

Child Protection Policy

September 2005

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Child Protection Policy – Child Protection Statement

The Glencree Centre for Reconciliation is committed to safeguarding the rights of young people, particularly those with whom we work. Glencree's duty to care is to provide a safe space for young people, ensuring they are safeguarded from sexual, physical and emotional harm, in a healthy learning environment.

The welfare of the child is paramount in decisions, activities and programmes involving young people and children at Glencree, and participating in external Glencree activities.

Glencree have developed the following procedures to be followed in all matters relating to young people under the age of 18 years whilst at the Centre or whilst involved in activities organised through Glencree Centre for Reconciliation.

- Confidentiality Statement
- Reporting Procedure
- Safe Recruitment Procedure
- Training, Supervision and Management of Staff and Volunteers
- Code of Behaviour for Staff and Volunteers
- Complaints Procedure
- Accidents Procedure
- Staff Allegations Procedure

The Child Protection Policy, procedures, and practice will be reviewed on a regular basis by the Designated Person through the office of the Chief Executive Officer.

Glencree expects all persons coming into contact with young people through involvement in organised activities or programmes at Glencree to follow the requirements laid out within this policy.

This policy applies to staff of the Glencree Centre for Reconciliation, to volunteers, to facilitators, to programme participants, to visitors, to guests and to centre users. Glencree requires all other users of the facilities of the centre to abide by the working practices contained within this policy.

This policy applies with regard to **all young people under the age of 18 years, whether involved in activities at Glencree** and/or participating in external Glencree activities. Particular duties apply to all programmes organised by Glencree, on behalf of participants, under the age of 18 years.

The policy was developed by Glencree Centre for Reconciliation in consultation with the HSE (Health Services Executive), in line with 'Children First' as well as use of the document 'Our Duty to Care'.

A definition of staff, facilitators and volunteers, and other terms used, in Appendix 1 – Definitions within the Policy.

A full copy of the Glencree Child Protection policy is made available for downloading at the Glencree Centre for Reconciliation website (www.glencree.ie).

This policy will be reviewed in August 2006.

Child Protection Policy – Confidentiality Statement

Glencree aims to create safe spaces that respects individuals and groups across a diverse range of backgrounds.

Glencree seeks to provide space where young people feel comfortable speaking honestly and openly about themselves and their relations with others.

In this regard, confidentiality is an important tool for our work.

Glencree adopts a 'Chatham House Rule' approach to confidentiality.

However, information regarding disclosure, allegations or concerns regarding child protection must be shared, at all times, with the Designated Person and in the absence of the Designated Person, reported to the Chief Executive Officer and treated in a professional and respectful manner.

All information regarding concern or assessment of child abuse will be shared on a 'need to know' basis in the interests of the child.

No undertakings of secrecy can be given. Those working with a young person and family should make this clear to all parties involved.

Where child protection concerns arise, information should only be shared in adherence with the reporting procedures set out within this policy, in the best interests of the young person.

Sharing information with others, in accordance with the reporting procedures set out within this policy, in the protection of a young person is not a breach of confidentiality.

Parents and Young People have a right to know if personal information about them is held on file and being shared, unless doing so could put the young person at further risk.

Information which is gathered for one purpose must not be used for another without consulting the person who provided that information.

All records regarding young people and child protection matters will be kept in a safe and confidential manner within the Education Programme office at Glencree Centre for Reconciliation. Access to these records is strictly limited to the Designated Person and the Chief Executive Officer.

Issues of confidentiality will be addressed in training of staff and volunteers at Glencree.

Children First; Department of Health and Children; 1999; Dublin; page 41

Child Protection Policy – Reporting Procedures

Designated Person

Glencree Centre for Reconciliation has appointed a Designated Person for Child Protection.

The **Designated Person** is: Conn Mulvenna, Education Programme Manager.

The **Co-Designated Person** is: Mairin Colleary, Chief Executive Officer

The Designated Person will be available on-call on a 24-hour, 7-day week basis. In the absence of the Designated Person, due to illness or holiday, the Chief Executive Officer will be on-call on the same basis.

In cases where it is inappropriate for the Designated Person to investigate issues, i.e. an allegation against the Designated Person, the role of Designated Person will be taken on by the Chief Executive Officer, supported by the Chairperson of Glencree.

Role of Designated Person

- Receives and considers all child protection concerns.
- Maintains contact with appropriate authorities in Community Services, HSE and An Garda Síochána.
- Ensures Glencree policy / procedures relating to child protection are followed.
- Provides information and advice on protection and welfare at Glencree.
- Manages referrals to HSE, with adequate confidential information.
- Liaises with Community Services, HSE and An Garda Síochána.
- Consults with management and Chief Executive Officer of Glencree with regard to Child Protection.
- Ensures confidentiality / safe recording of Child Protection issues and of individual case histories.
- Provides advice on Child Protection Training needs.

The Designated Person will maintain his/her training and awareness of Child Protection issues to keep him/her updated on new developments.

Procedure for Dealing with Disclosure

Dealing with Disclosure

Glencree strives to maintain an environment that encourages trust, security and confidence. This enables young people to share openly, and may result in a young person's disclosure of abuse.

It is important that the young person who discloses abuse feels supported and facilitated in what may be a frightening and traumatic process. Feelings of confusion, anger, fear and guilt are possible. Therefore, there is a great need for the staff member/volunteer to respond in a sensitive manner. A young person's disclosure of such information requires real trust and vulnerability. Responses should keep that in mind and uphold the following guidelines.

How to Respond

It is important that allegations are handled in a sensitive and discreet manner and any response to a young person making an allegation should take the following into consideration:

- Actively listen to the young person, ensuring that they feel heard.
- Inform the young person of your duty to report their disclosure as early as possible in the conversation. Never agree to keep the disclosure secret.
- React calmly, over-reaction may intimidate and increase any feelings of guilt.

