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1.0 Introduction

The safety and well-being of children is of paramount importance to IT Sligo. This policy aims to reflect national legislation, guidelines and best practice for the protection and welfare of children. The guiding principle of this policy is that the safety and well-being of the child must take priority over any other consideration.

While the majority of persons studying, working and using the facilities of IT Sligo are adults there are a number of persons in IT Sligo, or associated with IT Sligo activities who are under 18 years of age. This policy aims to protect these children during their education and development through IT Sligo's facilities.

This policy is for the use of IT Sligo staff and its contractors. It is also available for students use if they wish to report any concerns in respect of the protection of a child or young person.

This policy will be reviewed on a bi-annual basis by the Registrar with the support of the Child Protection Committee, to ensure that it is line with national guidelines and legislation.

2.0 Purpose and Scope

- This document is intended to state the policies and procedures agreed by IT Sligo in respect of the protection of children.
- It specifies the actions and behaviours required when dealing with children and in the reporting of suspected child abuse.
- It also provides a code of conduct applicable in respect of dealings with children and sets out the reporting requirements in cases of suspected child abuse.

The purpose of this Policy is to promote good practice by:

- Providing children with the appropriate safety and protection while visiting or attending IT Sligo.
- Advising staff of the child protection measures which are in place in IT Sligo to ensure that reasonable care is exercised in dealing with children.
- Assisting staff to make informed decisions and confident responses to specific child protection issues.
- Giving direction and guidance to IT Sligo management and staff in dealing with allegations or suspicions of child abuse, with protection and well-being of the child being the most important consideration.

3.0 Institute Responsibilities

In compliance with Section II of the Children First Act, 2015, IT Sligo will:

- a) Carry out an assessment of any risk to a child attending the Institute.
- b) Prepare a Child Safeguarding Statement (CSS) in accordance with subsection (3) of Section II of the Act (Appendix H)
- c) Appoint a relevant person for the purpose of this part of the Act.
- d) Carry out a review of the Child Safeguarding Statement as soon as practicable, if there has been material changes and in any event no later than 24 months of the date of the first statement and within 24 months from each review thereafter.
- e) Provide a copy of the CSS to all members of staff and on request to any parent/guardian of a child availing of services provided by the Institute, Tusla and members of the public.
- f) Display the CSS or any subsequent review of same in a prominent place.

4.0 Principles

Children	Under The Child Care Act, 1991, Section 2, any person under 18 years of age is considered a child ¹ .
IT Sligo	Institute of Technology, Sligo
Staff	Employees of IT Sligo either permanent or contractual
NVB	National Vetting Bureau of An Garda Siochana
Designated Child Protection Person (DCPP)	Person designated to deal directly, on behalf of IT Sligo, with concerns raised regarding child abuse.
Neglect	Neglect can be defined in terms of an <i>omission</i> 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. Features and examples are provided in Appendix A.
Emotional Abuse	Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's or young person's developmental need for attention, affection, approval, consistency and security are not met due to incapacity or indifference from their parent or caregiver. Features and examples are provided in Appendix A.
Physical Abuse	Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. Features and examples are provided in Appendix A.
Sexual Abuse	Sexual abuse occurs when a child is used by another person for his or her gratification or sexual 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. The age of consent in Ireland is 17 years old. The age of consent is the minimum age at which an individual is considered legally old enough to consent to participation in sexual activity. Features and examples are provided in Appendix A.
Tusla	Child and Family Agency

¹ Excluding a person who is or has been married,

5.0 Reporting Procedure

All staff, volunteers, persons seeking work experience and interns will be made aware of the procedures that are in place relative to reporting of child abuse concerns.

5.1 Reports to the Designated Child Protection Person

Reports of concerns of child welfare shall be made to the Designated Child Protection Person (DCPP) within IT Sligo. The DCPP shall be notified of concerns on the form contained in Appendix B. The DCPP shall brief the Registrar on a regular basis on the operation of this policy.

5.2 Out of Hours & Emergency Reports

In certain circumstances an employee may become aware of an imminent risk to a child. In this case a report should be made directly to the Gardaí or Tusla without delay. In such instances the DCPP shall be notified without delay by the employee that a report has been made. The reporting form to be used in this instance is contained in Appendix C.

