



**Child Protection Policy**  
**and**  
**Code of Behaviour**

**April 2012**

## CONTENTS

1. Child Protection Policy
  2. Statement of Policy
  3. Promoting Good Practice in our work with Children/ Young People
  4. Good Practice Guidelines
  5. Recruitment and Training
  6. Dealing with a Disclosure of Child Abuse
  7. Role of Representative for Child Protection
  8. Reporting Procedure in Respect of Child Abuse
  9. Action to be Taken when an Allegation is made against a Staff Member
  10. Complaints Procedure in Relation to Child Safety and Protection
  11. Record Keeping
- List Of Appendices

Appendix 1: Parental/Guardian consent form

Appendix 2: Standard form for reporting child protection and/or welfare concerns to a HSE

Appendix 3: Acceptance of the Lantern Centre Child Protection Policy

Appendix 4: Inter organisational form stating that Garda Clearance has been obtained

Appendix 5: Incident/accident report form

Appendix 5A: Record Keeping report

Appendix 6: Reference Form

Appendix 7: Recognising child abuse (Children First Guidelines)

Appendix 8: Information on Protection of Persons Reporting Child Abuse Act

Appendix 9: Anti Bullying Policy when working with children/young people

Appendix 10: Complaints Procedure in relation to working with children/young people

## **1. CHILD PROTECTION POLICY**

The LANTERN CENTRE respects the rights of all children/young people with whom it works and takes seriously any concerns in relation to their welfare and safety. Children/young people have a right to be safe in childhood and it is the duty of each person with whom they come in contact to protect that right.

A loss of human dignity, through a variety of types of abuse (neglect, emotional abuse, physical abuse and sexual abuse) will affect a child's/young person's welfare, and as such, it is the duty of the LANTERN CENTRE to act when any violation to that dignity is suspected or evident.

The LANTERN CENTRE will work to safeguard children's/ young people's safety by;

- Adopting and consistently applying a thorough and clearly defined method of recruiting and selecting staff and volunteers.
- Raising the awareness of staff and volunteers about areas in which children are entitled to be protected.
- Planning the work of the LANTERN CENTRE so as to minimise opportunities for children/young people to suffer harm.
- Ensuring that a code of behaviour which follows best practice child protection guidelines is followed by both staff and volunteers.
- Developing effective procedures for the reporting and management of child protection concerns.
- Establishing links with parents and other relevant organisations.

## **2. STATEMENT OF POLICY**

The LANTERN CENTRE is fully committed to safeguarding the well-being of all the children and young people with whom we work. Our policy on child protection is in accordance with "Children First".

A set of guidelines have been introduced by the LANTERN CENTRE and all staff/volunteers involved in any event with young participants have agreed to adhere to these guidelines.

The LANTERN CENTRE guidelines are set out in this document.

### **3. PROMOTING GOOD PRACTICE IN OUR WORK WITH CHILDREN AND YOUNG PEOPLE**

The LANTERN CENTRE hosts groups involved in the education and recreation of both children and young people. The LANTERN CENTRE respects and promotes the principles of equality and diversity and works with all children in a culturally sensitive way within the context of the Irish constitution and law and the UN Convention on the Rights of the Child.

Everybody who works with children has a duty of care to them and this is a responsibility, which must be taken seriously. These guidelines aim to provide information and promote good practice for those involved in working with children in the LANTERN CENTRE so that staff will be aware of what to do in situations where the safety or welfare of a child may be at risk.

### **4 GOOD PRACTICE GUIDELINES**

Safe practice is essential in our work and we have put in place the following procedures to govern our work with children and young people:

- All staff and those assisting the LANTERN CENTRE in our work are aware of the good practice guidelines and are familiar with the overall child protection policy of the centre;
- There should be no unnecessary physical contact between an adult and a young person although there are times when for example, placing a hand on a distressed child/young person's shoulder to comfort him/her would be appropriate. Physical contact should only be in response to the needs of the child and should be appropriate to the age and the level of development of the child.
- Children/young people involved with our work are informed of our guidelines and procedures;
- Parents of children involved with our work are also informed of our guidelines and procedures;
- The LANTERN CENTRE has appointed a Representative for Child Protection to deal with any complaints or issues arising which concern the safety or welfare of any child/young person who attends any events/activities organised by the LANTERN CENTRE or with the LANTERN CENTRE staff. This person is appropriately trained and familiar with the procedures to be followed in the event of an allegation, concern or disclosure of child abuse;

When the Lantern Centre organises events for children/young people, the following information/ documentation is requested in relation to each child/young person attending the event/meeting:

