

**Suas Educational Development, T/A
STAND**

CHILD SAFEGUARDING POLICY & PROCEDURES

updated, board of director approved version 2024

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1. Introduction

Our story begins in 2002 with the joint energy of a group of Trinity students, volunteers and staff that formed STAND Educational Development. Ever since then we have been delivering transformative educational programmes, always listening to the changing global and social contexts and needs of each new generation and responding with new types of programmes.

Our story includes an International Volunteer Programme, that trained over 1,200 student volunteers between 2002-2020 to work with local partners in Zambia, Kenya and India – a programme that was replaced in 2023 with the STAND Changemakers Academy, a new solidarity based leadership programme that responds to the needs of a new generation and harnesses the diversity that has developed across campuses in recent years. Our story also includes an Ireland based education programme that trained volunteers to support over 3,300 children from disadvantaged communities until 2021 when it joined forces with Camera Ireland to form Kinia, a new organisation.

Reflecting the changes of the organisation we decided in 2024 to start trading as STAND. We take the dedication, commitment, the energy, the community of people that has been forming since 2002 with us as we move forward. We continue to deliver our educational programmes to third-level students and recent graduates currently in Ireland, from across disciplines and across the world, mobilising them to stand up for global justice, equity and sustainability. Read here our strategic plan for the period of 2023-2027 to learn more.

Irish Aid Centre Service contract

We are also contracted by Irish Aid to provide Facilitation and Public Awareness Services in support of Irish Aid's Public Awareness Programme which aims to deepen public understanding about global development issues through increased engagement with the aid programme, with a particular focus on the formal education sector. The Irish Aid Centre in Dublin provides workshops on the work of Irish Aid for students at primary, second and third level, as well as assistance with outreach at various public events, and with public enquiries. A STAND-employed team of one coordinator and part-time facilitators coordinate and deliver the activities of the Centre. Annex 9 includes a Child Safeguarding Statement for display in the Irish Aid Centre and sharing with all teachers and students prior to outreach.

1.1 Our Safeguarding Statement

STAND is committed to safeguarding the children with whom we work and to providing a safe environment in which they can learn and develop.

We believe that the welfare of the children involved in our work is paramount. We are committed to child-centred practice in all our work with children.

We are committed to upholding the rights of every child and young person with whom we work, including the rights to be kept safe and protected from harm, listened to, and heard.

We will endeavour to safeguard children and young people by:

- Adopting child protection guidelines through a code of conduct for employees, interns and volunteers
- Adhering to legislation and carefully following the procedures laid down for the recruitment and selection of employees, interns and volunteers
- Empowering employees, interns and volunteers to safeguard children through supervision, support and training
- Reporting concerns to statutory agencies as appropriate
- Sharing information about child protection and good practice with our partner organisations and other NGOs

Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by Children First: National Guidance for the Protection and Welfare of Children 2017, the Tusla Children First - Child Safeguarding Guide 2017, and the Children First Act 2015.

Our policy declaration applies to all committee/board members, paid staff, interns and volunteers within our organisation. All committee/board members, staff, interns and volunteers who work with children must sign up to and abide by this statement and our child safeguarding policy and procedures, which accompany this statement.

We will review our child safeguarding statement and child safeguarding policy and procedures every 3 years or sooner if necessary, due to service issues or changes in legislation or national policy.

Please see Annex 1 of this document for more information on the Legislative Context of STAND' policy and procedures and Annex 2 for Definition of Terms used in the policy and procedures.

Designated Liaison Person for Child Protection is the Operations Manager, Erin Kehoe.
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Deputy Designated Liaison Person is Head of Programmes, Caitriona Rogerson,
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2. Code of Conduct in Child Protection and Welfare

STAND respects the rights, dignity and worth of every human being. We have a Code of Conduct for all STAND Workers to assist us achieve this. The Code outlines best practice in child protection. It offers guidance for the best possible safety of young people and the STAND Worker.

Our Code of Conduct should be followed at all times by STAND workers in all offices and offsite. The Code is designed to remove any ambiguity and to give the STAND Worker greater confidence freedom while carrying out their work.

Everybody acting on behalf of STAND must respect the rights, privacy and dignity of those whom we assist, themselves and others. All are encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

All STAND workers directly working with children and young people under 18 must be garda vetted.

As a general rule, STAND workers should not have unsupervised access to children onsite or offsite as part of workshops, events and outreach. They should work to ensure there are other adults in the immediate environment, e.g. their parent/guardian or carer or the teacher of classes.

Sometimes it is necessary for a parent/guardian or carer to bring their child to attend an event/meeting both onsite in our office or offsite at a workshop/event and we are committed to removing barriers which exclude any person or group to participate. However, a STAND worker should never have unsupervised access to the children and their parent/guardian or carer should always be with them.

The STAND Worker working with young people will act as their role model. As such, it is imperative that they act with a high degree of integrity and responsibility at all times. Listed below are common sense examples of how to create a positive culture and climate, and minimise any risk situations for those in STAND who come into contact with children.

These good practice guidelines include a 'Do Not' section which gives explicit clarification of unacceptable forms of behaviour that will result in a formal enquiry, and which could lead to disciplinary measures being taken or criminal proceedings instituted.

It is Good Practice to:

- Always act in the very best interest of the child
- Treat all young people equally with respect and dignity
- Always work in an open environment avoiding private or unobserved situations
- Avoid placing yourself in a compromising or vulnerable position
- Be accompanied by a second adult whenever possible
- Avoid doing something that could be misinterpreted by a third party
- Immediately note the circumstances of any situation which occurs which may be subject to misinterpretation by a third party
- Wait for appropriate physical contact to be initiated by the child (e.g. holding a small child's hand)
- Ask permission from children, parents and guardians before taking photographs
- Be aware of the potential for peer abuse and bullying and address it with both individuals where possible
- Avoid placing children in high-risk peer situations (e.g. unsupervised mixing of older and younger children)
- Do not stand aside when inappropriate action is being inflicted by children on other children e.g. sexually provocative games
- Not show discrimination of race, culture, age, gender, disability, religion, sexual persuasion or any other status

- Ensure, in so far as is reasonably possible, that buildings, facilities and equipment, used by young people, are safe
- Be aware of the location and contents of the nearest first-aid kits
- Be sensitive to risks of personal safety and the possibility of unfounded allegations that can arise
- Anticipate and control disruptive behaviour by young people by setting clear boundaries and maintaining a group contract

Try Not To:

- Show favouritism or spend excessive amounts of time with one child
- Encourage any inappropriate attention seeking behaviour, such as tantrums by a child
- Show discrimination of race, culture, age, gender, disability, religion, sexuality, or political persuasion
- Allow children to engage in inappropriate or high risk games with each other
- Act in any way that intends to embarrass, shame, humiliate or degrade a child

Do Not:

- Hit or otherwise physically assault or physically abuse a child
- Use language that will mentally or emotionally harm a child (i.e., profane or sexually explicit language)
- Suggest inappropriate behaviour or relations of any kind
- Develop a sexual relationship with a child
- Kiss, fondle or touch a child in an inappropriate or insensitive way
- Do things of a personal nature that a child could do for him/herself, including dressing and bathing
- Condone or participate in behaviour that is illegal or unsafe
- The displaying of materials (on computers, mobile phones or otherwise) that is unsuitable for them. This includes but is not limited to pornography.

2.1 Using Mobile Phones and Email, information sharing

No personal information details, home or email contact details can be taken for under 18s. There is a requirement to tick box indicating over 18 if further information is to be sent.

Anything which compromises the ability of a STAND Worker to maintain a safe environment for young people is actively discouraged. A blanket ban on mobile phones is not necessary as they may be useful in certain circumstances. However, the use of mobile phones while actively engaging in the work of STAND should be used only if necessary.

Contacting young people by phone, text or email should never be undertaken without parental/guardian consent.

A STAND worker should not contact or respond to contact with children through social networking sites such as Facebook etc.

