



Carnew Training & Development Centre

Child Protection Policy



First drafted: 31/10/2008

Child Protection Statement

Carnew Training & Development Centre is committed to safeguarding the rights of children, young people and vulnerable adults (herein after referred to as “young people”). Our duty to care is to provide a safe space for young people and to ensure that they are safe from sexual, physical and emotional harm, and are in a healthy learning environment.

The safety and welfare of young people is central in decisions, activities and programmes involving young people in our Centre.

Carnew Training & Development Centre has developed the following in relation to all matters involving young people while in the Centre in conjunction with 2011 department of children and youth affairs children first :

- ⇒ confidentiality statement
- ⇒ Reporting Procedures
- ⇒ Recruitment Procedures
- ⇒ Training, Supervising and Management of Staff
- ⇒ Code of Behavior for Staff
- ⇒ Complaints Procedures
- ⇒ Incident/Accident Procedures
- ⇒ Parental/Guardian Involvement
- ⇒ Procedures for Allegations Against Staff

The child protection policies and procedures outlined in the Carnew Training & Development Centre Child Protection Policy document will be reviewed on a regular basis by the Centre’s Manager, the Designated Person and any other relevant persons.

Carnew Training & Development Centre expects all staff that are in contact with young people through their involvement with classes in Carnew Training & Development Centre



will follow the policies and procedures set out in the Carnew Training & Development Centre Child Protection Policy document.

The policies and procedures in the Carnew Training & Development Centre Child Protection Policy document apply to all staff of Carnew Training & Development Centre and outside Trainers employed by Carnew Training & Development Centre, as well as all other users of the facilities at the Centre.

The policies and procedures apply to all children and young people under the age of 18 and vulnerable adults, whether involved in activities in Carnew Training & Development Centre or participating in activities organised by Carnew Training & Development Centre.

These policies and procedures were developed by Carnew Training & Development Centre in line with the "Child First" document and the "Our Duty to Care" document.

Confidentiality Statement

Carnew Training & Development Centre aims to create safe spaces that respect young people from across the diverse range of backgrounds. We aim to provide space where young people feel comfortable speaking honestly and openly if the need arises. In this regard, confidentiality is an important tool in our work with young people.

In relation to confidentiality, Carnew Training & Development Centre use the "Chatham House Rule", whose aim is to provide anonymity to speakers and to encourage openness and the sharing of information. The "Chatham House Rule" reads as follows

"When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed".

Information regarding disclosure of allegations or concerns regarding child protection must be shared at all times, with the Designated Person and in the absence of that person, they should be reported to the Manager of the Carnew Training & Development Centre and at all times must be treated in a professional and respectful manner.

Any information available in relation to a concern or assessment of child abuse will be shared on a "need to know basis" only, and only where this sharing is in the best interest of



the young person concerned. No undertakings of secrecy can be given. This should be made clear at the start to all parties involved.

Where child protection concerns arise, the information should only be shared in line with the reporting procedures set out in this policy and in line with the best interest of the young person involved. Sharing information with others, in line with the reporting procedures set out in this policy, is not a breach of confidentiality.

At all times parents/guardians and young people have the right to know if their personal information is being kept on file and being shared, unless doing so could put the young person at further risk. Information gathered for one use must not be used for another without prior consultation with the persons involved.

All information gathered in relation to the protection of young people will be kept in a safe and confidential manner. Access to these records will be strictly limited to the Designated Person and the Manager of Carnew Training & Development Centre.



Reporting Procedures

Carnew Training & Development Centre has appointed a Designated Persons for child protection.

The Designated Persons are: Jacqui Mulholland & May Brennan Kavanagh - Carnew Training & Development Centre.

The Co-Designated Person is: Dermot Kenny (Manager) & Debbie Furlong - Carnew Training & Development Centre.

The Designated Persons are available during office hours on 053 9426555 or after hours on 087 6417172. In the absence of a Designated Person, due to holidays or illness, the Co-Designated Person will be on call on the same basis.

In the event of it being inappropriate for the Designated Person to be involved with an issue of child protection (i.e. an allegation against the Designated Person), the role of the Designated Person will be assumed by the Co-Designated Person, who will be supported by the Chairman of the Board of Management.

