteers/young people
- That there is adequate first aid cover and equipment in place as appropriate to the venue/activity and location
- There is access to a phone, where this is a mobile phone consideration should be given to signal coverage. In some instances, phone coverage may not be possible adequate provision and planning must be in place to cover such situations.
- Emergency procedures are in place
- Appropriate and adequate insurances are in place
- That any activity is appropriately and adequately supervised (in some instances this may entail staff and/or volunteers with the appropriate training/skills/experience

4.5.3 Safe Supervision

Adequate supervision should be in place for activities in order that a safe environment is maintained, and any incidents/accidents dealt with. A specified staff/volunteer compliment should be agreed. For experienced workers, the member/worker ratio should be no more than 10:1 (plus an additional member to ensure no lone working). For new workers, the ratio should be less no more than 5:1 1 (plus an additional member to ensure no lone working). The staff compliment or ratio will vary and is based on the risk assessment but include:

- Age and Ability of young people
- Relevant policy guidelines
- Other advice (for example legislative requirements, insurers advice)
- Overall risk consideration for the building and activities
- Other factors (familiarity or lack of with a venue, group, activity or other significant factor.
- The minimum guidelines will be maintained to and the minimum number of adult volunteers is normally 3. This does not mean that one to one work cannot take place, however one to one work should never happen in an environment where other staff/volunteers are not immediately available. Where one to one work is taking place see appropriate supporting procedures.
- Staff/volunteers are not permitted to give lifts in their cars to individual young people

A work schedule should be displayed so that everyone knows who is on duty/volunteering. The leader in charge should be known to young people/parents/staff and volunteers. Where responsibility is delegated to another for whatever reason it should be made clear to young people/staff/volunteers of the change of leadership responsibility. Where possible there should be an appropriate gender balance of staff/volunteers. Staff and volunteers should know where and what young people are doing at all times of their engagement. Any activity involving potentially dangerous equipment and/or processes should be risk assessed, meet insurance requirements and be under constant adult supervision.

Dangerous Behaviour by any person is never allowed.

It is important that accidents and incident are logged, recorded and the procedures followed.

4.5.4 Staff and Volunteer Code of Behaviour

The Child Centred Ethos of Youth Work Ireland creates an environment in which young people are valued, encouraged and listened to. We respect the right of young people as individuals in society. Through our ethos, training, and education we ensure young people know their rights and responsibilities.

A comprehensive Code of Behaviour (Appendix 14) is in place which must always be followed. Staff and volunteers must be inducted into the Code of Behaviour prior to any contact with young people.

Section 5: Communication: Sharing our Guiding Principles with Parents/Guardians, Young People and other Stakeholders.

Youth Work Ireland aims to be a transparent organisation, all our existing Guidelines and Policy Documents are available from our website (www.youthworkireland), including other information about Youth Work Ireland. All policies referred to in this document are available from our office. We will be working to make a simple user guide for parents and young people this will be available by August 2020.

Youth Work Ireland is a bottom up organisation with young people and volunteers having a say in how we develop our work and engagement with communities and young people. As part of our Participation Strategy all key documents are proofed by the National Youth Action Group, made up of young people from our member services. Key decisions impacting on the national organisation are also circulated to our local regional boards for review and comment before signing off at our AGM. Local boards are made up of young people, community representatives, volunteers and other supports.

The principles and values of the organisation come from the body of the organisation through the consultative processes held to support the development of a strategic plan normally held every 5 years. Consultation involves local engagement with young people, volunteers and staff through the regions and national structures. Our clubs are included in our consultation. Our consultations include and reaches out to parents within communities as well as young people. The Strategic Plan is disseminated both internally and is available online. All key documents including this policy iterate our core principles, values and commitments. Chief among our values is the UN Convention on the Rights of the Child (UNCRC), this permeates our work, our thinking, our practice and our written communications.

We hold a biannual consensus process based on a theme and body of work and actions to engage the membership of the organisation (young people, volunteers, staff and stakeholders). This process together with our strategic planning is used to both evince and communicate our principles and practice. At all times we aim to ensure the voice of young people is heard and has influence on our practice, procedures and policies, (see Participation Policy).

Development and Communication of our Safeguarding Principles:

The Child Protection Procedures document has been drafted by the Safeguarding subgroup of the National Board. The policy will be reviewed internally by members (including National Office) who will:

- Provide feedback and comment initially based on technical input
- Adapt the national document to reflect their service
- Follow local process to adopt their Policy and Procedures document
- Attend the National AGM to adopt the National Policy
- Provide feedback on the policy and alert the Subgroup to any concerns or issues arising from the application of the policy and procedures
- Provide briefings for staff and volunteers on the new policy and guidelines (by cascade, and inclusion in future processes and training)
- Ensure that the Safeguarding Statement is displayed in all sites and services and at events led by the service
- Will make sure the statement is widely available to parents and young people

- Provide the procedures upon request
- Ensure agreed appropriate practices for shared or partnership working and events
- Update the policy on the basis of agreed changes made by the Safeguarding Subgroup, due to legislative changes and/or due to advice or instruction from DCYA, Tusla or the HSE.

The Safeguarding subgroup will review the policy on an ongoing basis and ensure any changes are communicated to the membership.

The Safeguarding subgroup will work with the National Youth Action Group to review the language of the statement, review procedures and practices and seek their input and comment in developing accessible language versions of the Safeguarding Statement and if appropriate any changes needed in the policy.

The Safeguarding sub-group will present the final document and any adaptations or updates to the Board for approval before the document goes to AGM seeking approval.

Other key policies will be updated to bring them into line with this policy. Policies, trainings and procedures will be reviewed with reference to the Children First Act 2015, the Tusla suite of documents supporting Children First, legislative changes, advice from relevant state agencies (*The Minister, DCYA, HSE and An Garda Siochana, particularly but also Education and HSA*), these procedures, or developments from practice and implementation.

PROCEDURES

Ground rules:

All youth practice is based on an informal group contract that is written as the ground rules for the club, group or project. The ground rules are developed with young people to identify the behaviours they expect, and do not expect, within the group. All ground rules reference tolerance and respect and are our opportunity as volunteers and staff to point out to young people what to do if they have any concerns. It is our opportunity to make them aware that we will listen if they are being hurt, bullied, abused and that we will act. We will also listen to their issues and concerns about the club, the programmes and members. (see Complaints Policy Appendix 13)

Some projects have a formal contract in place sometimes a group contract, sometimes an individual contract, sometimes both.

Anti-Bullying:

Along with other youth organisations Youth Work Ireland has developed policies, practices and procedures to combat bullying in all its forms and arenas whether in our clubs, communities, social media or other. (See Youth Work Ireland Anti Bullying Policy Appendix 15).

Youth Work Ireland posts all policies on its website and these are publicly available. The Safeguarding Statement is both on display and available as a handout at all public events run by Youth Work Ireland. In partnership events we will make specific arrangements with partners covering Safeguarding (See below).

Complaints Policy:

Youth Work Ireland is open to comment, suggestion, feedback and complaint and operate three key systems:

1. There is in place a complaints policy that is open and public as well as internally available to all. (See Complaints Policy and procedures Appendix 13)
2. All sessions involve some form of participant feedback. Feedback sheets are collated and reviewed, most often within the team who have run the event. Feedback will be part of any report produced. Any issues of concern or that could -give rise to complaint are reported immediately to management.
3. All Youth Work Ireland programmes, activities, events and processes will have been subject to consultation and engagement with young people. The process of consultation is by its nature ongoing and cyclical.

These systems are in addition to and separate to grievance procedure, accident and incident reporting and raising of concern/reporting in relation to child welfare/protection.

Anyone can make a complaint on the basis of contact with our services. Where the complaint relates to National Office, the National Office complaints process will be followed. Where National Office receives a complaint concerning a Member Service; the complaint will in most instances be referred to the Member Service and the local process should be followed. Complaints are logged to the board and in all instance a follow up report will be sent to the national board. In some instances, where an external complaint is made concerning member services, other procedures may apply (Compliance, Safeguarding Report, Report to Funder).

Where a member service receives a complaint concerning another member service the complaint should be logged, a response made indicating that the complaint has been forwarded to the appropriate region. The complaint must be cover copied to National Office.

All complaints received are reviewed by senior management, any complaint that contains child protection concerns will be dealt with as outlined in Section 3 of this policy. Where a complaint relates to a member of staff/volunteer the processes set out in Section 3 of this policy will be followed.

Working in Partnership:

Youth Work Ireland operates in a varied array of partnership arrangements to enhance our work with and support of young people. All partnership arrangements are underpinned by a Memorandum of Understanding (MOU) outlining how the partnership is to work including arrangements for Child Safeguarding with reference to reporting, display of statement and the roles and responsibilities of staff and the organisations.

At any partnership where a worker has a concern raised to them or is witness to behaviour of concern, they should report following the Youth Work Ireland Procedures and, in all cases, inform the Designated Liaison Person. Where the issue of concern relates to a partner organisation the DLP will inform the partner organisation through the partners DLP. Where concerns relate to a potential disciplinary issue within the partner agency Youth Work Ireland will cooperate as fully as it can.

