

SECTION 10 - Appendices

This section includes a set of documents that will enable us as a Society to implement this Child Safeguarding Policy.

The appendices provide guidance on the actions that need to be taken in order to ensure we do things as required in line with good practice. They also provide reassurance that we have measures in place to safeguard children and protect leaders/volunteers.

REPUBLIC OF IRELAND

Section 10 includes three documents (Appendix 10.1, 10.2 and 10.24) that we are required to have visibly displayed in Meeting Houses. They confirm our commitment as an organisation to child safeguarding.

The appendices are numbered for ease of access and a list is included at the beginning of the Policy and also at the start of this section.

Please only remove originals from the folder if you wish to copy them. The document is not copyright protected so feel free to copy any parts of it as required.

Please ensure that any pages removed are put back into the policy folder in the correctly numbered order. If any appendices are missing they can be downloaded from the Quaker website at <https://quakers-in-Ireland> or otherwise you can contact the Clerk of Ireland Yearly Meeting Education Committee at iymec@quakers.ie

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The Religious Society of Friends in Ireland Child Safeguarding Policy (CSP)

Declaration of Guiding Principles for Safeguarding Children

This Declaration of Guiding Principles for Safeguarding Children should be printed and displayed in every Meeting House. It should also be communicated to parents/guardians, children and young people, those who engage in Sunday School/Junior Meeting, Elders and Overseers and adults who organise events as well as any employees of the Society.

The Religious Society of Friends in Ireland organises Sunday School, Junior Meetings for Worship, residential camps, pilgrimages, youth clubs and other social events for children. These are organised at local, regional and national levels. The purpose of these gatherings is to provide for the spiritual, personal and social growth of children who come among us.

We believe that:

1. Our priority to ensure the welfare and safety of every child and young person who comes among us is paramount.
2. Our guiding principles and procedures to safeguard children and young people reflect national policy and legislation and these will be reviewed every two years or as appropriate.
3. All children and young people have an equal right to be respected as individuals and to be encouraged to reach their potential, regardless of their background.
4. We are committed to upholding the rights of every child and young person, including the rights to be kept safe and protected from harm, listened to and heard.
5. Our guiding principles apply to everyone in our Society.
6. Employees/volunteers must conduct themselves in a way that reflects the principles of our Society.

The Safeguarding Representative/s appointed by this Preparative Meeting is/are

..... and can be contacted at

..... and can be contacted at

The **Designated Liaison Person** appointed by Ireland Yearly Meeting to support this Preparative Meeting is the Youth Coordinator who can be contacted at iym.youth@outlook.com

The Deputy **Designated Liaison Person** is Sheilagh Reaper-Reynolds who can be contacted at iymec@quakers.ie or through Quaker House at 01 4998003 or from Northern Ireland at 00353 (1) 4998003

The **Mandated Person** within the Religious Society of Friends is the Youth Coordinator who can be contacted at iym.youth@outlook.com

The Religious Society of Friends in Ireland Child Safeguarding Policy (CSP)

Child Safeguarding Statement

This Child Safeguarding Statement should be printed and displayed in every Meeting House. It should also be communicated to parents/guardians, children and young people, those who engage in Sunday School/Junior Meeting, Elders and Overseers and adults who organise events as well as any employees of the Society.

It is the earnest desire of Friends that children should be supported to develop to their full potential in a positive, safe and caring environment. We will endeavour to do this by choosing carefully the adults who work with children and by ensuring that they behave appropriately towards them; by communicating and engaging appropriately with children and their parents; and by taking appropriate action as required when concerns arise.

We have carried out an assessment of any potential harm* to establish whether any of our practices have the potential to put children at risk. Below is a list of the risks identified and how we manage these risks.

Risk Identified		Procedure in place to manage identified risk
1	A child could be exposed, through their involvement in activities provided by the Society, to people who may harm them	<ul style="list-style-type: none"> The Society's Child Safeguarding Policy is circulated widely and is implemented. Local compliance is reported on, on an annual basis. Safeguarding Representatives are appointed by each Preparative Meeting. A leader / volunteer application and approval process is in place. Leaders / volunteers are vetted / police checked. Ireland Yearly Meeting Education Committee holds a list of approved and vetted volunteer leaders.
2	Concerns that a child may have been, is being, or is at risk of being abused or neglected may go undetected and unreported	<ul style="list-style-type: none"> This statement and the accompanying Guiding Principles along with our Child Safeguarding Policy is circulated to Preparative Meetings and is made available to committees responsible for children. Safeguarding Representatives, DLPs, the Mandated Person and others within Meetings who volunteer with children are required and supported to avail of training.
3	Lack of clarity as to who is responsible for what when it comes to child safeguarding and protection in the Society	<ul style="list-style-type: none"> Our Child Safeguarding Policy clearly describes the roles and responsibilities of Meetings and individuals within the Society including Safeguarding Representatives, Designated Liaison Persons, the Mandated Person, Named Person and Relevant Person. The role of Ireland Yearly Meeting Education Committee in terms of policy development, implementation and compliance is described in the policy. Information and training is made available to workers, leaders/volunteers.
4	Safeguarding measures / good practice may not be implemented in Preparative Meetings	<ul style="list-style-type: none"> Safeguarding Representatives are appointed by each Preparative Meeting. Each Preparative Meeting is required to submit to Ireland Yearly Meeting Education Committee an annual Child Safeguarding Report including what measures have been put in place in the Meeting and if any concerns have arisen during the year.*