2.2 Photography and Videos

As signatories of the Dóchas Code on Images and Messages, STAND's use of images and messages is based on the paramount principles of:

- Respect for the dignity of the people concerned
- Belief in the equality of all people
- Acceptance of the need to promote fairness, solidarity and justice

STAND asks for consent from participants and event attendees to the use of their images. Consent where possible is given in written form prior to the taking of imagery or videos. In the circumstances where it is not possible to get written consent, consent is taken verbally prior to the use of the image

and the subject is given an opportunity to review the image before its use. Therefore, whenever STAND would need publicity and pictures of young people under 18 engaging with our activities to promote our work, we must abide by the following:

- Use images, messages and case studies with the full understanding, participation and permission of the subjects (or subjects' parents/guardian) (see Appendix 3 - Audio Visual Materials – Release Form)
- Choose images and related messages based on values of respect equality, solidarity and justice
- Truthfully represent any image or depicted situation both in its immediate and in its wider context so as to improve public understanding of the realities and complexities of development
- Avoid images and messages that potentially stereotype, sensationalise or discriminate against people, situations or places
- Ensure those whose situation is being represented have the opportunity to communicate their stories themselves
- Establish and record whether the subjects wish to be named or identifiable and always act accordingly
- Conform to the highest standards in relation to human rights and protection of the vulnerable people.

3. Communicating our Safeguarding message

- Our Child Safeguarding Policy is published on our website
- Our Child Safeguarding Statement is displayed in the Irish Aid Centre and is shared with all teachers and students prior to outreach.
- Our Child Safeguarding Policy is shared with all current and future staff and board members.
- We will provide clear and accessible information on how to and who to report any concerns with regard to child safeguarding.

4. Safe Recruitment and Induction Procedures

4.1 Recruitment

We are committed to providing Equal Opportunities for all of our employees and applicants. We endeavour to recruit and select employees, interns and volunteers in a transparent and equitable manner. We understand that a clear and proactive inclusion of child protection in recruitment of our employees, volunteers, consultants, facilitators and board members can deter applications from individuals who may place young people at risk during their tenure. For this reason, we will include reference to child protection at various stages of the recruitment process, particularly for roles that are likely to include direct and indirect contact with young people under 18.

In engaging staff (long term, short term or project based) or as volunteers in our programmes, we apply the following principles which enhance the safety of recruitment:

- All volunteers likely to work with under 18s must complete an application form
- Judging the suitability of applicants across a broad range of criteria, through interview
- Ensuring that interviews are conducted by a minimum of two people and that at least one of those interviewing, if the position entails direct or indirect contact with children, has established competence in interviewing and selection for posts involving work with children

- Insisting on and verifying photo identification and references. All applicants must supply the names of two referees. All referees are contacted and asked to provide a written statement or asked to complete a standard form to include in their opinion whether the candidate is suitable to work with children.
- All our Workers will be given a copy of our Child Protection Policy and code of conduct and will be asked to sign a document certifying that they have read it and agree to abide by its contents and confirm that there is no reason why they would be considered unsuitable for working with children
- All employees, interns and programme volunteers/ mentors who work with young people under 18 are Garda vetted.

4.2 Vetting

Garda vetting is conducted in respect of a worker (full-time, part-time or voluntary working in a position relating to young people under 18.

- All employees and interns that work with children and young people under 18 are subject to Garda Vetting. All other workers working directly with children are also subject to Garda Vetting
- Applicants with convictions against children will be excluded from employment and/or volunteering

4.3 Induction

Following the recruitment of a STAND worker there are key elements of good practice which will be implemented to ensure the protection of young people. Induction programme includes:

- Introductions to colleagues and briefing on programmes
- Familiarisation with the organisational values and strategy
- Explanation of day-to-day processes
- Clarification of expectations
- Anybody working with children under 18: Training in our Child Safeguarding Policy and Procedures within 6 weeks of joining
- Outlining of conditions and procedures for dealing with discipline and grievances
- Familiarisation with lines of management and supervision

All new joiners sign an induction checklist to confirm that they have been briefed on all of the above.

5. Training & Information

All staff and volunteers of STAND will receive a copy of our child safeguarding policy and procedures. Those likely to work with children under 18 will also be provided with training in child protection policies and guidelines, including information about how to respond to suspicions and allegations of child abuse. The nature of the training will depend on the programme provided and the needs of the staff and volunteers working on the same.

6. Responding to and reporting child welfare concerns

It is important to remember that all those working with children within an educational organisation, whether in a paid or voluntary capacity, have a responsibility to ensure that children are protected from harm. While it is not the responsibility of any one staff or volunteer working within STAND to decide whether or not child abuse has taken place, there is a responsibility on them to act on any concerns through contact in the appropriate channels as detailed below. It is then the role of statutory agencies

to make enquiries to assess whether a child is at risk of abuse and to take any necessary action to protect that child or young person.

STAND has an appointed Designated Liaison Person and Deputy Designated Liaison Person to deal with child protection concerns reported by partners, workers, volunteers or young people.

6.1 Role of the Designated Liaison Person

The Designated Liaison Officer, with the support of the Executive Director, has responsibility for ensuring that the child protection and welfare policy of STAND is promoted and implemented. The Designated Liaison Person has a duty to ensure that the Executive Director is fully informed in relation to the implementation of the policy and immediately notified if any issues arise. The Designated Liaison Person will report regularly to the Board (at least once per year) on implementation and integration of the policy.

The role of the Designated Liaison Person also involves the following duties:

- To be familiar with “Children First”, National Guidance for the Protection and Welfare of Children and the principles of good practice for the protection of children and young people and to have responsibility for the implementation and monitoring of the child safeguarding policy of STAND;
- To ensure that information and, for those likely to work with young people under 18, training is provided for all new and existing employees, interns and volunteers in STAND on the child protection policy;
- To build a working relationship with the Tusla, An Garda Síochána and other agencies as appropriate;
- To receive reports of alleged/suspected/actual child abuse and act on these in accordance with our ‘legal obligations under” Children First”;
- To ensure that supports are put in place for the child/young person, employee or volunteer in cases of allegations being made;
- To keep up to date and undertake relevant training on child protection policy and practice, in order to ensure the relevance and appropriateness of STAND policy and procedures in this area;
- To review STAND policy and procedures on child protection on an annual basis and amend as appropriate;
- To ensure that systems are in place for recording and retaining all relevant documentation in relation to child protection issues.

6.2 Definitions of, and Recognising, Child Abuse

Abuse can occur within many situations including the home, school and the sporting environment. Where a young person discloses abuse to a person working in any capacity in STAND, it is important that the situation is handled sensitively and compassionately. Child abuse, in any form, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take.

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time.

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

Emotional abuse is normally found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child’s need for affection, approval, consistency and security are not met.

In relation to children exposure to Discriminatory and Domestic Abuse, as described below, is defined as emotional abuse. Children exposed to Domestic Abuse are also at higher risk of physical and sexual

abuse. Discriminatory abuse such as that based on race or sexuality or a person's disability and other forms of harassment or slurs.

Domestic abuse refers to the use of physical or emotional force or threat of physical force, including sexual violence in close adult relationships. This includes violence perpetrated by a spouse, partner, son or daughter or any other person who has a close or blood relationship with the victim. The term 'domestic violence' goes beyond actual physical violence. It can also involve emotional abuse; the destruction of property; isolation from friends, family and other potential sources of support; threats to others including children; stalking; and control over access to money, personal items, food, transportation and the telephone.

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

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

More information on the four types of abuse, how to recognise abuse and an explanation of "reasonable grounds for concern" are included in Appendix 6.

6.3 Responding to a Disclosure from a Child/Young Person

In the event of a child/young person disclosing an incident of abuse it is essential that this is dealt with sensitively and professionally by the worker/volunteer involved.

The following are guidelines to support the worker/volunteer in this:

- React calmly
- Listen carefully and attentively
- Take the child seriously
- Reassure the child that they have taken the right action in talking to you
- Do not promise to keep anything secret
- Ask questions for clarification only
- Do not ask leading questions
- Check back with the child that what you have heard is correct and understood
- Do not express any opinions about the alleged abuser
- Ensure that the child understands the procedures that will follow
- Make a written record of the conversation as soon as possible, in as much detail as possible
- Treat the information confidentially, subject to the requirements of this Guidance and legislation

6.4 Reporting Procedures in Respect of Child Abuse

The reporting procedures for different types of allegations of abuse will differ slightly, but the initial response is the same. As it is vital to protect the confidentiality of all involved.

