



## Child Protection Policy

International Police Association  
Section Ireland

*“NGO in Consultative (Special) Status with the Economic and Social Council of the United Nations; in Consultative Status with the Council of Europe, the Organisation of American States and UNESCO; International NGO maintaining operational relations within EUROPOL.”*

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## Introduction

The International Police Association is committed to creating and maintaining the safest possible environment for children to participate in our activities.

Our aims are in accordance with the aims of the *Children First: National Guidance 2017* to promote the safety and well being of children. The government's policy underpinning this Children First National Guidance is:

- The welfare and safety of children which is central to all government policy
- The promotion and support for family life
- The use of the minimum necessary intervention, in a timely way, to keep children safe
- Agencies working together to help children reach their full potential
- Agencies working together to provide safer and more effective services
- The State and civil society working together to promote children's welfare. (*Children First National Guidance 2017*)

We in the International Police Association (I.P.A) recognise that we have a responsibility to:

- Safeguard and promote the interests and well being of those under 18 years who are involved in our activities
- Take all reasonable steps to protect young people from harm, discrimination or degrading treatment
- Respect the rights that young people have including their wishes and feelings
- Maintain the professionalism, standards and reputation of I.P.A

- Protect the associations young members, members, employees and our governing body (National Executive Committee)

We in the International Police Association embrace the following principles in best practice when including children in our activities:

- The welfare of children is paramount
- All children, whatever their age have a right to protection from harm
- All suspicions and allegations of abuse will be taken seriously and will be responded to swiftly and in an appropriate manner

### **Duty to Protect Children and Support Families**

All individuals within I.P.A. who are involved in children's programmes will be informed of I.P.A. policy and will be obliged to take the necessary steps to ensure the safety of the children they are working with. It is I.P.A. policy that staff and volunteers are made aware of their obligations to conveying any reasonable concerns or suspicions of child abuse to the Tusla or An Garda Síochána and are informed of the correct procedures for doing so.

IPA members will signed the following declaration prior to working with children  
*" I hereby declare that I will abide by the IPA Child Protection policy and the IPA President Section Ireland is the final arbitrator on child Protection matters pending the Tusla / Garda Síochána outcome. I declare that all my answers are true to the best of my knowledge."*

**International Police Association**

**Mission Statement**

*To create bonds of friendship and to promote international co-operation between police officers, whether on active duty or retired and without distinction as to rank, sex, race, colour, language or religion.*

**I.P.A. Child Protection Policy Statement**

"child" means a person under the age of 18 years.

We are dedicated to promoting the general welfare, health and holistic development of each child, and in line with the Principles for Best Practice in Child Protection recognise that the welfare of children is of paramount importance. (Appendix 1)

*Note re Policy: In working to our mission statement many of our staff do not work directly with children. However, in the course of specific business, staff /volunteers may work indirectly with children in the age range 0 - 18 years eg International Youth Gathering, Youth exchange programme.*

**Implementation and Review dates:**

This policy will be implemented from the 11<sup>th</sup> June 2011 and will be reviewed yearly on or before that date thereafter: March 2021

**Selection and Recruitment of I.P.A Staff & Volunteers:**

## Staff

(Appendix 3,5)

Our recruitment policy is in 'I.P.A. Recruiting Policy'. Recruitment and selection procedures which compare favourably with the safe recruitment practices in section three of '*Our Duty to Care*'. The policy covers such important items as:

- Clear job specification
- Short listing of applicants
- Proof of identification
- Verbally checking written references
- Probationary period
- Binding contract

## Volunteers

(Appendix 4, 5)

I.P.A. use safe and clearly defined methods of selecting volunteers to supervise children attending their programmes. Advertisements for volunteers are placed in Garda stations, on Garda Portal and in IPA magazine and or IPA website. Members of I.P.A. **only** can apply. If the purpose of the programme will necessitate the members of I.P.A. having protracted unsupervised contact with children, then the Association (Secretary General) will include Garda Vetting in the process of selecting volunteers.

## Garda Vetting

(Appendix 10)

The Garda Central Vetting Unit provides vetting on behalf of organisations employing personnel to work on a full time, part-time, voluntary or student placement capacity with children or vulnerable adults. The service is provided

through a central point of contact, whose job it is to process vetting applications centrally for that sector. The 'Authorised Signatory' is the point of contact appointed in each organisation to forward the forms to the Central Vetting Unit and the results from Garda Vetting unit are returned to the 'Authorised Signatory' confidentially, the implications of which can be assessed by the prospective employers using a risk management approach. The 'Authorised Signatory for I.P.A. will be the Secretary General.