In the opposite case where concern has been raised to us by a partner Youth Work Ireland will follow the appropriate procedures:

- Where an allegation has been made of poor practice this will be referred to the line manager to be investigated and action put in place as appropriate.
- Where an allegation has been made against a member of staff Youth Work Ireland will cooperate with any Tusla or An Garda Siochana investigation and follow the procedures for allegations against staff set out in Section 3 of this publication. The partner organisation will be kept informed of actions as appropriate and necessary.

- Where a concern relating to a young person is raised, we will follow our procedure and report to Tusla or make note of why no report has been made.
- Where concern is raised against another from a partner organisation the issue may be reported using our procedure and may be informed to the partner DLP where the issue impacts on the young person as they engage with the partner. For example, where a child is being bullied within a group, that concern should be dealt with at the time but should be informed to the partner organisation. Contact will be through the DLP's of the organisations.
- Many cases will need decision made on the basis of the particulars of the case, however, Youth Work Ireland will seek to work with the best interests of the child/young person as our primary concern.

Youth Work Ireland and our partners are obliged to display a Safeguarding Statement at venues and events. The MOU will specify one of three options. The option chosen for the MOU will be based on the arrangements, the level of risk and the duration of an activity, ensuring opportunities for reporting are made as easy as possible, particularly for young people attending the event.

The options are:

1. An agreed joint statement is produced for the partnership. This will mean a degree of close working and cooperation within the organisation particularly the DLP's. This option best suits on going relationships, relationships with young people in a high-risk group, activities involving topics of a sensitive nature.
2. That each organisation involved displays its own Safeguarding Statement. This may be the simplest solution in larger scale events or one-off events. Groups travelling from member services or from national office should be aware of the local procedures and will hopefully be confident to report using those channels. Workers/volunteers should ensure that young people are aware of how they can report concerns on the day at any event.
3. A Safeguarding Statement from the hosting organisation is used to cover the event. This option is best where one organisation has a clear lead on the event and simplicity of reporting is required, an example would be the National Consensus Conference. At any such event organisations still carry their responsibilities with regard to Safeguarding and may be reporting through their system in some instances (where an issue relates to a member of their group). This system will need to be clearly stated in any MOU.

Whatever option is contained in the MOU must be clear to staff, volunteers, young people and parents at any given time. The organisations involved in the MOU need to be clear and appropriate briefings should be held.

Section 6: Implementing, Monitoring and Reviewing the Safeguarding Statement, Procedures and Practice

REVIEW:

Youth Work Ireland Safeguarding Statement and Child Protection & Safeguarding Guidance (Policy & Procedures) document are reviewed by the Safeguarding Subgroup. The first review was in 2017 and 18 in preparation for commencement of Children First 2015 and its associated deadline for the statement. Since this time working has been ongoing to ensure that key documents were put in place; that all boards, mandated persons and staff, were updated on changes; that all trainers were briefed on the new materials; that volunteers were briefed and that Member Youth Services were up to date and compliant with current legislation.

This process of ongoing review will continue into 2020. After 2020 the Statement and Procedures will be reviewed annually, or on the basis of service issues, changes to legislation/national policy, or where problems with implementation arise. The reviewed document will be put to the board for approval and ratified at the AGM.

The National documents will act as a baseline documents from which Member Youth Services have written their statement and procedures adapting them to local use and based on local service delivery and arrangements.

National Office produces a plan of work that includes a Safeguarding Implementation Plan and a work plan for the Safeguarding Subgroup. Both plans are monitored by the board with reports made to the board twice a year. A report is made by the Safeguarding Subgroup to the membership at the AGM.

National Office undertakes an annual audit of key staff in regions to keep information up to date. Members inform national office of changes.

National Office has produced an organisational check list of key safeguarding actions, each Member Youth Service and national office complete and hold their checklist.

A standard Safeguarding Report is in place for management meetings and an aggregate of this report is presented to all board meetings.

Any complaints are processed through the agreed Complaints Policy & Procedures and a report is made to the board informing them of the number and status of complaints within the organisation. This report will inform the board of any actions or proceeding undertaken with regards to complaints and will also inform the board if no action is taken and why not. A report on any actions taken or not taken will be made to the senior management team.

Whilst members are responsible for local training, National Office registers CPAP trainers and trainings. Trainers are subject to monitoring visits as agreed with NYCI and as set out in the CPAP Monitoring Document.

A separate document is to be prepared on the retention and storage of documentation as an additional support to this document.

APPENDICES

Appendix 1: National Office Child Safeguarding Statement

Child Safeguarding Statement



1. Service Being Provided

Youth Work Ireland is a Federal service that supports the delivery of youth work to young people both directly and indirectly through its Member Youth Services (MYS).

2. Nature of Services and Principles to Safeguard Children

1. Youth Work Ireland is a Federal Organisation made up of 21 Local MYS who provide youth work services to young people. National Office seeks to ensure that its MYS offer services that are based on the principles of Children First³ legislation and practice. We ensure that all our MYS comply with current safeguarding legislation and practice and have procedures and processes in place.
2. Youth Work Ireland is a conduit for funding for youth work to its MYS, we are therefore obligated to ensure compliance with legislation and sound practice.
3. Youth Work Ireland supports, delivers and develops programmes to support the delivery of youth work. All programmes must be compliant with legislation and include the principles of Children First legislation and practice.
4. Youth Work Ireland runs national events which engage young people in consultations on youth issues, youth practice and youth work. All such events are run in compliance with Children First legislation and practice.
5. Youth Work Ireland has a National Youth Advisory Group made of young people who work to ensure the voices of young people are heard within the national organisation.
6. Youth Work Ireland organises a range of event for young people to take part in through their region or organisation. All events are planned, organised and run in compliance with Children First legislation and practice.
7. Youth Work Ireland in partnership with the Dept. of Children & Youth Affairs (DCYA) and Foróige delivers the national participation contract in compliance with Children First legislation and practice.
8. National office supports its members on matters pertaining to safeguarding and child protection by acting as a Garda Vetting conduit, working on;
 - a. The Youth Work Sector Implementation Group (and other related working groups)
 - b. Monitoring Child Protection Awareness Programme (CPAP) training, organising and supporting other training and informing (CPAP Trainers, Designated Liaison Person (DLP) Training, Board briefing, Mandated Persons Briefings).
 - c. Supporting the work of our Board's Safeguarding Subgroup, developing shared organisational policy, procedures and guidelines and providing support for MYS.

³ Children First: National Guidance for the Protection and Welfare of Children 2017
www.dcy.gov.ie/documents/publications/20171002ChildrenFirst2017.pdf

9. Youth Work Ireland is involved in a number of bodies nationally and internationally that support young people's participation. All such work is carried out in line with Children First legislation and practice.
10. Youth Work Ireland through its development work, develops projects with the corporate sector and others supporting volunteering and youth work. These projects are varied in scope and nature, all are safeguard-proofed in the development phase to ensure that all our work is compliant with Children First legislation and practice.
11. We are looking at rolling out a Youth Card initiative, and as with all our projects this will be assessed for any safeguarding risks to young people inherent in the project.

3. Our Principles to Safeguard

Youth Work Ireland is committed to the principles laid out in Children First: National Guidance for the Protection and Welfare of Children 2017. These are:

- The safety and welfare of children is everyone's responsibility.
- The best interests of the child should be paramount.
- Early intervention is key to getting better outcomes. Where required to make a mandated report or to report a concern; we will do so following Tusla's reporting guidelines⁴.
- Children have a right to be heard, listened to and taken seriously. While considering their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives (see Youth Work Ireland's Participation policy⁵).
- Parents and/or carers have a right to respect and should be consulted and involved in matters that concern their family engagement with our services. This should be based on informed consent.
- A proper balance must be struck between protecting children and respecting their rights and needs, and the rights of their parents/carers and families.
- Child protection is a multiagency, multidisciplinary activity. Agencies and professionals must work together in the interests of the children.
- Our commitment to ensuring young people are kept safe from harm is a central part of our organisational values and will be reflected in all key documents, plans, programmes and activities.

⁴ A Guide for the Reporting of Child Protection and Welfare Concerns, Tusla, 2017
http://www.tusla.ie/uploads/content/4214-TUSLA_Guide_to_Reporters_Guide_A4_v3.pdf

⁵ Youth Work Ireland Participation Policy: A Federal Policy for whole Organisational Change
http://youthworkireland.ie/images/uploads/general/Youth_Work_Ireland_Participation_Policy_Fina.pdf

4. Risk Assessment

Risk Identified:	Procedures in Place to Manage Identified Risk:
<p>1. A member of the organisation fails to report an issue or concern of harm</p>	<ul style="list-style-type: none"> • Safeguarding Statement has been circulated to all staff. • Mandated reporters have been identified and made aware of and briefed on their mandatory reporting and assisting obligations. • Safeguarding is a standing item for staff induction, staff meetings and staff supervision. • The Designated Liaison Person (DLA) is clearly identified to all staff and volunteers. • Reporting and safeguarding issues are reiterated to staff and volunteers at all external events. • Safeguarding is a standing item at Board meetings. • Plans, projects and programmes are safeguard-proofed to ensure compliance with Children First legislation and practice, and to identify any risk to young people. • Staff disciplinary and volunteer code of behaviour are updated to include failure to report a concern or harm, as set out in the appropriate reporting procedures. • All staff and volunteers undertake agreed briefing and trainings as per our procedures and guidelines including the E-Learning module.
<p>2. An allegation, complaint or report of abuse is made against a volunteer, staff member or other third party engaged:</p>	<ul style="list-style-type: none"> • A clear procedure for raising concern and complaint against staff and/or volunteers is in place. • A clear procedure is in place for the reporting and management investigation of allegations against any member of staff /volunteer. • Staff and volunteer codes of conduct are in place and either informed as part of staff induction, or as part of the initial briefing and training for volunteers. Regional staff and volunteers will have been through their local compulsory briefings and trainings. • All staff and volunteers are subject to our recruitment and selection process. • All staff and volunteers are subject to an initial and repeat Garda Vetting through the National Vetting Bureau prior to commencement of any duties/role with organisation. • A procedure is in place for dealing with complaints made against third party such as contractors and or others engaged with Youth work Ireland. • Youth Work Ireland has a Memorandum of Understanding in place with key partners. • It is the policy of Youth Work Ireland to support investigations by An Garda Siochana and/or Tusla as requested. • Youth Work Ireland’s Service Level Agreement (SLA), Constitution and compliance function include and reference safeguarding and child protection. • Youth work Ireland’s compliance function carries out an annual safeguarding and child protection audit.