5.3 Mandated Persons

IT Sligo shall maintain a list of mandated persons within the organisation for the purpose of the Children First Act 2015. All mandated persons shall be notified of the status. All mandated persons will be made aware of their statutory reporting obligations and also made aware of the child safeguarding and reporting procedures of the Institute. All mandated persons shall comply with all training requirements that may be stipulated by the Institute from time to time and shall be kept up to date with developments in child protection law and requirements as per directives from the Department of Education and Skills.

5.4 Reporting Procedure for IT Sligo Counsellors and Medical Practitioners

Counsellors and Medical Practitioners must comply with their own regulatory authorities and with Children First (2015) and Children First Guidance, 2017. In the course of their work these professionals must report abuse to Tusla or Gardaí directly. In such instances, the DCPD shall be notified that a report has been made. The DCPD shall be notified in that instance on the form contained in Appendix C.

6.0 Designated Child Protection Person

6.1 Duties of Designated Child Protection Person

IT Sligo will appoint one (or more) Designated Child Protection Persons to act as a liaison with outside agencies and to ensure all concerns of child protection and welfare are referred properly to the relevant authorities. The DCPD will act as a resource to any member of IT Sligo staff who has child protection queries or concerns. The DCPD is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child abuse are referred promptly to the relevant authorities.

6.2 Competencies of the Designated Child Protection Person

The DCPD shall have the requisite competencies to carry out the role. The particular types of qualities which will be required to fulfill this function include confidentiality, trusted judgment, empathy, accessibility and credibility.

6.3 Duty to be informed/educated in matters of Child Protection

Persons holding the position of DCPD shall receive focused training on the IT Sligo Child Protection policy prior to undertaking the role and shall ensure they fully understand the reporting obligations and policies required by law. The DCPD shall comply with all training requirements that may be stipulated by IT Sligo from time to time and shall ensure that they are up-to-date with recent developments in child protection law.

6.4 Duty of DCPD to inform Relevant Authorities

The DCPD is responsible for ensuring that the standard reporting procedure is followed and referred as appropriate to the designated person in Tusla or in the event of the unavailability of Tusla, to An Garda Síochána.

6.5 Duty to keep relevant Records

The DCPD has a duty to maintain confidentiality. All information should be shared only on a 'need to know' basis in order to protect the interests of the child. It is essential that all information exchanged between IT Sligo, Tusla and An Garda Síochána is treated with the utmost confidentiality in order to safeguard the privacy of the children and families and the alleged perpetrator and to avoid prejudicing any subsequent legal proceedings which may follow.

The DCPD shall, without delay report to:

- a) Tusla where the DCPD has reasonable grounds for concern that a child may have been, is being or is at risk of being abused. This report should be made to Tusla without delay. All reports made by the DCPD to Tusla should include as much as possible of the information sought in the standard reporting form as outlined in Appendix D.
- b) In case of the unavailability of Tusla, report concerns to An Garda Síochána through any Garda Station.
- c) The parent or guardian of a child who is the subject matter of the report, if a report is likely to be submitted to Tusla, unless doing so is likely to endanger the child. If the DCPD decides not to inform a parent/guardian of the child this decision and the reasons for it should be recorded. If, for any reason it is not possible to inform the child's parent/guardian, the DCPD should inform

Tusla of the reason why. Tusla must be told if the child's parents have not been informed so that it can take the necessary appropriate steps.

- d) The Human Resources Manager where the allegation is made against IT Sligo staff or an IT Sligo contractor.

The HR Manager should ensure that any response made by a staff member or contractor of IT Sligo against whom an allegation has been made shall be passed to Tusla and/or An Garda Síochána when submitting the formal notification report. It is the role of the Human Resources Department to ensure that the Staff member or contractor is made aware of this.

6.6 Procedure for cases that are not referred

If the Designated Child Protection Person is of the opinion that it is not appropriate to report the case to Tusla or Gardaí the DCPD shall inform the person who initially made the report, in writing, of the reasons why it was decided not to refer.