5	The Mandated Person may not be aware of his/her responsibilities under the Children First Act 2015	<ul style="list-style-type: none"> • The Role of the Mandated Person is clearly described in our Child Safeguarding Policy document. • Changes in legislation, national guidelines, or other relevant policies / information is made available to the Mandated Person. • Training and information is provided
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*It should be noted that harm/risk in this context is the risk of abuse and not general health and safety

Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children* (2017), and Tusla'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 involved in activities within the Society and are available in the Appendices Section of the Society's Child Safeguarding Policy (Section 10).

- a) Procedure for the safe recruitment and selection of workers and volunteers to work with children;
- b) Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm;
- c) Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of an activity provided by the Society;
- d) Procedure for the reporting of child protection or welfare concerns to Tusla;
- e) Procedure for appointing and maintaining a list of the following roles within the Society: Relevant Person, Mandated Person, Designated Liaison Person, and Safeguarding Representative.

Information on these procedures is included in our *Child Safeguarding Policy* (2019) available at <https://quakers-in-ireland.ie/> or on request from quakers@office.ie

Implementation

We recognise that implementation is an on-going process. The Religious Society of Friends is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm.

This Child Safeguarding Statement will be reviewed in 2021, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Confidentiality

Where a concern arises for the protection and welfare of a child information must be shared on a 'need to know' basis only. No undertakings regarding secrecy can be given.

For queries please contact the Relevant Person named below at iymec@quakers.ie

Signed: Sheilagh Reaper-Reynolds

Relevant Person /Clerk of Ireland Yearly Meeting Education Committee

The Religious Society of Friends in Ireland

Child Safeguarding Policy (CSP)

Procedure for the safe recruitment of the IYM Youth Coordinator

The aims of this procedure are:

- To ensure that children are protected and the Society fulfils its duty of care relating to safe recruitment and selection practice.
- To recruit the best possible person to and provide clear guidelines on the recruitment and selection process.

Within the religious Society of Friends children and young people need to be cared for by competent and caring individuals who are trustworthy and motivated to support the spiritual development of both children and adults. The Coordinator needs to be knowledgeable of Quaker principles and be able to share Quaker values with young people and volunteers.

Parents/guardians need to be assured that their child is safe in the company of the Youth Coordinator. The Co-ordinator will in turn make every effort to ensure that children remain safe while in the company of volunteer leaders/helpers.

The Youth Coordinator is recruited under the auspices of IYMC. The post will be advertised. It will have a job description which describes the purpose of the role, responsibilities and expectations, desirable attributes, skills, competencies, and experience. It will also detail the terms and conditions of employment.

The recruitment process includes the following:

- Submission of Application Form/Curriculum Vitae;
- Shortlisting, followed by interview as appropriate;
- Satisfactory identity confirmation;
- Satisfactory reference checks;
- Satisfactory Garda/Police Vetting;
- Issuing of contract of employment;
- Induction;
- Successful completion of probationary period;
- Exit interview when leaving the post.

The Youth Co-ordinator will be assigned a line manager / joint line managers by IYM, and IYM Nominations Committee will also identify a number of Friends who will act as the Youth Co-ordinator Support Group.

As well as reporting to their line manager the Co-ordinator is requested to report to Ireland Yearly Meeting each year on their experience of the role including the activities organised, achievements, challenges and plans for the following year.

The Religious Society of Friends in Ireland

Child Safeguarding Policy (CSP)

Procedure for Appointing Leaders / Volunteers

This procedure comprises part of The Religious Society of Friends in Ireland's implementation of its Child Protection Policy.

The table below shows the vetting and approval processes that are required prior to the appointment of leaders and helpers for different types of activities.

	Access NI/Garda vetting	IYMEC Approved
Sunday School / Junior Meeting	Y	N
Non-Residential Event	Y	Y
Residential Event	Y	Y

The requirement for vetting and approval should not act as a deterrent but should assure leaders and helpers of the importance of the work that they are volunteering to do, and of the confidence and support of Friends.

Appointing Sunday School/Junior Meeting leaders/helpers/teachers:

Sunday School/Junior Meeting leaders/helpers/teachers are appointed by Meetings. All these volunteers must undergo Access NI/Garda vetting. This applies regardless of whether Sunday Schools are held regularly or at irregular intervals. The vetting process is managed by the Youth Coordinator and **this is the only vetting process approved** by the Religious Society of Friends in Ireland.

Meetings need to ensure that all volunteers are made aware of, and have access to, our Child Safeguarding Policy. Volunteers should also be encouraged to undertake a 90 minute basic e-learning module in child protection which is available at <https://childrenfirstuniversal.hseland.ie/>

If an individual or Meeting is uncertain of the vetting status of a Sunday School volunteer they can clarify this through the Youth Co-ordinator. In the event that a person who wishes to become a volunteer is not vetted, they must be advised by the relevant Meeting to apply in accordance with this procedure.