<p>3. Allegation, report or observation of peer abuse of peer:</p>	<ul style="list-style-type: none"> • A clear procedure is in place for reporting all issues of harm or concern by all staff and volunteers as appropriate. • There is a clear procedure for raising complaints. • A clear policy and procedure on anti-bullying is in place. • All volunteers and staff are trained in line with Children First National Guidance for the Protection and Welfare of Children 2017. • All events are adequately planned staffed and supervised. • All groups and activities will have a set of agreed ground rules that have been discussed and agreed with young people. • Staff and volunteer training covers dealing with bullying and discriminatory behaviour. • All venues are checked, and risk assessed with actions identified in the planning and delivery of any events.
<p>4. Activities, programmes and events may create a level of additional risk due to the nature of the event:</p>	<ul style="list-style-type: none"> • All activities, events and programmes are planned to include a full risk assessment. • All participants provide informed consent to activities. • All staff are briefed and will have undertaken appropriate induction, briefing and training. • Bona Fides of third-party providers are checked, including qualifications and vetting. • All off site events are subject to a pre-visit check and are risk assessed. • Programmes are either in house or from a bona fide source that has an evidence base in practice and are both age and young person proofed. • Staff and volunteers are bound by the code of conduct and internal policies and procedures and are expected to act within their duties in <i>Loco Parentis</i>. • Controls identified through the risk assessment are put in place. • All planning is young person centred and is cognisant of the group and community that is taking part.
<p>5. Possibility of abuse through online activity:</p>	<p>All the above applies to online activities, and to instances of abuse causing harm or concern.</p> <p>In addition, Youth Work Ireland:</p> <ul style="list-style-type: none"> • Monitors online activity. • Has produced and delivers online guidelines, supports and training for young people, volunteers and staff⁶. • Any activity that is unacceptable or reportable that occurs in an online or other media format will be dealt with in the appropriate way and through the relevant procedures.

⁶ Social Media and Youth Engagement Guidelines, Youth Work Ireland, McAfee, 2017
http://youthworkireland.ie/images/uploads/general/Youth_Work_Ireland_McAfee_Social_Media_Youth_Engagement_Guidelines_Final.pdf

5. Procedures

Our Child Safeguarding Statement has been developed in line with requirements in the Children First Act 2015⁷, The Children First: National Guidelines and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice⁸.

In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard young people while they are availing of our service:

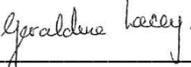
- Procedure for the management of allegations of abuse or misconduct against workers and volunteers of a child availing of our services.
- Procedure for the safe recruitment and selection of workers and volunteers to work with children and young people.
- Procedure for provision of, and access to, child safeguarding training and information including the identification of the occurrence of harm.
- Procedure for the reporting of child protection and/or welfare concerns to Tusla.
- Procedure for maintaining a list of the persons who are mandated persons within Youth Work Ireland.
- Procedure for appointing a relevant person.

All Procedures available on request

6. Implementation

Youth Work Ireland recognises that the implementation of safeguarding and child protection is an ongoing process. We are committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep young people and children safe from harm while availing of our services.

This Child Safeguarding Statement will be reviewed 10th March 2020, or if there has been a material change in any matter to which the statement refers.

Signed: 
Date: 8th March 2018
President of Youth Work Ireland

Signed: 
Date: 8th March 2018
CEO Youth Work Ireland

National Youth Federation t/a Youth Work Ireland
20 Lower Dominick Street
Dublin 1

**For queries please contact: Paul Gralton, pgralton@youthworkireland.ie / 01 8584500
Relevant Person under the Children First Act 2015**

⁷ Children First Act, 2015 <http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

⁸ Child Safeguarding: A Guide for Policy, Procedure and Practice, Tusla http://www.tusla.ie/uploads/content/Tusla_-_Child_Safeguarding_-_A_Guide_for_Policy,_Procedure_and_Practice.pdf

Appendix 2: User Friendly Version of the Statement (in development)

User Friendly version of the statement (in development.....)

Appendix 3: Statement of Commitment

Statement of Commitment

I, _____, have read and understood the standards and procedures outlined in the Youth Work Ireland Child Protection policy.

I agree with the principles contained therein and will abide by them throughout my association with Youth Work Ireland.

Print name

Job title / role

Signature

Date

Signed off by:

Appendix 4: Youth Work Ireland Checklist of Actions Relating to Safe Guarding and Child Protection (April 2019)

YWI Regional Checklist of actions relating to Safeguarding and Child Protection. April 2019		Yes/No	Date	Action required	Who
Section 1 - Governance					
1.1	Your Full Board has had the Board Briefing on Children First.				
1.2	Your Full Board are aware of their duties and responsibilities under Children First.				
1.3	Your Board have in place a robust induction for new members that includes the Board Briefing on Children First for Board Members.				
1.4	Your Board have completed the Board Checklist.				
1.5	Your Board has Safeguarding and Child Protection as a standing Item on Board agendas.				
1.6	The agreed Board reporting system is in place.				
1.7	The Chairperson is clear about their own and the Boards responsibilities regarding Safeguarding and Child Protection.				
1.8	Has your MYS board confirmed if you are a relevant service?				
1.9	Has your board appointed a Relevant Person?				
1.10	Has your organisation appointed a named person responsible for reviewing your policy procedures and guidelines?				
Section 2 – Safeguarding Statement		Yes/No	Date	Action Required	Who
2.1	Have you completed a Safeguarding Statement including a Risk Assessment?				
2.2	Has the Safeguarding Statement been signed off by the Board?				
2.3	Is the Safeguarding Statement displayed in all your buildings and at events you are running?				
2.4	Is the Safeguarding Statement Displayed on your website?				
2.5	Have all Staff been updated on the Safeguarding Statement?				
2.6	Has a review Date been set for revisiting both the Statement and Risk Assessment?				
2.7	Is your safeguarding Statement widely available and easily accessible?				
2.8	Has adequate provision been made to ensure the reporting Procedures and Complaints Procedures are clear for young people and others using services e.g. Parents?				
Section 3 – Relevant Person		Yes/No	Date	Action Required	Who
3.1	Has the Board appointed a Relevant Person?				
3.2	Has the Relevant Person(s) been appointed + informed of their duties as Relevant Person				
3.3	Is your Relevant Person(s) named in your Safeguarding Statement?				
Section 4 – Mandated Persons		Yes/No	Date	Action Required	Who
4.1	Have all current Mandated Persons within your organisation been identified and will new Mandated Persons be identified in the future?				
4.2	Mandated Persons have been informed of their status as Mandated Persons?				
4.3	Mandated persons have been briefed and informed of their duties and responsibilities as mandated persons?				
4.4	Mandated persons are making mandated reports as appropriate?				

4.5	Mandated Persons are making Joint Reports as appropriate?				
4.6	Mandated persons are providing Mandated Assistance as requested?				
4.7	A list of all mandated persons is held and is kept up to date.				
Section 5 – Designated Liaison Person		Yes/No	Date	Action Required	Who
5.1	You have identified appropriate DLP's, Deputy DLP's?				
5.2	All DLP's have been trained and receive appropriate refresher and update training?				
5.3	The DLP receives regular support & supervision with regard to their role as DLP?				
5.4	All Staff and Volunteers are aware of who the DLP's are and of the role of the DLP?				
5.5	Is the DLP aware that they are carrying out their role on behalf of the organisation?				
5.6	All staff, volunteers and others are aware who the DLP is and can contact them?				
5.7	The Board are aware of the DLP role and function?				
5.8	The DLP reports to the board on safeguarding within the organisation?				
Section 6 – Child Protection & Safeguarding Policy		Yes/No	Date	Action Required	Who
6.1	You have updated procedures and policies that are in line with Children First 2015 and changes arising from legislation and new guidelines?				
6.2	Procedures are in place for dealing with allegations of abuse or misconduct against staff, volunteers or others operating on behalf of the company?				
6.3	You have procedures in place for the safe recruitment of and selection of Staff and Volunteers?				
6.4	All staff and Volunteers are Garda Vetted in accordance with the legislation for Vetting (National Vetting Bureau (Children and Vulnerable Persons) Act 2012 and Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016) prior to commencing work or volunteering with your organisation?				
6.5	There are systems in place to ensure that procedures are being used?				
6.6	That all other relevant policies and procedures are updated to be in line with Children First?				
6.7	Procedures are in place for Retrospective Reporting.				
Section 7 – Staff & Volunteer Training		Yes/No	Date	Action Required	Who
7.1	You provide appropriate levels of training and information for all staff, volunteers, and others providing services to young people?				
7.2	All staff and volunteers have completed the Tusla or HSEland e-learning modules.				
7.3	All volunteers have completed the updated CPAP training, or where qualification was before 11/03/18 adequate briefing of the changes due to Children First 2015?				
7.4	All CPAP trainers are currently qualified and registered?				
7.5	All CPAP trainers have been monitored?				
7.6	Adequate number of trainers are in place?				