- A Parental Consent Form – particularly for events involving long distance travel or overnight stays;
- Contact details for the family/guardians, including emergency contact numbers;
- All relevant medical information;
- Information relating to any special needs which the child or young person may have in terms of access, diet, language assistance, etc.;

- An appropriate ratio of adults to young people is put in place for each event/activity held by the LANTERN CENTRE . The ratio may vary depending on the particular situation, the age of the participants and their dis/ability or other special needs (Where activities involve being away from home overnight, appropriate gender based supervision will be provided - see section 8);
- All adults working with young people directly, including those providing overnight supervision, will have received Garda clearance;
- Staff and facilitators show respect and understanding for the rights, safety and welfare of the children and young people;
- Inappropriate behaviour/language by the children/young people will not go unchallenged;
- A system is in place for recording any incidents or accidents while the child is in the care of the LANTERN CENTRE (see sample form at Appendix 5);
- A clear system of registration and departure of participants is put in place where required
- There are clear channels of communication and access to staff in the centre/ministry if parents/guardians or children/young people wish to voice their concerns if there is something they are not happy about;
- Attention will be given to ensure that during its events, the physical surroundings will be comfortable, fully accessible and appropriate for the work being undertaken;
- Employees and volunteers should not take one young person alone in a car on journeys. Where this is unavoidable, it should be with the full consent and knowledge of the parents/guardians and a senior member of the staff.
- While we recognise that sometimes it is appropriate for staff to work on a one to one basis with a child or young person, staff/volunteers should not spend excessive amounts of time alone with an individual child/young person. Where an adult needs to meet with a child/young person alone, the door should be left open and another adult informed of the meeting;

## **5. RECRUITMENT AND TRAINING**

Putting in place good procedures in recruitment and training practice is a central element in ensuring the safety and welfare of all adults and young people involved in the organisation.

### **5.1 RECRUITMENT**

In engaging staff or volunteers for the LANTERN CENTRE , the following procedures will be followed:

#### **Staff of the LANTERN CENTRE :**

- The normal recruitment practice will apply. This includes the applicant providing the names of two referees (not family members) who are contacted and obtaining Garda Clearance;
- Staff will be given a copy of the LANTERN CENTRE Child Protection Policy and Code of Behaviour and will be asked to sign a document certifying that they have read it and agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children/young people (see Appendix 3).

### **Volunteers of the LANTERN CENTRE :**

- Garda Clearance will be sought by all volunteers
- The applicant must supply information of previous, recent experience, particularly all experience relating to working with children/young people;
- The applicant must supply the names of two referees who are relevant to the post (not family members). Referees will be asked to complete a standard form (see Appendix 6) and will also be contacted personally;
- Volunteers will be given a copy of the Child Protection Policy and Code of Behaviour and will be asked to sign a document certifying that they have read it and agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children/young people (see Appendix 3).

### **Staff and volunteers from another agency/organisation**

- When working with staff/volunteers from another agency/organisation in facilitating an event involving children/young people, such staff/volunteers will be given the LANTERN CENTRE Child Protection policy and Code of Behaviour. The contact person for that group will be asked to sign a document certifying that he/she has read it and agrees to abide by its contents and that there is no reason why any member of the their staff or volunteers would be considered unsuitable for working with children/young people (see Appendix 3).

## **5.2 TRAINING**

All staff and volunteers of the LANTERN CENTRE will be expected to participate in relevant training from time to time. Those working directly with children/young people must have received some training on the issue of child protection.

Where young people, under 18 years, are assisting in the work of the LANTERN CENTRE , they will receive appropriate information on the LANTERN CENTRE Child Protection Policy at a level suitable to their age and experience. These young people will always work in partnership with or under the supervision of an adult.

Induction training for any new staff will include training on the LANTERN CENTRE Child Protection Policy.

## **6. DEALING WITH A DISCLOSURE OF ABUSE**

The LANTERN CENTRE values and encourages the full participation of children/young people in all our events/activities and we strive to ensure that the experience of the child/young person in our work is a happy and productive one. 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 staff member/volunteer involved. The following are guidelines to support the worker/volunteer in this:

- React calmly;
- Listen carefully and attentively; take the young person seriously;

- Reassure the young person 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/young person that what you have heard is correct and understood;
- Do not express any opinions about the alleged abuser;
- Record the conversation as soon as possible, in as much detail as possible. Sign and date the record;
- Ensure that the child/young person understands the procedures which will follow;
- Pass the information to the Representative for Child Protection in the Lantern Centre who, in turn informs the Designated Officer for Child Protection in the European Province of Christian Brothers. Do not attempt to deal with the complaint alone.
- Treat the information confidentially.