If the DCPD is not sure whether or not to report the matter to Tusla, the DCPD should seek advice from Tusla without giving identifying details.

The DCPD should make it clear that he/she is not making a report but simply seeking advice.

If Tusla advises that a report should be made to Tusla, the DCPD should act on that advice.

If Tusla advises that no action is required:

- a) The DCPD should keep a record in writing of that fact together with a record of any advice given by Tusla;
- b) Any actions taken as a result of the concern should be noted;
- c) The employee or volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla;
- d) The employee or volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or and Garda Síochána;
- e) And if the DCPD remains concerned about a Child's Welfare, a report in writing may be made to Tusla.

6.7 Access to Governing Body & Policy Review

On an annual basis the Registrar shall make a report to Governing Body in respect of Child Protection within the Institute. The Registrar shall also ensure that this policy is reviewed on a bi-annual basis.

6.8 Promotion and Awareness of Child Protection

The Child Protection Committee shall advise on the promotion and awareness of Child Protection within the Institute.

7.0 Awareness of Children who may be at risk

7.1 Recognition of Possible Child Abuse

The ability to recognise child abuse can depend as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information. There are commonly three stages in the identification of child neglect or abuse:

- a) Considering the possibility;
- b) Looking out for signs of neglect or abuse;
- c) Recording of information.

7.2 Stage 1: Considering the Possibility of Child Abuse

The possibility of child abuse should be considered if a child appears to have suffered a suspicious injury for which no reasonable explanation can be offered. It should also be considered if the child seems distressed without obvious reason or displays persistent or new behavioural problems. The possibility of child abuse should also be considered if the child displays unusual or fearful responses to parents/carers or older children/young people. A pattern of ongoing neglect should also be considered even when there are short periods of improvement (Children First 2011, p10).

7.3 Stage 2: Looking out for signs of Neglect or Abuse

Signs of neglect or abuse can be physical, behavioural or developmental. They can exist in the relationships between children and parents/carers or between children and other family members/other persons. A cluster or pattern of signs is more likely to be indicative of neglect or abuse. Children who are being abused may hint that they are being harmed and sometimes make direct disclosures. Disclosures should always be taken very seriously and should be acted upon, for example, by reporting to the DCPD on the form contained in Appendix B.

7.4 Stage 3: Recording the Information

If neglect or abuse is suspected observations should be accurately recorded and should include dates, times, names, locations, context and any other information that may be relevant. Care should be taken as to how such information is stored and to whom it is made available.

7.5 Observation of a person whose behaviour causes concern for dependent children

In the course of activities in IT Sligo a staff member/student/ volunteer/visitor may have concerns about the behavior of a person who is the parent or guardian of a child. If there is reason to believe that the behavior of this person may pose a potential risk to a child, even though the child is unidentifiable, this should also be communicated to the DCPD giving full details.

7.6 Disclosure by an adult which may reveal a risk to children

An adult may disclose to a staff member/student/ volunteer/visitor of IT Sligo that abuse took place during their childhoods. Such disclosures often come to light when adults attend counselling or during the course of their education. It is essential to consider that there may be a high probability of current risk to any child who may be in contact with the alleged abuser revealed in such disclosures. Therefore, in keeping with the associated procedure on reporting of retrospective abuse the IT Sligo member who received the disclosure should report the allegation to the DCPD on the form contained in Appendix B without delay.

8.0 Duty to Report

Everyone must be alert to the possibility that children with whom they are in contact may be suffering as a result of abuse or neglect.

The DCPD should always be informed when a person has reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected.

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

- a) The safety and well-being of the child must take priority;
- b) Reports should be made without delay to the DCPD, and the DCPD should be informed of any reports which have been made to Tusla or the Gardaí in order to ensure appropriate records are maintained.

It is acknowledged that making a report to the DCPD may be a stressful event for staff. Support is available for employees going through this process through the Institute's Employee Assistance Programme.

