



Suas Educational Development
CHILD SAFEGUARDING POLICY & PROCEDURES
2018

Contents

1. Introduction	4
1.1 Policy Statement	4
1.2 Key Principles	5
1.3 Suas Approach to Working with our Partners	5
2. Code of Conduct in Child Protection and Welfare	6
2.1 Using Mobile Phones and Email.....	7
2.2 Photography and Videos	8
3. Safe Recruitment and Induction Procedures	9
3.1 Recruitment	9
3.2 Vetting.....	9
3.3 Induction	10
4. Training & Information.....	10
5. Responding to and reporting child welfare concerns	10
5.1 Role of the Designated Liaison Person.....	10
5.2 Definitions of, and Recognising, Child Abuse.....	11
5.3 Responding to a Disclosure from a Child/Young Person	12
5.4 Reporting Procedures in Respect of Child Abuse	13
5.4.1 Ireland	13
5.4.2 Overseas.....	13
5.5 Reasonable Grounds for making a Report	14
5.6 Standard Reporting Procedure	14
5.7 Decision not to report.....	15
6. Other Non-Acceptable Behaviour towards Young People.....	15
6.1 Dealing with Challenging and Disruptive Behaviour.....	15
6.2 Bullying.....	16
7. Responding to Allegations	16
7.1 Procedure for dealing with an allegation of suspected abuse against staff of a Partner Organisation.....	16
7.2 Procedure for dealing with an allegation against a Suas employee, intern, volunteer or Suas Society member (Suas Worker)	17
7.3 Support when dealing with the allegation of abuse	17
8. Record Keeping	18
9. Monitoring & Review	18

9.1 Procedure for appointing a Relevant Person.....	18
9.2 Procedure for appointing a Designated / Deputy Designated Liaison Person	18
9.3 Procedure for maintaining a list of the persons who are Mandated Persons under the Children First Act, 2015	19
Appendices.....	20
Appendix 1: Legislative Context of the Policy	20
Appendix 2: Definition of Terms	22
Appendix 3: Audio Visual Release Form	24
Appendix 4: Recruitment and Selection Policy	26
Appendix 5: Reference Request Form	29
Appendix 6: Recognising different types of abuse	31
Appendix 7: Suas Incident Report Form	35
Appendix 8: Tusla Report Form	38
Appendix 9: Suas Child Safeguarding Statement with respect to the Irish Aid Centre	43

1. Introduction

1.1 Policy Statement

Suas 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 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 2 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 Suas' policy and procedures and Annex 2 for Definition of Terms used in the policy and procedures.

Suas' Designated Liaison Person for Child Protection is Joanne Malone, Head of Programmes

Suas' Deputy Designated Liaison Person is Stephen Cassidy, Head of Suas International

1.2 Key Principles

There are a number of key principles of child protection and welfare that inform best practice for those dealing with children to which Suas adheres. These are:

- The safety and welfare of children is everyone's responsibility.
- The best interests of the child should be paramount.
- The overall aim in all dealings with children and their families is to intervene proportionately to support families to keep children safe from harm.
- Interventions by the State should build on existing strengths and protective factors in the family.
- Early intervention is key to getting better outcomes. Where it is necessary for the State to intervene to keep children safe, the minimum intervention necessary should be used.
- Children should only be separated from parents/guardians when alternative means of protecting them have been exhausted.
- Children have a right to be heard, listened to and taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives.
- Parents/guardians have a right to respect, and should be consulted and involved in matters that concern their family.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians and families. Where there is conflict, the child's welfare must come first.
- Child protection is a multiagency, multidisciplinary activity. Agencies and professionals must work together in the interests of children.

1.3 Suas Approach to Working with our Partners

Suas is an intermediary organisation working with partner organisations, who work with children in Ireland and in the Global South. Our work with our partner organisations both domestically and overseas is underpinned by the principles outlined in our policy statement. Partner organisations of Suas are expected to have their own Child Safeguarding Policy that is appropriate to their own culture and legal system (taking into account the universal human rights standards of the Convention on the Rights of the Child).