## **7. ROLE OF THE REPRESENTATIVE FOR CHILD PROTECTION**

The Representative for Child Protection in the LANTERN CENTRE has the ultimate responsibility for ensuring that the Child Protection Policy of the LANTERN CENTRE is promoted and implemented. A Deputy Representative for Child Protection will take over the responsibilities of the Representative for Child Protection if he/she is unavailable for a significant amount of time.

The role of the Representative for Child Protection involves the following duties:

- To be familiar with “Children First”, National Guidelines for the Protection and Welfare of Children and “Our Duty to Care”, 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 Protection and Policy of the LANTERN CENTRE ;
- To receive reports of alleged/suspected or actual child abuse and act on these in accordance with the guidelines;
- To ensure that training is provided for all new and existing staff in the LANTERN CENTRE on the Child Protection Policy;
- To build a working relationship with the Health Service Executive (HSE), An Garda Síochána and other agencies, as appropriate;
- To ensure that supports are put in place for the young person, employees or volunteers 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 the LANTERN CENTRE ’s policy and procedures in this area;
- To review the LANTERN CENTRE 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.

Representative for Child Protection for the LANTERN CENTRE :

Br. Robert McAteer.

## **8. REPORTING PROCEDURE IN RESPECT OF CHILD ABUSE**

The LANTERN CENTRE has put in place a standard reporting procedure for dealing with disclosures, concerns or allegations of child abuse.

### **8.1 DEFINITION AND RECOGNISING CHILD ABUSE**

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. Definitions of the four types of abuse, how to recognise abuse and an explanation of “reasonable grounds for concern” are included in Appendix 7, which is based on “Children First – National Guidelines for the Protection and Welfare of Children”.

### **8.2 RESPONSIBILITY TO REPORT CHILD ABUSE**

Everyone must be alert to the possibility that children with whom they are in contact may be experiencing abuse or have been abused in the past. This is an important responsibility for staff and volunteers when working with children and young people.

The guiding principles in regard to reporting child abuse are summarised as follows:

- The safety and well-being of the child/young person must take priority
- Reports should be made without delay to the HSE
- While the basis for concern must be established as comprehensively as possible, children or parents should not be interviewed in detail about the suspected abuse.

The reporting procedure for dealing with disclosures, concerns or allegations of child abuse is outlined in the following steps:

- The employee or volunteer who has received a disclosure of child abuse or who has concerns of abuse, should bring it to the attention of the Representative for Child Protection, who shall without delay pass it on to the Designated Officer for Child Protection. He may contact the HSE for informal advice relating to the allegation, concern or disclosure.
- After consultation with the HSE officials, the Designated Officer for Child Protection will then take one of two options:
  - Report the allegation/concern or disclosure to the HSE after consultation with the Designated Officer for Child Protection.
  - or
  - Not make a formal report to HSE but keep a record of the concerns on file.
- The reasons for not reporting the allegation, concern or disclosure will be clearly recorded. The employee/volunteer who made the initial report will be informed if a formal report is not being made to the HSE and it is open to him/her to make a formal report themselves, directly to the relevant authority if they feel this is necessary.

- Where a formal report is made the HSE will then liaise with An Garda Síochána. It is likely that the HSE will want to speak to the person who first made the report to clarify facts and the circumstances of the report.

*In an emergency a report should be made directly to An Garda Síochána.*

In making a report on suspected or actual child abuse, the individual must ensure that the first priority is always for the safety and welfare of the young person and that no young person is ever left in an un-safe situation.

Parents/guardians of the child will be informed of the allegation, concern or disclosure unless doing so is likely to endanger the child.

### **8.3 INFORMATION REQUIRED WHEN MAKING A REPORT**

The more information which is gathered and put together on the Standard Reporting Form which has been adopted by the LANTERN CENTRE (see Appendix 2) the easier it will be to assess an allegation, concern or disclosure of abuse. Reports, which are made anonymously, will be followed up but this may take longer and will make it more difficult for the professionals involved to assess the situation. If a person is unsure about the case, it may be useful to talk over the issue with the Representative for Child Protection, the Designated Officer for Child Protection or with a HSE worker before making an official report.

### **8.4 CONFIDENTIALITY**

In matters of child abuse, an employee/volunteer should never promise to keep secret, any information which is divulged. It should be explained to the young person that this information cannot be kept secret but only those who need to know, will be told.

It is essential in reporting any case of alleged/suspected abuse that the principle of confidentiality applies. The information should only be shared on a 'need to know' basis and the number of people that need to be informed should be kept to a minimum.

### **8.5 THE PROTECTIONS FOR PERSONS REPORTING CHILD ABUSE ACT, 1998**

This Act provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Representative for Child Protection, the HSE or An Garda Síochána (see Appendix 8 for further details).