If an individual would like to volunteer for Sunday School only once or twice a year and has not been vetted they can do so providing they always work alongside an approved leader and under no circumstances should they work alone with children.

Appointing leaders and helpers for events/youth clubs/residentials

Apart from adults volunteering to assist with Sunday School, all other leaders, helpers and organisers need to be appointed by Ireland Yearly Meeting Education Committee (IYMEC). This applies equally to non-residential events such as youth clubs, cinema or bowling trips, and residential events such as JYM, Moyallon Camp, gatherings or overseas pilgrimages. The process for seeking appointment is described below.

It is the responsibility of the organiser of any event to ensure that all intended leaders for that event have undertaken the Access NI/Garda vetting process and have been appointed by IYMEC. This can be done by consulting with the Youth Coordinator or IYMEC in advance of the gathering. If a leader has not been both vetted and appointed, they must be advised by the organiser to apply in accordance with this procedure.

Access NI/Garda vetting

All applications for Access NI/Garda vetting must be made through the Youth Coordinator.

A leader who wishes to volunteer with a number of different organisations must be vetted for each one so for example, vetting obtained for Scouting Ireland is not applicable for Quaker activities.

The Youth Coordinator maintains a register of all vetting applications, and advises both the relevant Meeting and IYMEC of all successful applications.

There is currently no time-frame requirement for leaders to resubmit for vetting within the same organisation.

IYMEC leader appointment

The IYMEC leader appointment process is as follows

1. The individual completes the IYMEC Leader Application Form (Appendix 10.20), including the names of two referees, and submits as indicated on the form.
2. An IYMEC Leader Reference Form (Appendix 10.21) is sent to the two named referees who complete and return the form to IYMEC.
3. The Application and Reference Forms are brought to the next IYMEC meeting for consideration and decisions are recorded in the minutes of the Meeting.
4. The name of the approved leader is entered on the Leader Register along with their date of approval.
5. The applicant is notified of the decision of IYMEC. Successful applicants are made aware of how to access our Child Safeguarding Policy, and are requested to undertake basic child protection training and other training as organised by the Youth Coordinator.
6. The decision of IYMEC is notified to the Youth Coordinator who then commences the vetting process.
7. The Youth Coordinator notifies IYMEC of the outcome of the vetting process.
8. The outcome of the vetting process is entered on the Leader Register along with the date of vetting.
9. Although the vetting process does not need to be repeated IYMEC leader approval needs to be sought every four years. IYMEC will contact leaders after three and a half years to offer them the opportunity to re-apply for approval.

The Leader Application and Reference forms are kept for the period of appointment i.e. four years, after which they are destroyed. However, basic details such as the date of initial approval and vetting will be retained on the IYMEC Leader Register which is kept indefinitely.

Corresponding with IYMEC

All correspondence with IYMEC regarding including checking the status of leader approval and the provision of forms, may be done using the following e-mail address: iymec@quakers.ie

The Religious Society of Friends in Ireland Child Safeguarding Policy (CSP)

Procedure for appointing required child safeguarding roles and maintaining a register of the names of appointed Friends

The following are the procedures for appointing each of these roles within the Society:

Role	Nominated by	Appointed by	Term	Comment
Relevant Person	Ireland Yearly Meeting Nominations Committee	Ireland Yearly Meeting Committee	3 yrs	Usually undertaken by the Clerk of Ireland Yearly Meeting Education Committee
Named Person	Ireland Yearly Meeting Nominations Committee	Ireland Yearly Meeting Committee	3 yrs	Usually undertaken by the Clerk of Ireland Yearly Meeting Education Committee
Mandated Person	This role is contained within the job description of the Youth Coordinator who is an employee of Ireland Yearly Meeting		Duration of employment	Undertaken by the Youth Coordinator
Designated Liaison Person	This role is contained within the job description of the Youth Coordinator who is an employee of Ireland Yearly Meeting		Duration of employment	The appointment of a deputy is recommended.
Deputy Designated Liaison Person	Ireland Yearly Meeting Nominations Committee	Ireland Yearly Meeting Committee	3 yrs	Usually undertaken by the Clerk of Ireland Yearly Meeting Education Committee
Safeguarding Representatives	Each Meeting* Nominations Committee	Each Meeting	3yrs	The appointment of two Representatives is recommended.

*Each Meeting, Preparative Meeting, Recognised Meeting, Allowed Meeting, Worship Group.

The Clerks of the appointing Meetings are requested to submit the names of newly appointed Friends along with the duration of appointment to the Clerk of Ireland Yearly Meeting Education Committee at iymec@quakers.ie

The list of the names of the Friends undertaking these roles will be held by Ireland Yearly Meeting Education Committee.