Role of the Designated Person

- ⇒ Receives and considers all child protection concerns from others
- ⇒ Maintains contact with appropriate authorities in the Community Services, HSE and An Garda Siochana
- ⇒ Ensures that Carnew Training & Development Centre Child Protection Policy and all procedures within are followed and adhered to
- ⇒ Provides information and advice on the protection and welfare of young people whilst in the care of Carnew Training & Development Centre
- ⇒ Manages referrals to the HSE, with adequate confidential and information
- ⇒ Liaises with Community Services, HSE and An Garda Siochana
- ⇒ Consults with the Manager of Carnew Training & Development Centre on issues relating to child protection
- ⇒ Ensures confidentiality and safe recording of matters of child protection
- ⇒ Provides advice on child protection training needs in Carnew Training & Development Centre
- ⇒ Maintains their training and awareness of child protection issues and keeps themselves up to date on matters relating to child protection



Procedure for Dealing with Discloser

Carnew Training & Development Centre aims to create and maintain an environment that encourages trust, security and confidence. It is hoped that this will enable young people to approach members of staff if they have something that they want to talk about.

It is important that the young person who makes a disclosure feel supported and facilitated in what may be a frightening and traumatic time for them. Other feelings that are possible are confusion, anger, fear and guilt. Because of this staff must respond in a sensitive manner. A young person disclosing information needs real trust and support. Staff should keep that in mind and uphold the enclosed policies.

How to Respond

It is very important that any allegations are handled in a sensitive and discreet manner and any response to young people making an allegation should keep the following in mind:

- ⇒ Actively listen to the young person and ensure that they feel heard
- ⇒ Tell the young person that you have a duty to report their disclosure as early as possible in the conversation. Never agree to keep the disclosure a secret
- ⇒ React calmly, over-reaction could intimidate or increase any feelings of guilt
- ⇒ Reassure the young person that it was right to tell someone what happened
- ⇒ Be careful when asking questions, never ask leading questions. Conversations should be supportive and for the purpose of clarification
- ⇒ Never express any opinion on what the young person tells you

Staff Procedure

If any member of staff of Carnew Training & Development Centre receives a disclosure of abuse from a young person, they should immediately consult with the Designated Person.

Any staff member receiving a disclosure from a young person must record all details on the Reporting Form (Appendix 3) and sign and date it. This must then be passed on to the Designated Person as soon as possible.

The Designated Person will then report the accusation to the HSE in the young person's area or, in an emergency out of hours case, An Garda Síochána will be informed. The Manager of Carnew Training & Development Centre will be informed that a report has been made to the HSE but no further details will be given to him/her.



All accusations of abuse should be handled through the Designated Person, who should fill out the Reporting Form, which should then be passed on to the duty social worker with the HSE, in the community area of the child or young person.

Categories of Child Abuse

- Neglect
- Emotional Abuse
- Physical Abuse
- Sexual Abuse

Involvement of Parents/Guardians

When an allegation of abuse is reported to the HSE or An Garda Síochána, it is good practice that parents/guardians should also be informed, unless doing so is likely to endanger the young person.

Out of Hours Emergencies

Any out of hour's emergencies should be reported immediately to the Designated Person, or the Manager of Carnew Training & Development Centre, who will decide whether to contact An Garda Síochána using the contact details in the Appendix.

Prompt Response

All verbal and written reports and communications must be made to the HSE without delay.

Concerns Not Requiring HSE Referral

The Designated Person and/or the Manager of Carnew Training & Development Centre will report allegations to the HSE, and record their reporting.

All allegations sent to the HSE should be recorded in the Child Protection Incident File, along with any decisions made and signed by the Designated Person and/or the Manager of Carnew Training & Development Centre.

The Designated Person will inform the person involved in writing of any decision not to refer to the HSE. If any staff feels uncomfortable with the decision made, they have the right and responsibility to file a report of their own with the HSE.



Procedure for Dealing with Concerns/Suspicion of Abuse

Any staff member working with young people must share their concerns about child protection with the Designated Person or the Manager of Carnew Training & Development Centre.

Retrospective Disclosure by Adults

Investigation of adult disclosures frequently uncovers current abuse. Therefore, consideration must be given to current risk to any child and a report should be made to the designated person if there are concerns over disclosures of previous child protection issues. All information given should be recorded and the designated persons should consult with duty social workers especially if no identifying details are given. Contact details are in Appendix 3.