## **9. ACTION TO BE TAKEN WHEN AN ALLEGATION IS MADE AGAINST A STAFF MEMBER**

Where an allegation of abuse is made against an employee of the LANTERN CENTRE , there are two procedures that will be put in place:

- The reporting procedure in respect of the child;
- The procedure for dealing with the employee.

In the case of the allegation being against an employee, the same person will not deal with both the young person and the alleged abuser. Employment/contractual issues will be dealt with separately. The Representative for Child Protection will follow the normal reporting procedure. It will be the responsibility of the Director of the LANTERN CENTRE to deal with a staff member against whom an allegation has been made.

If there is an allegation or suspicion in relation to the Director, the Chairperson of the Board of the LANTERN CENTRE will deal with all aspects normally dealt with by the Director.

If there is an allegation or suspicion in relation to the Representative for Child Protection, the Director will deal with all aspects of the case, including the reporting procedure.

If an allegation is made against an employee of the LANTERN CENTRE the following steps will be taken:

- The Director will deal with all contractual/employment aspects of the case relating to the employee/volunteer.
- The allegation will be assessed by the Representative for Child Protection to establish if there are reasonable grounds for concern and whether a formal report will be made to the statutory authorities, at this point. The Representative for Child Protection should contact the Delegated Officer for Child Protection for advice on the issue.
- The safety of the child is the first priority of the LANTERN CENTRE and all necessary measures will be taken to ensure that the child is safe. The measures taken will be proportionate to the level of risk.
- The LANTERN CENTRE will ensure that no other children/young people are at risk during this period and will inform other relevant agencies or parents/carers as appropriate.
- The measures which can be taken to ensure the safety of children and young people can include the following: suspension of duties of the person accused, re-assignment of duties where the accused will not have contact with children/young people, working under increased supervision during the period of the investigation or other measures as deemed appropriate.
- If a formal report is being made the employer will notify the employee that an allegation has been made and what the nature of the allegation is. The employee has a right to respond to this and this response should be documented and retained.
- The LANTERN CENTRE will ensure that the principle of ‘natural justice’ will apply whereby a person is considered innocent until proven otherwise.
- The LANTERN CENTRE will work in co-operation with An Garda Síochána and the HSE and any decisions on action to be taken in regard to the employee will be taken in consultation with these agencies.
- The person against whom the allegation is made will need support during this period and the LANTERN CENTRE will provide advice on how to access the relevant support services.

In the case of an allegation being made against a volunteer within the LANTERN CENTRE the Representative for Child Protection will deal with the issue as outlined in the steps above.

## **10. COMPLAINTS PROCEDURE IN RELATION TO CHILD SAFETY AND PROTECTION**

The LANTERN CENTRE is committed to ensuring the safety and welfare of all children/young people with whom we work. The LANTERN CENTRE has put in place a complaints procedure (Appendix 10) to cover any situations which may arise, when children/young people or their parents/guardians are not happy with the way the children/young people were treated by the LANTERN CENTRE. Complaints regarding the safety and welfare of children/young people should be directed to the Representative for Child Protection. Other complaints should be directed to the person with whom the child/young person dealt with or the head of the relevant section of the LANTERN CENTRE.

## **11. RECORD KEEPING**

The Representative for Child Protection is responsible for keeping the following records related to Child Protection in a locked filing cabinet. The Representative for Child Protection and the CEO of the Lantern Centre are the only officers who have access to these records:

- Any complaints about the safety and welfare of children/young people while working with the LANTERN CENTRE .
- Any disclosures, concerns or allegations of child abuse;
- The follow up to any complaints, disclosure, concerns or allegations, including informal advice from the HSE, reports to the HSE and informing parents/guardians;
- Any bullying complaints related to the LANTERN CENTRE work with children/young people and the follow up action;
- Signed acceptance forms of the LANTERN CENTRE Child Protection Policy by staff members, people on short term contracts, staff/volunteers from other agencies working on LANTERN CENTRE projects.

The Director of each ministry is responsible for keeping the following records in a locked filing cabinet. Only Ministry Directors, the Representative for Child Protection and the CEO of the LANTERN CENTRE have access to these records:

- All Garda Clearance Forms;
- All Parental/Guardian Consent Forms.