All witnessed, suspected or alleged incidents of child abuse by employees and interns of STAND should be reported directly to our Designated Liaison Person, the Operations Manager.

Employees/Interns → Designated Liaison Person (Operations Manager)

An Incident Report (see Appendix 7) must be filled out by the person reporting the incident/disclosure and sent to the Designated Liaison Person.

6.5 Reasonable Grounds for making a Report

When the Designated Liaison Person /Deputy Designated Liaison Person receives a report about suspected or actual abuse, they will consider whether there are reasonable grounds for reporting it.

As per best practice guidance, 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 they have been abused
- Admission or indication by an adult or a child of an alleged abuse they committed
- An account from a person who saw the child being abused

6.6 Standard Reporting Procedure

We implement the following procedure where reasonable grounds exist for the reporting of suspected or actual abuse

This will mean:

- Clarifying or getting more information about the incident/disclosure
- Consulting with a statutory protection agency to hear their view of the situation
- Reporting the incident/disclosure to any possibly involved partner organisation
- Compiling and filing a report for STAND
- Making a formal referral to the statutory authorities
- In the event of an emergency, or the non-availability of Tusla, the report should be made to An Garda Síochána. This may be done at any Garda Station.
- Under no circumstances should a young person be left in a dangerous situation pending the intervention of Tusla.

(See Appendix 8 for Tusla Standard Reporting Form)

6.7 Decision not to report

A suspicion which is not supported will be recorded or noted internally by STAND as future suspicions may lead to the decision to make a report and earlier suspicions may provide important information for the Statutory Authorities.

If the Designated Person, on behalf of STAND, decides that reasonable grounds for reporting the incident or suspicion to the Statutory Authorities do not exist, the STAND worker who referred the matter will be given a clear written statement of the reasons why STAND is not taking action.

The STAND worker will be advised that, if they remain concerned about the situation that they are free to consult with, or report to, the Statutory Authorities. The provisions of the Protections for Persons Reporting Child Abuse Act 1998 apply once they report “reasonably and in good faith”.

7. Other Non-Acceptable Behaviour towards Young People

Apart from the above very serious forms of abuse, the following behaviours are also unacceptable among young people, employees and volunteers:

7.1 Dealing with Challenging and Disruptive Behaviour

STAND workers working directly with young people under 18 will be given training and support in dealing with difficult behaviour. We ensure that the safety and welfare of the young people is a priority and that our staff will deal sensitively and professionally with any difficult issues that arise. Where instances of challenging or disruptive behaviour occur with young people, a record will be kept of this where the instance requires the intervention of a STAND staff or volunteer or where the safety and well-being of others are at risk. STAND workers who are present at the time should complete the incident/accident report (see appendix 7)

The report of the incident should include:

- The programme or activity which was happening at the time
- Date of Incident
- A record of what happened
- Details of who was involved
- Details of where and when it happened
- A record of any significant comments
- A record of any injury to person or property
- Details of how the situation was resolved or left

7.2 Bullying

Bullying behaviour can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual or group against others. Examples of bullying include:

- Teasing
- Taunting
- Threatening
- Hitting
- Extortion
- Exclusion

STAND will not tolerate any bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with our Anti-Bullying and Harassment Policy.

8. Responding to Allegations

8.1 Procedure for dealing with an allegation of suspected abuse against staff of a Partner Organisation

All witnessed, suspected or alleged incidents of child abuse against staff of a partner organisation should be immediately reported to the Designated Liaison Person/Deputy Designated Liaison Person who will record and act on these concerns in a confidential manner. We may decide to contact the senior management team or Board of the Partner Organisation requesting their official response to the situation.

8.2 Procedure for dealing with an allegation against a STAND employee, intern, board member, volunteer, facilitator or consultant (STAND Worker)

When an allegation is received it should be assessed promptly and carefully. It will be necessary to decide whether a formal report should be made to the Statutory Authorities and this decision should be based on reasonable grounds for concern. STAND will take immediate action against any STAND Worker where it is judged that serious misconduct has occurred.

This procedure is the responsibility of the Executive Director and the Designated Liaison Person.

- ☐ If there is an allegation of suspected child abuse against a STAND worker the Designated Liaison Person must be informed immediately.
- ☐ The first priority should be to ensure that no young person is exposed to unnecessary risk. As a matter of urgency, protective measures will be agreed. These measures should be proportionate to the level of risk and should not unreasonably penalise the STAND worker financially or otherwise, unless necessary to protect young people.
- ☐ The Designated Liaison Person will inform the Executive Director.
- ☐ Any action following an allegation of abuse against a STAND worker will be taken in consultation with the Statutory Authorities. An immediate meeting will be arranged with these two agencies for this purpose.
- ☐ The Executive Director will then contact the STAND worker whom the allegation has been made against, informing them of an allegation against them and allowing them to respond to the allegation.
- ☐ This meeting will be signed and dated by both parties.
- ☐ The Executive Director will maintain close contact with the accused and support will be provided as necessary. Independent counselling and support will be offered.

The Executive Director may, depending on the seriousness of the allegation and in consultation with the Statutory Authorities, suspend the staff member or volunteer.

- ☐ This suspension will be recorded, dated and signed.
- ☐ 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.

8.3 Support when dealing with the allegation of abuse

STAND assures all STAND workers that it will fully support and protect anyone, who in good faith reports their concern that a colleague is, or may be, abusing a child. Following an allegation of child abuse consideration will be given about what support may be appropriate to children, parents, members of staff, interns volunteers and society members. Consideration will also be given about what support may be appropriate to the alleged perpetrator of the abuse.

If you (an adult) are accused of an abusive action:

- Make notes of all your actions/contacts with the child in question as soon as possible
- Seek access to professional and legal advice
- Ensure you are no longer working with the child/children making the allegation
- Consult STAND procedures and make sure these are followed correctly
- Avoid any discussions around the topic/allegations with anyone outside of the proper procedures.

9. Record Keeping

The Designated Liaison Person/ Deputy Designated Liaison Person are responsible for keeping the following records related to Child Protection in a locked filing cabinet and in a password protected folder on the STAND network. The Designated Liaison Person and Deputy are the only officers who have access to these records:

- Any complaints about the safety and welfare of young people while working with STAND
- Any disclosures, concerns or allegations of child abuse
- The follow up to any complaints, disclosure, concerns or allegations, including informal advice and informing parents/guardians
- Any bullying complaints related to STAND work with young people and the follow up action
- Signed acceptance forms of the STAND Child Protection Policy by STAND workers

10. Monitoring & Review

10.1 Procedure for appointing a Relevant Person

STAND is a provider of a relevant service under the Children First Act 2015 and our relevant person, who is the first point of contact in relation to our Child Safeguarding Statement, is automatically our Designated Liaison Person. See procedure for appointing a Designated Person below.

10.2 Procedure for appointing a Designated / Deputy Designated Liaison Person

The Executive Director will nominate two STAND staff members to be Designated Liaison Person and Deputy Designated Liaison Person. These nominations will be approved by the STAND Board of Directors and will be reviewed every two years.

When a change is required in the intervening period (e.g. due to the departure of a staff member), a new nomination will be put forward by the Executive Director and reviewed/approved by the Board at the next Board meeting.

10.3 Procedure for maintaining a list of the persons who are Mandated Persons under the Children First Act, 2015

It is the responsibility of the Designated Liaison Person to maintain a list of the persons in the organisation who are Mandated Persons under the Children First Act, 2015 and to ensure they are clear on their role and responsibilities as STAND staff members and mandated persons.

Appendices

Appendix 1: Legislative Context of the Policy

This section outlines the legislation relative to child welfare and protection in Ireland. The information here gives a brief overview of relevant legislation. It is not intended as legal opinion or advice and, if in doubt, you should consult the original legislation.