Child Protection Policy – Reporting Procedures

- Reassure the young person that it was right to tell someone what happened.
- Be careful when asking questions. Conversation should be supportive and for the purpose of clarification. Never ask leading questions.
- Do not express any opinions about the alleged abuser to the young person.

Staff / Facilitator/Volunteer Procedure

If staff, facilitators and volunteers of Glencree receive a disclosure of abuse or sexual abuse from a young person, they should consult immediately with the Designated Person.

Staff, facilitators or volunteers receiving disclosure from a child must record the details in writing and sign and date it. This must then be passed onto the Designated Person as soon as possible.

The Designated Person will report to the HSE in the young person's area or, in an emergency out-of-hours case, An Garda Siochana will be informed.

The Chief Executive Officer will be informed that a report has been made to the HSE.

All suspicions of abuse should be handled through the Designated Person, who should fill out the standard reporting form, which should then be passed on to the HSE Duty Social Work office, in the Community Care Area of the young person.

Involvement of Parents/Carers

When suspicions of abuse are reported to the HSE or An Garda Siochana, it is good practice that parents/carers should also be informed, unless doing so is likely to endanger the young person.

Reporting Form

A copy of the Reporting Form to be used with the HSE is attached in Appendix 3 – Reporting Form.

Contact Details

A list of relevant contact details for support services and An Garda Siochana is attached in Appendix 4 – Contact Details.

Out-of-hours Emergencies

Any out-of-hours emergencies should be reported immediately to the Designated Person, or the Chief Executive Officer, who will then decide whether to contact An Garda Siochana using the contact details in Appendix 4.

Prompt response

All verbal and written reports must be made to the HSE without delay.

Concerns not requiring HSE Referral

The Designated Person and the Chief Executive Officer will decide whether or not to refer matters to the HSE, recording their decision.

Any matters not referred to the HSE, should be noted within a Child Protection incident file, along with any decisions made and signed by the Designated Person and the Chief Executive Officer.

The Designated Person will inform the staff, facilitator or volunteer in writing of any decision not to refer to the HSE.

Child Protection Policy – Reporting Procedures

If any staff, facilitator or volunteers feel uncomfortable with a decision made in this context, they have the right (and responsibility) to file a report on their own.

Procedure for Dealing with Concerns / Suspicion of Abuse

Staff, facilitators and volunteers working with young people must share their concerns about child protection or child welfare with the Designated Person or the Chief Executive Officer at Glencree Centre for Reconciliation.

Staff / Facilitator/Volunteer Procedure

If staff, facilitators and volunteers of Glencree receive a disclosure of abuse or sexual abuse from a young person, they should consult immediately with the Designated Person.

Staff, facilitators or volunteers receiving disclosure from a child must record the details in writing and sign and date it. This must then be passed onto the Designated Person as soon as possible.

The Designated Person will report to the HSE in the young person's area or, in an emergency out-of-hours case, An Garda Síochána will be informed.

The Chief Executive Officer will be informed that a report has been made to the HSE.

All suspicions of abuse should be handled through the Designated Person, who should fill out the standard reporting form, which should then be passed on to the HSE Duty Social Work office, in the Community Care Area of the young person.

Concerns must not be shared outside the designated channel of communication outlined within the reporting procedure for disclosure.

Reasonable Grounds for Concern

The statutory authorities must be informed when a person has reasonable grounds for concern that a young person may have been abused, is being abused, or is at risk of abuse. The following examples constitute reasonable grounds for concern:

- Specific indication from the young person that she/he was abused
- An account by the person who saw the young person being abused.
- Evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused in another way.
- Consistent indication, over a period of time that a child is suffering from emotional or physical neglect. (It should be noted that Glencree staff, facilitators and volunteers will rarely be in an appropriate position to make informed judgements regarding this ground for concern. Any queries or concerns in this regard should be discussed and actions authorised through the Designated Person / Chief Executive Officer.)

Joint Reporting Protocol for use with Schools / Youth Groups

The Designated Person and the Chief Executive Officer will consult with the teachers / group leaders and the designated emergency contacts for schools / groups.

Whilst a reporting procedure should be agreed, Glencree reserve the right to report any concerns to the appropriate authorities.

Teachers / group leaders and designated emergency contact representatives of schools or youth groups will be consulted and informed of any report being made.

Child Protection Policy – Recruitment Procedures

All staff, facilitator and volunteer positions are to be advertised as widely as possible, with clear and recorded recruitment procedures.

All staff, facilitators and volunteers must have a clearly outlined job description.

All staff, facilitators and volunteers must complete an application form, and provide two referees, who are not family members, and a current police check or when unavailable, a declaration of offences. The referees will be clearly asked to provide a written statement outlining their opinion on whether the candidate is suitable to work with children. References must also be followed up with a phone call. (See Appendix 5 - Sample Referee Request Form)

Where a police check is not possible, a declaration form should be filled in, stating whether or not any court actions are pending or have been being taken or if there are any reasons why the prospective candidate should not work with children. (See Appendix 6 – Sample Declaration Form)

Applicants with convictions against children will be excluded from employment and / or volunteering at Glencree Centre for Reconciliation.

All prospective staff, facilitators and volunteers will be selected on the basis of an interview, telephone interview or selection meeting.

All staff, facilitators and volunteers will be required to provide proof of identity, i.e. photographic identification or identification with signature.

All staff will sign an 'employment contract' with Glencree Centre for Reconciliation.

All facilitators will sign a 'facilitation contract' with Glencree Centre for Reconciliation.

All volunteers will sign a 'volunteer (term of stay) agreement' with Glencree Centre for Reconciliation.

Each new staff member will undergo a probationary period of 6 months. Facilitators and volunteers will undergo a probationary period of 3 months.

All staff, facilitators and volunteers will receive and sign-off on child protection training. This will take place during the staff, facilitator and volunteer induction on an annual basis.