*Note:*

- 1. A computer record of Garda Clearance is also kept. This will be password protected and access will be restricted to the Chairperson, the Director, the Representative for Child Protection and the Director of the LANTERN CENTRE.*

## **12. LIST OF APPENDICES**

Appendix 1: Parental/Guardian consent form

Appendix 2: Standard form for reporting child protection and/or welfare concerns to a HSE

Appendix 3: Acceptance of the Lantern Centre Child Protection Policy

Appendix 4: Inter organisational form stating that Garda Clearance has been obtained

Appendix 5: Incident/accident report form

Appendix 5A: Record Keeping report

Appendix 6: Reference Form

Appendix 7: Recognising child abuse (Children First Guidelines)

Appendix 8: Information on Protection of Persons Reporting Child Abuse Act

Appendix 9: Anti Bullying Policy when working with children/young people

Appendix 10: Complaints Procedure in relation to working with children/young people

# APPENDIX ONE

## Parental/Guardian Consent Form

Details of the Activity/Event needed here (Name of event, how long it will run for etc)

Name of Child / Young Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender (circle as appropriate):      Male                      Female

Contact Phone Number(s): \_\_\_\_\_

Name of School / Organisation: \_\_\_\_\_

### Other Relevant Information

(Please mention any medical conditions, special needs or dietary requirements)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Contact Details for Parent/Guardian

1. Name \_\_\_\_\_

Daytime phone number:    Code \_\_\_\_\_                      Local No. \_\_\_\_\_

Home phone number:      Code \_\_\_\_\_                      Local No. \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

2. Name \_\_\_\_\_

Daytime phone number: Code \_\_\_\_\_ Local No. \_\_\_\_\_

Home phone number: Code \_\_\_\_\_ Local No. \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

**In case of a medical emergency:**

In the event of illness or accident, I give permission for medical treatment to be administered where considered necessary by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible. In an emergency I can be contacted at the following telephone numbers:

\_\_\_\_\_

I agree to allow the child named above to attend \_\_\_\_\_ during the period \_\_\_\_\_ to \_\_\_\_\_. I understand that there will be suitable supervision while the young people are in the care of the LANTERN CENTRE .

Signed: \_\_\_\_\_  
(Guardian)

Name (block letters) \_\_\_\_\_  
(Guardian)

Signed: \_\_\_\_\_  
(Young person)

Address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Phone No. Code \_\_\_\_\_ Local No. \_\_\_\_\_

Relationship to Child/Young Person: \_\_\_\_\_

## APPENDIX TWO

### Standard Form for Reporting Child Protection and/or Welfare Concerns to the Health Service Executive (HSE)

#### Private and Confidential

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

A. To Principal Social Worker/Designate: \_\_\_\_\_

#### 1. Details of Child:

Name: \_\_\_\_\_

Male

Female

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Age/D.O.B.: \_\_\_\_\_

School: \_\_\_\_\_

1a. Name of Mother: \_\_\_\_\_

Name of Father: \_\_\_\_\_

Address of Mother if different to Child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of Father if different to Child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

1b Care and Custody arrangements regarding the child, if known:  
\_\_\_\_\_

#### 1c. Household Composition:

Name	Relationship to Child	Date of Birth	Additional Information eg School/Occupation

*Note: A separate report form must be completed in respect of each child being reported.*

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

---

---

---

---

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

Name: \_\_\_\_\_ Age \_\_\_\_\_ Male  Female

Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Occupation: \_\_\_\_\_

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

Social Workers: \_\_\_\_\_

School: \_\_\_\_\_

Public Health Nurse: \_\_\_\_\_

Gardaí: \_\_\_\_\_

GP: \_\_\_\_\_

Pre-School/Crèche/Youth Club: \_\_\_\_\_

Hospital: \_\_\_\_\_

Other, Specify e.g. Youth Groups, After School Clubs: \_\_\_\_\_

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

Yes  No

If yes, what is their attitude? \_\_\_\_\_

**6. Details of Person Reporting Concerns:**

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Nature and extent of contact with Child/Family: \_\_\_\_\_

**7. Details of Person completing form:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Occupation: \_\_\_\_\_

Signed: \_\_\_\_\_

## **GUIDANCE NOTES:**

The HSE Area Boards have a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. HSE Area Boards therefore have an obligation to receive information about any child who is not receiving adequate care and/or protection.

This reporting form is for use by:

- HSE Personnel
- Professionals and individuals in the provision of child care services in the community who have service contracts with the HSE
- Designated person in a voluntary or community agency
- Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you. (HSE personnel should do this in consultation with their line manager). This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

The HSE Area Boards aim to work in partnership with parents. If you are making this report in confidence you should note that the HSE cannot guarantee absolute confidentiality as:

- A Court could order that information be disclosed.
- Under the Freedom of Information Act, 1997, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report' you are protected under the Protection for Persons Reporting Child Abuse Act, 1998.

If you are unsure if you should report your concerns, please telephone the duty social worker and discuss your concerns with him/her.