7.7	CPAP trainers meet the conditions laid out for trainers by NYCI and Youth Work Ireland?				
7.8	CPAP courses are registered and booked in accordance with the agreed system?				
7.9	All RVCP's have completed the briefing for RVCP's?				
7.10	Where appropriate staff and or volunteers receive suitable further training to support their role?				
7.11	Safeguarding is standing item on staff, management and board meetings?				
7.12	Systems are in place to ensure that changes to legislation, policy, procedures and practice are in place?				
7.13	Systems are in place to notify changes of key holders of positions of responsibility to all staff, volunteers, board and management.				
7.14	External agencies are informed of relevant personnel changes (for example DLP is informed to clubs and partnership agencies and Tusla)?				
7.15	Third party providers are appropriately briefed and informed of their roles in relation to safeguarding				
Section 8 – Reporting Procedures		Yes/No	Date	Action Required	Who
8.1	Appropriate systems are in place for the reporting of concerns to the statutory authorities?				
8.2	Reporting forms are easily available to all staff and volunteers?				
8.3	All reports are copied to the DLP?				
8.4	Adequate safe and secure filing is in place for confidential records?				
8.5	Reports are made to management and board on safeguarding and child protection issues, and practices within the organisation?				
8.6	Volunteers, Staff and Managers are mindful of Safeguarding when setting up programmes/activities and events for young people?				
Section 9 – Code of Behaviour/Conduct		Yes/No	Date	Action Required	Who
9.1	You have an agreed Code of Conduct for staff and volunteers?				
9.2	The Code of Conduct has been disseminated to all volunteers and staff?				
9.3	The Code of Conduct is in line with Children First Act 2015, Children First Guidelines and other advice from Tusla and the DCYA/HSE?				
9.4	Code of Conduct is built into induction and training of new board members, volunteers and staff?				
9.5	Adequate personnel records are kept for volunteers and staff?				
9.6	Have in place disciplinary and appeals procedure for dealing breaches of the code				
Section 10 – Complaints		Yes/No	Date	Action Required	Who
10.1	You have a general Complaints and Feedback procedure in place?				
10.2	That is clearly publicised?				
10.3	Is understood by staff?				
10.4	A Complaints system is in place to follow up on issues of complaint?				
10.5	There is a log kept of all complaints/feedback				
10.6	Management monitor the complaints system?				
10.7	Regular reports on complaints made within/to the organisation are made to the board?				
Section 11 – Interagency/Partnership Working		Yes/No	Date	Action Required	Who

11.1	There is a process for agreeing protocol and safe operating systems of work in any joint or partnership working?				
11.2	There is a process of agreeing safe systems of working for all events, residential and off-site activities?				
11.3	Written agreements and systems are in place for interagency and partnership working?				
11.4	All staff involved in interagency/partnership working are made aware of the agreed systems.				
11.5	Adequate provision is made to ensure the reporting and complaints procedures are clear for young people and others engaged in joint programmes?				
Section 12 – Volunteer Led Youth Clubs		Yes/No	Date	Action Required	Who
12.1	All clubs have the organisations Safeguarding Statement in place and on view in a public area?				
12.2	All clubs have the organisations Policies and Procedures in place?				
Ongoing Monitoring					
Monitoring is in place to ensure Child Protection and Safeguarding procedures and systems are being implemented to your agreed standards and in compliance with the Children First Act 2015, Children First Guidelines and other governing instruments of your organisation.					

Appendix 5A: Youth Work Ireland Child Protection and Safeguarding Information and Contacts 2020

Youth Work Ireland Child Protection & Safeguarding Information and contacts 2020.				
Member Youth Service:			Tel: Fax:	ETB:
Tusla Region:	Membership of CYPSC?	Yes/No		
	Membership of Meitheal's	Yes/No		
Chairperson:				
Regional Director:				
Relevant Person:				
RVCP:				
Designated Liaison Persons:				
	<i>DLP Training Dates*</i>			
1.				
2.				
3.				
*Please include dates of refresher or update training as a DLP				

Appendix 5B: Child Safeguarding and Protection Information Session Based on the NYCI Checklist

SELF-ASSESSMENT CHECKLIST FOR BOARDS OF MANAGEMENT

Are you satisfied that:

Please tick Yes or No and complete any actions required?

		YES	NO	ACTION IDENTIFIED	BY WHOM
1	You have carried out a robust risk assessment?				Safeguarding SG
2	You have produced an appropriate Child safe-guarding Statement and made it widely available?				Safeguarding SG
3	You have an ongoing procedure to identify and list all of your Mandated Persons?				Identified through JD Currently two persons
4	You have identified an appropriate DLP(s)/Deputy DLP and outlined their role and responsibilities?			Have to agree with 2 identified persons	PB/PG
5	You have identified your Relevant Person for your Safeguarding Statement?			Check Ultan is okay with role	PG
6	You have procedures in place for dealing with allegations of abuse or misconduct against staff/volunteers/young people?			In place need to be updated	PG
7	You have procedures in place, and are operating safe recruitment and selection of staff and volunteers, including a garda vetting decision-making structure?			In place but need to be updated	PG
8	You provide appropriate levels of child safeguarding training and information to all staff and volunteers?			E-learning, CPAP, DLP and CPAP trainer	PG
9	You have a procedure in operation for reporting concerns to the statutory authorities?			Needs to be updated	PG
10	You have put in place a code of behavior for all staff and volunteers which is known and adhered to by all?			Part of CPAP Needs updating	
11	You have put in place a complaints procedure, which is separate to child protection reports?			PG is working on	PG
12	You have in place a procedure in relation to child protection and safeguarding for undertaking interagency work?			MOU's	Managers of contracts
13	You have in place a procedure to be informed as to the nature and level of reports being made by your organisation?			Safeguarding Board Report	PG
14	You have in place a clear procedure for recording, storing & sharing information related to child protection?			Will be updated	PG
15	You have communicated your procedures to all relevant parties?			In process of being done 50%	PG
16	Procedures for the implementation, monitoring and review of all safeguarding & child protection measures within in your organisation?			Annual plan	PG

Appendix 6: Member Youth Services DLP Contact Details

[AWAITING C.P AUDIT returned from Members.....]

Appendix 7: DLP Role Description (under review)

[DLP Role Description under review]

Appendix 8: Schedule of Mandated Persons

Schedule of Mandated Persons - The following classes of persons are specified as mandated persons for the purposes of this Act:

1. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007 .
2. Registered nurse or registered midwife within the meaning of section 2 (1) of the Nurses and Midwives Act 2011 .
3. Physiotherapist registered in the register of members of that profession.
4. Speech and language therapist registered in the register of members of that profession.
5. Occupational therapist registered in the register of members of that profession.
6. Registered dentist within the meaning of section 2 of the Dentists Act 1985 .
7. Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession.
8. Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
9. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
10. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
11. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983 .
12. Teacher registered with the Teaching Council.
13. Member of An Garda Síochána.
14. Guardian ad litem appointed in accordance with section 26 of the Child Care Act 1991 .
15. Person employed in any of the following capacities:
 - (a) Manager of domestic violence shelter.
 - (b) Manager of homeless provision or emergency accommodation facility.
 - (c) Manager of asylum seeker accommodation (direct provision centre).
 - (d) Addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas.

- (e)** Psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies.
- (f)** Manager of a language school or other recreational school where children reside away from home.
- (g)** Member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community.
- (h)** Director of any institution where a child is detained by an order of a court.
- (i)** Safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children.
- (j)** Child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.
- (k)** Person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001 .

16. Youth worker who—

- (a)** Holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline;
- (b)** Is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001 .