Staff Procedure

If any member of staff receives a disclosure of abuse from a young person, they should immediately consult with the Designated Person. They must also record the details in writing and sign and date it. This statement must be passed to the Designated Person as soon as possible.

The Designated Person will then report the allegation to the HSE in the young person's area or in an emergency out of hours case to An Garda Síochána. The Manager of Carnew Training & Development Centre will then be informed that a report has been made to the HSE or An Garda Síochána, but no further information will be given.

Any suspicions of abuse should be handled through the Designated Person, who should fill out the standard Reporting Form, which should then be passed on to the HSE Duty Social Worker office, in the community care area for the young person.

Any concerns must not be shared outside the designated channel of communication outlined.

Reasonable Grounds for Concern

The statutory authorities must be informed when a person has reasonable grounds for concern that a young person may have been abused, is being abused or is at risk of abuse. The following are reasonable grounds for concern:



- ⇒ Specific indication from the young person that he/she was abused
- ⇒ An account by the person who saw the young person being abused
- ⇒ Evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused in another way
- ⇒ Consistent indication, over a period of time that a young person is suffering from emotional or physical neglect. (It should be noted that the staff of Carnew Training & Development Centre will rarely be in a position to make informed judgments regarding this ground for concern. Any queries or concerns in this regard should be discussed and actions authorised through the Designated Person)

Joint Reporting Protocol for Use with Schools/Youth Groups

In the case of dealing with external groups, the Designated Person and the Manager of Carnew Training & Development Centre will consult with teachers/group leaders and the designated emergency contacts for the schools/groups.

Carnew Training & Development Centre reserves the right to report any concerns to the appropriate authorities.



Recruitment Procedures

All staff positions will be advertised as widely as possible, with clear and recorded recruitment procedures, as set out in the Recruitment Procedures of the Centre.

All staff have a clearly defined job description.

All staff will complete an application form and provide two referees, who are not family members, undergo a Garda Clearance Vetting or, when not available, a Declaration of Offences. The referees will be clearly asked to provide a written statement outlining their opinion on whether the candidate is suitable to work with children. All references will be followed up with a telephone call. (See Appendix for a Referee Request Form)

Where Garda clearance is not possible, a Declaration Form should be filled in stating whether or not any court actions are pending or have been taken or if there are any reasons why the prospective candidate should not work with children. (See Appendix 6 for a Declaration Form)

Applicants with convictions against children and/or young people will be excluded from employment at Carnew Training & Development Centre. All staff will be selected on the basis of an interview. All staff will sign an employment contract with Carnew Training & Development Centre or Tomacork Community Employment Scheme.

All staff will undergo a probationary period of 3 months. All staff will receive and sign off on child protection training.



Training, Supervision and Management of Staff

All staff receives child protection training in-house in line with “Children First National Guidelines for the Protection and Welfare of Children”. This takes place during their induction.

All staff sign up to the Carnew Training & Development Centre child protection policy on their commencement of work in Carnew Training & Development Centre.

Carnew Training & Development Centre is responsible for the co-ordination of training needs of all staff in relation to child protection.



Code of Behavior for Staff

Carnew Training & Development Centre requires that all staff working in the centre with young people provide safe spaces for young people and ensure that they are safeguarded, physically and emotionally, in a healthy learning environment. The welfare of young people is central to all decisions, activities and programmes involving young people in Carnew Training & Development Centre.

Carnew Training & Development Centre expects all staff working with young people to:

- ⇒ Actively listen to young people, taking account of their expression of needs and concerns
- ⇒ Value and respect young people as individuals
- ⇒ Involve young people in decisions made about them, in a participative and appropriate a manner as possible.
- ⇒ Encourage and support young people with praise and positivity, and due regard

Youth Work Practices

Carnew Training & Development Centre's work is about enabling young people to acquire knowledge, skills and experiences that will assist their personal and social growth. Carnew Training & Development Centre staff educate not only through the programmes they provide, but also through their behaviours and their manner of interaction. Carnew Training & Development Centre training is participative and inclusive.