Therefore, in relation to the work of its partners, Suas will:

- Advise its' partners on the procedures and practices of Suas' Child Safeguarding Policy
- Create an environment where child safeguarding issues are discussed openly in a nonthreatening, safe and supportive environment within Suas and with our partners
- Promote open lines of communication both internally and externally within and between organisations to improve awareness and to document learning from the implementation of child safeguarding policies and procedures

- Create a framework to deal openly, consistently and fairly with allegations concerning both direct and indirect abuse where information is properly recorded, signed, dated clearly, marked as opinion or fact, whether witnessed by anyone else etc.
- Support our partners to create an environment where children are better able and willing to speak out about abuse (where this is appropriate within the context of a programme of work).
- Actively raise awareness and express our concerns where appropriate in relation to behaviour and/or practice that does not support and respect a child's rights.

In many instances Suas will work collaboratively with other agencies/organisations in organising events with children/young people involved. There are many different forms that this work may take. However, where the event is being run in the name of Suas, our Child Safeguarding guidelines will apply.

2. Code of Conduct in Child Protection and Welfare

Suas respects the rights, dignity and worth of every human being. We have a Code of Conduct for all Suas 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 Suas Worker.

The Code is designed to remove any ambiguity and to give the Suas Worker greater confidence and freedom while carrying out their work. Everybody acting on behalf of Suas 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.

The Suas 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 Suas 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

Anything which compromises the ability of a Suas 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 Suas should be used only if necessary.

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

A Suas 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, Suas' 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

Therefore, while Suas recognises that publicity and pictures of young people engaging with Suas activities are essential to promote the work of Suas, all Suas workers 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 - Suas 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. Safe Recruitment and Induction Procedures

3.1 Recruitment

Suas are committed to providing Equal Opportunities for all of its employees and applicants. Suas will endeavour to recruit and select employees, interns and volunteers in a transparent and equitable manner. Suas understands that a clear and proactive inclusion of child protection in recruitment of Suas workers can deter applications from individuals who may place young people at risk during their tenure. For this reason, Suas 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.

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

- Applying recruitment and selection procedures as per Suas Recruitment and Selection Policy (See Appendix 4) to include a clear job description outlining roles and responsibilities
- All volunteers 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. (See Appendix 5 - Reference Request Form)
- All Suas workers will be given a copy of Suas 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 Suas employees, interns and programme volunteers/ mentors are Garda vetted.

3.2 Vetting

Garda vetting is conducted in respect of a Suas worker (full-time, part-time or voluntary working in a position relating to children or vulnerable persons.

- All Suas Office employees and interns are subject to Garda Vetting
- All other Suas workers working directly with children are subject to Garda Vetting
- Applicants with convictions against children will be excluded from employment and/or volunteering

3.3 Induction

Following the recruitment of a Suas worker there are key elements of good practice which will be implemented to ensure the protection of young people

Suas Induction programme includes:

- Introductions to colleagues and briefing on programmes
- Familiarisation with the ethos of Suas
- Explanation of day-to-day processes
- Clarification of expectations
- Training in Suas' 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.

4. Training & Information

All staff and volunteers of Suas will receive 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.

5. 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 Suas 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.

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

5.1 Role of the Designated Liaison Person

The Designated Liaison Officer, with the support of the Chief Executive Officer, has responsibility for ensuring that the child protection and welfare policy of Suas is promoted and implemented. The Designated Liaison Person has a duty to ensure that the Chief Executive Officer 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.

Because Suas works in Ireland and overseas it has been deemed appropriate to assign The Deputy Liaison Person as the main point of contact for overseas programmes reporting directly to the Designated Liaison Person (Please see section on reporting of allegations). The Deputy Designated Liaison Person also assumes the role of the Designated Liaison Person in his / her absence.

The role of the Designated Liaison Person 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 Suas;
- To ensure that training is provided for all new and existing employees, interns and volunteers in Suas 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 Suas’ 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 Suas policy and procedures in this area;
- To review Suas 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.

Suas Designated Liaison Person

Joanne Malone

Suas Educational Development

Floor ½ Unit 3 Whitefriars,

Aungier Street,

Dublin 2.

Phone: 016621400 or 0851549255

Email: joanne@suas.ie

Suas Deputy Designated Liaison Person

Stephen Cassidy

Suas Educational Development

Floor ½ Unit 3 Whitefriars,

Aungier Street,

Dublin 2.

Phone: 016621400 or 0851595390

Email: stephenc@suas.ie

5.2 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 Suas, 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.