9.0 Dealing with Disclosures of Child Abuse

In the event of a child disclosing an incident of abuse it is essential that this is dealt with sensitively and professionally. The following are guidelines to support staff in this regard:

- 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;
- Advise that support will be offered but that the information must be passed on;
- Ask questions for clarification only. Do not ask leading questions (i.e. questions which prompt a “yes” or “no” answer);
- Do not proceed to interview the child, simply report the relevant information;
- Confirm with the child that what you have heard is correct and understood;
- Do not express any opinions about the alleged abuser;
- Do not confront 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 understands the procedures which will follow in accordance with this Policy;
- Ensure that the child, if a registered student of IT Sligo, is aware that additional support is available to them through the Institute’s Counsellors and Student Health Service staff;
- Pass the information to the DCP, do not attempt to deal with the problem alone;
- Treat the information confidentially (ensure that the information is only passed on to those who need to know it);
- The effective protection of a child in IT Sligo will depend on the willingness of the staff and students involved with children to share and exchange relevant information. It is therefore critical that there is a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information.

All information regarding concern or assessment of child abuse or neglect will only be shared on ‘a need to know’ basis in the interests of the child with the relevant statutory authorities. No undertakings regarding secrecy can be given. The provision of information to the DCP and the statutory agencies for the protection of a child is not a breach of confidentiality or data protection.

10.0 Allegations in Respect of IT Sligo Employees

Where abuse or neglect by a member of staff is suspected, normal child protection procedures should be instigated. Staff and management must cooperate fully with the investigation. The possibility of involvement and collusion of other members of staff must also be considered.

In respect of a staff member against whom an allegation is made, the Human Resources Manager of IT Sligo will deal with issues related to the staff member’s contract of employment. A breach of this child protection policy is considered as a serious matter and will be dealt with accordingly.

11.0 Legal Protection for those Reporting

Protection from Civil Liability

The Protections for Persons Reporting Child Abuse Act 1998 makes provision for the protection from civil liability of persons who have communicated child abuse ‘reasonably and in good faith’ to designated officers of the Garda Síochána or to a member of An Garda Síochána. This protection applies to organisations as well as to individuals. This means that even if a communicated suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the person who communicated the concern had not acted reasonably and in good faith in making the report.

Accordingly, where a staff member of IT Sligo or the DCPD reports suspicions of child abuse reasonably and in good faith to designated officers of Tusla or any members of An Garda Síochána, the Protection of Persons Reporting Child Abuse Act, 1998 protects them from civil or criminal liability for doing so. The law does not require proof that the abuse in fact happened, only that there are reasonable grounds for concern that the abuse has occurred.

12.0 Freedom of Information

The Freedom of Information Act 2014 provides that every person has the following legal rights:

- The right to access official records held by IT Sligo. The right of access to personal information relates only to the individual themselves. This right to access does not apply in a range of circumstances that may be relevant in a child welfare context.
- The right to have personal information held on them corrected or updated where such information is incomplete, incorrect or misleading;
- The right to be given reasons for decisions taken by IT Sligo that affect them.

Requests are processed by the Freedom of Information Officer foi@itsligo.ie

13.0 Data Protection

The General Data Protection Regulation (GDPR) provides individuals with a right of access to their personal information held by IT Sligo as follows:

- a) Confirmation of whether or not their personal data is being processed;
- b) Where their personal data is being processed, a copy of that personal information;
- c) Where their personal data is being processed, other additional information as follows:
 - I. Purpose(s) of the processing;
 - II. Categories of personal data;
 - III. Any recipient(s) of the personal data to whom the personal data has or will be disclosed, in particular recipients in third countries or international organisations and information about appropriate safeguards;
- d) The retention period.
- e) The existence of a number of rights.

This right to access does not apply in a range of circumstances that may be relevant in a child welfare context.

This right of access to information must not adversely affect the rights and freedoms of others i.e. the right of access does not extend to any information that identifies a third party where that third party has an expectation of confidence. Accordingly, information that would identify a person making a child welfare report will not be provided in response to a subject access request.

Subject access requests are processed by the Data Protection Office dataprotection@itsligo.ie

14.0 Duties of IT Sligo

14.1 IT Sligo has a duty to promote the general welfare, health, development and safety of children.

14.2 IT Sligo has a duty to raise awareness within the organisation about potential risks to children's safety and welfare.