## APPENDIX THREE

### Acceptance of the Lantern Centre Child Protection Policy

Declaration from all staff and volunteers working with children and young people

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number \_\_\_\_\_

I have read the LANTERN CENTRE Child Protection Policy and Code of Behaviour and agree to abide by its contents.

Signature \_\_\_\_\_

Date \_\_\_\_\_

There is no reason why I would be considered unsuitable to work with children or young people.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX FOUR

### Inter-organisational form stating that Garda Clearance has been obtained

(A copy of the Garda Clearance should be forwarded to the LANTERN CENTRE with this form)

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number \_\_\_\_\_

I have received Garda clearance in the past 18 months in relation to my current work with children/young people,

Yes  No

This clearance was received on \_\_\_\_\_ .

Signature \_\_\_\_\_

Date \_\_\_\_\_

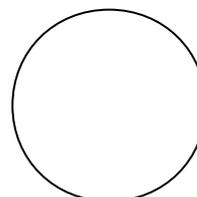
This section to be completed by the organisation, which obtained the Garda Clearance for the individual named above.

I confirm that this person has received Garda clearance to work with children/young people in the past 18 months.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Stamp of Organisation



## APPENDIX FIVE

### Incident/Accident Report Form

Name of event/activity where the incident/accident occurred \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

Briefly describe what happened \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who was involved? \_\_\_\_\_

\_\_\_\_\_

Any injury sustained? \_\_\_\_\_

\_\_\_\_\_

Who dealt with the situation? \_\_\_\_\_

\_\_\_\_\_

How was it resolved/dealt with? \_\_\_\_\_

\_\_\_\_\_

Any follow up required? \_\_\_\_\_

\_\_\_\_\_

Please attach any additional information if required \_\_\_\_\_

Signature: \_\_\_\_\_

Name (block letters): \_\_\_\_\_

**APPENDIX FIVE A**  
**RECORD KEEPING Report**

**Date of interview:** \_\_\_\_\_

**Place of interview:** \_\_\_\_\_

**Persons present:-** \_\_\_\_\_

**Code of interviewee:-** \_\_\_\_\_

**Notes taken:-**

**Signed:** \_\_\_\_\_.

## APPENDIX SIX

### Reference Form

### Confidential

\_\_\_\_\_ has applied to work with the LANTERN CENTRE and has given your name as a referee.

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

Yes

No

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference form, all information contained on the form will remain confidential and will only be shared with the applicant's immediate supervisor, should they be offered a position. It is very important that this reference form accurately reflects your knowledge and experience of the named person.

How long have you known this person ? \_\_\_\_\_

In what capacity ? \_\_\_\_\_

What attributes does this person have which you would consider makes them suitable to work with children and young people ?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate this person on the following (Please tick)

	Poor	Average	Good	V. Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Motivation of others					
Trustworthiness					
Reliability					

Signed \_\_\_\_\_

Date \_\_\_\_\_

Occupation \_\_\_\_\_

## APPENDIX SEVEN

### Recognising Child Abuse

#### Definition and Possible Physical and Behavioural Indicators of Child Abuse

##### Neglect

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

Possible indicators of this type of abuse are:

- Frequent minor or serious injuries
- Untreated illness
- Hunger, lack of nutrition
- Tiredness
- Inadequate and inappropriate clothing
- Lack of supervision
- Low self esteem
- Lack of peer relationships

##### Emotional

Emotional abuse is normally to be 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. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Possible indicators of this type of abuse are:

- Unreasonable mood and/or behavioural changes
- Aggression, withdrawal or an 'I don't care attitude'
- Lack of attachment
- Low self esteem
- Attention seeking
- Depression or suicide attempts
- Persistent nightmares, disturbed sleep, bedwetting, reluctance to go to bed
- A fear of adults or particular individuals e.g. family member, baby-sitter or indeed excessive clinginess to parents/carers
- Panic attacks

##### Physical

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

Possible indicators of this type of abuse are:

- Frequent bruising, fractures, cuts, burns and other injuries

- Torn clothing
- Bite marks burns or welts
- Bruises in places difficult to mark e.g. behind ears, groin
- Undue or unnecessary fear
- Aggressiveness or withdrawn
- Absconding frequently from home

## **Sexual**

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

Possible indicators of this type of abuse are:

- Over affectionate or inappropriate sexual behaviour
- Age inappropriate sexual knowledge given the child's age, which is often demonstrated in language, play or drawings
- Fondling or exposure of genital areas
- Hints about sexual activity
- Unusual reluctance to join in normal activities which involve undressing, e.g. games/ swimming

### **Indicators of Abuse are Not Facts**

It is important to stress that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. A cluster or pattern of signs is likely to be more indicative of abuse. Signs must also be considered in the child's social and family context as child abuse is not restricted to any socio economic group, gender or culture. It is important to always be open to alternative explanations for possible physical or behavioural signs of abuse.