Code of Practice

Carnew Training & Development Centre does not accept the following behaviours and will intervene to ensure the fair and equitable treatment of all young people:

- ⇒ Bullying
- ⇒ Violence
- ⇒ Sarcasm, name calling, "slagging" and other forms of scapegoating
- ⇒ Favoring some to the exclusion of others
- ⇒ Abusive language or gestures
- ⇒ Negative criticism of young people's values, beliefs and opinions
- ⇒ Negative highlighting of physical, social or emotional differences.



Required Standards of Behaviour

The following standards are required by Carnew Training & Development Centre for all those working with young people to avoid situations that might give rise to unjustified allegations of abuse. The standards are good practice and must be followed by all staff coming into contact with young people at Carnew Training & Development Centre.

1. Be sensitive to risk of personal safety and the possibility of unfounded allegations that can arise. Never request or agree to meet young people alone.
2. When meeting young people, always leave the door to a meeting/class room open and ensure another member of staff is present. Always offer the option to a young person to have a friend present at any meeting.
3. Do not give lifts in cars to individual young people alone. Always have another member of the staff present. Ensure your insurance is adequate for this purpose.
4. Be sensitive to the possibility of becoming over-involved or spending excessive time with any one young person.
5. Monitor any physical contact between yourself and young people, ensuring that at all times contact is appropriate to a particular task and verifiable. Do not hug, pat a head or massage.
6. Always make sure that there is sufficient staff available to
 - ⇒ ensure maximum safety, participation, learning and fun in activities
 - ⇒ anticipate and control disruptive behaviour by children and young people by setting clear boundaries and maintaining a group contract.
7. When dealing with disruptive individuals on a one-to-one basis, always ensure you are accompanied by another member of the staff. All instances of disruptive behaviour are to be reported to the Designated Person. If disruption risks the safety of either yourself or the group you should contact the Designated Person.
8. When dealing with groups of mixed gender, ensure that there is sufficient staff to properly manage all activities and areas in use. The ratio of staff to students at Carnew Training & Development Centre is 1:20 and includes a mix of male and female staff members if possible.
9. Staff should always be respectful of the privacy of young people while in Carnew Training & Development Centre. When present in areas with young people in Carnew Training & Development Centre, staff members should not spend time alone with the young people.



Photographs

Permission must be sought prior to the taking of any photographs at Carnew Training & Development Centre involving young people. This is clarified in booking forms with a check box declaration. Photographs may only be taken in a planned manner in which the children and young people's parents/guardians have given their informed consent.



Booking Forms

A booking form must be completed for each young person attending a course at Carnew Training & Development Centre and it will include the following information:

- ⇒ Details of the participant
- ⇒ Contact information
- ⇒ Emergency information
- ⇒ Dietary arrangements and medical conditions of any participants

Each booking form will have a declaration for parents/guardians to sign that they agree with and abide by this policy.

All booking forms received will be checked and filed with the Co-ordinator of the course.

Activities Organised by Carnew Training & Development Centre

When organising activities staff must ensure that:

- ⇒ That the physical and emotional safety of all young people is paramount. A clear programme of activities should be designed and available on request. Young people should have the opportunity to provide feedback throughout and at the end of activities.
- ⇒ Written parental/guardian consent is required for those activities involving young people. Emergency contact numbers, dietary and medical requirements are required for each participant.
- ⇒ Clear information on the activity must be made available to parents/guardians beforehand to explain the programme, travel arrangements, emergency details and requirements in a “Things to Bring” list. A copy of the Child Protection Policy should be made available, along with any other relevant information.
- ⇒ Staff should ensure, insofar as is reasonable, that buildings, equipment and facilities are safe.
- ⇒ When dealing with groups of mixed gender, ensure that there is sufficient staff to properly manage all activities.
- ⇒ Adequate insurance coverage for all activities must be secured.



Illegal Substances / Prescription Medicines Policy

Carnew Training & Development Centre operates a strict “no illegal substances” policy and must be informed of any prescription medication being taken by young people attending courses in the Centre. Under no circumstances is it permissible for staff of Carnew Training & Development Centre to administer medication to young people attending the Centre without written permission. This includes common painkillers, e.g. Panadol.

Complaints Procedure

On the commencement of each course, participants will receive a short talk on Carnew Training & Development Centre outlining the procedures and useful information for their course. This talk will also highlight the Health and Safety, Child Protection and Complaints Procedures.