Child Protection Policy – Management of Staff, Facilitators & Volunteers

Supervision

Supervision and support of staff, facilitators and volunteers at Glencree Centre for Reconciliation happens in three ways:

1. All staff and volunteers attend weekly community meetings where issues are raised and discussed.
2. Weekly staff meetings are held for centre and programme staff, where issues are raised and discussed.
3. All staff and volunteers receive supervision and regular team meetings with each of the programme and centre areas on an ongoing monthly basis. All facilitators attend regular facilitation training meetings and support network meetings.

Induction

All staff and volunteers will receive child protection training on an in-house basis in line with 'Children First'. This takes place during the staff and volunteer induction on an annual basis, with review discussions at community and staff meetings during the year.

All facilitators receive child protection training during their facilitation training meetings.

All staff, facilitators and volunteers sign up to the Glencree Child Protection Policy. This takes place during the volunteer induction on an annual basis.

Training

Glencree Centre for Reconciliation is responsible for coordinating the training needs of all staff, facilitators and volunteers in relation to the provision of Child Protection and Welfare.

Child Protection Policy – Code of Behaviour

Glencree Centre for Reconciliation requires all staff, facilitators and volunteers working with young people to provide safe spaces for young people, ensuring they are safeguarded, physically and emotionally, in a healthy learning environment.

The welfare of young people is paramount in all decisions, activities and programmes involving young people and children at Glencree.

Glencree expects all those working with young people to:

- Actively listen to young people, taking account of their expression of needs and concerns.
- Value and respect young people as individuals.
- Involve young people in decisions made about them, in as participative and appropriate a manner as possible.
- Encourage and support young people with praise and positive due regard.

Youth Work Practice

Glencree's work is about enabling young people to acquire the knowledge, skills and experiences that will assist their personal and social growth. Glencree staff and volunteers educate not only through the programmes they facilitate, but also through their behaviour and their manner of interaction. Youth work at Glencree is participative and inclusive.

Emotional, physical or sexual abuse of a young person prohibits this development. Our own practices as facilitators, and those practices we encourage or ignore in group members, may hinder this process of empowerment, consciously or unconsciously.

Code of Practice

Glencree does not accept the following behaviours and will intervene to ensure the fair and equitable treatment of all young people:

- Bullying.
- Violence.
- Sarcasm, name-calling, 'slagging', and other forms of scapegoating.
- Favouring some to the exclusion of others.
- Abusive language or gestures.
- Negative criticism of young peoples values, beliefs and opinions.
- Negatively highlighting physical, social or emotional differences.

Required Standards of Behaviour.

These standards are the requirements of Glencree for all those working with young people to avoid situations that might give rise to unjustified allegations of abuse. The standards are good practice and must be followed by all staff, facilitators, volunteers, members, council and other individuals coming into contact with young people at Glencree.

1. Be sensitive to risks of personal safety and the possibility of unfounded allegations that can arise. Never request or agree to meet with a young person alone.
2. When meeting young people, always leave the door to the meeting room open and ensure another member of the staff/facilitation/volunteer team is present. Always offer the option to a young person to have a friend present at any meeting.
3. Do not give lifts in cars to individual young people alone. Always have another member of the staff/facilitation/volunteer team present. Ensure your insurance cover is adequate for this purpose.
4. Be sensitive to the possibility of becoming over-involved or spending excessive time with any one young person.

Child Protection Policy – Code of Behaviour

5. Monitor any physical contact between yourself and young people, ensuring that at all times contact is appropriate to a particular task and verifiable. Do not offer hugs, pats on head or massages.
6. Always make sure that there are sufficient staff/facilitators/volunteers available to:
 - o Ensure maximum safety, participation, learning and fun in activities.
 - o Anticipate and control disruptive behaviour by young people by setting clear boundaries and maintaining a group contract.
7. When dealing with disruptive individuals on a one-to-one basis, always ensure you are accompanied by another member of the staff/facilitation/volunteer team. All instances of disruptive behaviour are to be reported in team debriefings. If disruption risks the safety of either yourself or the group you should contact the Education Programme Worker or Education Programme Manager immediately and provide a written report which should be given to the Education Programme Manager.
8. When dealing with groups of mixed gender, you must ensure there is sufficient staff, facilitators or volunteers to properly manage all activities and areas in use. The ratio of facilitated leadership at Glencree is 1:20 and includes a mix of male/female supervision. It should be noted that schools and youth groups are responsible for the leadership of their group and are expected to provide sufficient leadership cover.
9. Staff/facilitators/volunteers should always be respectful of the privacy of young people in dormitories, changing rooms, showers and toilets. When present in such areas staff/facilitators/volunteers are not to spend time alone with a young person.
10. Never share a bedroom with a young person. Do not enter bedrooms of young people, without prior consent of Senior Management (Chief Executive Officer, Operations Director, or Education Programme Manager). In emergencies, you may need to protect the wellbeing of either young people or the property of the Centre. Report immediately to Centre Management and seek permission to enter a bedroom, along with another member of the staff/facilitator/volunteer team. Any such instances must be recorded in the incident log and have the prior permission of a member of the Management Team.

Photographs

Permission must be sought prior to the making of any photographs at Glencree involving young people. This is clarified in booking forms with a check box declaration. Official photographs may only be taken in a planned manner in which the programme team, the group/schools, and the young people / parents have given their informed consent.

Booking Schools and Youth Groups

A Booking form must be completed for each group. (See Appendix 8 – Sample Booking Form)
The booking form will include details of:

- Group Leader / Teacher names.
- Contact Information.
- Emergency Contact Name.
- Emergency Contact Information (24-Hour availability).
- Numbers in group, ages, male / female breakdown.
- Dietary arrangements and medical conditions of any participants.

Copies of the school /youth group's child protection policy and other relevant policies are requested on the Booking form. It is the responsibility of the school / or youth group to provide this information. Otherwise, the Glencree policies will apply.