5.3 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

5.4 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 outlined below are the reporting channels recommended.

5.4.1 Ireland

All witnessed, suspected or alleged incidents of child abuse by employees and interns of Suas should be reported directly to Suas Designated Liaison Person.

Employees/Interns → Designated Liaison Person

All witnessed, suspected or alleged incidents of child abuse by mentors of Suas should be reported directly to the Mentor Coordinator (where this role exists) or to any member of Suas staff involved in the Suas Ireland Education Programme who reports to Suas Designated Liaison Person.

Mentors→Mentor Coordinator→Designated Liaison Person

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

If you have serious concerns about the immediate safety of that child and the designated people are not available contact the Designated Liaison Person directly.

5.4.2 Overseas

All witnessed suspected or alleged incidents of child abuse by employees and interns of Suas working in India or Kenya should be reported directly to the Deputy Designated Liaison Person.

Employees/Interns → Designated Liaison Person

All witnessed, suspected or alleged incidents of child abuse by volunteers of Suas working in India or Kenya should be reported directly to their VP Coordinator who reports to the Deputy Designated Liaison Person

Volunteers → VP Coordinator → Deputy Designated Liaison Person → Designated Liaison Person

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

If you have serious concerns about the immediate safety of that child and the designated people are not available contact the Suas Designated Liaison Person directly.

5.5 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 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

5.6 Standard Reporting Procedure

Suas implements 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
- Reporting the incident/disclosure to the partner organisation
- Affirming that the parents are informed (only if this does not place the child at risk)
- Consulting with a statutory protection agency to hear their view of the situation
- Compiling and filing a report for Suas

In Ireland, this will also mean:

- 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)

5.7 Decision not to report

A suspicion which is not supported will be recorded or noted internally by Suas 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 Suas, decides that reasonable grounds for reporting the incident or suspicion to the Statutory Authorities do not exist, the Suas worker who referred the matter will be given a clear written statement of the reasons why Suas is not taking action.

The Suas 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”.

6. 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:

6.1 Dealing with Challenging and Disruptive Behaviour

Suas workers working directly with young people will be given training and support in dealing with difficult behaviour. Suas ensures that the safety and welfare of the young people is a priority and that Suas workers 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 Suas worker/ volunteer or where the safety and well-being of others are at risk. Suas 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

6.2 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

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

7. Responding to Allegations

7.1 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.

Suas may decide to contact the senior management team or Board of the Partner Organisation requesting their official response to the situation.

While Suas understands that some of our Partners operate in different culture and legal systems, Suas may be unable to continue a partnership when it has serious doubts about the actions and behaviour of the organisation or individuals within the organisation with regard to child protection.

7.2 Procedure for dealing with an allegation against a Suas employee, intern, volunteer or Suas Society member (Suas 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. Suas will take immediate action against any Suas Worker where it is judged that serious misconduct has occurred.

This procedure is the responsibility of the CEO and the Designated Liaison Person.

- If there is an allegation of suspected child abuse against a Suas 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 Suas worker financially or otherwise, unless necessary to protect young people.
- The Designated Liaison Person will inform the CEO.
- Any action following an allegation of abuse against a Suas worker will be taken in consultation with the Statutory Authorities. An immediate meeting will be arranged with these two agencies for this purpose.
- The CEO will then contact the Suas 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 CEO will maintain close contact with the accused and support will be provided as necessary. Independent counselling and support will be offered.

The CEO 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.

7.3 Support when dealing with the allegation of abuse

Suas assures all Suas workers that it will fully support and protect anyone, who in good faith reports his or her 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 Suas procedures and make sure these are followed correctly
- Avoid any discussions around the topic/allegations with anyone outside of the proper procedures.

8. 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 Suas 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 Suas
- 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 Suas work with young people and the follow up action
- Signed acceptance forms of the Suas Child Protection Policy by Suas workers

9. Monitoring & Review

9.1 Procedure for appointing a Relevant Person

Suas 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 our Child Safeguarding Statement, is automatically our Designated Liaison Person. See procedure for appointing a Designated Person below.

9.2 Procedure for appointing a Designated / Deputy Designated Liaison Person

The CEO will nominate two Suas staff members to be Designated Liaison Person and Deputy Designated Liaison Person. These nominations will be approved by the Suas 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 CEO and reviewed/approved by the Board at the next Board meeting.