Participants are encouraged to speak with their course Co-ordinator to highlight concerns in a positive and healthy manner or bring issues to the attention of their course Co-ordinator.

Carnew Training & Development Centre’s approach to conflicts is one of open and candid dialogue.

Individual participants are encouraged to bring any issues they have to the attention of any member of staff.

Once an issue is received, the staff member will try to resolve the issue promptly and fairly. If unable to do so, they will bring the matter to the attention of the Designated Person. If the Designated Person is not available they will bring the matter to the Manager of Carnew Training & Development Centre who will deal with the matter urgently.

In cases of an allegation of abuse being made which would be impacted by the Child Protection Policy, staff will contact the Designated Person. The Designated Person will then act on the matter in the terms laid out in this policy under “Reporting Procedures”, “Dealing with Allegations” and “Parental Involvement”, at all times keeping the welfare of the young person paramount.

Any concerns, issues or complaints will be dealt with promptly and a response will be given, when required. Records of all concerns, issues or complaints will be kept on record and also details of all responses and any actions taken.



A Complaints Form is attached in the Appendix.

Incident/Accident Procedures

Staff of Carnew Training & Development Centre will ensure, insofar as is reasonably possible, that the buildings, facilities and equipment of Carnew Training & Development Centre being used by young people are safe and secure.

Details on the location and contents of First Aid Kits, First Aiders and Emergency Numbers are available in the reception area of Carnew Training & Development Centre and also in the Lecture Room and in the Kitchen. For external activities emergency numbers are kept with the person in charge at all times.

All incidents or accidents affecting the participants must be advised to the Designated Person or the Manager of Carnew Training & Development Centre, if the Designated Person is not available. In the event of the need to contact the participants' parents/guardians, the Designated Person or Manager of Carnew Training & Development Centre will liaise with all involved.

Any incidents or accidents involving young people attending Carnew Training & Development Centre must be recorded in an Incident Reporting Form (Appendix 7) stating the time, nature of the incident and injury. Any witnesses should be listed. Any action taken in the case of the young people should also be documented. When the form is completed it should be given to the Designated Person or Manager of Carnew Training & Development Centre.

Old Coolattin Country Ltd., trading as Carnew Training & Development Centre, is covered by Employers Public Liability.

All staff responsible for organised programmes will maintain an Emergency Contact List for the young people in their care.



Parental/Guardian Involvement

A full copy of Carnew Training & Development Centre Child Protection Policy will be made available to parents/guardians on request and can also be seen on our web site.

Parents/guardians of any young people attending a course in Carnew Training & Development Centre will be given a copy of the Child Protection Statement, which refers to the full Child Protection Policy and its access.

Parents/guardians of young people will be informed of courses and all related concerns or information about the course activities sent with the Parental Consent Form, which must be signed and returned to the Centre prior to the commencement of any course at Carnew Training & Development Centre.

Parents/guardians are encouraged to contact the named activity co-ordinator at Carnew Training & Development Centre with any questions or queries regarding the courses their young person is attending.

In any event which requires information to be shared with the HSE or An Garda Síochána, parents/guardians will be notified, unless doing so is likely to endanger the young person involved.

Information about Carnew Training & Development Centre and its activities is available through our website www.carnewtdc.ie. Information leaflets and notices are also available and will be sent out to parents/guardians with the Parental Consent Forms.



Procedures for Allegations Against Staff

All allegations must be taken seriously and dealt with in a prompt and efficient manner, with the best interests of the young person taking prime concern. All persons concerned are entitled to a proper response and therefore two separate procedures are involved:

- ⇒ The reporting procedure in respect of the children and young people
- ⇒ The procedure for dealing with the staff member

Carnew Training & Development Centre will at all times ensure that young people are not exposed to any unnecessary risk.

Reporting Procedure in Respect of the Young Person

The following procedure is the responsibility of the Designated Person:

1. The person who receives the allegation from the young person should record the details in writing, sign and date it and then pass it on to the Designated Person
2. Upon receipt of an allegation against a staff member the Designated Person will:
 - ⇒ Speak with the young person/s involved, to clarify the allegation
 - ⇒ Record the allegation date and sign it
3. The Designated Person will:
 - ⇒ Contact the HSE or An Garda Siochana
 - ⇒ Inform the parent/guardian of the young person if appropriate
 - ⇒ Record the decision and sign it.