Each group will be sent a copy of the Child Protection Statement with their booking form.

Child Protection Policy – Code of Behaviour

Each booking form will have a declaration that leaders are familiar and agree to abide with the Statement.

Booking forms are received, checked and filed by the Education Programme Worker or the Operations Director.

Accommodating Schools and Youth Groups

Young People must be accommodated in separate rooms, according to gender.

Group leaders should be accommodated within the same building as their group but in separate rooms.

The Glencree Link person must keep a record of all accommodation details for use in emergencies. A copy of each group's accommodation record should be given to the group's leaders.

Washing and toilet areas should be separate for males/females, staff/young people, and adults/young people.

When adult groups / guests are present at the same time as schools or youth groups, Glencree will ensure separation of accommodation and social space.

If an adult group is consuming alcohol, they may do so only in their designated social area and not in any shared spaces.

Outdoor Activities

1. Outdoor activities must be suitable for the age, development and needs of the group.
2. All instructors must be adequately qualified and insured.
3. Written parental/guardian consent for outdoor activities is required.
4. All equipment must be checked for safety before each activity.
5. First Aid facilities must be made available. Each leader/facilitator should check this in advance and ensure they have sufficient access.

Activities / Visits Organised by Glencree

When organising activities / visits staff, facilitators and volunteers must ensure:

- The physical and emotional safety of all young people concerned is paramount. A clear programme of activity should be designed and shared with the participants. Young people must have regular input into the programme and should have the opportunity to provide feedback throughout and at the end of the activity / visit through regular meetings and evaluation. All facilities and activities should be checked for appropriateness and risk prior to booking.
- Written Parental/Guardian consent is required for those activities involving young people less than 18 years of age. Emergency contact numbers, dietary and medical requirements are required for each participant. (See Appendix 9 – Parental Consent Form).
- Clear information on the activity must be made available to parents / guardians beforehand to explain the programme, travel arrangements, emergency contact details and requirements in a 'things to bring' list. A copy of the Child Protection statement should be included in this information, along with any other relevant policy information.
- Staff, facilitators and volunteers should ensure, in so far as is reasonable, that buildings, equipment and facilities are safe. Staff, facilitators and volunteers must ensure that sleeping and washing areas are adequate and that separate sleeping areas for males and females are provided, with separate facilities for leaders which enable adequate supervision.

Child Protection Policy – Code of Behaviour

- A record of accommodation locations should be made, and held by leaders, in case of emergencies.
- Emergency contact information for participants, activity providers, accommodation and Glencree management must be checked and recorded prior to the activity taking place.
- When dealing with groups of mixed gender, you must ensure there is sufficient staff, facilitators or volunteers to properly manage all activities and areas in use. The ratio of facilitated leadership for Glencree external activities is 1:10 and includes a mix of male/female supervision.
- Adequate insurance coverage for all activities must be checked and secured.

Child Protection Policy – Complaints Procedure

Complaints Procedure

On arrival, each group receives a short talk on Glencree by their designated linking volunteer, detailing our programmes, the procedures of their programme and useful information for their stay. This talk also highlights the Health & Safety, Child Protection, Equality and Complaints procedures.

Participants are encouraged to speak with their group leader or their facilitator to highlight concerns in a positive and healthy manner; or to bring issues to the attention of their programme staff or centre staff.

The Glencree approach to conflict is one of open and candid dialogue.

During their stay, check-in times are also made an integral part of the programme structure offering participants and leaders opportunities for feedback and problem-solving.

Individual participants are encouraged to bring any issues they have to the attention of their group leader, the Glencree facilitator/volunteer or the programme staff. Glencree in providing a safe space for dialogue also create opportunities for informal contact with staff in a supportive, open and friendly atmosphere.

Regular meetings between Programme staff and group leaders take place on an informal basis, to address issues of concern and to highlight our ethos of open communication.

Once a complaint is received, the linking volunteer, the group facilitator or the staff member, will try to resolve the issue promptly and fairly. If unable to do so, they will bring the matter to the attention of either the Education Programme Manager or the Operations Director, who will deal with the matter urgently.

In case of a complaint being made which would be impacted by the Child Protection Policy, volunteers, facilitators or staff will contact the Designated Person. The Designated Person will then act on the matter in the terms laid out in this policy under 'Reporting Procedures', 'Dealing with Allegations' and 'Parental Involvement' at all times keeping the welfare of the young person paramount.

During external visits/activities, parents are encouraged to contact Glencree with any concerns or queries. 24-hour contact information is given for all such projects.

Any concerns, issues or complaints will be dealt with promptly and a response in writing will be issued, when required.

A Complaints Form is attached in Appendix ?

Staff, facilitators and volunteers should ensure, in so far as is reasonably possible, that buildings, facilities and equipment, used by young people, are safe.

All staff, facilitators and volunteers are made aware of the location and contents of first-aid kits. At present there is no designated first-aid person at Glencree.

Emergency numbers are available in the reception area of the Centre Building at Glencree. For external activities / visits the emergency numbers sheet must be completed and kept by the group leader.

The ratio for the facilitation and supervision of young people for: An activity during their stay at Glencree is: 1 facilitator / leader for every 20 participants; external activities organised by Glencree is: 1 facilitator / leader for every 10 participants. Youth Groups and Schools provide their leadership, who are responsible for their group at all times, according to their policies.

Teachers and group leaders are legally responsible for their groups whilst at Glencree. Glencree will inform them on the confirmation of booking of this and that they are expected to maintain supervision of their group outside programme activity hours.

All incidents or accidents affecting the group or involving injury must be advised to the Designated Person. Any out-of-hours emergencies should be reported immediately to the Designated Person, or the Chief Executive Officer. The Designated Person will liaise with teachers / group leaders and with the school's / group's emergency contact person.