The Religious Society of Friends in Ireland Child Safeguarding Policy (CSP)

Procedure for responding to and reporting a child safeguarding concern

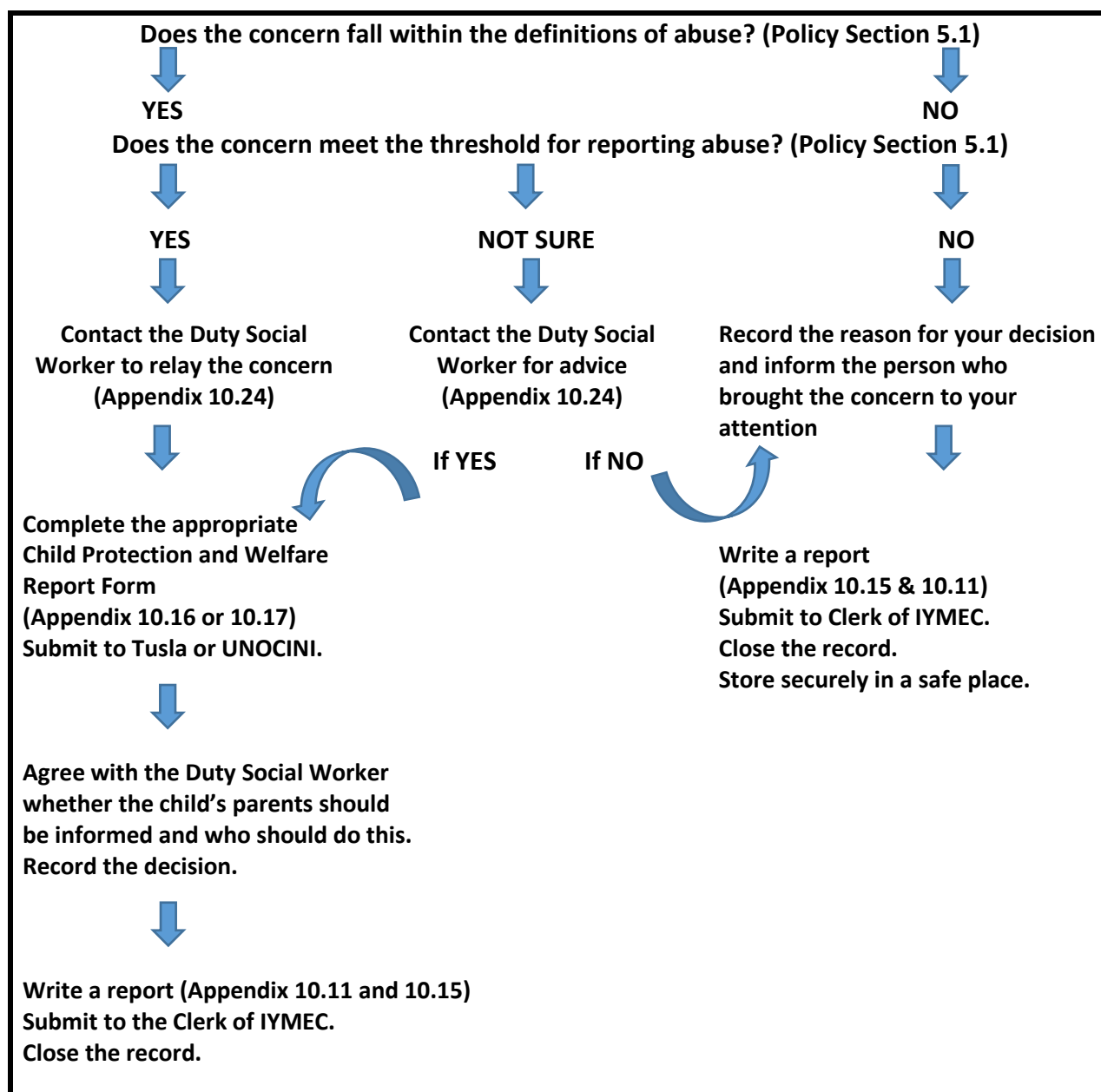
A child safeguarding concern is brought to your attention



Make a record of the concern (Appendix 10.15)



Contact the Designated Liaison Person (DLP) or Deputy DLP (Appendix 10.24)
Discuss the concern and share any notes you have made. The DLP will continue the process.



The Religious Society of Friends in Ireland

Child Safeguarding Policy (CSP)

Procedures for responding to allegations of abuse made against workers/volunteers

An allegation of abuse may relate to a person who has:

- Behaved in a way that has or may have harmed a child/young person;
- Behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person;
- Possibly committed a criminal offence in relation to a child/young person;
- Behaved in a way that is contrary to our Code of Good Practice for Workers and Volunteers.

If an allegation is made against a worker/volunteer the Society is committed to ensuring that everyone involved is dealt with appropriately and in accordance with our Guiding Principles, Child Safeguarding Policy, the rules of natural justice and any relevant employment law. As an organisation we have a dual responsibility to both the child/young person and the worker/volunteer and although there are **two specific procedures** to be followed one may have an impact on the other.

Procedure 1

- The child safeguarding reporting procedure to Tusla/HSC as described in **Appendix 10.6 should be followed**. This is the responsibility of the DLP or deputy DLP as appropriate.
- The Society must ensure that no child or young person is exposed to unnecessary risk.