9.3 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 Suas 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 Suas 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

A Suas Intern works under supervision of a Suas 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.

Categorisation of Volunteers:

Suas Activities involving volunteers	Volunteers have Supervised contact with Children	Volunteers have Unsupervised Contact with Children
Ireland Education Programme	√	
International Volunteer Programme	√	√
Fundraising events	√	

** St Patricks day face-painting, assisting on training programmes, etc.

Society / Society Member

A society is an independent student-run organisation in a university. A society member is a registered student with membership of the society. Suas Societies are part of the wider Suas Educational Development network.

For the purposes of this Child Protection Policy 'a Suas worker' is anyone who is engaged in work or voluntary activity with children or young people, whether as a paid employee of Suas, as an Intern, a society/alumni member or as a volunteer.

Partner Organisations

Ireland: community organisations, schools and university bodies that Suas works with to deliver innovative learning programmes for marginalised children and young adults.

Overseas (India, Kenya and Zambia): schools and NGOs that Suas works with to deliver innovative learning programmes and additional support for marginalised children and young adults

Partner Organisations: Criteria for Selection	Overseas Compliance	Domestic Compliance
Child Protection Policy	√	√
Garda Vetted		√
Provides Supervision for Programmes		√
Provides Background Information	√	√
Provides Training Assistance		√
Participates in Evaluation and Feedback (formal and informal)	√	√
Reviewed and Approved on an Annual Basis by Suas	√	√
Agreed Objectives, Roles, Responsibilities	√	√

Programme

A Programme is a collection of initiatives and projects that are designed to accomplish a strategic business objective and deliver value to the organisation. Programmes deliver outcomes.

Project

A project is a temporary activity, run as part of a programme, with a starting date, specific goals and conditions, defined responsibilities, a budget, planning, a fixed end date and multiple parties involved. Projects deliver outputs.

Event

An event is an organised occasion, a planned activity, as part of a project or programme that involves several people.

Appendix 3: Audio Visual Release Form

Suas Educational Development ('Suas') is a movement dedicated to supporting high quality education in targeted under-resourced communities, with programmes in Ireland, India and Kenya and Zambia.

An important part of this work is to document our programmes for promotional materials. We would be very grateful for your permission to include you in this.

I consent that Suas may take photographs or make audio visual recordings of me at Suas related events and activities. I give Suas permission to use photographic, video, digital and audio visual recordings of me, and material written by me, collected by Suas, in all formats and all media and in all manners, including alterations and composite representations, for the purpose of marketing and promoting the aims of Suas.

I acknowledge that Suas will treat my image/ material with respect and dignity and in keeping with the organisations principles of fairness, equality and justice.

Suas does not need to seek my permission each time it wishes to use the imagery or written material but I understand that I may change my mind and withdraw permission to use by contacting Suas at any time in the future.

I understand that I am providing the material free of charge and I undertake not to seek any payment from Suas for use of the material.

Section 1:

Please tick box if you DO NOT want us to use your name alongside your the image/ audiovisual material. ☐

Section 2:

Please fill this out if you are over 18 years of age. Please print.

Name	
Address	
Email	
Date	

Please sign here: _____

Section 3:

If you are under 18 years of age, please have a parent or guardian fill in the section below

Name	
Address	
Email	
Date	

Please sign here: _____

Section 4:

For the photographer/ interviewer only

Name	
Email	
Date	
Photo reference number: (eg. Stills reference)	
Notes on image:	

For further information please see www.suas.ie, or contact info@suas.ie

Suas is a signatory to the Dochas Code of Conduct on use of Images and Messages

Suas Educational Development is a charity (CHY 14931) and a limited company, registered in Ireland (Registration Number 362631).

Appendix 4: Recruitment and Selection Policy

Introduction

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 (Suas). 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 Chief Executive Officer must give prior approval.

Equal Opportunity Policy

Suas are committed to providing Equal Opportunities for all of its employees and applicants. For full details, please refer to the Equal Opportunity Policy

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 disabled people so that any health or physical fitness requirement can be justified in each individual case where it is imposed.

Recruitment Methods

(i) Internal Recruitment

Suas 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 internally 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.

(ii) External Recruitment

Where external recruitment is deemed appropriate, Suas 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.

(iii) Application

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.