17. Foster carer registered with the Agency.

18. A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991 .

Appendix 9: Incident Report Form

Incident Report Form

(To be completed as soon as possible after the incident)

Youth project/service name:

1. Details of person reporting incident:

Name: _____

Job title/position _____

2. Persons(s) involved in incident: (Use continuation sheet if necessary)

Name: _____ Name: _____

Home address: _____ Home Address: _____

Age and gender: _____ Age and gender: _____

3. Details of the incident:

Describe the nature of the incident (*Use continuation sheet if necessary*):

What exactly happened:

Date and time of incident: Date: _____ Time: _____

4. Specify the activity where the incident took place:

5. Where did the incident occur?

6. What follow up action was taken and by whom?

The following action was taken by:

7. Name and details of any witness(es) to the incident

Name: _____

Contact Address: _____

Telephone Number: _____

Job title/position: _____

8. Signed by person reporting:

Person(s) reporting: _____ Date: _____
Witness (es) to the incident: _____ Date _____
_____ Date _____

Date reported to project leader or management committee member: _____

9. Signed by project leader or management committee member:

Signature: _____
Date: _____

Completed incident report to be held on file in youth project/service

Appendix 9: Accident Report Form

Accident Report Form

(To be completed as soon as possible after the accident)

Youth project/service name:

As insurance companies may have their own specific requirements it is essential that the youth project/service agrees the content of the accident report form with their insurers. This is an internal and confidential document for use by the youth project/service and their insurance company.

1. Details of person reporting accident:

Name: _____

Job title/position: _____

Date and time of accident: Date: _____ Time: _____

2. Persons(s) affected / injured in accident (Use continuation sheet if necessary)

Name: _____ Name: _____

Home address: _____ Home Address: _____

Age and gender: _____ Age and gender: _____

Are the young people registered member(s) of your Youth Project/Service? _____

Which group? _____

Are they employees/volunteers of the Youth Project/Service? _____

If yes, what position(s)? _____

3. Details of any witness(es) to accident:

Name: _____

Contact Address: _____

Telephone No: _____

Job Title/position: _____

4. Specify the activity where the accident took place:

Activity: _____

Where did the accident occur?: _____

5. What exactly happened and what was the nature of the accident? (Use continuation sheet if necessary)

6. What follow up action was taken and by whom?

The following action was taken by:

7. Signed by person reporting:

I/we declare the above to be true in every respect and I/we undertake to render every assistance in relation to this matter:

Person(s) reporting: _____ Date: _____
_____ Date _____

Date reported to project leader or management committee member: _____

8. Signed by project leader or management committee member:

Signature: _____

Date: _____

9. Sent to insurance company:

By whom: _____

Date: _____

Copy of completed Accident Report to be held on file in Youth project/service

Appendix 10A: TUSLA Child Protection & Welfare Report

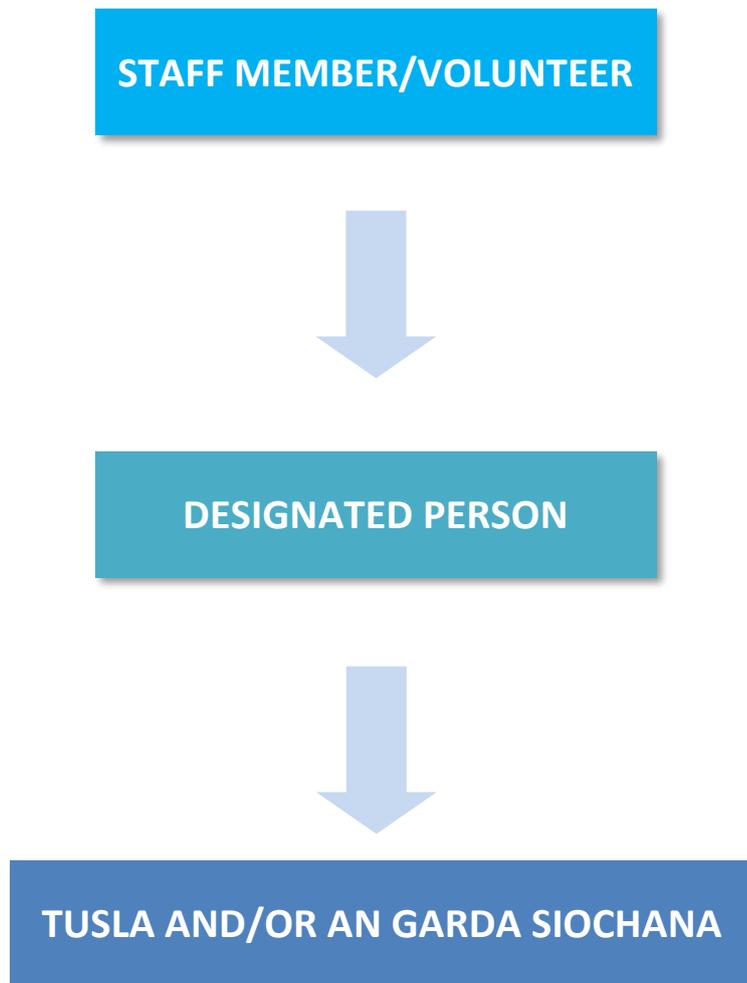
[TUSLA CHILD PROTECTION & WELFARE report in PDF.....]

Appendix 10B: TUSLA Retrospective Abuse Report

[TUSLA RETROSPECTIVE ABUSE **report in PDF.....**]

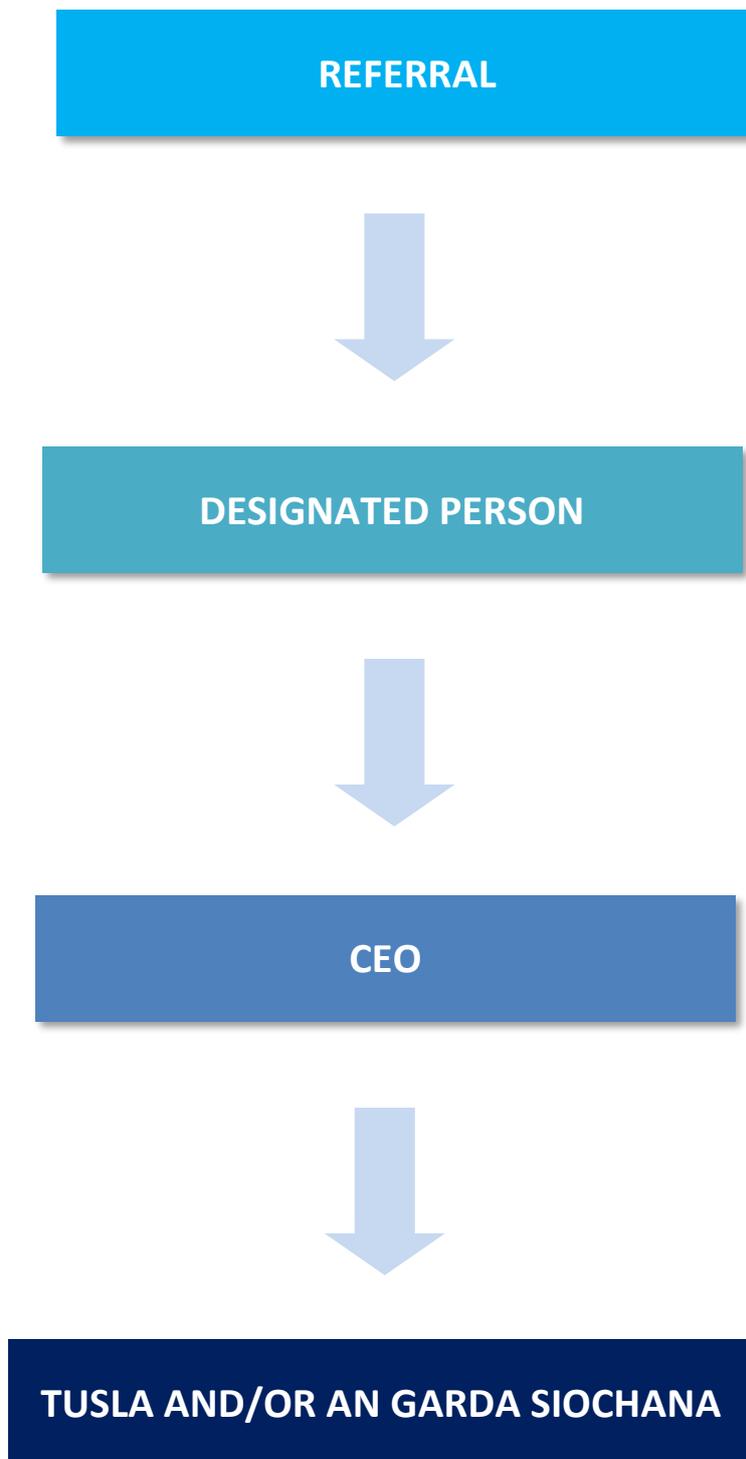
Appendix 11A: Internal Referral Procedure Chart