The Centre has a strict "No Illegal Substances" policy. The Centre must be informed of any medication a young person is taking. Under no circumstances is it permissible for staff/volunteers to administer medication to a young person. This includes common painkillers.

The Centre also holds a "No Alcohol" policy in dealing with groups or group members under the age of 18 years.

All incidents and accidents involving young people must be recorded on a Reporting Form, stating the date, time and nature of any incident or injury. Any and all witnesses should be listed and any action taken in the care and treatment of the young person should be documented. The form should then be given to the Designated Person for filing. (See Appendix 7 – Incident Reporting Form)

Glencree Centre for Reconciliation is covered by Public Liability Insurance. Our insurance details are kept on file by the Operations Director.

Schools and Youth Groups are responsible for maintaining their own emergency contact lists.

All Glencree organised programmes must maintain emergency contact lists for activities and young people in their care.

Child Protection Policy – Parental Involvement

A full copy of the Glencree Child Protection policy is made available for downloading at the Glencree Centre for Reconciliation website (www.glencree.ie).

Schools and Youth Groups using the Glencree Centre for Reconciliation are to be given a copy of the Child Protection Statement, which refers to the full Child Protection Policy and its access through the Glencree website upon confirmation of their booking.

All parents and young people involved in Glencree organised programmes are also to be given a copy of the Child Protection Statement, which refers to the full Child Protection Policy and its access through the Glencree website upon sending a parental consent form as young people apply for a particular activity.

Parents / carers of young people are informed of programmes and all related concerns in information about programme activities sent with the parental consent form.

In any event which requires information to be shared with the HSE or the An Garda Síochána, parents should be notified unless doing so is likely to endanger the young person.

Information about Glencree Centre for Reconciliation and its activities is available through its website (www.glencree.ie). Information leaflets and notices are also available, which will be sent out to parents with the Parental Consent Form.

Parents are reminded and encouraged to contact a named project/activity organiser at the Glencree Centre for Reconciliation for any further queries.

Child Protection Policy – Procedure for Allegations against Staff, Facilitators or Volunteers

All allegations must be taken seriously and dealt with promptly and efficiently, with the best interests of the young person taking prime concern. All persons concerned are entitled to a proper response and therefore two separate procedures are involved:

- The reporting procedure in respect of the young person
- The procedure for dealing with the worker.

Glencree Centre for Reconciliation will at all times ensure that no child is exposed to unnecessary risk.

Reporting Procedure in respect of the young person

This procedure is the responsibility of the Designated Person

1. The person who receives the allegation from the young person should record the details in writing, sign and date it and then pass it on to the Designated Person.
2. Upon receipt of an allegation against staff, facilitators or volunteers, the Designated Person will:
 - Speak with the young person involved, to clarify the allegation.
 - Record the allegation dated and signed.
 - Inform the Chief Executive Officer (CEO).
3. The Designated Person will:
 - In consultation with the CEO, decide whether or not to contact the HSE or An Garda Síochána.
 - Inform the parent/carer and/or teacher / leader of the young person involved.
 - Record this decision dated and signed.

Procedure for dealing with the worker

This procedure is the responsibility of the Chief Executive Officer

1. Upon receipt of an allegation the Designated Person will inform the Chief Executive Officer.
2. The Chief Executive Officer will then:
 - Meet with the staff, facilitator or volunteer whom the allegation has been made against, informing them of an allegation against them and allowing them to respond to the allegation.
 - Record the meeting signed and dated by both parties.
3. The CEO may then suspend the staff member, facilitator or volunteer, depending on the seriousness of the allegation and in consultation with the HSE / An Garda Síochána, pending a full inquiry.
 - This suspension will be recorded, dated and signed.
4. In the case of suspension of a volunteer, alternative accommodation outside the centre will be found.
5. Upon completion of inquiries a further disciplinary hearing will be heard, and appropriate action taken as required.
 - This hearing will also be recorded, dated and signed.

If an allegation is made against the Chief Executive Officer or the Designated Person, the matter will be referred to the Chairperson of Glencree.

Appendices

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Child Protection Policy – Appendix 1 – Definitions within the Policy

Staff – People employed on a contract basis either part-time or full-time. Staff includes those employed through Social Economy or Community Employment.

Volunteers – Volunteers are anyone who donates their time to Glencree be they long-term international volunteers, short-term international volunteers, local occasional volunteers or Council members.

Facilitators – Facilitators are professionals who provide facilitation services to Glencree in either a voluntary or contracted capacity.

Young Person - Person under 18 years of age.

Neglect - Where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults or medical care.

Children First; Department of Health and Children; 1999; Dublin page 31

Emotional Abuse – When a child's needs for affection, approval, consistency and security are not met.

Children First; Department of Health and Children; 1999; Dublin; page 31

Physical abuse - is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

Children First; Department of Health and Children; 1999; Dublin; page 32

Sexual abuse - Occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others. This includes consensual sexual activity involving an adult and an underage person (less than 17 years of age).

Children First; Department of Health and Children; 1999; Dublin; page 33

Child Protection Policy – Appendix 2 – Legislative Impact on the Policy

The main legislation governing the care and protection of children is the Child Care Act, 1991. The Domestic Violence Act, 1996 and the Protection for Persons Reporting Child Abuse Act, 1998 are also relevant to child protection and welfare.

The following legislation impacts on the Policy:

The Child Care Act, 1991

Domestic Violence Act, 1996

Protections for Persons Reporting Child Abuse Act 1998

The Data Protection Act 1988

The Education Act, 1988

The Non-Fatal Offences Against the Person Act, 1997

Freedom of Information Act, 1997

Children First; Department of Health and Children; 1999; Dublin; pages 25-28.

Child Protection Policy – Appendix 3 – Standard Reporting Form

Private and Confidential

In case of emergency or outside HSE hours, contact should be made with An Garda Síochána.