(iv) Acknowledgement of Applications

Receipt of applications will not be acknowledged as a matter of course; rather all applicants will be contacted as soon as practicable within a reasonable period after the closing date. Where an undue delay occurs, applicants will be advised of the situation.

(v) Confidentiality

All applications received will be treated as confidential. The identity and details of applicants will only be made available to those involved in the Recruitment and Selection process. Disclosure of documentation may also be required by statutory bodies in the course of formal complaints, litigation etc. This will comply with the Suas' Data Protection Policy.

(vi) 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. Where applicants do not satisfy the minimum standard, they cannot be short-listed.

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

(vii) 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.

In all cases where tests are to be used applicants/potential applicants will be advised. 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 Chief Executive, in consultation with the Board, 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. The Chief Executive will ensure that the process is followed in an effective, fair and professional manner.

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.

Where appropriate, all appointments will be subject to receipt of a satisfactory medical report. Suas 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.

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.

Responsibility

Whilst individual interviewers are responsible for all aspects of the decision making process, the Chief Executive is responsible ensuring that this policy is adhered to.

Review

The Chief Executive is responsible for the ongoing review of this policy.

Appendix 5: Reference Request Form

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

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

Appendix 6: Recognising 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/carers 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 in 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: Suas 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 *

- ☐ Minor - Some professional support needed, relatively small concerns.
- ☐ Medium - Professional support needed, reoccurring smaller incidents, substantial concerns.
- ☐ 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: _____ Suas staff member in charge at time of incident
Title: _____
Signed: _____ Suas Designated Liaison Person

For completion by Suas 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 Suas Internal Form. It should be filled out when an incident/event occurs that is/may be considered a Child Protection/Welfare concern.

NB. This is an internal form. The Suas 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*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*		Date of Birth*	
		Estimated Age*	
		School Name	
		School Address	
Eircode			

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

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"/>
----------------------------------	-----	--------------------------	----	--------------------------

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"/>
----------------------------------	-----	--------------------------	----	--------------------------

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: Suas Child Safeguarding Statement with respect to the Irish Aid Centre

1. NAME OF SERVICE AND ACTIVITIES PROVIDED

Suas 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 Suas-employed team of one coordinator and four part-time facilitators coordinate and deliver the activities of the Centre.

The Suas coordinator reports to both the Suas point of contact Joanne Malone and to the Irish Aid points of contact Margaret Carton and Mary Browne.

2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM

- Suas 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 must sign up to and abide by this statement and our accompanying child safeguarding policy and procedures.

- We will review our child safeguarding statement and accompanying child safeguarding policy and procedures every 2 years or sooner if necessary, due to service issues or changes in legislation or national policy.

Designated Liaison Person for Child Protection

DLP: <i>Joanne Malone</i> <i>joanne@suas.ie</i>	Deputy: <i>Stephen Cassidy</i> <i>stephenc@suas.ie</i>
--	---

3. RISK ASSESSMENT

Suas has 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.

Area of Risk	Risks Identified	Policies and/or Procedures in place to manage Risks
Workshops in the Irish Aid Centre	<p>a) That the student will be harmed in the course of their participation in the Irish Aid workshops</p> <p>b) That the disclosure of harm will not be reported to Suas, to Irish Aid and to Tusla.</p>	<p>i) All Suas staff in the Irish Aid Centre will be appointed to their roles subject to satisfactory interview and references and Garda clearance.</p> <p>ii) All Suas staff in the Irish Aid Centre will undertake to sign up to and abide by Suas child safeguarding policy and accompanying procedures including the Suas Code of Conduct.</p> <p>iii) All Suas 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>iv) Teachers of school groups participating in the workshops must be present for the full duration of the workshop.</p> <p>v) Both students and teachers attending the Centre will be made aware of Suas commitment to Child Safeguarding and how they can raise any concerns with the Suas Designated Liaison Person.</p>

Outreach activities	<p>a) That a child or young person will be harmed in the course of their participation in outreach activities.</p> <p>b) That the disclosure of harm will not be reported to Suas, to Irish Aid and to Tusla.</p>	As above
---------------------	---	----------

4. CHILD SAFEGUARDING POLICIES 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 Suas 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 2 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
Info@suas.ie
016621400

For further information on this Statement, contact Relevant Person:

joanne@suas.ie
016621400