Internal Referral Procedure Chart



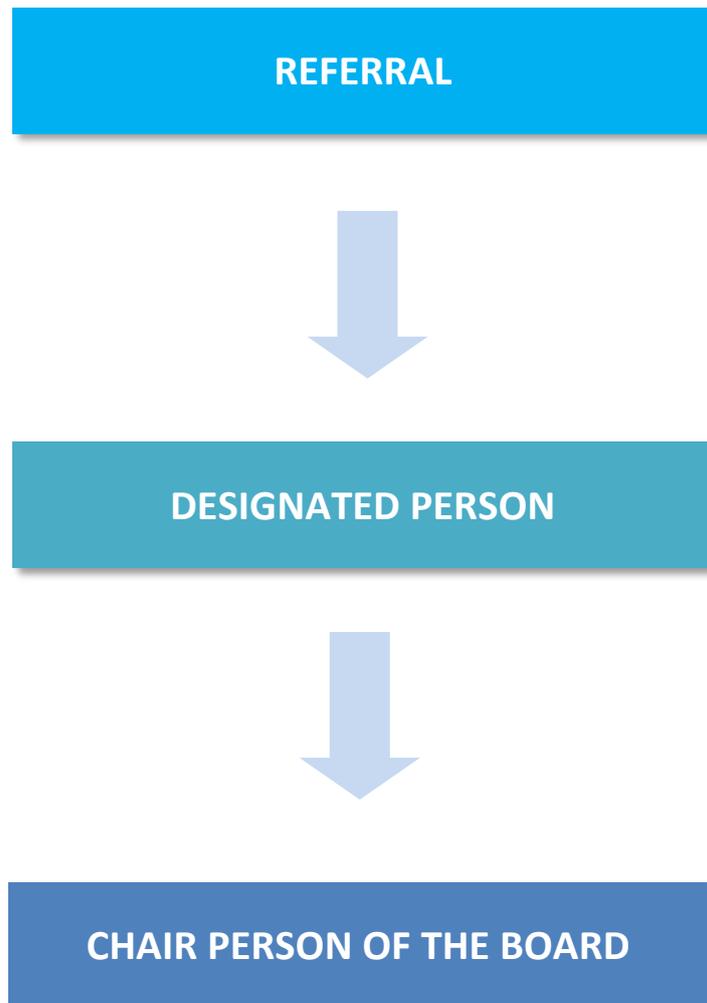
Appendix 11B: Allegations Against a Staff Member / Volunteer Chart

Allegations against a Staff Member / Volunteer Chart



Appendix 11C: Allegations Against the CEO Chart

Allegations against the CEO Chart



Appendix 12: Monitoring of Trainers Delivering the NYCI's Child Protection Awareness Programme (CPAP) Scheme within Youth Work Ireland.

Background:

Youth Work Ireland (YWI) delivers NYCI's CPAP training as its minimum standard training for all who engage with young people as laid out in the Child Protection Policy and Guidance Document. Youth Work Ireland has in place a system for registering and running CPAP training within the Federal organisation with National Office registering all programmes, the monitoring scheme is an agreed element of the CPAP scheme as agreed with NYCI. The monitoring scheme is a peer-based system whereby monitoring is carried out locally by a trainer and youth work practitioner registered with Youth Work Ireland National Office. The system is run on behalf of and is endorsed by NYCI as part of their Quality assurance for the CPAP training scheme.

Monitoring may lead to the deregistration of trainers who fail to meet the standards set by NYCI and Youth Work Ireland.

Purpose:

The Monitoring Scheme has been set up to ensure the fidelity of the delivery of the NYCI CPAP training delivered within Youth Work Ireland. The scheme will ensure that all paperwork is produced and is seen locally by the local Monitor and that trainers are visited on cyclical basis to ensure fidelity to the NYCI programme. Monitors may identify issues relating to training and may offer more general feedback to support the trainer and delivery of training locally. Monitoring will be used to highlight and raise any concerns or issues relating to the CPAP training locally, nationally and or with NYCI. The purpose and approach of monitoring is supportive of the trainer but may identify issues that need to be addressed to ensure fidelity to the programme or ensure there is a shared standard of delivery of the CPAP.

The monitoring of the scheme:

Courses still need to be registered with National Office however compliance will be managed locally with all other paperwork (Attendance List, Evaluation Forms and Trainers Self Evaluation). Failure to register courses and produce paperwork in a timely manner is not acceptable. Monitoring is by locally identified Monitor who registered with Youth Work Ireland National Office as Monitors, or by a national office appointed Monitors (see note below on the Monitors). All Monitors are current practitioners who deliver the CPAP training and are also subject to monitoring. Training is booked through national office in the normal manner; however, the local monitor is included in the email loop and all correspondence in relation to the course (primarily the issuing of paperwork relating to the course). The Monitors will collate the local evaluation forms and produce a feedback report to go back to National Office. National Office will collate Monitors report and produce an annual report that will be copied to the Child Protection Unit of NYCI, this report will be copied to the Safeguarding and Child protection Subgroup and Board of Youth Work Ireland. The reports will be used to provide feedback to NYCI, provide information on CPAP training internally to Youth Work Ireland and identify any internal issues that may need attention within Youth Work Ireland.

Trainers will be moderated at least once within a three-year cycle and once in the first of year of becoming a CPAP Trainer. The monitor will carry out at least one site visit to monitor a CPAP training being delivered locally to ensure fidelity of delivery to the NYCI CPAP manual a year. The aim is to

cyclically monitor all trainers at least once within three-year cycle and to monitor all new trainers within a year of them being trained. The Monitors will complete the monitoring site visit form and will copy the form to the trainer and National Office. Trainers may be moderated more frequently by:

- Local agreement
- As a repeat monitoring as follow up to an earlier monitoring visit
- Where issues of concern have been raised to either the Local Youth Service, National Office, or NYCI
- Where issues of concern relating to compliance have been identified either locally, nationally or by NYCI

The monitoring is looking for the delivery of the agreed programme, using the agreed content and materials, over the agreed time frame. Failure to maintain fidelity to the programme will lead to steps being identified to ensure the standards are met in future training (see outcomes of monitoring)

The Monitors:

Monitors are senior practitioners and trainers who have knowledge of Training, Child Protection and have a minimum of 4 years practice of regularly delivering the CPAP training. Monitors will cover an agreed area (normally a regional Youth Service) and will also moderate one other Monitors a year as part of the agreed system of monitoring. The monitors will meet with National office once a year to review the evaluations and discuss any other issues arising from or concerning CPAP training and delivery. The once yearly meeting will bring all regional Monitors together across the organisation. National Office also will have a monitor who will carry out some monitoring visits (*see list of Monitors below*) where there is no appropriate trainer available to act as a monitor and as an additional independent verifier of the integrity of the process. National Office will also occasionally use external Monitors to ensure the integrity of the CPAP training within Youth Work Ireland.

Monitors are:

- Familiar with the NYCI CPAP and will have been regularly delivering the programme for at least 4 years
- Have training experience.
- Have significant Child Protection and safeguarding experience (such as being a trainer delivering CP training for 4 years or more, have recognised Safeguarding Qualification, worked in a safeguarding role, have significant experience of working closely with social work Safeguarding and Child Protection Services.
- Will be registered with National Office.
- Will be subject to Monitoring external to their region.
- Will be subject to keeping up to date with the CPAP training as advised by NYCI.
- Will attend an annual meeting to review CPAP training and related Safeguarding issues
- Will have undertaken the Monitors briefing and induction course
- Initially Monitors have been identified based on their training, Knowledge and experience from the current list of trainers, where vacancies arise in the future prospective Monitors will submit Monitors Application Form to National Office for approval through the Safeguarding and Child Protection Subgroup.

The role of the Monitors locally is to ensure compliance and fidelity to the scheme by monitoring requests for CPAP Trainings and the storing, collation and follow up course documentation locally (Course registration paperwork, attendance lists, certificates issued, evaluation forms, and Trainers

Self Evaluation Form). The Monitor will collate the local evaluation forms and complete an annual report to National Office (Monitors Annual Report). If paperwork is not submitted within the agreed time frames action should be taken to address the issues with the relevant trainer(s). The Monitors will carry out a number of monitoring site visits to see the delivery of CPAP by youth work Ireland registered trainers. The Monitors will complete a Report (Monitoring of Training Report) to be submitted to National Office and copied to the trainer(s). The Monitors may give other supportive feedback to trainers. The Monitors will follow up on actions identified in their report. Feedback to trainers should be available on request (from the trainer), however where issues have been identified the Monitors should discuss these with the trainer. Where a significant issue is observed that is not a matter of Fidelity to the programme this should be reported locally through the line management system.

Feedback The report:

- States that the programme was delivered in the agreed manner
- States that the programme was delivered in the agreed manner, but that issues, concerns or practice was raised that are of note (this may include the type of scenarios, the type of issues raised by the trainees, or some other element of the training that is of note)
- Identify concerns over timing, use of materials or of content that are of concern but that can be addressed immediately.
- Identify concerns over timing, use of materials or of content that are of concern and merit a future monitoring to ensure the issues have been addressed.
- Identify concerns over timing, use of materials or of content that are of concern where the recommendation is that the trainer undergo retraining in CPAP
- Report or concern that is a management issue and beyond the scope of the monitoring.
- After the process and supports have been given a trainer may be deregistered with NYCI and Youth Work Ireland if issues raised through the monitoring process have not been satisfactorily addressed

The role of the CPAP Trainer will:

- Deliver training in accordance and fidelity to the NYCI CPAP
- Keep up to date with changes notified to them regarding the programme by NYCI and Youth Work Ireland
- Deliver a minimum of 2 CPAP trainings per year
- Register courses in a timely manner as outlined in by Youth Work Ireland
- Produce all records and materials to the monitor in a timely fashion (Booking Form and Course Information, Attendance list, Participant Evaluation Forms and Trainers Evaluation Form
- Be monitored by monitor locally
- Meet with Monitor locally
- To comply recommendations of monitoring
- Comply with the CPAP programme outline produced by Youth Work Ireland and contained in the Youth Work Ireland National Guidelines
- Trainers are only registered to deliver through Youth Work Ireland and are governed by National Arrangement with NYCI

The role of the Monitors nationally is:

- To act as a peer Monitors carrying out one monitoring of another Monitors per year
- To collate the local evaluation forms and produce an annual report

- To carry out local monitoring of training, produce a report on each trainer monitored and follow up any identified actions as appropriate
- Submit monitoring forms to National Office
- To liaise with National Office on the status of trainers locally
- To monitor local paperwork and identify any issues locally and raise these with the relevant trainer(s)
- To attend the national briefing for Monitors
- To attend the annual Monitors meeting
- Inform National Office of any relevant local changes such as trainer leaving, no longer requiring registration or the Monitors leaving or stepping down from the role.

