# Child Protection Policy

We in ***(organisation)*** are committed to a practice, which protects children from harm.

Staff and volunteers in this organization accept and recognize our responsibilities to develop awareness of issues, which cause children and young people harm.

We will endeavour to safeguard children and young people by –

* Adopting child protection guidelines through a code of behavior for staff and volunteers.
* Sharing information about child protection and good practice with children, parents, staff and volunteers.
* Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
* Following carefully the procedures for recruitment and selection of staff and volunteers
* Providing effective management for staff and volunteers through supervision, support and training

**We are also committed to reviewing our policy and good practice at regular intervals**

### CODE OF BEHAVIOUR

**Statement of Intent**

It is the policy of ***(organisation)*** to safeguard the welfare of all children and young people by protecting them from all forms of abuse including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of ***(organisation)’s*** programmes, training events or workshops. Personnel should at all times show respect and understanding for individual’s rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of ***(organisation)***.

**Guidelines** for all ***(organisation)*** staff and volunteers ATTITUDES

* Staff and volunteers should be committed to :

- Treating children and young people with respect and dignity.

- Always listening to what a child or young person is saying

- Valuing each child and young person

- Recognizing the unique contribution each individual can make

- Encouraging and praising each child or young person

BY EXAMPLE

* Staff and volunteers should endeavour to :

- Provide an example, which we would wish others to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by a young person or child or an adult working with young people.

- Respect a young person’s right to privacy

ONE TO ONE CONTACT

Staff and volunteers should:

- Not spend excessive amounts of time alone with children, away from others

- In the unlikely event of having to meet with an individual child or young person make every effort to keep this meeting as open as possible.

- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts

PHYSICAL CONTACT

Staff and volunteers should never

- Engage in sexually provocative or rough physical games, including horseplay

- Do things of a personal nature for a child or a young person that they can do for themselves. If such an incident arises, for example, where a child or young person has limited mobility, ***(organisation)*** staff should seek a member of school staff or leader of the youth organisation to deal with such an incident

- Allow, or engage in, inappropriate touching of any kind

GENERAL

Staff and volunteers should

- Be aware that someone might misinterpret our actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow ourselves to be drawn into inappropriate attention- seeking situations such as tantrums or crushes
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun

RELATIONSHIPS

Staff and volunteers who are involved in relationships with other members of staff or volunteers should ensure that their personal relationships do not affect their role within ***(organisation)*** or the work of ***(organisation)***.

### SHARING INFORMATION ABOUT CHILD PROTECTION AND GOOD PRACTICE WITH, CHILDREN, STAFF AND VOLUNTEERS

Good communication is essential in any organisation. In ***(organisation)*** every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the management to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

### Children and young people

Children and young people have a right to information, especially any information that could make life better and safer for them. ***(organisation)***

will act to ensure they have information about how, and with whom, they can share their concerns, complaints and anxieties.

When sharing information, ***(organisation)*** personnel will be sensitive to the level of understanding and maturity, as well as to the level of responsibility, of the people with whom they are sharing.

### Parents

Parents / persons with parental responsibility are ultimately responsible for their children’s welfare at all times, and they should be assured that their children are involved with a credible organisation.

We achieve this by

* Publicising information on all our primary, post-primary, youth and parenting work.
* Publishing the named Designated Child Protection Person(s) and how to make a complaint on the internet site

### Staff & Volunteers

As an organisation, which offers support and guidance to children and young people, it is imperative that each member of the ***(organisation)*** staff is aware of their responsibilities under the Child Protection legislation and has a working knowledge of ***(organisation)’s*** procedures. Each member of staff will receive updated training in Child Protection.

### Other Bodies

A copy of our Child Protection Policy will be made available to any other appropriate body.

### SHARING INFORMATION ABOUT CONCERNS WITH AGENCIES WHO NEED TO KNOW AND INVOLVING PARENTS AND CHILDREN APPROPRIATELY

* **PROCEDURE FOR REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE**

**In any case where an allegation is made, or someone in *(organisation)* has concerns, a record should be made. Details must include, as far as practical:**

* Name of child or young person
* Age
* Home Address (if known)
* Date of Birth (if known)
* Name/s and Address of parent/s or person/s with parental responsibility
* Telephone numbers if available
* Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
* What has prompted the concerns?

Include dates and times of any specific incidents

* Has the child or young person been spoken to?

If so, what was said?

* Has anybody been alleged to be the abuser?

If so, record details

* Who has this been passed on to, in order that appropriate action is taken? e.g. school, designated officer, social services etc
* Has anyone else been consulted?

If so, record details

**ACTION TAKEN**

### REPORTING PROCEDURES (A)

**Staff / volunteer has**

**concerns**

**Record & Report**

**Designated Person(s)**

**Is this a serious concern?**

**Possibly**

**Yes**

**No**

### Seek advice from designated officer of school / relevant organisation or Social Services

**Report & Record**

**Yes**

**Identify training or**

 **practice issues**

**No**

### Designated C.P. Officer of school

**/ relevant organisation / Social Services or Police**

**Refer back to staff / volunteer and / or appropriate personnel**

6

* **DISCLOSURE**
* Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
* Listen to the child, rather than question him or her directly.

Offer him / her reassurance without making promises, and take what the child says seriously.

* Allow the child to speak without interruption,

Accept what is said – it is not your role to investigate or question. Do not overreact.

* Alleviate feelings of guilt and isolation, while passing no judgement
* Advise that you will try to offer support, but that you must pass the information on.

Explain what you have to do and whom you have to tell.

* Record the discussion accurately, as soon as possible after the event,

Use the child’s words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.

* Contact one of the *(organisation)* Designated Persons for advice / guidance.

The Designated Person may then discuss the concern / suspicion with the relevant organisation, and, if appropriate, make a direct referral.

* If either Designated Person is not available, or it is inappropriate to approach them, the volunteer / member of staff with the concern should make direct contact with the relevant organisation themselves
* Record any discussions or actions taken within 24 hours.

### FOLLOWING CAREFULLY THE PROCEDURES FOR RECRUITMENT & SELECTION OF STAFF & VOLUNTEERS

(organisation) operates employment and supervision procedures that ensure highest priority is given to issues relating to child protection.

### PROVIDING EFFECTIVE MANAGEMENT FOR STAFF & VOLUNTEERING THROUGH SUPERVISION, SUPPORT & TRAINING

(organisation) encourages the development of staff and volunteers through its on going support, supervision and training.

* INDUCTION

Each new member of staff or volunteer is made familiar with *(organisation)’s* policies and procedures including the Child Protection Policy and Code of Behaviour

* APPRASIALS

Each new member of staff undergoes 1 month / 3 month and 6 month appraisals

* MENTORING SCHEMES

Each new member of staff is assigned to a mentor for the duration of 1 year. This provides the new member of staff with opportunities to voice concerns and anxieties or to ask questions about their work or the environment in which they are working.

* TRAINING

In *(organisation)* the management take responsibility for the training needs of staff and volunteers. The individual, however, also plays a part in identifying areas they feel they require training in.

There are 3 set training periods per year.

* ANNUAL APPRAISAL

There is an official annual appraisal system for each member of staff.