## **Definitions of Child Abuse**

Types of child abuse

Child abuse can be categorised into four different types:

- Neglect
- Emotional
- Physical
- Sexual

A child may be subjected to one or more forms of abuse at any given time. More detail on each type of abuse is given in (Appendix - 2)

## **Reporting procedure**

I.P.A. has effective procedures for the reporting and management of child protection concerns in place.

- I.P.A has Designated Persons who act as a liaison with outside agencies and a resource person to any staff member who has child protection concerns. The designated person will be responsible for reporting allegations or suspicions of child abuse to the Tusla or An Garda Síochána.
- Any concerns should be noted and passed to Designated Person

- Reports to the Tusla or An Garda Síochána should be made following the Standard Reporting Procedure. (Form in appendix 6, 7 )
- In cases of emergency, where a child appears to be at immediate and serious risk, and a duty social worker is unavailable, An Garda Síochána should be contacted. **Under no circumstances should a child be left in a dangerous situation pending Tusla intervention (Appendix 8)**
- All reporters should be informed that I.P.A cannot guarantee their confidentiality if they choose to give their name. In this case, the I.P.A. member should try to get as much relevant factual information as possible from the reporter. This will give the Tusla/Gardaí a better chance of investigating the matter. (Appendix 9).

### **Protection for persons reporting:**

All organisations, whether statutory or voluntary, have an overall corporate responsibility to safeguard children, and should pay particular attention to:

*The Protection for Persons Reporting Child Abuse Act, 1998* which makes provision for the protection from civil liability of persons who have reported child abuse 'reasonably and in good faith'. This protection applies to organisations as well as individuals in order to ensure that an urgent case is dealt with immediately.

### **Incidents which must be reported:**

I.P.A. Section Ireland has adopted the 'Children First' Guidance 2017 on reporting to both the Tusla and An Garda Síochána. Reports of child abuse concerns to the I.P.A. members could be as follows:

- An allegation of child abuse has been made against an I.P.A. member in their work within I.P.A.
- A child may be at risk within the family or in the community

- A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable

### **I.P.A Designated Person**

The 1<sup>st</sup> Vice President Marie Daly is the Designated Person for I.P.A. Section Ireland from June 2011 until further notice. She has been trained to handle difficult situations and also provide support to other staff.

### **The Designated Persons' qualities:**

- good listening skills
- an ability to discuss personal matters in a relaxed way
- sufficient knowledge about child abuse and child protection procedures
- Undertake training in relation to Child Protection
- Communicate with parents / other agencies
- Be aware of National and local contacts and services in relation to Child Protection
- Liaise with Tusla / An Garda Síochána

Reporting procedures to and from the designated person are clear, agreed and known to all staff.

### **Duties of the Designated Person:**

If a communication is received by an IPA member, where there is a fear for the health, safety or welfare of a child, then it must be reported immediately to the Designated Person and this person will deal with the Child Protection procedures regarding referral to the Tusla .

- In the case of I.P.A. Section Ireland, **they will firstly complete the referral form to the Tusla Child Welfare and protection team (Appendix 6)**

- Record of this referral is maintained by I.P.A. designated person in accordance with our Data Retention Policy. If the Designated Person is not available, a nominated member of staff, namely *Secretary General*, will carry out the referral as they are fully aware of the child protection referral process. It is policy of I.P.A. Section Ireland that all such reports are referred on immediately to the Tusla, but in the unlikely case of a report not being referred to the Tusla, we inform the referrer in writing as to the reason and advise them that they may still independently report to the Tusla.
- If it is felt that no report is warranted, i.e poor practice vs abuse, the decision should be recorded and filed. In all cases it should be ensured that discussion with peers is kept to an absolute minimum so that confidentiality is respected.

#### **Code of behaviour:**

The I.P.A. Section Ireland has drawn on the *Code of Behaviour between Workers and Children in 'Our Duty to Care'* to inform staff in relation to the following.

It is good practice to:

- Treat children with dignity, sensitivity and respect
- Make time to listen, talk to and get to know the children
- Make sure that children know the organisation's rules about behaviour (appendix 12)
- Encourage children to have an input into how things are run
- Help children to be safe, happy and having as much fun as possible
- Never favouring one child or children over others
- Enable children to regard their bodies as their own property
- Encourage them to express feelings, fears and experiences openly

- Give written information about the organisation to children and their parents/careers
- Know about the principles and practices of child protection
- Never engaging in sexually provocative games or make suggestive comments, even in fun
- Respecting children's privacy in bathrooms or changing rooms
- Sensitively ensuring that children know about the child protection policy
- Always respond to complaints or allegations
- Help children realise the difference between confidentiality and secrecy
- Being sensitive to the fact that some children are more vulnerable and have special needs
- Never using physical punishment with children
- Ensure child is properly attired
- Ensure internet access is restricted
- Be a role model: no smoking/drinking/inappropriate jokes
- listen to children
- value and respect children as individuals
- encourage and praise children
  
- While physical contact, preferably initiated by the child, is a valid way of comforting, reassuring and showing concern for children, it should only take place when it is acceptable to all persons concerned.
  