A. To Principal Social Worker/Designate: _____

1. Details of Child:

Name: _____ Male Female

Address: _____ Age/DOB _____
 _____ School _____

1a. Mother's Name: _____ Father's Name: _____
 Address: _____ Address: _____

 Tel: _____ Tel: _____

1b. Care and custody arrangements for the child (if known):

1c. Members of Household:

Name	Relationship	DOB	Additional Information

Child Protection Policy – Appendix 3 – Standard Reporting Form

2. Details of concern(s), allegation(s), or incident(s), dates, times, who was present, description of any observed injuries, parent's view, child's view(s) (if known).

3. Details of person(s) allegedly causing concern in relation to the child

Name: _____ Age Male Female

Address: _____

Relationship: _____

Occupation: _____

4. Name and Address of other personnel / agencies involved with this child:

Social Workers: _____ School _____

Public Health Nurse _____ An Garda Siochana _____

GP _____ Youth Club _____

Hospital _____

Other _____

Child Protection Policy – Appendix 3 – Standard Reporting Form

5. Are Parents / Legal Guardians aware of this referral to the Social Work Department?

Yes No

If yes, what is their attitude: _____

6. Details of Persons Reporting Concerns:

Name	Occupation

Address	

Tel	

Nature and extent of contact with Child/Family	

7. Details of Persons completing this form.

Name	Date
_____	_____
Occupation	Signed
_____	_____

Note: This Form should be printed on yellow paper

Copy to be sent to HSE Designate

Copy to be held on file by Child Protection Designated Person

glencree centre for reconciliation



Child Protection Policy – Appendix 4 – Liaison Contact List

glencree
centre for reconciliation

Area Child Care Managers - Eastern Regional Health Authority
Other numbers available in the 'Our Duty to Care' handbook

Contact	Address	Telephone
Area 1	Tivoli Road, Dun Laoghaire, Co Dublin	+353 1 284 3579
Area 2	Vergemount Hall, Dublin 6	+353 1 269 8222
Area 3	The Malting Business Park, 54/55 Marrowbone Lane, Dublin 8	+353 1 454 4733
Area 4	Old county Road, Crumlin, Dublin 12	+353 1 415 4700
Area 5	The Lodge, Cherry Orchard, Ballyfermot, Dublin 10	+353 1 626 8101
Area 6	Rathdown Road, Dublin 7	+353 1 838 5034
Area 7	Rose Cottage, Fairview, Dublin 15	+353 1 857 5431
Area 8	Cromcastle Road, Coolock, Dublin 15	+353 1 847 6122
Area 9	Poplar House, Poplar Square, Naas, Co Kildare	+353 45 876 001
Area 10	Glenside Road, Wicklow	+353 404 68 400

Emergency Contacts	Telephone
An Garda Siochana /Fire Brigade/Mountain Rescue	999 / 911
An Garda Siochana Bray	+353 1 666 5300
An Garda Siochana Shankill	+353 1 666 5900
An Garda Siochana Enniskerry	+353 1 666 5750
Dr Liston, 9 Duncairn Terrace, Bray	+353 1 286 3812
Costello Opticians, Main Street, Bray	+353 1 276 0302
Bray Dental Clinic, Town Hall Court, Main Street	+353 1 274 5111
Hospital Loughlinstown, St Colmcille's	+353 1 282 5800
Mairin Colleary, Chief Executive Officer, Glencree	+353 87 260 0558
Conn Mulvenna, Education Programme Manager, Glencree	+353 87 640 0728 +353 86 345 5690
Edel Kinsella, Operations Director, Glencree	+353 1 282 9438
Pat Fleming, Caretaker, Glencree	+353 87 295 1045
Glencree Volunteer Mobile, Glencree	+353 87 691 3471



Child Protection Policy – Appendix 5 – Sample Referee Request Form

Applicants Name:

Please state how long you have known the applicant.

In what capacity?

Comment on their skills, knowledge and experience.

Ability to relate to peers/professionals/young people/families.

Ability to act in a manner consistent with the required professional standards.

What are your views on their suitability for working with young people?

Signed:

Date:

Child Protection Policy – Appendix 6 – Sample Declaration Form

Confidential

Declaration from all staff, facilitators and volunteers working with Children and Young People
(Adapted from *Our Duty to Care, Northern Ireland*)

Surname: _____

Forename: _____

Date of Birth: _____

Place of Birth: _____

Any other name previously known by: _____

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound-Over Order?

Yes: ___ No: ___

If yes, please state below the nature and date(s) of the offence(s):

Nature of Offence

Date of Offence

Signed: _____

Date: _____



Child Protection Policy – Appendix 7 – Incident Reporting Form

Date: _____ Time: _____

Place: _____

Type of incident, e.g. disturbance, theft, accident:

Staff Involved:

Persons involved in incident:

Description of incident – include time, those involved, clearly and logically:

Names & Addresses of Witnesses:

Action Taken:

Signed: _____ Date: _____

Child Protection Policy – Appendix 8 – Sample Booking Form

Education Programme Booking Form 2005-2006

In order for us to provide a safe and valuable learning experience at Glencree, we ask that you provide all information requested. This Booking form has been sent to you for confirmation before you come to Glencree. Please check all information and make any corrections clearly. Return this form to **Claudia Bradshaw, Education Programme Worker**, along with any supporting documentation requested.

School/Youth Group Name _____

School/Youth Group Address _____

Principal / Manager Name _____

Group Leader Name _____

Other Leader Names _____

School Youth Group Telephone _____

Group Contact Mobile _____

24 Hour Emergency Telephone _____

Email _____

Fax _____

We wish to confirm that our school/group will be attending a **one / two / three** day peace studies programme (please circle appropriate option)

Dates allocated _____

Time of arrival _____

Time of departure _____

Age Range _____

It is important that Glencree have accurate numbers for booking and ensuring adequate staff time to cover activities and workshops. Please confirm any changes to numbers with **Claudia Bradshaw, Education Programme Worker** before you arrive.