CHILD CARE ACT 1991

This is the key piece of legislation which regulates child care policy in Ireland. Under this Act, Tusla has a statutory responsibility to promote the welfare of children who are not receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children. The Child Care Act also sets out the statutory framework for taking children into care, if necessary.

PROTECTIONS FOR PERSONS REPORTING CHILD ABUSE ACT 1998

This Act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the Chief Executive Officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the Children First Act 2015. This legal protection means that even if you report a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. If you make a report in good faith and in the child's best interests, you may also be protected under common law by the defence of qualified privilege. You can find the full list of persons in Tusla and the HSE who are designated officers under the 1998 Act, on the website of each agency (www.tusla.ie and www.hse.ie).

CRIMINAL JUSTICE ACT 2006

Section 176 of this Act created an offence of reckless endangerment of children. This offence may be committed by a person who has authority or control over a child or abuser who intentionally or recklessly endangers a child by: 1. Causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse; or 2. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

CRIMINAL JUSTICE (WITHHOLDING OF INFORMATION ON OFFENCES AGAINST CHILDREN AND VULNERABLE PERSONS) ACT 2012

Under this Act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for that offence, but fails without reasonable excuse to disclose that information, as soon as it is

practicable to do so, to a member of An Garda Síochána. The provisions of the Withholding legislation are in addition to any reporting requirements under the Children First Act 2015.

NATIONAL VETTING BUREAU (CHILDREN AND VULNERABLE PERSONS) ACTS 2012–2016

Under these Acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The Acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.

CHILDREN FIRST ACT 2015

The Children First Act 2015 is an important addition to the child welfare and protection system as it will help to ensure that child protection concerns are brought to the attention of Tusla without delay. The Act provides for mandatory reporting of child welfare and protection concerns by key professionals; comprehensive risk assessment and planning for a strong organisational culture of safeguarding in all services provided to children; a provision for a register of non-compliance; and the statutory underpinning of the existing Children First Interdepartmental Implementation Group which promotes and oversees cross-sectoral implementation and compliance with Children First.

CRIMINAL LAW (SEXUAL OFFENCES) ACT 2017

This Act addresses the sexual exploitation of children and targets those who engage in this criminal activity. It creates offences relating to the obtaining or providing of children for the purposes of sexual exploitation. It also creates offences of the types of activity which may occur during the early stages of the predatory process prior to the actual exploitation of a child, for example, using modern technology to prey on children and making arrangements to meet with a child where the intention is to sexually exploit the child. The Act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative.

Appendix 2: Definition of Terms

This section defines key terms used within this document.

Child/Young Person

A child/young person is any person under the age of 18 years unless they are or have been married. In this document we use the term 'young person' to include both 'child' and 'young person' alike.

Employee

A STAND employee may be defined as a person who has a contract of employment and receives payment for the role in which they are employed to work in.

Intern

An intern works under supervision of a STAND employee to develop business skills, learn about the industry and gain exposure to the work environment. (Paid/Unpaid) (Full-time/Part-time)

Volunteer

A person, who performs or offers to perform a service voluntarily, is under no legal obligation to do so and receives no remuneration for services. Volunteers are at least 18 years of age. This includes society members for example, independent student-run organisations in a university.

STAND WORKER: For the purposes of this Child Protection Policy 'a STAND worker' is anyone who is engaged in work or voluntary activity with children or young people, whether as a paid employee of STAND, as an Intern, as a volunteer, board member, facilitator or consultant.

Consent Form for photography/audio/video

I agree for my name and photograph, video footage or audio to be taken by Suas Educational Development T/A STAND (Registered Charity Number (RCN) 20050047) for use in marketing, PR and publications in connection with the event set out below:

Event: X

Location: Various

Date: X

Here are some places that STAND (Registered Charity Number (RCN) 20050047) might use it:

STAND Festival Exhibition: Displayed at various locations around Ireland.

Social Media Channels: Twitter, Facebook, YouTube, Instagram and any other STAND | STAND accounts

Media: National, regional and local media (broadcast, online and print).

Publications: Annual reports, employee magazine or policy documents

You can change your mind and withdraw consent for us to process your photograph, audio or video at any time by contacting editor@stand.ie

Your participation is entirely voluntary and there is no obligation on you to give your consent to have your voice or image captured. No fees will be paid to people taking part.

Please indicate your consent for this photography/audio/video footage and that you fully understand the proposed use of the photography, audio or video by signing below. If you are under 18 years of age, please have a parent or guardian fill in the section below

Signature: _____

Contact Number: _____

Email address: _____

Registered Charity Number (RCN) 20050047

Appendix 4: Recruitment and Selection Policy

Introduction

At STAND, people are our most important asset. We recognise that it is crucial to recruit people with the necessary skills, knowledge and experience to help us achieve our charitable purpose and associated goals.

We provide appropriate support, supervision and appraisal to allow employees to realise their full potential in the workplace. We value the contributions that employees make to the aims and objectives of STAND.

This policy is designed to ensure that the best possible people are selected and promoted by following what is acknowledged to be the best industry practice in matters relating to Recruitment and Selection.

All those involved in this activity must:

- adhere to the standards laid down in this policy and;
- comply with the principles of equality of opportunity for all job applicants and potential job applicants.

Scope

The provisions of this Policy will normally apply to the filling of all vacancies in Suas Educational Development, trading as STAND. Where it is deemed necessary to adopt other practices to filling vacancies (or to set aside any provisions of this Policy), e.g. to fulfil an urgent contractual commitment, the Executive Director must give prior approval.

Equal Opportunity Policy

At the core of STAND's vision, mission and purpose, is a deep commitment to justice, equity and equality, which was foregrounded in the founding motives of the organisation. Our current organisational strategy clearly delineates this commitment through the organisation's values, which include:

Diversity: We know that diversity brings great strength to any organisation. We are committed to fostering a culture of inclusion where people are valued, respected, and given opportunities to contribute at all levels. We take responsibility to ensure the way we work is informed and enlightened by people from various identities, perspectives and backgrounds.

Equity: We recognise the inherent global and local power inequalities and know that different groups experience different barriers to participate. We will take action to create equitable opportunities for participation in our organisation and our programmes to challenge these inequalities.

STAND is an equal opportunity employer; we are committed to the provision of equality of opportunity for all employees and applicants, and to securing fair participation throughout its workforce. STAND is committed to uphold equality legalisation in Ireland, namely the Equal Status and Employment Equality

Acts¹, as well as the Public Sector Duty².

In particular, we seek to promote equity across STAND, based on the nine protected characteristics (Age, Civil Status, Disability, Family Status, Gender, Membership of the Traveller Community, Race, Religion, Sexual Orientation), and socioeconomic status. We also recognise the intersectional nature of identity, and the fact that discrimination and structural barriers are experienced differently based on a range of intersecting grounds. STAND does not discriminate against individuals on the above grounds, in any area of recruitment or employment, including job selection, training, promotion, appraisal, salary administration and terms and conditions of employment.

Any breach of the Equal Opportunities Policy will be regarded as a disciplinary offence and will be investigated under the disciplinary procedure. This may result in disciplinary action been taken up to and including dismissal from the company.

Selection Criteria

The importance of proper systematic analysis of the requirements of the job to be filled is recognised. Selection criteria must always be drawn up and agreed before the recruitment and selection process commences. All selection criteria must be based on genuine occupational requirements that are capable of justification, appropriate to the job, objective and in line with the Company Equal Opportunity Policy.

It is particularly important to ensure that selection criteria do not discriminate against a person with a disability. STAND is an inclusive employer, and we understand that barriers might exist for potential and existing staff in the workplace. There is no definitive list of conditions that constitute a disability. Disability can be visible or invisible and may or may not be disclosed.

While some disabilities are obvious, others are not readily apparent. Furthermore, the same disability can vary in its impact and affect people differently. A person with a disability has the choice whether they tell STAND about their disability during the selection process. We wish to highlight the benefits in disclosing a disability. Whether you have an existing disability, or you acquire a disability over the course of your working life, STAND will assist in providing reasonable accommodations to ensure that you are enabled to carry out your role in the organisation.