- I.P.A. members do not give lifts to children, individually. In cases of emergency, suitable notification to be given to Secretary General before the trip and also to carer or person responsible for child or young person.

- IPA members do not have children's mobile numbers in their phones.  
Contacts for arrangements with children will always be made through parents

## **Child Abuse Happens!**

I.P.A. members in Ireland will be open to the concept that Child Abuse happens and it's everyone's responsibility:

- Considering the possibility - if a child has a mark, bruise or injury for which there is no reasonable explanation, or if she or he is behaving unusually or seems fearful or anxious in the presence of anybody.
- Looking out for signs - a cluster of signs is likely to be more indicative of abuse than a single one. Sometimes children will hint or directly tell that they are being harmed - these disclosures should always be listened to and the information accepted as true in the first instance
- Recording the information - observations about suspected child abuse should be recorded with dates, times and any other relevant information about the incident or behaviour.

**In all such cases, staff will ensure, when possible, that they are not left unsupervised with the children.**

**It is the policy of the I.P.A Section Ireland to refer all concerns expressed about Child Abuse to the Tusla: Child Welfare and Protection Service**

**An allegation of child abuse has been made against an I.P.A. member or a visiting I.P.A. in their work within I.P.A.**

If an allegation is made against a member of our organisation, we ensure that everyone involved gets a proper response.

- Member will be notified that a report has been made
- Tusla/ An Garda Síochána will be notified
- I.P.A. member will be asked by the President to stand aside until the investigations by Tusla and Gardai are completed
- If the member refuses or fails to stand aside the President will debar the member from I.P.A. activities until Garda/Tusla investigations are complete.
- IPA members whom the courts, in any proceedings, find guilty will have their membership withdrawn for life.

## References:

(The following documents were the main sources of the information contained in the I.P.A policy)

1. Department of Health and Children ( 2002) *"Our Duty to Care"*, The principles of good practice for the protection of children and young people
2. Department of Health and Children *"Children First- National Guidance "* 2017
3. Office of the Minister for Children and Youth Affairs (2008) *"National review of compliance with Children First: National Guidelines for the Protection and Welfare of Children"*
4. HSE guide for the development of child protection policy, procedures & practices
5. Child Protection and Welfare Practice Hand book, HSE 2011

## Appendix 1

### Principles for Best Practice in Child Protection

The principles that should inform best practice in child protection include the following:

(i) the welfare of children is of paramount importance;

(ii) a proper balance must be struck between protecting children and respecting the rights and needs of parents/carers and families; but where there is conflict, the child's welfare must come first;

(iii) children have a right to be heard and taken seriously. Taking account of their age and level of understanding, they should be consulted and involved in relation to all matters and decisions that affect their lives;

(iv) early intervention and support should be available to promote the welfare of children and families, particularly where they are vulnerable or at risk of not receiving adequate care or protection;

(v) parents/carers have a right to respect and should be consulted and involved in matters which concern their family;

(vi) actions taken to protect a child, including assessment, should not in themselves be abusive or cause the child unnecessary distress. Every action and procedure should consider the overall needs of the child;

(vii) intervention should not deal with the child in isolation; the child must be seen in a family setting;

(viii) the criminal dimension of any action cannot be ignored;

(ix) children should only be separated from parents/carers when all alternative means of protecting them have been exhausted. Re-union should always be considered;

(x) agencies or individuals taking protective action should consider factors such as the child's gender, age, stage of development, religion, culture or race;

(xi) effective prevention, detection and treatment of child abuse require a co-ordinated multi-disciplinary approach to child care work and effective inter-agency management of individual cases. All agencies and disciplines concerned with the protection and welfare of children must work co-operatively in the best interests of children and their families;

(xii) in practice, effective child protection requires compulsory training and clarity of responsibility for personnel involved in organisations working with children.

## APPENDIX 2

### Definition and Recognition of Child Abuse

#### Types of child abuse

Neglect  
Physical  
Sexual  
Emotional

#### Definition of 'neglect'

Neglect can be defined in terms of an *omission*, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is *significant* is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age.

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. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

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.