Participants (Male)	Participants (Female)	Leader (Male)	Leaders (Female)	
Curricular Area of Group (if applicable)				
Religion	C.S.P.E	S.P.H.E.	Citizenship (N.I.)	Other
Primary	Transition Year	Fifth Year	Sixth Year	Other

Child Protection Policy – Appendix 8 – Sample Booking Form

Menu option

Burgers & Chips

Healthy Meals Option

What individual special needs do we need to cater for or be aware of? (Dietary, Physical Access, Language)

What medical issues do we need to be aware of in this group?

What behavioural issues do we need to be aware of in this group?

Please comment on the skills within your group in terms of Literacy, Open Discussion, Listening Skills and Basic Group-Work Skills? (*This is vital for ensuring that our programme meets the needs of your group.*)

Please speak with Claudia Bradshaw, Programme Worker about your aims for the group and indicate the workshop themes required:

- 2 themes for a 1-day programme
- 5 themes for a 2-day programme
- 7 themes for a 3-day programme

Awareness	Understanding Difference	Communication	Dealing with Conflict
Northern Ireland Conflict	Identity	Team Building	How I Deal with Conflict
Anti-Racism	Cooperation	Non Verbal Communications	Conflict Resolution
Violence Against Women	Group-Work	Active Listening	Mediation
Prejudice Awareness	Working with Difference	Assertive Communication	Conflict in the World

Has the school visited Glencree previously? Yes / No

Has this group of participants visited Glencree previously? Yes / No

Please read the enclosed Child Protection Statement. The full Glencree Child Protection Policy is available at www.glencree.ie. Schools and youth groups should send, along with this form, a copy of their own Child Protection Policy. Schools and Youth Groups agree to adhere to the Glencree Child Protection Policy, whilst at Glencree and to inform and consult with the Glencree Designated Person should a Child Protection matter arise.

Teachers and group leaders should maintain a list of all their participants and their parental/guardian emergency contact details. Whilst at Glencree, teachers and group leaders remain responsible for their participants at all times.

I have read, understood and agree to comply with the terms set out as above.

Authorised Signature _____

Date _____

Please note. The Authorised Signature should be the Senior Officer in your organisation, (i.e. Principal or Chief Executive.)



Child Protection Policy – Appendix 9 – Parental Consent / Health Form

Glencree Centre for Reconciliation Parental Consent / Health Form

Please complete this form and return it to: _____
(Name of Project Activity Organiser)

Glencree Centre for Reconciliation
Glencree, Co. Wicklow
Tel: +353 1 282 9711

A signed consent form is a condition of participation in this project/activity for those under the age of 18.

All information is strictly confidential and should be as detailed as possible.

Name of Young Person _____

Address _____

Telephone _____

Date of Birth _____

GP Name _____

GP Address _____

GP Telephone _____

Medical Card No _____

I am willing for _____ (young person's name) to participate in _____ (project/activity) and I confirm that s/he is willing to participate as fully as possible.

Furthermore, (please tick one of the following)

I permit _____ (young person's name) to only travel on transport that has been designated as official for the purpose of this event (e.g. minibus/coach)

YES

NO

Or, I permit _____ (young person's name) to travel in either private vehicles or any other transport that has been designated official for the purposes of this event.

YES

NO

glencree centre for reconciliation



Child Protection Policy – Appendix 11 – Sample Emergency Contact List

Glencree Centre for Reconciliation Number:	+353 1 282 9711	
Mairin Colleary, Chief Executive Officer, Glencree	+353 87 260 0558	
Conn Mulvenna, Education Programme Manager, Glencree	+353 87 640 0728	
	+353 86 345 5690	
Edel Kinsella, Operations Director, Glencree	+353 1 282 9438	
Pat Fleming, Caretaker, Glencree	+353 87 295 1045	
Glencree Volunteer Mobile, Glencree	+353 87 691 3471	
Activity Provider (A) Emergency Number (24 Hours):		
Activity Provider (B) Emergency Number (24 Hours):		
Activity Provider (C) Emergency Number (24 Hours):		
Insurance Provider (24 Hour Helpline)		
Accommodation Emergency Number (24 Hours):		
Local Police Number:		
Local Hospital Number:		
Local Irish Embassy Number:		
Name of Participant	Emergency Contact Person	Telephone
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		



Child Protection Policy – Appendix 12 – Sample Application Form

EDUCATION PROGRAMME FACILITATOR APPLICATION FORM

1. PERSONAL INFORMATION

NAME: _____

ADDRESS: _____

DATE OF BIRTH: _____

PHONE: _____ EMAIL: _____

DO YOU HOLD A CURRENT FULL DRIVING LICENCE? : _____

DO YOU OWN A CAR? _____

2. EDUCATIONAL BACKGROUND

Date	School/College/University	Course/Qualification

Child Protection Policy – Appendix 12 – Sample Application Form

3. PREVIOUS EMPLOYMENT HISTORY

Dates	Employer's Name	Position Held/Duties

4. ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION

(Interests and skills e.g. drama, outdoor activities, manual skills, group work, previous volunteer work etc.)

Child Protection Policy – Appendix 12 – Sample Application Form

5. YOUR MOTIVATION

In no more than one hundred words, please explain why you wish to be a facilitator on the Glencree Education Programme:

6. COMPUTER SKILLS

7. DO YOU SUFFER FROM ANY ILLNESS OR DISABILITY? YES/NO

(If yes, please give details:)

8. DO YOU HAVE A POLICE RECORD OR ARE THERE ANY LEGAL ACTIONS CURRENTLY BEING TAKEN AGAINST YOU? YES/NO

(If yes, please give details:)

9. ARE YOU AWARE OF ANY REASON WHY YOU SHOULD NOT WORK WITH CHILDREN?

YES/NO (If "yes", please give details:)

Child Protection Policy – Appendix 12 – Sample Application Form

10.REFEREES Please give the names and contact details of two referees who are not relatives and who can comment on your suitability for a position working with children.