STAND is committed to providing staff and potential applicants to our roles with reasonable accommodations. Available accommodations include but are not limited to, changes to working hours, modified duties, adapted workstations, or assistive technology.

Recruitment Methods

Internal Recruitment

STAND is committed to equality and fairness at work and to the principle of providing career enhancement and opportunities for its staff. Accordingly relevant vacancies advertised will normally be open to all permanent, temporary, part-time and fixed-term employees.

Advertisements will contain information relating to the job, selection criteria and closing date that will be normally two weeks from the date of the issue of the circular.

¹ 1 Equality laws in Ireland - IHREC <https://www.ihrec.ie/your-rights/equality-laws-ireland/#:~:text=Ireland's%20equality%20laws%20protect%20individuals,promotion%20or%20getting%20equal%20pay.>

² Public Sector Equality and Human Rights Duty - IHREC <https://www.ihrec.ie/our-work/public-sector-duty/>

External Recruitment

Where external recruitment is deemed appropriate, STAND will ensure that as many eligible and suitably qualified persons as practicable are made aware of the vacancy in question and encouraged to put themselves forward for consideration. The commitment to providing equality of opportunity will be emphasised in all advertisements.

Application & Interview

A Curriculum Vita must be supplied with a covering letter. This should detail the candidate's experience to date, education, skills and any other relevant information.

Acknowledgement of Applications

All applicants will be contacted as soon as practicable within a reasonable period after the closing date for applications. Where an undue delay occurs, applicants will be advised of the situation.

Confidentiality

STAND respects the right to privacy and confidentiality of our employees and prospective employees. STAND may from time to time in the course of administering its business, and exercising its legal rights and performing its legal obligations in connection with the recruitment of employees, need to process both personal data and special categories of personal data (including, for example, information relating to health). STAND will process such data in accordance with the applicable data protection legislation including the General Data Protection Regulation and implementing legislation. Further details in relation to what personal data is collected in relation to employees or prospective employees, and the purposes for which such data may be used are set out in STAND's data protection policy, (which may be amended or updated from time to time).

Short-listing

As soon as is practicable, a shortlist will be drawn up. Where a large number of applicants satisfy the minimum requirements, short-listing will take place on the basis of a consistent application of the predetermined essential and/or desirable criteria.

Selection panels will only use information supplied as part of an application when short-listing. Decisions in formulating the shortlist are recorded. In the event of disagreement the matter will be referred to the Executive Director for resolution.

Testing

A range of appropriate instruments may be used enhance the objectivity of the selection process depending on the position being filled e.g. Personality Questionnaires, Aptitude Tests, etc. These may be provided by an external agency. Candidates will be provided with any reasonable accommodations they may require for the testing, such as longer time to complete or assistive technology.

In all cases where tests are to be used applicants/potential applicants will be advised in advance. Candidates to be tested will also be advised of the nature and duration of the tests, the role to be played by the tests in the process and will be given at least three days' notice.

Prior to interview

Candidates short-listed for interview will be advised by email or on the phone of the date, time and venue. A minimum of three days' notice will be given in all reasonable circumstances. Where a candidate is unable to attend for a satisfactory reason, the interview may be rearranged where practicable.

Where appropriate, and depending on the level being recruited for, an interview panel will be used and should comprise of at least two members. The Executive Director will determine when a panel interview

is appropriate.

Interviewers must meet prior to the interview in order to determine the areas to be covered during the interview and if required the weighting to be given to criteria. The interviewers must use weightings consistently for each candidate. Any core questions agreed at this meeting should be objective and relevant to the requirements of the job. A written record of this meeting should be made and retained.

The Interview

All interviewers participating in this process will be properly prepared so that interviews are conducted in a professional manner with a consistent approach, content and structure. Panel members operate independently and each member is responsible for his/her own conclusions that will be documented, signed and retained. A standardised interview rating form is to be used – however any written notes should also be retained.

Following Interview

All candidates interviewed will be advised of the outcome of their application as soon as possible following interview. External candidates, if appropriate, will be required to supply suitable reference(s), and all information received will be treated in confidence subject to statutory requirements.

References checks and any verification of educational qualifications, which involves contact with third parties will only take place once STAND forms a clear view that it would like to recruit a particular employee. STAND will always request the permission of the candidate in advance of checking references or qualifications. Reference checks for every candidate are carried out in the same way. It is the policy of STAND to seek 2 references, preferably from separate sources e.g. academic, employment, volunteering etc.

Where appropriate, all appointments will be subject to receipt of a satisfactory medical report. STAND will observe the requirements of legislation relating to access to medical records and ensure that information received is treated confidentially.

Appeals

Unsuccessful candidates may appeal any aspect of the recruitment decision. All appeals will be dealt with in compliance with the relevant statutory legislation.

Induction

Employees undergo an induction that provides information appropriate to their role. Every employee will be provided with:

- A job description;
- Equipment necessary to complete their role;
- A copy of the Employee Handbook;
- Information about the vision, mission and organisational structure of STAND;
- Information about how the employee's role fits within the broader purpose of STAND;
- Information about the employee's supervisor/line manager and key contacts within the organisation;
- Details of working conditions;
- Health & Safety Induction;

- A copy of STAND's Code of Conduct;
- STAND's child safeguarding policy;
- Details of STAND' grievance and disciplinary procedures;
- All other relevant policies and procedures of STAND;
- An opportunity to ask any queries that they may have about their role.

Probationary Period

A probationary period is normally arranged for new employees and existing employees who have taken on new roles within STAND. The relevant period is outlined in an employee's contract of employment.

Support, supervision and appraisal

Employees have access to support, supervision and appraisal during the probationary period and throughout their employment period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with STAND's grievance and disciplinary procedures.

Remuneration

Remuneration for employees is outlined in their contract of employment.

Expenses

Employees may be reimbursed for expenses incurred, in line with the STAND's policies and procedures and by prior arrangement only.

Monitoring

Clear records of all aspects of the selection process, including all relevant documentation, will be retained for at least one year as laid out in the Data Protection policy.

Review of Policy

The board of charity trustees will review this policy at 3-year intervals or as appropriate. The Executive Director is responsible for ensuring that this policy is implemented effectively. All other staff and volunteers, including charity trustees, are expected to facilitate this process.

Appendix 5: Reference Request Form

Applicant Name :	Person Checking Reference
	Reference Company/Organisation:
Referee's Name:	Referee Email Address: Referee Contact Number:
Relationship to Applicant:	Dates of Employment: From To
Position Held:	
Reason for leaving:	
What was their primary responsibilities/nature of the role?	
How would you describe the quality of their work? Or How would you characterise their work in general?	
How would you rate their willingness to assume responsibility?	
How would you rate their attendance and punctuality?	
How did they get along with other people (e.g. colleagues, supervisors, clients)?	
What are their strong points?	

Were there any performance issues/disciplinary issues?
If given the opportunity, would you re-employ this person?
Any additional comments:

Appendix 6: Recognizing different types of abuse

REASONABLE GROUNDS FOR CONCERN

Reasonable grounds for a child protection or welfare concern include:

- 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 or indication by an adult or a child of an alleged abuse they committed
 - An account from a person who saw the child being abused

The guiding principles on reporting child abuse or neglect may be summarised as follows:

1. The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made
2. Reports of concerns should be made without delay to Tusla

TYPES OF CHILD ABUSE AND HOW THEY MAY BE RECOGNISED

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger, and can be an adult or another child. In a situation where abuse is alleged to have been carried out by another child, you should consider it a child welfare and protection issue for both children and you should follow child protection procedures for both the victim and the alleged abuser.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/carer.

The definitions of neglect and abuse presented in this section are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

Neglect

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where

a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child's health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child's life as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence, and parental mental illness and disability. A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once.

The following are features of child neglect:

- Children being left alone without adequate care and supervision
- Malnourishment, lacking food, unsuitable food or erratic feeding
 - Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
 - Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation
 - Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of adequate clothing
- Inattention to basic hygiene
 - Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Abandonment or desertion

Emotional abuse

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen.