The role of National Office:

- Provide the Monitors briefing in conjunction with NYCI
- Maintain the register of all registered trainers
- Maintain a register of all Monitors
- Carry out and or ensure monitoring visits for singleton regions and regions that do not have a local monitor
- Carry out or ensure a minimum of 3 verification visits a year. National Office will attend or arrange for an external Monitors to attend a site visit made by a Monitors and will produce a verification report similar to the Monitors report.
- Administer the registering of training courses as requested by regional trainers
- Issue certificates of attendance for trainees
- Maintain relevant records of training courses (Course registrations, collated evaluation reports national and local, list of trainers and monitors, reports on trainers, minutes of meeting and any other associated paperwork)
- Collate the local evaluation reports and with other documentation produce an annual monitoring and CPAP report
- Liaise with Monitors as requested
- Liaise with NYCI and ensure information is disseminated appropriately
- Provide the initial briefing for Monitors
- Organise the annual Monitors support and information meeting
- Produce a schedule for reports, develop forms and templates for Monitors
- Submit annual report on CPAP to NYCI and the Safeguarding and Child Protection SG
- Disseminate relevant information to trainers and monitors.

Appendix 13: Complaints Policy

COMPLAINTS POLICY.....(in development)

Appendix 14: Youth Work Ireland Code of Behaviour for Staff & Volunteers

The following code of behaviour is established to provide a clear understanding of the standards of behaviour of all staff / volunteers / students who work with Youth Work Ireland for the purpose of the safe care of children and young people. It will help foster an environment where young people feel secure and are treated with dignity and respect.

- Staff and young people should be encouraged to report cases of bullying to a staff member/volunteer of their choice.
- Volunteers will always respect young people
- Staff and Volunteers will listen to young people
- Staff will undertake appropriate trainings, attend appropriate meetings and briefings to support their development and understanding of Youth Work
- Staff will always operate in professional manner
- Young people should be encouraged to report cases of concern/welfare and/or child abuse to a staff member/volunteer of their choice.
- Staff and volunteers should never physically punish or be in any way verbally abusive to a child, nor should jokes of a sexual nature be told to or in the presence of a young person.
- Physical force should not be used, except in circumstances where such force is the only means of protecting a child, young person or adult from injury.
- Under no circumstances give alcohol, tobacco or drugs to children or young people. (see guidelines of the administration of prescribed medicines)
- Do not use alcohol, tobacco or drugs in the company of children or young people.
- Always use only age appropriate language media products and activities in working with children and young people.
- Do not take pictures of children or young people unless you have prior parental consent to do so.
- All staff /volunteers are required to maintain a positive attitude towards young people that respects the personal space, safety and privacy of individuals.
- Never engage in suggestive or lewd acts.
- If taking a group of young people away on a day trip, or sporting activity, you must ensure you have proper transport, adequate insurance cover, enough supervision and written parental consent. Facts must also be obtained of any specific medical conditions a young person may suffer from and plans in place to deal with such, should the need arise. (See guidelines for Residential Trips)
- Never do anything of a personal nature for children and young people which they can do for themselves.
- Personal contact outside of youth work business should not be made with children and young people.
- Staff/volunteers must be sensitive to the possibility of becoming over involved or spending a great deal of time with any one young person. We need to be clear about the purpose and nature of the relationship with any young person e.g. is the relationship constructive in building up the independence and autonomy of the person or is it being used to satisfy our own agenda.
- Staff members and volunteers should always be respectful of the privacy of young people in dormitories, changing rooms, showers and toilets. When present in such areas workers are advised not to spend time alone with a young person and as much as is practically possible, work in pairs of appropriate gender.

Dormitory and Changing Room Supervision

- Voluntary adult leaders and staff will be particularly careful in dormitory and changing room supervision of young people. Be respectful of the privacy and dignity of young people in such situations.
- Supervision of dormitories and changing rooms will be carried out by voluntary adult leaders, mentors and staff of the appropriate gender.
- Voluntary adult leaders and staff will avoid situations where they are alone with young people in dormitories and changing rooms. Wherever practicable, there will be two or more voluntary adult leaders or staff present in dormitories and changing rooms. If a voluntary adult leader or staff person must be alone in a dormitory or a changing room with a young person, they must be of the same gender, and another adult should be informed of the situation.
- Adult leaders and staff will not sleep in rooms/dormitories with young people.
- The voluntary adult leader, mentor or staff person's room/cubicle is off limits for young people.
- Voluntary adult leaders, mentors and staff will exercise discretion and respect in relation to entering young peoples cubicles or sleeping areas.
- In changing rooms and washrooms, ensure that supervision is adequate but be mindful of the privacy of the young person.
- Ensure that arrangements have been made for non-binary/transgender participants
- Staff members and volunteers must be sensitive to the risks in participating in some contact sports with young people and ensure that the young people are treated with dignity and respect.

Physical Contact

Physical contact must be appropriate and in the interest of the young person. As part of a normal healthy relationship between a voluntary adult leader/mentor or a staff person and a young person, socially acceptable physical contact will occur from time to time. This will include a handshake, a pat on the back, an affirmation, a comforting arm on the shoulder in times of distress, etc. These contacts will be made with integrity and respect for the young person, and in response to the needs of the young person. Inappropriate physical contact with the young people must be avoided at all times. Any discomfort or resistance on the part of the young person must be respected.

The most informal physical gestures e.g. putting a hand on a shoulder or arm, could be misconstrued by a young person or an observer, especially if they are continually repeated with the same young person.

There are particular conditions within which appropriate physical contact may take place. They include, when in a group situation:

- In open view
- With at least one other adult present
- With other young people present
- When the young person is clearly informed of the process to be followed and freely gives their permission e.g. administering first aid

Internet and Social Media

Internet, smart phones, smart technologies, computers etc are part of everyday life and are another medium that young people engage with. In her announcement of 18th January 2019, the Minister for Children and Youth Affairs released the following press release:

“Online safety risks must be assessed by Organisations working with children and young people. Minister Zappone publishes Addendum to Children First Guidance”

Youth work Ireland has been cognisant of the potential risks of online engagement by young people and adults.

- Voluntary adult leaders and staff will not be linked to young people through personal social network sites such as the leader’s own Facebook page.
- Voluntary adult leaders and staff must encourage young people to be respectful of other people in their comments and actions online.
- Voluntary adult leaders and staff will ensure that young people in their care are supervised during their use of Internet access.
- If it is wrong offline it is wrong online.
- There are a range of supports and trainings on use of social media see our Social Media and Youth Engagement Guidelines produced and supported by McAfee.

Individual Work and one to one work

One to one mentoring/individual work practices will be conducted in an open manner following the correct procedures. Whilst National Office do not engage in one to one work, many of our members do.

There can be great value to a young person from a relationship with a supportive adult, and this can be facilitated through one to one individual work and other means where there is training support and supervision to support this developmental relationship. (We are building on existing good practice within our membership to develop guidelines).

Individual work is defined as ‘planned one to one work between a staff member or volunteer and an identified young person for a specific purpose over a specific period of time to achieve agreed outcomes.

Individual work may be carried out with a young person when:

- The benefit/appropriateness to the young person is greater than that of having them participate in a group programme.
- A young person, parent or appropriate professional requests a one to one programme for a young person to address a specific issue, i.e. separation, personal development, crisis situation arises and meets the referral criteria for Youth Work Ireland member organisation.
- It is identified that a young person needs additional support about a topic/ issue.
- A young person will not attend a group programme but will engage on a one to one level.
- It is the best way to get to know a young person.
- It is the best way to enable the young person to develop skills and confidence to participate in a group setting.

All staff and volunteers are required to follow the above code of behaviour, thus providing a safe, comfortable and positive environment for staff / volunteers and young people. Individual working must happen within the context of the work environment and in place, time and space that is

appropriate. Individual work does not mean isolated work and safe practice should always be ensured. Individual working must be logged and recorded.