Procedure of Dealing with the Staff Member

This procedure is the responsibility of the Manager and Designated Person in Carnew Training & Development Centre:

1. Upon receipt of an allegation the Designated Person will inform the Manager of Carnew Training & Development Centre.
2. The Manager will then:
 - ⇒ Meet the staff member whom the allegation has been made against, informing them that an allegation has been made against them without telling them who is involved. The staff member is allowed a representative to be present also.
 - ⇒ The staff member will be allowed to respond to the allegation
 - ⇒ Record the meeting, which is then signed and dated by all persons present.



3. The Manager may then suspend the staff member, depending on the seriousness of the allegation and in consultation with the HSE and An Garda Siochana, pending a full enquiry. This suspension will be recorded, dated and signed by the Manager and person involved.
4. Once the enquiry is completed a further disciplinary hearing will be held and appropriate action will be taken, based on the finding of the enquiry. A record of this hearing will also be signed and dated by all those involved.

If an allegation is made against the Manager or Designated Person in Carnew Training & Development Centre, the matter will be referred to the Chairperson of Old Coolattin Country Ltd.



Appendices

- Appendix 1 - Definitions within the Policy
- Appendix 2 - Legislation that Impact on the Carnew Training & Development Centre Child Protection Policy
- Appendix 3 - Standard Reporting Form
- Appendix 4 - Contact List
- Appendix 5 - Referee Request Form
- Appendix 6 - Declaration Form
- Appendix 7 - Incident Report Form
- Appendix 8 - Booking Form
- Appendix 9 - Complaints Form
- Appendix 10 - Protection for Persons Reporting Child Abuse Act 1998
- Appendix 11 - Reasonable Grounds for Reporting
- Appendix 12 - Implementation of the Child Protection Policy



Appendix 1

Definitions Within the Policy

- CEC:** Old Coolattin Country Ltd. and Carnew Resource Centre
- Staff:** Any person employed on a contract basis either part time or full time at Carnew Training & Development Centre, including contracted external tutors.
- Young Person:** Any person under 18 years of age or vulnerable adult.
- Neglect:** Where a child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.
- Harm:** The ill treatment or the impairment of the health or development of a child. Whether it is significant is determined by his/her health and development compared to that which could reasonably be expected of a child of similar age.
- Emotional Abuse:** Normally found in the relationship between a care giver and a young person rather than in a specific event or pattern of events. It occurs when a young person's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present it is rarely manifested in terms of physical signs or symptoms.
- Physical Abuse:** Any form of non-accidental injury or injury which results from willful or neglectful failure to protect a young person.
- Sexual Abuse:** Occurs when a young person is used by another person for his/her gratification or sexual arousal or for that of others.



Appendix 2

Legislation that Impact on the Carnew Training & Development Centre Child Protection Policy

The main legislation governing the care and protection of children and young people are:

1. Child Care Act 1991
2. The Domestic Violence Act 1996
3. Protection for Persons Reporting Child Abuse Act 1998
4. The Data Protection Act 1998
5. The Data Protection (Amendment) Act 2003
6. The Education Act 1998
7. The Non Fatal Offences Against the Persons Act 1997
8. The Freedom of Information Act 1997
9. The Freedom of Information (Amendment) Act 2003



Appendix 3

STANDARD REPORT FORM

(For reporting CP&W Concerns)

A. To Principal Social Worker/Designate: _____

1. Date of Report

2. Details of Child

Name:	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address:	<input type="text"/>	DOB	<input type="text"/>	Age	<input type="text"/>
		School	<input type="text"/>		
Alias	<input type="text"/>	Correspondence address (if different)	<input type="text"/>		
Telephone	<input type="text"/>	Telephone	<input type="text"/>		

3. Details of Persons Reporting Concern(s)

Name:	<input type="text"/>	Telephone No.	<input type="text"/>
Address:	<input type="text"/>	Occupation	<input type="text"/>
		Relationship to client	<input type="text"/>
Reporter wishes to remain anonymous	<input type="checkbox"/>	Reporter discussed with parents/guardians	<input type="checkbox"/>