Procedure 2

- The Society's internal procedure for dealing with the worker/volunteer is the responsibility of the line manager/appropriate committee.
- When an allegation is made against a worker/volunteer a quick resolution should be sought.
- The worker/volunteer must be given the opportunity to respond to the allegation.
- 'Protective measures' if applied will not be considered as an indication of guilt or wrong doing.
- Care must be taken by the line manager/committee to ensure that any actions or investigations do not prejudice or compromise the statutory investigation or assessment.

Parents/guardians should be informed of any action planned while having regard to the confidentiality rights of others, such as the person against whom the allegation has been made.

Dealing with a concern about another worker/volunteer

It is important that if a worker or volunteer has a concern about the behaviour of another worker/volunteer that they take action straight away.

- If the concern relates to poor practice it should be discussed with the Youth Co-ordinator in the first instance. If the concern is about the Youth Co-ordinator it should be brought to the attention of his/her line manager.
- If the concern involves suspected or witnessed child abuse, this should be reported without delay to the DLP, or to the deputy DLP if the concern is about the Youth Co-ordinator, following the reporting procedure described in Appendix 10.6. 

The Religious Society of Friends in Ireland

Child Safeguarding Policy

Anti-Bullying Policy

Quakers believe that there is that of God in every human being, and therefore as Friends we need to be actively involved in making sure that bullying is not tolerated in any form within the Religious Society of Friends. We are all responsible for ensuring that we treat each person with dignity and respect; however, it is the responsibility of the adults in our Society to ensure that our children and young people are reminded of the value of each person and the damage bullying can cause.

Purpose of this Policy

The main purpose of this policy is to prevent bullying happening within the Society. It will do this through improving people's awareness of what bullying is and the consequences of bullying; clarifying that we have a 'zero tolerance' approach to bullying within the Society; and dealing effectively with bullying should it occur.

Definition of Bullying:

'Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating...'

Bullying can be overt or subtle. It can have a lasting impact on a child, and for some individuals the damage can last a lifetime. Bullying affects children and young people in different ways and can be the cause of physical injury, significant mental distress and social isolation. Many instances of bullying go undetected and may not become known to parents and friends until there is a very serious adverse outcome.

Examples of bullying can include:

- being hit, kicked, pushed, punched, pinched, spat at etc;
- name-calling, teasing, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule and humiliation;
- sectarian/racist/homophobic taunts, name calling, graffiti, gestures;
- sexual comments, innuendo, and/or suggestions;
- intimidation;
- coercing the person to engage in behaviour or carry out acts that they do not want to do willingly;
- unwanted physical contact and threats of physical violence;
- deliberately destroying the person's property;
- continually excluding or giving the 'silent treatment';
- abusive contact including text messages, phone calls, emails, chatroom messages, posting photographs to social media platforms.

Key features of bullying are:

- An intention to be hurtful, and the intention is carried out;
- The bully overwhelms the child with his or her power and the behaviour harms the child;
- The behaviour repeats itself again and again;
- The bully derives a sense of satisfaction from hurting the child.

Addressing bullying

One of the most effective approaches to dealing with bullying in an organisation is to prevent it from happening in the first place. The leaders in our Sunday Schools/Junior Meetings, Youth Clubs, events and residential gatherings are encouraged to raise bullying with the children they work with in a systematic way and to include the issue as part of their programme. This may take the form of invited speakers, scenario group work, posters, making a video or any other form of activities.

It is often the case that apart from those directly involved, other children can witness or know about what is happening. Sometimes a young person may feel afraid to directly challenge the perpetrator for fear of becoming a target themselves. Within Friends we should aim to create an environment or ethos of a 'telling organisation' which means everyone is aware that if they witness an incident of bullying then they have a responsibility to report it. If children are aware that this is the position within Friends, they will feel more supported to come forward to someone they trust – it can also act as a deterrent as it is made clear that bullying will not be tolerated within the Society.

Responding to bullying

- Young Friends need to be reassured that they will be taken seriously and that there are no circumstances within the Society where bullying is justifiable or acceptable;
- Once they have confided in an adult, the child who has been bullied will be reassured that the issue will be addressed and they will be offered support to tell their parents and a leader if they have not already done so;
- The leaders will provide ongoing support the child who has been bullied, being particularly aware of them during activities and checking in with them regularly;
- If a leader is in anyway concerned about something they have witnessed or heard it needs to be addressed. He/she should speak with other leaders and/or the Youth Coordinator and agree how to address the matter with everyone who has been involved including the child who has been bullied, the perpetrator and any witnesses;
- If another child or young person witnesses bullying and reports this, they will be reassured that they have done the right thing. Leaders will then investigate the matter.
- If appropriate, a leader/s will facilitate a meeting between the relevant parents or guardians and an approach to responding to the matter will be agreed.
- As part of dealing with the reported bullying a leader/s will meet with the person responsible for the bullying to discuss their behaviour and to help them understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour.
- Exclusion of the young person who has engaged in bullying behaviour is to be avoided if at all possible as alienating him/her may actually escalate the behaviour in another setting. Leaders will keep her/him under close supervision, and will check in regularly;
- All incidents of bullying will be reported to the convenor of the committee responsible for the activity/event and/or to the Youth Coordinator. An Incident Report Form will be completed (Appendix 10.18) copied to the Clerk of Ireland Yearly Meeting Education Committee and stored safely locally.
- A young person and/or parent has a right to access anything held on record about them.