14.3 IT Sligo must ensure allegations made or concerns reported in respect of children are dealt with appropriately.

- 14.4** IT Sligo shall ensure that clear procedures in relation to record-keeping of child protection and welfare concerns are in place and are operating effectively, taking appropriate account of the need to ensure that such records are kept securely. All records relating to specific child protection issues (i.e. records that involve specific individuals as distinct from general information) must be kept securely. Hard copy physical documents must be securely stored in locked cabinets and soft copy/electronic records must be kept on the IT Sligo system which is password protected. It is not recommended that these records be kept on individual laptops or mobile devices but, where they are, that they are encrypted. Access should be restricted to those who need to have access to these records owing to their child protection role.
- 14.5** IT Sligo shall identify and appoint a Designated Child Protection Person to act as a liaison with outside agencies and a resource person to any person who has child protection concerns. The DCP is responsible for reporting allegations or suspicions of child abuse to Tusla or to An Garda Síochána.
- 14.6** The person appointed to this role shall be competent and confident in the area of child protection and shall possess the necessary competencies to carry out the role.
- 14.7** IT Sligo shall provide or access training to ensure that relevant personnel have a good working knowledge of child protection issues and procedures.
- 14.8** IT Sligo shall have clear written procedures in place concerning action to be taken where allegations are received against IT Sligo employees/service providers.
- 14.9** IT Sligo has a duty to adopt and consistently apply a safe and clearly defined method of recruiting and selecting staff.
- 14.10** IT Sligo shall ensure that Garda Vetting procedures are in place, as is appropriate, for the relevant staff. IT Sligo shall ensure that it reviews its policy in respect of Garda vetting in line with any changes which may be implemented by national policy and legislation. The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 places statutory obligations on employers in relation to the Garda vetting requirements for persons working with children/vulnerable adults and IT Sligo undertakes that it will comply with any or all such requirements.

15.0 Best Practice for Activities with Children/Young People

IT Sligo staff who work with children must familiarise themselves with this policy and sign “An acceptance of the IT Sligo Child Protection Policy and Guidelines form” (Appendix F). IT Sligo staff members should return the form to the HR Department.

Students who work/learn/volunteer with children must be made aware of this policy by Departmental staff and the student must sign “An acceptance of the IT Sligo Child Protection Policy and Guidelines form” (Appendix F). The students should return the completed form to the Placement Officer.

In the normal course, staff members of IT Sligo must ensure that they work in an open environment (i.e. avoiding private or unobserved situations) where possible.

At all times members of the IT Sligo community must ensure that they:

- Always work in an open environment (avoid private or unobserved situations);
- Avoid being alone with a child;
- Where a one-to-one meeting is necessary it should be conducted in a room with visual access;
- Treat all children/young person equally, and with respect and dignity;
- Demonstrate exemplary behaviour in the presence of children;
- Provide a safe, appropriately monitored environment for any children people visiting our campus;
- Adopt the safest possible practices to minimise the possibility of harm or accidents happening to children;

- Keeping children safe, involves assisting them to develop their own skills in keeping themselves safe. It also involves providing them with opportunities to develop free from unnecessarily restrictive environments;
- Give enthusiastic and constructive feedback;
- Never use physical punishment;
- Always refer reports of current/ retrospective child abuse, welfare and safety issues to the DCP. If a member of staff of IT SLIGO is inhibited for any reason in reporting the incident internally to the DCP or where they are dissatisfied with the response, they should contact Tusla or An Garda Síochána.

16.0 Students on Placement

16.1 A student on placement must be familiar with the policies and procedures in relation to child protection within the placement organisation.

16.2 A student on placement who is aware or made aware of suspected child abuse should without delay adhere to the following procedure.

16.2.1 The student should report the suspected abuse to the Designated Child Protection Person on that placement or somebody in authority.

16.2.2 The student must also report the suspected abuse to the Designated Child Protection Person within IT Sligo.

17.0 Best Practice for Research Involving Children

Research involving children must be approved by the Institute's Research Committee prior to the commencement of the work. In addition it must be ensured that:

- Informed consent is obtained from the parents/guardians of children.
- Informed consent must also be obtained from the children themselves.
- Children need to be informed in appropriate language so that they understand the purpose of the research for which they have agreed to participate;
- The effect of the research on the child must be monitored to ensure that they feel comfortable with continuing with the research.
- In addition to the child one other person should be present during the research. There may be rare occasions when a confidential interview or a one-to-one meeting is necessary and in such circumstances, the interview should be conducted in a room with an open door or visual access.