Dealing with Challenging Behaviour

Challenging behaviour can be defined as ‘behaviour which threatens staff/ volunteers, other people or the child/young person themselves, in a verbal and/or physical manner’. When confronted with such behaviour staff/volunteers must adhere to the following guidelines:

- Challenge the behaviour of the child / young person and not the person themselves.
- Try to remain as calm as possible and avoid becoming emotionally charged in dealing with the situation.
- Behaviour management must always emphasise positive approaches and prohibit any harsh or degrading actions.
- Consideration needs to be given to the developmental age of the child / young person.
- Be aware of signals that may trigger further outbursts in the child / young person, such as change in tone of voice, body language etc.
- If the challenging behaviour presents itself with others around, either remove yourself and the child / young person away from others so you can talk in a calmer environment, or, ask another staff member / volunteer to take the others to an alternative location.
- It is always advisable to seek the support of another staff member / volunteer when confronting challenging behaviour.
- Outline to the child / young person the sanctions for their behaviour and discuss with them possible techniques they may adopt to avoid such situations in the future.
- Ensure you place yourself in an area with a clear escape route, should violence erupt.
- Given the nature of the situation and the extent of the challenging behaviour, the parents / guardians of the child / young person may need to be contacted and asked to collect the individual to take them home. If any sanction has been agreed or put in place this should be communicated to the parents/guardians.
- Adequate time should be allowed for the child / young person to calm down and only then should their behaviour be discussed any supports and / or sanctions be imposed. Sanctions imposed must be fair and consistent at all times and understood by the child/ young person.
- Should your safety feel compromised and / or in danger, seek support from management and/ or An Garda Siochana.
- All incidents will be recorded in the Incident Report Book statement form (**Appendix 13**).
- Incidents may be discussed in supervision with a view to analysing any factors that could have led to conflict de-escalation. Workers and volunteers will be genuinely reflective if they wish to develop their practice, managers need to be supportive of this. Such review and support may be challenging as conflict is always a tale of perspectives, analysis of classroom conflict has identified behaviours of teachers as triggers to conflict escalation.

Dealing with Bullying

Youth Work Ireland has in place a comprehensive Anti-Bullying Policy which defines and sets out how to deal with bullying (Appendix 14). All staff, volunteers and young people should be aware of the policy and be assured that it will be invoked in the should the issue of bullying arise.

Concern regarding another member of Staff/volunteer

Staff and volunteers who have concerns about the behaviour of another worker/volunteer must report their concern to the DLP. Where the concern relates to the DLP concern should be raised with the CEO.

Where staff have a genuine concern regarding:

- Breaches of this policy and guidance document
- Breaches of the Code of Behaviour
- Suspected or witnessed abuse.

Any concerns brought to the attention of a member of staff/volunteer/manager must be reported on regardless of the source to either a senior manager or the DLP. If the concern relates to poor practice it should be discussed with the relevant manager or leader in charge. If the concern involves suspected or witnessed abusive behaviour, this should be reported without delay to the DLP in accordance with the reporting procedure outlined in Section 3 of this document. If no action is taken a note to this effect will be made.

The DLP will follow the reporting procedures as outlined in Section 3 of this document. Where disclosure has been to a line manager, they may determine that the DLP needs to contact, otherwise they will seek to raise the concern with the employee/volunteer or their manager/club as appropriate. If the person reporting is not happy that a matter has not been referred to Tusla/An Garda Síochána they may report the concern directly to Tusla.

Day Trips and Residentials

When taking young people away on day trips and residential, staff and volunteers should always be attentive to such matters as:

- Safety – activities, buildings, transport etc.
- Insurance – ensure that it is adequate to cover all aspects of the trip.
- Parental consent – staff / volunteers must ensure that they have written consent from parent(s)/guardian(s) before taking young people away on trips. It must also be ensured that they have permission for the young person to receive medical treatment in the event of an emergency.
- Staff / volunteers should ensure that they are made aware of any medical information which may be relevant e.g. allergies.
- Sleeping arrangements – sleeping areas for males and females should be in separate and supervised quarters and supervised by at least two people.
- Adequate supervision should be available for the duration of the residential. Provisions should be made for any emergencies that may arise i.e. should a young person take ill or become homesick then transport should be at hand and there should be enough staff / volunteers present to deal with the situation and also to supervise the other young people.
- Staff / volunteers should respect the privacy and never enter the bedroom or bathroom of a young person without knocking or letting the young person know you are entering. Time should never be spent alone with a young person during a residential.
- If in an emergency situation an adult considers it necessary to enter a young person's bedroom / bathroom without another adult present, they should:
 - a. Keep the door open
 - b. Immediately inform another adult in a position of responsibility
 - c. Make a written record of the circumstances

- Staff / volunteers should always be aware of avoiding compromising situations with young people.
- Maintaining standards and good youth work practice is essential for residential. Please ensure that procedures in relation to the Code of Behaviour are followed.

Appendix 15: Youth Work Ireland Anti-Bullying Policy

Definition of Bullying

Bullying can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual or group against others.

Types of Bullying

(Taken from “**Bullying at School: Key Facts**” by The Anti-Bullying Centre, Trinity College Dublin, 2001)

There are many different types of bullying that can occur:

- **Verbal Bullying:** can leave children and young people feeling angry, frightened and powerless. If they are unable to share their feelings with someone else, verbal bullying can leave them emotionally bruised and physically exhausted. Their powers of concentration can suffer, adversely affecting their capacity for learning. Verbal attacks can be of a highly personal and sexual nature. They can be directed at the child’s or young person’s family, culture, race or religion. Malicious rumours are particularly insidious forms of verbal bullying.
- **Physical Bullying:** often written off as “horseplay”, “pretend”, “messing” or “just a game” when challenged. While children can and do play roughly, in the case of bullying be aware that these “games” can be a precursor to vicious physical assaults. Both boys and girls indulge in physical bullying, boys perhaps more so as they have a greater tendency towards physical aggression.
- **Gesture Bullying:** there are many different forms of non-verbal threatening gestures which can convey intimidatory and frightening messages, for example gesturing a gun to a head or gesturing slitting a throat.
- **Exclusion Bullying:** this is particularly hurtful because it isolates the child or young person from his/her peer group, and it is very hard for the child or young person to combat as it directly attacks their self-confidence and self-image.
- **Extortion Bullying:** younger children are particularly vulnerable to extortion bullying. Demands for money, possessions, equipment etc. may be made, often accompanied by threats. Children or young people may also be dared or forced to steal from others leaving them at the mercy of the bully and open to further intimidation.
- **E-Bullying:** in an ever-more technologically advanced world, a new strain of bullying has emerged amongst children and young people, which utilised web pages, e-mails and text messaging to abuse, intimidate and attack others, either directly or indirectly (for example rumour mongering).

Policy Statement

All staff and volunteers who work for Youth Work Ireland are committed to creating an environment that is safe and supportive to all children and young people. We believe that all children and young people with whom we work have the right to be protected from bullying and abusive behaviour. Bullying in any form is unacceptable in Youth Work Ireland.

Aim of Policy

The aim of this policy is to ensure that all children and young people are protected from bullying behaviour. It is hoped that the policy will reduce the number of children and young people who experience bullying. The policy aims to ensure that incidents of bullying will be dealt with consistently and in a fair manner by setting out the procedures for dealing with such instances.

Objectives of Policy

- To raise awareness of bullying as a form of unacceptable behaviour with staff / volunteers, children and young people and parents / guardians.
- To develop an ethos which encourages children and young people to report incidents of bullying.
- To develop systems for recording and reporting incidents of bullying behaviour.
- To involve children and young people in promoting Youth Work Ireland anti-bullying policy, through group projects, poster making etc.
- To develop clear procedures for investigating and dealing with incidents of bullying behaviour.
- To develop support services for those affected by bullying and for those involved in bullying behaviour.
- To ensure comprehensive supervision and monitoring measures are employed for all activities with young people and children.

Procedures for Dealing with Bullying

- In any incident of bullying, a staff member should speak separately to the children or young people involved to get both sides of the story with due regard to the rights of each person involved.
- All reports of bullying will be recorded, investigated and dealt with by an appropriate staff member.
- The staff member will interview all involved in a calm manner and will seek answers to what, where, when, who and why.
- The child or young person should be praised for their courage in coming forward to report the bullying incident and or behaviour.
- Reassure the child or young person that being bullied is the responsibility of bullies and they are not to blame themselves.
- Reassure the child or young person of the support of staff in Youth Work Ireland in ensuring that the bullying doesn't happen again.
- If the staff member dealing with the complaint concludes that bullying has taken place, then the perpetrator will be met with to discuss the bullying behaviour. They will be informed of

the disciplinary action that will be taken as a result of this bullying behaviour and will be supported in undertaking any relevant training and interventions to address their inappropriate behaviour.

- Staff members will at all times be sensitive to the needs of the young person, who may not wish it be made known that they reported an incident of bullying. Such incidents will be dealt with in group work and/or key working sessions.
- Parents will be informed of the incident of bullying and of the outcome of the investigation.
- For less serious incidents of bullying, the child or young person will be asked to apologise to the victim and asked not to engage in any further bullying behaviour. Examples may include slugging, name calling, gestures etc. Staff would then closely monitor the behaviour of the child or young person.
- For serious incidents of bullying, the perpetrator will be suspended or excluded from training / activities, depending on the nature of the incident(s). Examples may include assaults or threats of physical assaults, exclusion, racist remarks, homophobic comments etc. and may require referral to TUSLA. All serious incidents of bullying should be discussed with the Designated Person.

The examples given above are not exhaustive and as such the Anti bullying policy, along with the other sections of this document, is under constant review. A series of anti-bullying posters are displayed throughout various sections of the organisation and the topic is built into a number of personal and social development programmes run with young people.



Youth Work Ireland

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