A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

Emotional abuse may be seen in some of the following ways:

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Continuous lack of praise and encouragement
- Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in bedroom)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to his/her age and stage of development

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

Physical abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

- Physical abuse can include the following:
 - Physical punishment
 - Beating, slapping, hitting or kicking
 - Pushing, shaking or throwing
 - Pinching, biting, choking or hair-pulling
 - Use of excessive force in handling
 - Deliberate poisoning
 - Suffocation
 - Fabricated/induced illness
 - Female genital mutilation

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in the legislation now means that prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult.

Sexual abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and in some instances occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation
- Sexual intercourse with a child, whether oral, vaginal or anal
- Sexual exploitation of a child, which includes:
 - Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]
 - Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
 - Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
 - Exposing a child to inappropriate or abusive material through information and communication technology
 - Consensual sexual activity involving an adult and an underage person. It should be remembered that sexual activity involving a young person may be sexual abuse even if the young person concerned does not themselves recognise it as abusive.

Appendix 7: Incident Report Form

**Required*

Your Name *

Name of the person completing the form

Name (s) of affected/injured party *

Please note if more than one person was directly affected it may be required to complete separate incident reports

Date of Incident *

If this is an ongoing issue or one that unfolded over a period of time, then please write "ongoing" or "developing" below. Otherwise please give the exact date of the incident. Format (dd:mm:yy).

Time of Incident *

If this is an ongoing issue or one that unfolded over a period of time, then please write "ongoing" or "developing" below. Otherwise please give the exact time of the incident. (24 hour format).

Exact Location of Incident *

Initial Categorisation of Incident *

- Y Minor - Some professional support needed, relatively small concerns.
- Y Medium - Professional support needed, reoccurring smaller incidents, substantial concerns.
- Y Major – Serious incident, long term injury to volunteer(s), large disruption to volunteer(s) service to Partner.

Description of Incident *

Factual, please include any factors that led to the incident, what the affected party was doing when the incident occurred, any unsafe behaviour or conditions, any substances involved etc

Witnesses to the Incident / Other People Involved *

Please list any other people that witnessed the incident or involved in the incident

Impact on Individual *

Please give details of the effects of this incident on the affected party

Impact on Others

Please give details of the effects of this incident on others e.g. the team, Partner, City team

Suas Designated Liaison Person informed: Yes No
Action taken by Suas staff:

Signed: _____ STAND staff member in charge at time of
incident Title: _____
Signed: _____ STAND Designated Liaison Person

For completion by STAND Designated Liaison Person:

Detail of contact with Statutory Authorities:
Contacted who: _____ Phone: _____
Position: _____ Mobile: _____

Decisions resulting from contact with Statutory Authorities:

Parents/guardian informed of incident and by whom:
Informed: Yes No Informed by: _____

Signed: _____ Suas Designated Liaison Person

Note: This is a STAND Internal Form. It should be filled out when an incident/event occurs that is/maybe considered a Child Protection/Welfare concern.

NB. This is an internal form. The Designated Liaison Person may follow up to complete the Tusla Child Protection and Welfare Reporting Form.

Appendix 8: Tusla Report Form



Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)



Use block letters when filling out this form.
Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*

2. Date of Report*

3. Details of Child

First Name*	<input type="text"/>	Surname*	<input type="text"/>
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*	<input type="text"/>	Date of Birth*	<input type="text"/>
		Estimated Age*	<input type="text"/>
		School Name	<input type="text"/>
		School Address	<input type="text"/>
Eircode	<input type="text"/>		

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see *'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns'* for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

Child Welfare Concern	<input type="checkbox"/>		
Emotional Abuse	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>

6. Details of Reporter

First Name	<input type="text"/>	Surname	<input type="text"/>
Address if reporting in a professional capacity, please use your professional address	<input type="text"/>	Organisation	<input type="text"/>
		Position Held	<input type="text"/>
		Mobile No.	<input type="text"/>
		Telephone No.	<input type="text"/>
Eircode	<input type="text"/>	Email Address	<input type="text"/>

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
 (Children First Act 2015 & Children First National Guidance)

Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type				

7. Details of Other Persons Where a Joint Report is Being Made

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

Please ensure you have indicated if this is a mandated report in section 6.
Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

14. For Completion by Tusla Authorised Person on Receipt of Report

Report Received by			
First Name		Surname	Date

Mandated Report Acknowledgement by

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

First Name		Surname		Date Sent	
Authorised Person Signature*					
Date*					
Child Previously Known		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated Case No					

Appendix 9: Child Safeguarding Statement for display in the Irish Aid Centre and sharing with all teachers and students prior to outreach

1. Service provided

STAND is contracted by Irish Aid to provide Facilitation and Public Awareness Services in support of Irish Aid's Public Awareness Programme.

Irish Aid's Public Awareness Programme aims to deepen public understanding about global development issues through increased engagement with the aid programme, with a particular focus on the formal education sector. The Irish Aid Centre in Dublin provides workshops on the work of Irish Aid for students at primary, second and third level, as well as assistance with outreach at various public events, and with public enquiries. A STAND-employed team of one coordinator and part-time facilitators coordinate and deliver the activities of the Centre. The coordinator reports to both the STAND point of contact (Executive Director) and to the Irish Aid point of contact.

We have carried out an assessment of any potential for harm to a child while availing of the services of the Irish Aid Centre. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

2. Risk Assessment

Area of Risk	Risks Identified	Policies and Procedures in place to manage Risks
Workshops in the Irish Aid Centre	<p>That the student will be harmed in the course of their participation in the Irish Aid workshops</p> <p>That the disclosure of harm will not be reported to STAND, to Irish Aid and to Tusla.</p>	<p>All STAND staff in the Irish Aid Centre will be appointed to their roles subject to satisfactory interview and references and Garda clearance.</p> <p>All STAND staff in the Irish Aid Centre will undertake to sign up to and abide by our child safeguarding policy and accompanying procedures including the STAND Code of Conduct.</p> <p>All STAND staff involved in conducting the workshops will undertake to complete the Children First elearning training and other relevant training on an annual basis.</p> <p>Teachers of school groups participating in the workshops must be present for the full duration of the workshop.</p> <p>Both students and teachers attending the Centre will be made aware of STAND commitment to Child Safeguarding and how they can raise any concerns with the STAND Designated Liaison Person.</p>
Outreach activities	<p>That a child or young person will be harmed in the course of their participation in outreach activities.</p> <p>That the disclosure of harm will not be reported to STAND, to Irish Aid and to Tusla.</p>	<p>All STAND staff in the Irish Aid Centre will be appointed to their roles subject to satisfactory interview and references and Garda clearance.</p> <p>All STAND staff in the Irish Aid Centre will undertake to sign up to and abide by our child safeguarding policy and accompanying procedures including the STAND Code of Conduct.</p> <p>All STAND staff involved in conducting the workshops will undertake to complete the Children First elearning training and other relevant training on an annual basis.</p> <p>Teachers of school groups participating in the workshops must be present for the full duration of the workshop.</p> <p>Both students and teachers will be made aware of STAND commitment to Child Safeguarding and how they can raise any concerns with the STAND Designated Liaison Person.</p>

3. Commitment to safeguarding children from harm

STAND Educational Development, trading as STAND is committed to safeguarding the children with whom we work and to providing a safe environment in which they can learn and develop.

We believe that the welfare of the children involved in our work is paramount. We are committed to child-centered practice in all our work with children.

We are committed to upholding the rights of every child and young person with whom we work, including the rights to be kept safe and protected from harm, listened to, and heard.

We will endeavour to safeguard children and young people by:

- Adopting child protection guidelines through a code of conduct for employees, interns and volunteers
- Adhering to legislation and carefully following the procedures laid down for the recruitment and selection of employees, interns and volunteers
- Empowering employees, interns and volunteers to safeguard children through supervision, support and training
- Reporting concerns to statutory agencies as appropriate
- Sharing information about child protection and good practice with our partner organisations and other NGOs

Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by Children First: National Guidance for the Protection and Welfare of Children 2017, the Tusla Children First - Child Safeguarding Guide 2017, and the Children First Act 2015.

Our policy declaration applies to all committee/board members, paid staff, interns and volunteers within our organisation. All committee/board members, staff, interns and volunteers who work with children must sign up to and abide by this statement and our child safeguarding policy and procedures, which accompany this statement.