18.0 Client Responsibility for Child Welfare when leasing IT Sligo Facilities

The client is solely responsible for any children (younger than eighteen years of age) brought on to the site by the client. Any injury of whatever nature and howsoever incurred by those children is the full and sole responsibility of the client, except where it can be proven beyond all reasonable doubt that any injury is as a result of the negligence of IT Sligo. The client is responsible for ensuring that the health, safety and welfare of children are protected on site through supervision at all times. In addition, the client undertakes that it is compliant with all current legislation, regulations and guidelines in the vetting of staff who work with children, as well as ensuring that the supervisor to children ratios for different age groups, the monitoring and control of these are and will at all times be in line with applicable health, safety and welfare legislation, regulations and guidelines. Moreover, the client shall maintain accurate verifiable records of its compliance with the aforementioned requirements and make such records available as part of the application process for use of IT Sligo facilities.

19.0 Appendices

Appendix A: Features and examples of Abuse/Neglect

Appendix B: IT Sligo Standard Reporting Form

Appendix C: Notification to DCPD of a report that has already been made to the HSE / Gardai

Appendix D: Tusla Standard Reporting Form

Appendix E: Contact Numbers

Appendix F: Acceptance of IT Sligo Child Protection Policy and Guidelines

Appendix G: Authorised Persons of IT Sligo in respect of the protection of Children

Appendix H: Child Safeguarding Statement Sample Template

20.0 Revision History

Revision No	Description of Change	Issue Date	Status
	<i>New Procedure</i>		

Appendix A: Features and Examples of Abuse/Neglect

Neglect: Examples & Signs

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety.

The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

The following are features of child neglect:

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

Emotional Abuse may be seen in the following ways:

1. Rejection.
 2. Lack of comfort and love.
 3. Lack of attachment.
 4. Lack of proper stimulation (e.g. fun and play).
 5. Lack of continuity of care (e.g. frequent moves, particularly unplanned).
 6. Continuous lack of praise and encouragement.
 7. Persistent criticism, sarcasm, hostility or blaming of the child.
 8. Bullying.
 9. Conditional parenting in which care or affection of a child depends on his or her behaviours or actions.
 10. Extreme over protectiveness.
 11. Inappropriate non-physical punishment (e.g. locking child in bedroom).
 12. Ongoing family conflicts and family violence.
 13. Seriously inappropriate expectations of a child relative to his/her age and stage of development.
- (i) The imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;
- (ii) Conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- (iii) Emotional unavailability of the child's parent/carer;
- (iv) Unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child;
- (v) Premature imposition of responsibility on the child;
- (vi) Unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way;
- (vii) Under- or over-protection of the child;
- (viii) Failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development;
- (ix) Use of unreasonable or over-harsh disciplinary measures;
- (x) Exposure to domestic violence;
- (xi) Exposure to inappropriate or abusive material through new technology.

- (xii) Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

Physical Abuse: Examples & Signs

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

Physical abuse can include the following:

- (i) Physical punishment;
- (ii) Beating, slapping, hitting or kicking;
- (iii) Pushing, shaking or throwing;
- (iv) Pinching, biting, choking or hair pulling;
- (v) Female genital mutilation
- (vi) Use of excessive force in handling;
- (vii) Deliberate poisoning;
- (viii) Suffocation;
- (ix) Fabricated/induced illness);
- (x) Allowing or creating a substantial risk of significant harm to a child

Sexual Abuse: Examples & Signs

Examples of child sexual abuse include:

- (i) Any sexual act intentionally performed in the presence of the child;
- (i) an invitation to sexual touching or intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- (ii) masturbation in the presence of the child or the involvement of the child in an act of masturbation;
- (iii) sexual intercourse with the child, whether oral, vaginal or anal;
- (iv) 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, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape, social media or other media) or the manipulation, for those purposes, of an image by computer or other means);
- (v) Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act;
- (vi) Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;
- (vii) Exposing a child to inappropriate or abusive material through information and communication technology;
- (viii) Consensual sexual activity involving an adult and a person under the age of 17 years.