Name: _____ Name _____
Address: _____ Address: _____
Email: _____ Email: _____
Phone: _____ Phone: _____

DECLARATION:

It is important that you read this declaration carefully and then sign.

"I declare to the best of my knowledge and belief that there is nothing in relation to my conduct, character or personal background of any nature that would adversely effect the position of trust in which I would be placed by virtue of this appointment. I hereby confirm my irrevocable consent to the Glencree Centre to making such enquiries as the Glencree Centre deem necessary in respect of my suitability for the post in respect of which this application is made. I hereby accept and confirm the entitlement of the Glencree Centre to reject my application or to terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Glencree Centre with any information relevant to my application or my continued employment with the Glencree Centre or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Glencree Centre".

Furthermore, I hereby declare that all the particulars furnished on this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my application form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification".

Failure to sign the application form will render it invalid.

SIGNATURE OF APPLICANT: _____

DATE: _____

Please return to:
The Education Programme Manager, Glencree Centre For Reconciliation, Glencree, Co. Wicklow

Child Protection Policy – Appendix 13 – Memo Regarding Parental Information

Memo

**To: All staff, facilitators and volunteers
30th August 2005**

To be followed in organising any Glencree event in which Young People (less than 18 years) participate:

Complete the following details and send to parents along with a copy of the programme, the parental consent form, the Child Protection statement and the Glencree information brochure.

1. Date of activity/visit.
2. Group Leader Names – there should always be at least two for travelling groups.
3. Venue – Name, Address, Telephone Number
4. Contact Name for Venue
5. Emergency group details and statement of arrangements.
6. Emergency parental contact details and what conditions may necessitate Glencree contacting parents.
7. Group contract, Rules of Behaviour
8. Complaints Procedure
9. Transport arrangements
10. Insurance cover
11. Medication requirements

Print and sign your name and contact details, offering the opportunity for parents to contact you with queries.

Remind Parents that Glencree Centre for Reconciliation is affiliated to the National Youth Council of Ireland and that our Child Protection Policy has been developed in line with 'Our Duty to Care' guidelines.

Remind parents that they may contact Glencree if they have concerns and may speak to the Chief Executive Officer, Education Programme Manager or Operations Director to deal with any such concerns.

Mairin Colleary
Chief Executive Officer

“The ‘**Protection for Persons Reporting Act, 1998**’, provides immunity from civil liability to persons who report child abuse ‘*reasonably and in good faith*’ to the HSE or An Garda Síochána.

This means that, even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith when making the report.

The Chief Executive of HSE have appointed a wide range of nursing, medical, paramedical and other staff as well as designated persons for the purposes of this Act, to whom referrals of suspected child abuse can be made.”

“*Our Duty To Care*”; Department of Health & Children; Dublin; 2002; Page 20.

Child Protection Policy – Appendix 15 – Reasonable Grounds for Reporting

“Any person, who suspects that a child is being abused, or is at risk of abuse, has a responsibility to report their concerns to the HSE.

This responsibility is particularly relevant to professionals such as teachers, child care workers and health professionals who have regular contact with children in the course of their work.

It is also an important responsibility for staff and volunteers involved in sports clubs, parish activities, youth clubs and other organisations catering for children.

The following examples would constitute reasonable ground for concern:

1. A specific indication from a child that (s)he was abused;
2. A statement from a person who witnessed abuse;
3. An illness, injury or behaviour consistent with abuse;
4. A symptom which may not in itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence;
5. Consistent signs of neglect over a period of time.

A suspicion, which is not supported by any objective signs of abuse, would not constitute a reasonable suspicion, or reasonable grounds for concern.

“Children First – National Guidelines for the Protection and Welfare of Children”; Department of Health and Children; Dublin; 1999; Page 37.

“Children First A Summary – National Guidelines for the Protection and Welfare of Children”; Department of Health and Children; Dublin; 1999; Page 16.

Note:

It is unlikely that staff, facilitators or volunteers at Glencree Centre for Reconciliation would have sufficient contact with young people to be able to make an informed judgement about points 3-5. However, if any staff, facilitator or volunteer has concerns they should discuss these with their Designated Person, who will record their concerns and inform them of reporting procedures.

Child Protection Policy – Appendix 16 – Implementation of the Policy

- The policy will be reviewed by an advisor from the HSE and recommendations for finalisation drawn up with the Education Programme Manager and the Chief Executive Officer.
- The Chief Executive Officer has discussed the policy review with the Council of Glencree Centre for Reconciliation, who have authorised implementation of the new policy.
- The Chief Executive Officer will implement the policy.

- The policy will be implemented through:
 - a. Public display of the Child Protection Statement
 - b. Inclusion of the Child Protection Statement in School / Youth Group booking information packs
 - c. Staff training on the policy
 - d. Volunteer training on the policy
 - e. Facilitator training on the policy
 - f. The Designated Person will open a file on Child Protection, held within the Education Office and include child protection within his/her fortnightly management reports.

- The Child Protection Policy will be made available on the Glencree website at www.glencree.ie.
- The Child Protection statement refers to the full policy and how to access it.
- The Glencree Child Protection Statement will be posted in the public reception area of the Glencree Centre.
- Copies of the Child Protection statement will be included in Glencree information packs.

- The Designated Person, will from the enactment of this policy, include a Child Protection report within the fortnightly reporting process.
- The Chief Executive Officer and the Designated Person will discuss Child Protection issues in their weekly meetings.

- The policy will be reviewed after six months in the first instance by the Chief Executive Officer and the Designated Person.
- The policy will thereafter be reviewed on an annual basis.

- Child Protection Training will be delivered by to all staff, volunteers and facilitators, with a requirement for all to attend and sign-off on the training.
- The Training will be organised and dates arranged by the Designated Person.