We will review our child safeguarding statement and child safeguarding policy and procedures every 3 years or sooner if necessary, due to service issues or changes in legislation or national policy.

Please see Annex 1 of this document for more information on the Legislative Context of STAND' policy and procedures and Annex 2 for Definition of Terms used in the policy and procedures.

Designated Liaison Person for Child Protection is the Operations Manager, Erin Kehoe.

erin@suas.ie, (01) 662 1400

Deputy Designated Liaison Person is Head of Programmes, Caitriona Rogerson,

caitriona@stand.ie, (01) 662 1400

4. Child Safeguarding Policy and Procedures

This Child Safeguarding Statement has been developed in line with requirements under the Children First Act, 2015, the Children First: National Guidance for Protection and Welfare of Children 2017 and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice. The following procedures support our intention to safeguard children while they are availing of the services of the Irish Aid Centre:

- Procedure for the safe recruitment and induction of workers and volunteers to work with children
- Procedure for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for responding to a disclosure from a child availing of the services
- Procedure for the management of allegations of abuse or misconduct against

workers/volunteers of a child availing of the services

- Procedure for the reporting of child protection or welfare concerns to Tusla
- Procedure for maintaining a list of the persons who are mandated persons under the Children First Act, 2015
- Procedure for appointing a relevant person.

All procedures listed are contained within STAND's Child Safeguarding Policy and Procedures.

5. Implementation and Review

- We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the accompanying child safeguarding policies and procedures that support our intention to keep children safe from harm while availing of our service.
- This Statement will be reviewed every 3 years or as soon as practicable after there has been a material change in any matter to which the statement refers.
- This Statement has been provided to all staff, volunteers and any other persons involved with the service. This statement will be displayed in the Irish Aid Centre. It is readily accessible to school staff, parents and guardians on request. A copy of this Statement will be made available to Tusla if requested.

Signed:

Date:

Service Provider's name and contact details:

Suas Educational Development, trading as STAND
Info@stand.ie
016621400

For further information on this Statement, contact the Designated person in STAND

Erin Kehoe erin@suas.ie,
016621400

1. Policy Statement

STAND is committed to the protection and welfare of our programme participants and volunteers. As part of this commitment STAND will comply with relevant legislation and recommended best practice in recruitment and selection procedures for both employees and volunteers, and will conduct Garda Vetting, where appropriate, as part of this process. STAND also has a right to re-Garda Vet employees every 5 years of employment as long as they are still engaged in relevant work as outlined in this policy.

2. Purpose

The purpose of this document is to provide information and guidance on Garda Vetting procedures within STAND.

3. Scope

This policy applies to STAND employees and volunteers who will carry out “relevant work” with children and/or vulnerable adults as defined in the National Vetting Bureau (Children and Vulnerable Persons) Act 2012. (See Appendix). Responsibility for ensuring this policy is effectively implemented rests with the Operations Manager at STAND. All other staff members and volunteers in STAND are expected to facilitate and support the implementation of this policy.

4. Glossary of Terms and Definitions

Garda Central Vetting Unit (GCVU) / National Vetting Bureau (NVB) – is the national unit of the Garda Síochána which conducts vetting of applicants to ascertain whether applicants have prior convictions and / or prosecutions. The GCVU is now known as the “National Vetting Bureau” following the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.

Garda Vetting: This is the process by which the NVB discloses details regarding “prosecutions, successful or not, pending or completed, and/or convictions” in respect of an individual and with that individual’s consent to their prospective employer and/or the organisation’s with which they wish to volunteer. (Please note, unsuccessful convictions may not be disclosed.)

Liaison Person – is the person who is nominated to apply for and receive vetting disclosures on behalf of applicant organisations. The Authorised Signatory is now known as the “Liaison Person” following the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.

Natural Justice - There are essentially two sections to the Rules of Natural Justice, the first being derived from the Latin maxim "audi alteram partem" (let the other side be heard). This is the duty to allow persons affected by a decision to have a reasonable opportunity of presenting their case. The second part of the Rules of Natural Justice is derived from the Latin maxim "nemo iudex in causa sua" (no one can be the judge in his own cause). This gives rise to a duty to act fairly, to listen to arguments, and to reach a decision in a manner that is untainted by bias. (NUI, Galway)

Child – a person under the age of 18 years.

Vulnerable Adult – a person, other than a child who – is suffering from a disorder of the mind, whether as a result of mental illness or dementia; has an intellectual disability; is suffering from a physical impairment, whether as a result of injury, illness or age, or has a physical disability, which is of such a nature or degree as to restrict the capacity of the person to guard themselves against harm by another person, or, that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

5. Principles

Garda Vetting is just one of a number of elements that STAND implements to ensure the protection and safety of the children and/or vulnerable adults in STAND's care. Appropriate recruitment screening (including interviews, reference checking), child protection and health and safety procedures, etc. will be implemented along with Garda Vetting.

An individual will not work / volunteer with children or vulnerable adults in STAND until their Garda vetting has been completed and the results conveyed to the organisation's Garda Vetting Officer by the Liaison Person.

Having a criminal record will not automatically exclude an individual from employment/volunteering. Decisions on whether to involve an individual with prior criminal convictions will take into account:

- the individual's abilities, skills, experiences and qualifications;
- the nature of the conviction and its relevance to the job;
- the length of time since the offence took place;
- the risk to the service users, employees and organisation;
- training which may have occurred since the time individual's offence

STAND will employ a Natural Justice framework in dealing with any disclosures of convictions.

6. Vetting Applications Process

All vetting applications for employment/volunteer roles with STAND shall be processed by a Liaison Person who is trained by the National Vetting Bureau in the management of Vetting applications and disclosures. STAND has appointed Dublin City Volunteer Centre to act as Liaison Person on its behalf.

STAND will nominate one staff member to act as the 'Garda Vetting Officer' (GVO). STAND's Garda Vetting Officer is the Operations Manager. The responsibilities of the GVO include:

- Assessing when Garda vetting is necessary for each employment position/volunteer role i.e. the role involves "relevant work" with children or vulnerable adults as specified in the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016.
- Ensuring that candidates for employment positions/volunteer roles are provided with the correct Garda vetting forms and that the forms are completed accurately and in full, prior to submitting them to the Liaison Person.
- Verifying the identity of the person submitting the vetting application by checking relevant ID (e.g. passport, driving licence).
- Ensuring all personal information in relation to vetting is kept confidentially and in compliance with Data Protection legislation and best practice.
- That STAND staff / volunteers are aware of the organisation's Garda Vetting Policy.

7. Vetting Disclosures Process

On return from the National Vetting Bureau the forms will be processed by the nominated Liaison Person who will inform STAND Garda Vetting Officer by letter / email of the results.

The Liaison Person will pass on a copy of any possible or probable convictions to the Garda Vetting Officer for their consideration, and this document will be held confidentially.

Where there are no convictions, an offer of a position of employment/voluntary role will be issued to the candidate in line with STAND's other screening/recruitment procedures.

Where serious convictions are disclosed, (for e.g. those itemised in 10. Circumstances for the Withdrawal of the offer to Work / Volunteer) a letter will be sent to the person asking them to attend a meeting with the Vetting Officer. This letter must not disclose the information on the returned Garda Vetting form.

The purpose of this meeting is to allow the applicant (employee / volunteer) access to the information returned by the National Vetting Bureau and to give them an opportunity to explain the circumstances surrounding the conviction.

A written record of this meeting will be kept and the time, date and duration of the meeting recorded. At this meeting, STAND will ensure that: Everyone, no matter what their history, is given fair and equal treatment and the right to state their case. Cognisance is of Repeat Offending, Restorative Justice and Rehabilitation of Offenders. A disclosure of conviction will not automatically preclude the applicant from obtaining the position in question. Cognisance is taken of the applicant's self-disclosure or non-disclosure of a conviction at the time of the application and of their experience (work record etc.) and rehabilitation subsequent to any conviction disclosed.