It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

Appendix B: IT Sligo Standard Reporting Form

Note: There may be instances when the information requested on this form is not available to the reporter, in these instances the reporter is requested to provide the information they have to hand.

1. Name and contact details of the reporter: _____

2. Name of child or adult student (If this information is available):

3. Age and Date of Birth of child (If known): _____

4. Who does the child live with (If known): _____

5. Address/place of residence of the Child: _____

6. Child's contact details: _____

7. Brief description of what has prompted the concerns, citing the facts only (include dates and times of any specific incidents and names of persons involved/witnesses): _____

8. Observations made by you: Physical signs? Behavioural signs? Indirect signs? _____

9. Have you spoken to the child? If so, what was said? _____

10. Have you consulted an external agency or reported this to anyone else? _____

11. Does the child require medical attention? _____

Signature: _____

Date: _____

Appendix C: Notification to DCPD of a report that has already been made to the HSE/Gardai

1. Name and contact details of the reporter: _____

2. Name of child (if appropriate): _____

3. Details of the Statutory Body to whom the report was made: _____

4. Case Number (if Appropriate): _____

5. Date on which the report was made to a Statutory Body: _____

Signature: _____

Date: _____

Appendix D: Standard Tusla Reporting Forms

Available with supporting documents at:

<https://www.tusla.ie/children-first/mandated-persons/making-a-mandated-report/>

APPENDIX E: Contact Numbers

Please see Tusla contact page – enquiries and reports should go to place where abuse or neglect of child/ young person is occurring or where the abuse or neglect occurred if retrospective report.

<https://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>

Contact Details for designated persons in the TUSLA Children and Family Services, covering for, Donegal, Galway, Leitrim, Mayo, Sligo,

Donegal Duty Social Work Team

Donegal West Central

Address	Tusla - Child and Family Agency, County Clinic, St. Conals Hospital, Letterkenny, Co. Donegal.
Phone	074 9104714
Office Hours	9am - 5pm

Donegal East Central

Address	Tusla - Child and Family Agency, Millenium Court, Pearse Rd, Letterkenny, Co. Donegal.
Phone	074 9123672
Office Hours	9am - 5pm

Donegal East

Address	Tusla - Child and Family Agency, Links Business Centre, Lisfannon, Bunrana, Co. Donegal.
Phone	074 9320420
Office Hours	9am - 5pm

Donegal West

Address	Tusla - Child and Family Agency, Euro House, Killybegs Rd, Donegal town, Co. Donegal.
Phone	074 9723540
Office Hours	9am - 5:30pm

Galway Duty Social Work Team**Oughterard**

Address	Child and Family Agency, Oughterard Social Work Department, Health Centre, Oughterard, Co. Galway
Phone	091 552200
Office Hours	9am - 5pm

Galway City

Address	Child and Family Agency, Galway City Social Work Department, Local Health Office, 25 Newcastle Rd, Galway, Co. Galway.
Phone	091 546366
Office Hours	9am - 5pm

Tuam

Address	Child and Family Agency, Child Protection Social Work Department, The Family Centre, Dublin Road, Tuam, Co. Galway
Phone	093 37264 093 37265
Office Hours	9am - 5pm

Ballinasloe

Address	Child and Family Agency, Ballinasloe Social Work Department, Health Centre, Brackernagh, Ballinasloe, Co. Galway.
Phone	090 9646200
Office Hours	9am - 5pm

Loughrea

Address	Child and Family Agency, Child Protection Social Work Department, Primary Care Centre, St. Brendan's, Lake Road, Loughrea
Phone	091-872700
Office Hours	9am - 5pm

Leitrim Duty Social Work Team

Address	Child and Family Agency. Community Care Office, Leitrim Rd, Carrick on Shannon, Co. Leitrim
Phone	071 9650324
Office Hours	9:30am - 5:30pm Monday to Thursday 9:30am - 5:00pm Friday