References / sources of information:

<https://www.ncb.org.uk/northern-ireland/evidence-and-impact/northern-ireland-anti-bullying-forum> (NI)

Children First: National Guidance for the Protection and Welfare of Children (ROI)

The Religious Society of Friends in Ireland Child Safeguarding Policy (CSP)

Provision of and access to child safeguarding information and training

The Religious Society of Friends is committed to supporting employees of the Society and those who volunteer to work with and/or support children and young people. This includes supporting a range of adults described below.

Adults who volunteer to work regularly with children and those responsible for organising/leading activities and events should be encouraged to access a 90 minute e-learning introduction to child safeguarding. It is recommended that this training is completed and, although not absolutely necessary it can be beneficial if this module is completed together in a group

<https://childrenfirstuniversal.hseland.ie/>

Preparative Meetings Members, Attenders, Committees

Preparative Meetings need to ensure that

- Child Safeguarding Representatives are appointed;
- the Society's Child Safeguarding Policy is accessible in hard copy and also on line;
- the *Declaration of Guiding Principles for Safeguarding Children, Safeguarding Statement* and the *Preparative Meeting Child Safeguarding Contact List* is visibly displayed in the Meeting House.
- Junior Meeting/Sunday School Committees are fully informed and aware of the Society's Child Safeguarding Policy
- child safeguarding and protection is regularly discussed at PM and Congregation/M&O/Elder and Overseer meetings and that everyone, including parents, is informed and kept up to date on current policies or any changes in the way we work with children.

IYM Youth Co-ordinator, Mandated Person and Designated Liaison Persons

Ireland Yearly Meeting will ensure that

- a proper induction programme for these roles is provided;
- a hard copy of Society's Child Safeguarding Policy is provided to the individuals in these roles;
- those appointed to these roles will be supported to identify their specific training needs and to access online/face-to-face training;
- training specifically on the statutory responsibilities of Mandated Persons under the Act is made available to them (ROI);
- the nominated Designated Liaison /Deputy will receive adequate child protection and welfare information and training to enable them to undertake this role;
- a Youth Co-ordinator Line Manager and Support Group are appointed and that a structured management and support process is put in place.

Youth Club Leaders, JYM Organisers, Helpers, Event organisers/leaders etc.

Ireland Yearly Meeting Education Committee will work with the IYM Youth Co-ordinator to ensure

- induction is provided;
- those volunteering to undertake these roles will be supported to access a hard copy of Society's Child Safeguarding Policy;
- those appointed will be supported to identify their specific training needs and to access online/face-to-face training;
- on-going advice and support provided by the IYM Youth Coordinator.

The Religious Society of Friends in Ireland Child Safeguarding Policy (CSP)

Code of Good Practice for Leaders / Volunteers

The purpose of this Code is to provide guidance which will help leaders, volunteers, Sunday School / Junior Meeting teachers ensure their behaviour is appropriate at all times.

As Friends we are encouraged to become familiar with the Quaker Testimonies, Queries for Serious Consideration and General Christian Counsel; those who volunteer as leaders will find these texts particularly helpful sources of guidance and advice. Children and parents expect leaders to demonstrate behaviours and actions that reflect the values of our Society. It is also expected that Quaker events and gatherings are managed so as to encourage and support young Friends to grow both as individuals and as members of a community.

Children and young people appreciate leaders who are relaxed and open; however, it should be remembered that the behaviours and actions of adults are noted and absorbed by children, and therefore a common and consistent approach by all leaders helps young people to identify and replicate good behaviour.

The following positive behaviours and actions are encouraged:

- Being aware of and working within current policies, procedures and guidelines, being particularly mindful of the Society's Child Safeguarding Policy;
- Treating everyone with dignity and respect, just as you would like to be treated;
- Focusing on the strengths, gifts and skills of children and leaders, rather than their weaknesses or challenges;
- Listening to and speaking with everyone in a way that is respectful and appropriate;
- Ensuring each child feels included, taking particular care to ensure that newer and/or quieter children are encouraged to participate in activities as fully as they wish to;
- Ensuring that unaccompanied or unobserved activities with individual children are avoided if at all possible. If a young person asks to speak with you in private, ensure the room door is left open and that another leader has been informed.
- Recognising that as a leader you are not a peer of young Friends and that relationships and communication need to be always appropriate;
- Being aware at all times of any physical contact with a child, ensuring it is fully appropriate – this includes horseplay as well as gestures of comfort or reassurance.
- Not being afraid to address inappropriate attitudes, behaviour, or language in other leaders or in children, but doing so in a way that does not alienate or demean. This includes reporting any concerns to the Youth Co-ordinator/ Deputy DLP without delay.
- Recognising when you need to 'take time out' and doing so safely;
- Ensuring a shared code of behaviour for all participants is developed during events;
- Ensuring that digital communication, photography/video recording during and after organised events is in keeping with our guidance document (Appendix 10.13)
- Only sharing personal / sensitive information about others when it is absolutely necessary;
- Being honest, truthful, trustworthy and accountable for your actions;
- Only making commitments you know you can fulfil, and following through on them;
- Knowing when to ask for more information, advice or training;
- Trying to do your best, and recognising that everyone else's best is different.