Where multiple convictions are evident but may be as the result of a particular lifestyle, e.g., drug addiction, then the change in lifestyle must be taken into consideration.

Applicants who deny any convictions returned by the National Vetting Bureau will be provided with details on how to write a letter of appeal to amend their records at the National Vetting Bureau. Applicants are informed that in the case of uncertainties their form will be returned to the National Vetting Bureau seeking clarification.

The applicants name and date of birth are clarified at the start of the meeting as mistakes may be made by the National Vetting Bureau where names and addresses are similar.

STAND will consider each Garda Vetting disclosure returned with convictions individually and STAND will always treat the applicant with respect, dignity and complete confidentiality.

STAND recognises that there are three potential outcomes of the review meeting:

- i) In line with this policy and taking all things into consideration including interview, current history and references, the applicant may be offered the position.
- ii) The applicants Garda Vetting form is returned to the National Vetting Bureau for further clarification. In which case a second review meeting may be held.
- iii) The applicant is deemed unsuitable for the position on offer by nature of their history of offences.

In each case a written explanation of the outcome will be sent to the applicant by letter. A record of this letter, including date sent must be kept. A record of any replies received and any follow-up must also be kept.

8. Confidentiality and Data Protection

All information in the vetting process will be held in a manner consistent with the STAND confidentiality policy. STAND also complies fully with good practice regarding the secure storage, handling and use of the National Vetting Bureau disclosures and personal vetting information as per our Data Protection Policy and our legal obligations under Data Protection Legislation

9. Circumstances for the Withdrawal of the offer to Work / Volunteer.

STAND considers the following as reasonable grounds to withdraw an offer or opportunity of employment / volunteer role to an individual:

- The individual has been charged with, or convicted of a sexual offence;
- The individual has been charged with, or has a conviction for, an offence that relates to the ill treatment of a child, or a vulnerable adult;
- The individual has been charged with, or has a conviction for, the ownership, production or distribution of child pornography.

STAND considers the following list of offences to be relevant, and each case will be considered in a case-by-case basis:

- Offences against the person, e.g. assault, harassment, coercion;
- Breaches in trust, e.g. fraud, theft, larceny;
- Offences against property e.g. arson, armed robbery;
- Domestic Violence;
- Offences against the state.

STAND is conscious of not initiating policies that prohibit needlessly against rehabilitated individuals. Such cases will be objectively determined on a case-by-case basis in accordance with the criteria outlined under 5. Principles

10. Appeal Process

While the focus is on protecting children and vulnerable adults, there are also safeguards and due processes for those being vetted, including the right to appeal. Appeals should be made in writing to the Liaison Person within 14 days of issue of the decision.

Appendix to Garda Vetting Policy

Excerpt from Schedule 1, Part 1 and Part 2 from the National Vetting Bureau (Children and Vulnerable Persons) Bill 2012.

Relevant work or activities relating to children

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children in

(a) an establishment which provides pre-school services within the meaning of Part VII of the Child Care Act 1991,

(b) a school or centre of education, both within the meaning of the Education Act 1998,

(c) any hospital or health care centre which receives, treats or otherwise provides services to children,

(d) a designated centre within the meaning of section 2 of the Health Act 2007, in so far as it relates to an institution at which residential services are provided in accordance with the Child Care Act 1991,

(e) a special care unit provided and maintained in accordance with section 23K of the Child Care Act 1991,

(f) a children detention school within the meaning of section 3 of the Children Act 2001.

2. Any work or activity which consists of the provision of home tuition by a person pursuant to the Scheme administered and funded by the Department of Education and known as the Home Tuition Scheme.

3. Any work or activity which consists of treatment, therapy or counselling provided to a child by a person in the course of that work or activity.

4. Any work or activity which consists of care or supervision of children unless the care or supervision is merely incidental to the care or supervision of persons who are not children.

5. Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to children unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical

activities to persons who are not children.

6. Any work or activity which consists of the provision of advice, guidance, developmental, or counselling services, (including by means of electronic interactive communications) to children unless the provision of the advice, guidance, developmental or counselling service is merely incidental to the provision of those services to persons who are not children.

7. Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs.

8. Work as a driver of a public service vehicle which is being used only for the purpose of conveying children.

9. The provision by a person, whether or not for commercial or other consideration, of accommodation for a child in his or her own home.

10. Any research work or activities (howsoever described) carried out in a university, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to children.

11. Any application by a person to carry on or manage a designated centre within the meaning of section 2 of the Health Act 2007.

12. Any application by a person for a declaration of eligibility and suitability within the meaning of section 3 of the Adoption Act 2010.

13. Any assessment of a person's suitability to act as a foster carer by or under section 39 of the Child Care Act 1991.

14. Any assessment by or under section 41 of the Child Care Act 1991 of a person's suitability to act as a carer of a child in respect of whom he or she is a relative.

15. Any work or activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, children pursuant to the following enactments:

(a) Medical Practitioners Act 2007;

(b) Nurses Act 1985;

(c) Nurses and Midwives Act 2011;

(d) Dentists Act 1985;

(e) Health and Social Care Professionals Act 2005;

(f) Pharmacy Act 2007;

(g) Pre-Hospital Emergency Care Council Order 2000 (S.I.No. 109 of 2000);

(h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 (S.I. No. 575 of 2004).

PART 2

Relevant work or activities relating to vulnerable persons

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, vulnerable persons in:

- (a) a school or centre of education, both within the meaning of the Education Act 1998, unless, in the case of a centre of education, the work or activity is merely incidental to work or activities undertaken in relation to persons who are not vulnerable persons,
- (b) any hospital or care centre which receives, treats or otherwise which provides services to vulnerable persons,
- (c) a designated centre within the meaning of section 2 of the Health Act 2007, in so far as it relates to an institution at which residential services are provided to vulnerable persons,
- (d) an approved centre within the meaning of Part 5 of the Mental Health Act 2001,
- (e) any organisation or facility which provides educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) for vulnerable persons,
- (f) in any organisation or facility which provides welfare, advice, guidance, developmental, or counselling services for vulnerable persons.

2. Any work or activity which consists of treatment, therapy or counselling provided to a vulnerable person by a person in the course of that work or activity.

3. Any work or activity which consists of the care (including the provision of health and personal social services and essential domestic services) of vulnerable persons unless the care is merely incidental to the care of persons who are not vulnerable persons.

4. Any work or activity which consists of the provision of educational, training, cultural, recreational, leisure, social or physical activities (whether or not for commercial or any other consideration) to vulnerable persons unless the provision of educational, training, cultural, recreational, leisure, social or physical activities is merely incidental to the provision of educational, training, cultural, recreational, leisure, social or physical activities to persons who are not vulnerable persons.

5. Any work or activity which consists of the provision of advice, guidance, developmental, or counselling services, (including by means of electronic interactive communications) to vulnerable persons unless the provision of the advice, guidance, develop mental or counselling service is merely incidental to the provision of those services to persons who are not vulnerable persons.

6. Work as a driver of a public service vehicle which is being used only for the purpose of conveying vulnerable persons.

7. Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs.

8. The provision by a person, whether or not for commercial or other consideration, of accommodation for a vulnerable person in his or her own home.

9. Any research work or activities (howsoever described) carried out in a university, institute of technology or other establishment at which third level education is provided where a necessary and regular part of the research work or activity involves contact with or access to vulnerable persons.

10. Any assessment of a person's suitability to act as a care representative under section 21 of the Nursing Homes Support Scheme Act 2009.

11. Any application by a person to carry on or manage a designated 10 centre both within the meaning of section 2 of the Health Act 2007.

12. Any work or activity which is carried on by a person, a necessary and regular part of which requires the person to have access to, or contact with, vulnerable persons pursuant to the following enactments:

- (a) Medical Practitioners Act 2007;
- (b) Nurses Act 1985;
- (c) Nurses and Midwives Act 2011;
- (d) Dentists Act 1985;
- (e) Health and Social Care Professionals Act 2005;
- (f) Pharmacy Act 2007;
- (g) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000);
- (h) Pre-Hospital Emergency Care Council (Establishment) Order 2000 (Amendment) Order 2004 (S.I. No. 575 of 2004).