4. Parents Aware of Report

No Yes

Are the child's parents/carers aware that this concern is being reported	- Mother	<input type="checkbox"/>	<input type="checkbox"/>
	- Father	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input type="text"/>		



5. Details of Report

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

STANDARD REPORT FORM

(For reporting CP&W Concerns)

6. Relationships

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone No's:		Telephone No's:	

7. Household composition

Name	Relationship	DOB	Additional Information e.g. School/ Occupation/Other:



8. Name and Address of other personnel or agencies involved with this child

	Name	Address
Social Worker		
PHN		
GP		
Hospital		
School		
Gardaí		
Pre-School/Crèche/YG		
Other (specify):		

9. Details of person(s) allegedly causing concern in relation to the child

Relationship to child:	Age	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Name:	Occupation		
Address:			

10. Details of person completing form

Name:	Occupation:
Address:	Telephone No's:
Signed	Date:



Appendix 4

Contact List

Duty Social Work Team	Child & Family Protection Service
Address	Knockrobin Primary Care Centre, Wicklow
Phone	076 69 58400
Office Hours	9am – 5pm

Duty Social Work Team	Child & Family Agency
Address	Gorey Health Centre, Hospital Grounds, Gorey, Co. Wexford
Phone	053 94 30100
Office Hours	9am – 5pm

Duty Social Work Team	Duty Social Work Department
Address	Ground Floor, St. Dymphnas Hospital, Athy Road, Co. Carlow.
Phone	059 91 36570
Office Hours	9am – 5pm

Emergency Contacts	Telephone Number
An Garda Siochana/ Fire Brigade/Mountain Rescue	999 / 911
An Garda Siochana Carnew	053 9426102
An Garda Siochana Baltinglass	059 6482610
Dr. Damien Doyle	053 9426196
Dr. Majella Perry	0402 38690
CareDoc - Out of Surgery Hours	1850 334 999
Number for an optician – Supersaver Optician	053 9430614
Number for Hospital – Naas	045 897221
Number for a Dental Clinic	0404 60636
National Dental Hospital	01 6127200
Dermot Kenny, Manager, Carnew Training & Development Centre	053 9426555
Carnew Training & Development Centre	053 9426555
Designate Person -	087 6417172



Appendix 5 Referee Request Form

Applicants Name: _____

Applicants Address:

How long have you known the above: _____

In what capacity have you known the above:

Comment on their skills, knowledge and experience of working with children and young people:

Ability to relate to peers/professionals/children and young people/families :

Ability to act in a manner consistent with the required professional standards:

What are your views on their ability to work with young people:

Name of Referee: _____

Telephone No. of Referee: _____

Signature of Referee: _____

Date: _____



Appendix 6

Declaration Form

Confidential

Declaration for all staff working with children and young people:

Name: _____

Address:

Date of Birth: _____

Place of Birth: _____

Any other name previously known by: _____

Have you ever been convicted of a criminal offence or been the subject of a Court Order, Caution or of a Bound to the Peace Order: Yes No

If yes, please state the nature and date(s) of the offence(s)

I declare that the above is true

Signed: _____

Date: _____



Appendix 7

Incident Report Form

Date: _____ Time: _____

Place: _____

Type of incident, e.g. disturbance, theft, accident

Staff involved:

Persons involved in incident:

Description of incident – include time, those involved, clearly and logically:

Names and addresses of witnesses:

Action taken:

Signed: _____

Date: _____



Appendix 8

Booking Form

To allow us to provide a safe and valuable learning experience at Carnew Training & Development Centre, we ask that you provide all the information required. This Booking Form has been sent to you for confirmation before you come to Carnew Training & Development Centre. Please check all information and make any corrections clearly. Return this form to (name of class) Carnew Training & Development Centre, Woolgreen, Carnew, Co. Wicklow

Parent/Guardian's Name: _____

Full Postal Address: _____

Telephone Number : _____

Mobile Number: _____

Childs Name: _____

Date of Birth: _____

GP Name: _____

GP Address: _____

GP Phone Number: _____

_____ has the following medical conditions and/or allergies and requires the following medication:

Medical Condition	Medication	Allergies

Please ensure that the child/young person has sufficient medication for the duration of the activities.



If the child is unable to administer the medication to themselves, I give permission for the Activity Leader to give _____ the following medication (please give name of medication, dosage and frequency, etc.)