The Religious Society of Friends in Ireland
Child Safeguarding Policy (CSP)

**Protocol for Designated Liaison Persons (DLP) and / or the
Mandated Person on Recording Concerns and Actions Taken**

Please also refer to Appendices 10.6 and 10.15

Action Required	Date Completed
All records created should be regarded as highly confidential and stored in a secure location in accordance with the Religious Society of Friends GDPR (data protection) guidelines available through the Quaker office.	
When a concern is raised the DLP/Mandated Person should make a written or electronic record which needs to be kept in a secure location. The name of the child concerned should not be included on the cover of a paper file or in the name of an electronic file – a code or serial number should be used instead.	
In all cases where the DLP/Mandated Person has sought the advice of Tusla/HSC Trust he/she is required to retain a record of the consultation which notes the date, the name of the official and the advice given.	
The DLP/Mandated Person is required to retain a copy of every report submitted by him or her to Tusla / HSC Trust and shall keep a record of any further actions taken by the DLP/Mandated Person and of any further communications with any state agencies in relation to that report.	
If the DLP/Mandated Person decides that the concern made known to him / her should not be reported to Tusla/ HSC Trust , the person who brought the concern should be provided with a clear statement, in writing, as to the reasons why action is not being taken. A copy of this statement shall be retained by the DLP/ Mandated Person. Where the concerned person decides to make a report to Tusla/ HSC Trust , he or she must provide the DLP with a copy of that report.	
A Child Protection Oversight Report must be provided to the Clerk of IYMEC without undue delay. The minutes of IYMEC shall record child protection matters by reference to the unique code or serial number assigned to the case/parties concerned.	
Where the DLP/ Mandated Person informs a parent/carers that a report concerning his or her child is being made, a record shall be made of the information communicated by the DLP/ Mandated Person to the parent/carers. A record of the notification needs to be retained which includes the date, who has been informed, the information they have been provided with, their response and any further actions taken.	
Should the DLP/ Mandated Person decide not to inform a parent/carers this should be recorded together with the reasons for not doing so.	

The Religious Society of Friends in Ireland

Child Safeguarding Policy (CSP)

Guidance on Organising Activities, Events, Trips, and Residentials

All events and trips must be organised by the Youth Coordinator or under the auspices of either a Meeting (eg. Preparative Meeting, Monthly Meeting, Yearly Meeting) and/or organising committee (eg. Junior Yearly Meeting Organising Committee).

Leadership Arrangements

The procedure for appointing Leaders and Helpers (Appendix 10.20) must be followed for all adults who volunteer for residential and non-residential events. Only those adults who have been appointed by IYMEC and have been Access NI/Garda vetted can work with children and young people at such events.

All residential programmes no matter how short must have at least one leader, appointed by the organising committee, who will ensure our Child Safeguarding Policy is adhered to and these particular guidelines are implemented.

The organisers of events and trips must ensure that there are enough adult Leaders to ensure safety and fun for participants.

- The NSPCC recommend the following:
 - 4 - 8 years - one adult to six children
 - 9 - 12 years - one adult to eight children
 - 13 - 18 years - one adult to ten childrenWith a minimum of two leaders present
- For residential trips (involving overnight stays) the ratio should be one leader for every five to eight young people depending on ages and experience of young people and Leaders. There should be a minimum of two adult leaders or staff.
- In a mixed group there should be sufficient male and female adult leaders and/or staff to reflect the ratio of male and female participants.
- All leaders on residential programmes must be aware of and adhere to these guidelines. They must be given a copy of this document as part of their preparation

Insurance

Any event or activity organised under the auspices of Ireland Yearly Meeting or any of its committees is covered by the Yearly Meeting insurance policy. However, **it is required to notify the Yearly Meeting Office of any event in advance**, particularly mentioning the intention to participate in any of the following activities:

- Water sports
- Horse riding
- Mountain activities
- Any other potentially dangerous activities.

If in doubt about whether to include an activity it is best to notify it. Failure to do so could mean lack of insurance cover. All specialist sports e.g rock climbing, canoeing etc. must have qualified leaders.

Parental Consent

Parents/guardians consent is essential when taking children or young people away. A Parental Consent Form (Appendix 10.22), signed by a parent or guardian, must be received by the organisers prior to the event.

Ensure that parents are aware of:

- The programme/activities to be undertaken
- The names of leaders/helpers accompanying the group
- The centre's telephone number and address
- Useful mobile phone numbers, including how to contact one of the Quaker leaders
- The expected behaviour of the young people and the possible consequences
- What clothing, footwear and pocket money to bring

This awareness can be created by providing an information leaflet on the event / trip with the Parental Consent Form; it can also be helpful to have a pre-event/trip briefing/meeting with parents for longer residential events or overseas trips.