#### Definition of '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 developmental 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.

Examples may include:

- (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.

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, and oppositional 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.

### **Definition of 'physical abuse'**

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 involve:

- (i) severe physical punishment;
- (ii) beating, slapping, hitting or kicking;
- (iii) pushing, shaking or throwing;
- (iv) pinching, biting, choking or hair-pulling;
- (v) terrorising with threats;
- (vi) observing violence;
- (vii) use of excessive force in handling;
- (viii) deliberate poisoning;
- (ix) suffocation;
- (x) fabricated/induced illness
- (xi) allowing or creating a substantial risk of significant harm to a child.

### **Definition of '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. Examples of child sexual abuse include:

- (i) exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- (ii) intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- (iii) masturbation in the presence of the child or the involvement of the child in an act of masturbation;
- (iv) sexual intercourse with the child, whether oral, vaginal or anal;
- (v) sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modeling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;
- (vi) consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.

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 3**

**Staff declaration form**

Surname \_\_\_\_\_

Forename \_\_\_\_\_

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

Place of birth \_\_\_\_\_

Any other names previously known as  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Have you ever been convicted of an criminal offence or been the subject of a Caution or of a Bound Over Order?  
Yes | No |

If yes, please state below the nature and date(s) of the offence(s):  
Nature of offence Date of offence  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_ I hereby declare that I will abide by the IPA Child Protection policy and the IPA President Section Ireland is the final arbitrator on child Protection matters pending the HSE/ Garda Síochána outcome. I declare that all my answers are true to the best of my knowledge.

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

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

Appendix 4

VOLUNTEER DECLARATION FORM

Surname:

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Forename

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Date of Birth:

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Place of Birth:

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Any other names previously known as

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1. Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order?

Yes | No |

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

Nature of offence Date of offence

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Is there any reason why you could be deemed unsuitable to work with children?

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I hereby declare that I will abide by the IPA Child Protection policy and the IPA President Section Ireland is the final arbitrator on child Protection matters pending the HSE/ Garda Síochána outcome. I declare that all my answers are true to the best of my knowledge.

Signed:

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---

Date:

Appendix 5

REFERENCE FORM

Confidential

Name and Address

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\_\_\_\_\_ has expressed an interest in becoming a volunteer with this club/organisation and has given your name as a referee.

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

Yes | No |

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

If you are happy to complete this reference, all information contained on the form will remain confidential, and will only be shared with the applicant's immediate supervisor, should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?

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In what capacity?

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What attributes does this person have which you would consider makes them a suitable volunteer?

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Appendix  
6

FORM NUMBER: CC01:01:00

## STANDARD REPORT FORM

(For reporting CP&W Concerns to HSE)



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

1. Date of Report

2. Details of Child

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

3. Details of Persons Reporting Concern(s)

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

4. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to the HSE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

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.)*

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National Child Care Information System Project – Phase 3

FORM NUMBER: CC01:01:00

## STANDARD REPORT FORM

(For reporting CP&W Concerns to HSE)



### 6. Relationships

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone Nos.		Telephone Nos.	

### 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 ( <i>specify</i> ):		

### 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:	
Signed		Date:	

Appendix 7

## Guidance Notes:

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

This reporting form is for use by: .

Health Board Personnel

Professionals and individuals in the provision of child care services in the community who have service contracts with the health boards

.

Designated person in a voluntary or community agency

.

Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

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

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

A Court could order that information be disclosed.

.

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

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

If you are unsure if you should report your concerns, please telephone the duty social worker and discuss your concerns with him/her. ([www.hse.ie](http://www.hse.ie) or 1850 241850)

Appendix 8

**Contact details**

Relevant Tusla Contacts: [www.hse.ie](http://www.hse.ie) or 1850 241850

Garda Contact: [www.garda.ie](http://www.garda.ie) or 1800 666111

Appendix 9

**Required information needed to refer child protection or welfare concerns to HSE**

*(The staff member shall try to get factual information, in as far as possible, asking the referrer to clarify any details if necessary Do not ask questions about the abuse ).*

- (i) names and addresses of the child, parents/carers and any other children in the family;
- (ii) name and address of the person alleged to be causing harm or neglect to the child;
- (iii) a full account of the current concern about the child's safety or welfare;
- (iv) the source of any information which is being discussed with the HSE;
- (v) dates of any incidents being reported;
- (vi) objective facts about circumstances in which the incident or concern arose;
- (vii) facts offered to account for the risk, injury or concern;
- (viii) the child's own statement if relevant;
- (ix) any other information about the family, particularly any difficulties which they may be experiencing;
- (x) any factors relating to the family which could be considered supportive or protective, e.g. helpful family members, neighbours or services;
- (xi) name of child's childcare service or school;
- (xii) name of child's general practitioner;
- (xiii) reporter's own involvement with child and parents/carers;
- (xiv) details of any action already taken in relation to the child's safety and welfare;

(xv) names and addresses of any agencies or key person involved with the family;

(xvi) identity of person reporting, including name, address, telephone number, occupation and relationship with the family.