Please note that no unauthorized medication will be given to children and young people at Carnew Training & Development Centre by the staff. This includes common pain relief medication.

Should the situation arise that a staff member at Carnew Training & Development Centre feel that my child/young person, _____, needs medical assistance, I give my permission for such assistance to be sought.

I am willing for _____ to participate in _____ and I confirm that he/she is will to participate as fully as possible.

I permit _____ to travel on transport that has been designated as official for the purpose of this event
Yes No

Emergency Contacts

Contact Name: _____

Address : _____

Relationship to child/young person: _____

Telephone: _____

Alternative Contact: _____

Address : _____

Relationship to child/young person: _____

Telephone: _____

Consent must be given by a person with parental responsibility

Signature: _____

Date: _____

Print Name: _____

Relationship to child/young person: _____



Appendix 9 Complaints Form

Name: _____ Date: _____

Contact Details: _____

Telephone: _____

Programme: _____

Date/Time of concern/Issue/Complaint/Incident: _____

Please describe briefly the concern/issue/complaint/incident which has caused you concern:

Please list the names and contact details of any witnesses:

Signed: _____ Date: _____

FOR OFFICE USE

Date Received: _____

Dealt With By: _____

Outcome: _____



Appendix 10

Protection for Persons Reporting Child Abuse Act 1998

The Protection for Persons Reporting Child Abuse Act 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to the HSE or An Garda Síochána.

This means that, even if a reported suspicion of child abuse proves at a later date to be unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith when making the report.

The Chief Executive Officer of the HSE has appointed a wide range of nursing, medical, paramedical and other staff as well as designated persons for the purpose of this Act, to whom referrals of suspected child abuse can be made.



Appendix 11

Reasonable Grounds for Reporting

Any person who suspects that a child/young person is being abused or is at risk of being abused has a responsibility to report their concerns to the HSE or an Garda Síochána.

This responsibility is particularly relevant to professions such as teachers, child care workers and health professionals who have regular contact with children/young people in the course of their work.

It is also an important responsibility for staff and volunteers involved in sports clubs, parish activities, youth clubs and other organisations catering for children or young people.

The following examples constitute reasonable grounds for concern:

1. A specific indication from a child/young person that he/she was abused
2. A statement from a person who witnessed abuse
3. An illness, injury or behaviour consistent with abuse
4. A symptom which may not in itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence
5. Consistent signs of neglect over a period of time

A suspicion, which is not supported by any objective signs of abuse, would not constitute a reasonable suspicion, or reasonable grounds for concern. Children First – National Guidelines for the Protection and Welfare of Children, Department of Health and Children, Dublin 1999, page 37

Children First a Summary – National Guidelines for the Protection of Children Department of Health and Children Dublin 1999 page 16

It is unlikely that staff of Carnew Training & Development Centre will have sufficient contact with children and young people to be able to make an informed judgment about points 3 – 5 above, however if any staff member has concerns they should discuss these with the Designated Person, who will record their concerns and inform them of the reporting procedures.



Appendix 12

Implementation of the Child Protection Policy

This policy will be reviewed by an advisor from the HSE and recommendations for finalisation drawn up with the Designation Person and the Manager of Carnew Training & Development Centre.

The Manager of Carnew Training & Development Centre has discussed this policy with the Board of Management of Old Coolattin Country, who have authorised its implementation.

The Designated Person and Manager of Carnew Training & Development Centre will implement this policy.

The policy will be implemented through the following:

- ⇒ Public displays of the Child Protection Statement
- ⇒ Inclusion of the Child Protection Statement in booking information pack
- ⇒ Staff training on the policy
- ⇒ The Designated Person will open a file on Child Protection

The Child Protection Policy will be made available on the Carnew Training & Development Centre website at www.carnewtdc.ie.

The Child Protection Statement refers to the full policy and how to access it.

The Carnew Training & Development Centre Child Protection Statement will be posted in the reception area of Carnew Training & Development Centre.

The Designated Person and the Manager of Carnew Training & Development Centre will discuss the Child Protection Policy regularly.

The Child Protection Policy will be reviewed on an annual basis.

Child Protection Training will be delivered to all staff members, with a requirement to sign off on the training.

The above training will be organised by the Designated Person.