Mayo Duty Social Work Teams

Castlebar

Address	Child and Family Agency, St. Marys Headquarters, Castlebar, Co. Mayo.
Phone	094 9042283
Office Hours	9am - 5pm

Ballina

Address	Child and Family Agency, Ballina Social Work Team, Ballina Health Centre, Mercy Rd, Ballina, Co. Mayo.
Phone	096 21511
Office Hours	9am - 5pm

Swinford

Address	Child and Family Agency, Swinford Health Centre, Aras Attracta, Swinford, Co. Mayo.
Phone	094 9050133
Office Hours	9am - 5pm

Sligo Duty Social Work Team

Address	Child and Family Agency, Markievicz House, Barrack St. Co. Sligo.
Phone	071 9155133
Office Hours	9:00am - 5:30pm Monday to Thursday 9:00am - 5:00pm Friday

Address	Child and Family Agency, One Stop Shop, Teach Lichen, Humbert St. Tubbercurry, Co. Sligo.
Phone	071 9120062 087 9299666
Office Hours	9:00am - 5:30pm Monday to Thursday 9:00am - 5:00pm Friday

Appendix F: Acceptance of the IT Sligo Child Protection Policy and Guidelines

I have read the IT Sligo Child Protection Policy and Guidelines and agree to abide by its contents. There is no reason why I would be considered unsuitable to work with children or young people.

Signature: _____

Date: _____

Print Name: _____

Department: _____

This form must be retained by the HR Department in the case of IT Sligo staff and by the Placement Coordinator in the case of students.

Appendix G: Authorised persons of IT Sligo in respect of the protection of Children**Authorised signatory for Garda vetting**

Students Only	Gerry Hegarty Student Affairs Manager
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Authorised signatory for Garda vetting

Staff & Contractors	Tom Reilly HR Manager
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Institute Child Protection Committee

Colin Mclean	Vice-President for Academic Affairs & Registrar
Gerry Hegarty	Student Affairs Manager
	Student Support Services Officer
TBC	School of Business & Social Science
Tom Reilly	Human Resource Manager
Siobhan McNally	Student Counsellor
Vanessa Molloy	President, IT Sligo Students' Union

Designated Child Protection Person: Marian Hargadon, Student Support Services Officer

List of Mandated Persons:

Dr Siobhan McNally, Student Counsellor
Ms Geraldine Gilroy, Student Counsellor
Ms Eilish Corley, Student Health Nurse
Ms Caroline Kennedy-Crawford, Student Health Nurse
Medicentre Doctors
Ns Nicola Duggan, Medicentre Nurse

APPENDIX H: CHILD SAFEGUARDING STATEMENT

CHILD SAFEGUARDING STATEMENT

1. What we do: The Institute of Technology Sligo, founded in 1970, is one of Ireland's premier third level institutions, providing a comprehensive range of programmes at all levels and has extensive links with Institutes throughout Europe. Approximately 3,580 fulltime students study at IT Sligo. In addition, the Institute has over 2,000 online students. International students make up 4% of the student population. The Institute confers qualifications which are internationally recognised from Level 6 Higher Certificate to Level 10 Doctorate degrees. As a Higher Education Institute, the Institute has regular community events on campus, is actively involved in Research & Innovation, and has many external partners.

2. Risk Assessment

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

Risk Identified		Procedure in place to manage risk identified
1.	Risk of abuse by staff	Garda Vetting of all staff
2.	Risk of abuse by students	Garda Vetting of students on designated programmes and in positions of responsibility, Student Charter, Fitness to Practice Policy, Fitness to Study Policy
3.	Disclosure of abuse by others	Child Protection Policy
4.		
5.		

3. Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First act 2015, the *Children First: National Guidance*, and Tulsa's Child Safeguarding: A Guide for Policy, Procedure and Practice. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedures for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service
- Procedure for the safe recruitment and selection of workers and volunteers to work with children
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child protection or welfare concerns to Tulsa
- Procedures for maintaining a list of the persons (if any) in the relevant service who are mandated persons

4. Implementation

We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed bi-annually, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Signed: _____

[Name and contact details]

For queries, please contact:
Designated Child Protection Person