## **Appendix 10      Garda Vetting**

### **Procedure for seeking Garda Vetting for an organisation**

If you are an organisation seeking Garda Vetting for your personnel, the Chief Executive Officer or Managing Director of the organisation should write to the Garda Central Vetting Unit providing the following details:-

- A description of the service provided by the organisation
- The approximate number of personnel requiring vetting per annum
- The level of substantial unsupervised access personnel will have to children and/or vulnerable adults
- Any additional relevant information e.g. organisational literature or certificates of registration in respect of charitable status

On receipt of this information, the Garda Central Vetting Unit will respond directly to the applicant organisation.

If you are an individual who has been requested by an organisation to provide Garda Vetting you should advise the organisation of the above procedure.

### **Category of employee is vetting conducted for**

Garda vetting is conducted in respect of personnel working in a full-time, part-time, and voluntary or student placement capacity in a position in a registered

International Police Association, Section Ireland  
organisation, through which they have unsupervised access to children and/or  
vulnerable adults.

### **Garda Vetting Procedure for personnel who are subject to Garda Vetting**

The procedure is as follows:-

- Personnel who are subject to Garda Vetting will receive a Garda Vetting Application Form from the registered organisation where they are seeking a position.
- The applicant completes the application form and returns it to the Organisation. He or she must sign the form, thereby providing authorisation for the Garda Vetting process.
- An authorised liaison person in the registered organisation sends the form on to the Garda Central Vetting Unit.
- Garda Vetting checks on the applicant are carried out following receipt of the application form at the Garda Central Vetting Unit.
- As a result of these checks a Garda Vetting disclosure is issued directly to the authorised liaison person in the registered organisation.
- An individual vetting subject may obtain a copy of their Garda vetting disclosure from the authorised liaison person in the registered organisation to whom it was issued.

Garda Vetting will only be conducted, and relevant disclosure will only be issued to an authorised liaison person within a registered organisation for Garda

Vetting, predicated on the written authorisation of an individual vetting subject to do so in a *Garda Vetting* application form.

**Details are disclosed as a result of *Garda Vetting***

Within current disclosure policy, details of all convictions and/or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be are disclosed to the authorised liaison person in the registered organisation.

*Garda Central Vetting Unit/Garda Criminal Records Office*

Racecourse Road

Thurles

Co. Tipperary

Tel: Lo-Call 1890 488 488/00353 504 27300

Office Hours: 9am-5pm Monday - Friday



*Code of behaviour*  
*for participants for*  
*IYG 2011*

- I will be on time for all activities and meals
- I will be courteous and polite towards leaders and fellow participants at all times
- I will leave places clean and tidy as I found them
- I will take care not to damage any property belonging to others
  - I will listen to instructions and participate in all activities
  - I will promptly inform leaders if I feel unwell or unable to participate in any event for any other reason
- I will stay with in sight of leaders when involved in activities in open areas

- I will not smoke, drink alcohol or take drugs in accordance with Irish law
- I will use the sleeping accommodation allocated by the leaders
- I will not organise any meetings or go out of the premises after curfew of 12 midnight
- I may take photographs or make short films during activities if I wish but I will not publish these under any circumstances without the consent in writing of the people filmed or photographed
- I promise not to publish any film or photograph whose content infringes the rules of good conduct
  - I will not steal anyone else's property
  - In an emergency only I will call leaders mobile phones on 086.....
  - I am aware that participants' have nut allergy and I will be careful about eating them
    - I will not bully fellow participants
- I am aware that I represent my International Police Association Section while I am on the International Youth Gathering in Ireland and I will behave accordingly.
- I am aware that if I breach any of the rules I will be subject to the 'Code of behaviour Discipline Processes'.
  
- Signed \_\_\_\_\_



International Police Association

### Code of Discipline Process

In accordance with the Code of Discipline in IYG I am receiving a written warning about my non compliance with the rules governing the International Youth Gathering.

I understand that if I do not comply with the rules again during the International Youth Gathering I will be returned home at the expense of my parents.

I understand that my parents are being advised of this warning about my behaviour.

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

Supervisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_

DATE: \_\_\_\_\_

Policy written by Marie Daly, N.E.C.  
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