## **Reasonable Grounds for Concern**

The statutory authorities should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse. A suspicion that is not supported by any objective indicator of abuse or neglect would not constitute reasonable grounds of for concern.

The following examples would constitute reasonable grounds for concern:

- specific indication from the child that s/he was abused;
- an account by the person who saw the child being abused;
- evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused in any other way;
- an injury or behaviour, which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

A suspicion, not supported by any objective indication of abuse or neglect, does not constitute a reasonable suspicion or reasonable grounds for concern. (*Children First 1999, 4.3.2 and 4.3.3*)

## APPENDIX EIGHT

### Protection for Persons Reporting Child Abuse

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to the HSE or An Garda Síochána. This means that even if a reported suspicion of child abuse proves unfounded a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

This protection applies to organisations and to individuals. It is considered therefore that organisations should assume full responsibility for reporting suspected child abuse to the appropriate authorities. Reports to the HSE and to the Gardaí should be made by the Representative for Child Protection, as per the organisation’s policy and guidelines.

*Section 3 (1) of the Act states:*

*“3. (1) A person who apart from this section, would be so liable shall not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that-*

- (a) a child has been or is being assaulted, ill-treated, neglected or sexually abused, or*
- (b) a child’s health development or welfare has been or is being avoidably impaired or neglected,*

*unless it is proven that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person”.*

## **APPENDIX 9**

### **Anti Bullying Policy when working with children/young people**

#### **What is 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

#### **The Lantern Centre policy on bullying when working with children/young people**

The LANTERN CENTRE will not tolerate any bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with this policy. This policy covers:

- Children/young people bullying other children/young people;
- Adults bullying children/young people;
- Children/young people bullying adults.

The policy is as follows:

- All children/young people and adults who participate in activities run by the LANTERN CENTRE will be treated with dignity and respect by adults and by other children/young people and will not be subject to bullying.
- All children/young people and adults who participate in activities run by the LANTERN CENTRE have a responsibility to treat other children/young people and adults with dignity and respect and refrain from bullying behaviour.
- It will be made clear to all children/young people and adults participating in the LANTERN CENTRE events/activities that bullying is not acceptable and that other children/young people and adults should be treated with dignity and respect.
- There will be adequate supervision by the LANTERN CENTRE staff/volunteers or other staff/volunteers (staff and volunteers working as part of an inter-organisation event/activity) at all events/activities involving children/young people. This will help to prevent bullying.
- The LANTERN CENTRE staff/volunteer or other staff/volunteers (staff and volunteers working as part of an inter-organisation event/activity) will monitor all events/activities run by the LANTERN CENTRE involving children/young people to ensure that no bullying is taking place.
- If a LANTERN CENTRE staff member /volunteer or other staff/volunteer witnesses bullying or suspects that bullying is taking place he/she will follow the procedure outlined below.

- If a child/young person witnesses bullying or suspects that bullying is taking place he/she should report it to a LANTERN CENTRE staff member/volunteer or other staff/volunteer. The LANTERN CENTRE staff member/volunteer or other staff/volunteer will follow the procedure outlined below.
- If a child/young person is the victim of bullying he/she should report it to a LANTERN CENTRE staff member/volunteer or other staff/volunteer who will follow the procedure outlined below.

### **Procedure for dealing with bullying**

- All reports of bullying will be recorded, investigated and dealt with by an appropriate LANTERN CENTRE staff member/volunteer or other staff/volunteer.
- The LANTERN CENTRE staff member/volunteer or other staff member who has received the complaint or witnessed the bullying will consult with the Representative for Child Protection, if present or the most senior staff member present to decide who is the most appropriate person to follow up on the complaint.
- The staff member dealing with the complaint will keep a record of the alleged bullying incident/s and the investigation and action taken.
- The staff member dealing with the complaint will speak separately to all involved in order to get all sides of the story. The staff member should also speak to others who may have witnessed the incident/s, if appropriate. The staff member will interview all involved in a calm manner and will seek answers to what, where, when, who and why.
- If the victim of the alleged bullying is a child their parent/guardian will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is a child their parent/guardian will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is an adult, the Director of LANTERN CENTRE or the parent organisation of the staff member/volunteer (if appropriate) will be informed of the complaint and the outcome of the investigation.
- If the staff member dealing with the complaint concludes that bullying has not taken place, the following action will be taken:
  - The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying did not take place;
  - Support will be given to the complainant, alleged victim and alleged perpetrator/s if necessary;
  - A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate.
- If the staff member dealing with the complaint concludes that bullying has taken place, the following action will be taken:
  - The complainant, alleged victim and alleged perpetrator/s will be informed of the outcome of the investigation and the reasons why it was concluded that bullying took place;

- Support will be given to the victim;
- A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate;
- A meeting will be held with the perpetrator to discuss the bullying behaviour. They will be informed of the disciplinary action, which will be taken as a result of this bullying behaviour.

### **Disciplinary action**

When the inquiry into the alleged bullying incident has taken place and it has been concluded that bullying occurred, it will be necessary to take some disciplinary action against the perpetrator of the bullying. The disciplinary action should be agreed between at least two staff members of the LANTERN CENTRE and should be appropriate to the seriousness of the incident/s. If the perpetrator of the bullying is a child/young person, the parent/guardian of the child/young person and the child/young person will be informed of the disciplinary action which will be taken. If the perpetrator of the bullying is an adult the following people will be informed of the disciplinary action, which will be taken:

- the Director of the LANTERN CENTRE .
- the director of the organisation which the adult works for (if relevant); and
- the perpetrator.

The options for disciplinary action include:

- For serious incidents involving children/young people, sending the child/young person home and not allowing them to participate in any further LANTERN CENTRE events/activities;
- For less serious incidents involving children/young people, allowing the child/young person to continue to participate in the event/activity once they have apologised to the victim and stated that they would not engage in any further bullying behaviour. Their behaviour would then be closely monitored;
- Providing support to the child/young person to get them to understand that their behaviour is not acceptable and monitoring their behaviour;
- For serious incidents involving a member of the LANTERN CENTRE transferring the person out or transferring them to an area within the LANTERN CENTRE where they will not have any dealings with children/young people. (All actions taken in relation to LANTERN CENTRE staff will be in accordance with the LANTERN CENTRE Staff Handbook guidelines on harassment, sexual harassment and bullying and relevant employment law);
- For offences involving staff/volunteers from other organisations, informing their parent organisation of the offence and not working with that staff member or volunteer again.

## APPENDIX 10

### **Complaints Procedure in relation to working with children/young people**

The LANTERN CENTRE is committed to ensuring the safety and welfare of all children/young people with whom we work. We also try to ensure that children/young people have a positive and enjoyable experience when working with the LANTERN CENTRE .

This complaints procedure aims to cover any situation which may arise, when children/young people or their parents/guardians are not happy with the way the children/young people were treated while they were in the LANTERN CENTRE or at an event/activity run by the LANTERN CENTRE or another organisation on behalf of the LANTERN CENTRE

#### **Who can make a complaint**

Complaints can be made by:

- Children/young people involved with the LANTERN CENTRE .
- Their parents/guardians;
- Youth workers/staff members working with the children/young people;
- Other advocates on behalf of children/young people.

#### **How to make a complaint**

1. If the complaint is in relation to the safety and welfare of children/young people the complaint should be made to the Representative for Child Protection in the LANTERN CENTRE .
2. Other complaints should be made to the person with whom the child/young person dealt with. If you prefer, you can make this complaint to the head of the relevant section in the LANTERN CENTRE .

#### **Information you need to provide**

Complaints can be made orally or in writing. By providing the following information you can help to speed up the investigation of your complaint.

- The name and address of the child/young person affected and the LANTERN CENTRE ministry involved;
- If the complaint is being made by a parent/guardian or other adult, the name and address of the parent/guardian or other adult;
- Exactly what you are dissatisfied with;
- The name of the person(s) who dealt with you.
- If your complaint is complicated, you may find it best to put it in writing so that no important detail is overlooked. Remember to send us copies of all relevant documentation/correspondence that you may have.
- If you have special needs that may affect your ability to make a complaint, please let us know at the earliest opportunity. We will make every effort to assist you.

### **Our standards for dealing with complaints**

- If the complaint relates to the safety and welfare of a child/young person, it will be examined in accordance with good practice in relation to the safety and welfare of children/young people;
- We will treat your complaint properly, fairly and impartially and in the best interests of the child/young person;
- We promise that making a complaint will have no implications for your dealings with the LANTERN CENTRE
- A person other than those originally involved will examine your complaint;
- We will examine and review your complaint and send a reply to you within 20 working days of the receipt of your complaint. Where it is not possible to meet this target, we will inform you and continue to do so until the matter is resolved;
- We will apologise for any mistreatment of the child/young person, explain what happened and put it right wherever possible;
- We will change the way we do things to avoid making the same mistake in future.

### **Can you appeal?**

If you are unhappy about the outcome of the review you can appeal the matter to the Director of the LANTERN CENTRE within a month of the review.