Record of those attending

Those organising the event must ensure that a the completion of a record of attendance is completed and returned as appropriate – Please see Appendix 10.23

Code of Good Practice for Leaders including addressing bad behaviour

The Child Safeguarding Policy contains a Code of Good Practice for Workers and Leaders (Appendix 10.10) which provides advice on positive behaviours. The Policy also contains guidance on the use of social media (Appendix 10.13).

There are occasions when it is necessary to challenge unsuitable behaviour from an individual or a group. It is really important that this is done in a way that reflects Quaker values i.e. is respectful and does not alienate those involved.

Emergency Planning

It is hoped that well-planned events will minimise the potential for an emergency to arise; however, something may happen that is beyond the control of the organisers/leaders and having an emergency plan in place is essential. At the planning stage it is useful to spend time identifying 'what if' scenarios and what measures can be put in place to minimise an adverse outcome. This is particularly needed on trips abroad when familiarity is limited.

It is very important that all leaders are provided with an information pack that comprises an emergency contact list which includes the contact details for the parents of each child; local emergency numbers (e.g. police, ambulance etc.); breakdown assist if driving; medical emergency information for individual members of the group; local doctor / hospital; emergency bank contact details; local Quakers who may be able to assist; consular contact information etc.

In terms of equipment the following should be included:

- A charged mobile phone for each group with numbers / email addresses included in contacts
- First Aid Kit
- Torches

It may not be possible for each event / trip to include a trained First Aider but it is desirable that at least one leader has a basic knowledge of First Aid if possible.

Transport

The organisers of events and trips must ensure that volunteer drivers of cars or minibuses

- Have adequate and valid insurance cover;
- Are fully qualified;
- Are made aware of their responsibility for their passengers.

Leaders who volunteer to drive cars or minibuses must:

- Ensure their vehicle has a valid MOT/NCT/PSV certificate (if applicable) and is roadworthy;
- Observe speed limits;
- Ensure every passenger has a seat belt which is worn at all times;
- Never carry passengers for reward;

If hiring or using a minibus it is essential to ensure that the driver is appropriately qualified and that the vehicle is both insured and roadworthy. The leader(s) should ensure that all drivers follow the legal requirements in each jurisdiction on the number of children per seat and the use of seatbelts. The driver will be held accountable in law.

Leaders and Helpers should avoid transporting a child or young person on their own but should always try to ensure that another leader or young person is present. In the event a child or young person has to be transported single-handed, the leader should ensure that the parents are aware of this and preferably the child is in the back seat.

Buildings

Leaders have a responsibility to ensure the suitability of the building/centre being used and that it meets safety requirements and to undertake a risk assessment of the property which should include the following:

Residential Centres (including school buildings)

- The building must have adequate insurance for the group and for the planned activities.
- The centre should inform the leaders of its rules and the leaders should ensure the rules are kept by the young people.
- Separate sleeping accommodation should be provided for males and females. At least two leaders should be assigned to large dormitories.
- Access to First Aid/GP/A&E hospital should be readily available in an emergency.
- All buildings should meet the statutory requirements for fire, health and safety and be issued with the appropriate certification.
- If you are unsure seek guidance from the local Social Services/Health Services.
- The fire exits should be clearly marked and ensure they are 'unblocked'. Know where fire extinguishers are located.
- Where regular programmed activities are held an occasional fire drill is carried out.

Use of Meeting Houses

- Clear instructions should be given to all leaders and young people at the initial briefing.
- Only the ground floor should be considered suitable for sleeping accommodation unless the upper floor has two exits from the sleeping area to the exterior of the building.
- On arrival leaders should check the position of all fire extinguishers, smoke alarms, fire blankets and exits, ensuring all are accessible and are not blocked.
- There should be appropriate male/female segregation and supervision
- Doors should be checked for ease of opening and be properly marked.
- Portable heating appliances should be turned off during sleeping hours

- Electronic devices should not be left charging overnight or in unattended rooms.
- A fire check sweep of the building should be assigned to a leader for each night of the stay.

Ground Rules / Code of Behaviour

The drawing up of a set of ground rules or code of behaviour by the participants often works well as an 'ice-breaker' and creates more 'buy-in' at the start of the activity. It can be displayed on a wall for the remainder of the activity and referred to if necessary. Examples of issues that can be discussed for inclusion include:

- Access to and use of mobile phones;
- Talking over each other;
- Respecting each other's opinions;
- Encouraging and being mindful of others;
- Respecting instructions from leaders and helpers;

Games and Activities

- Ensure supervised/controlled access to any building providing activities for children.
- There should be adequate supervision in any activity or game.
- Activities involving special equipment or potential risk should be supervised by trained staff.
- Ensure there is a first aid box and a telephone is available for emergencies.
- Guard against overly physical behaviour which could cause physical injury.

Taking of Photographs/Video Recordings

Groups will often wish to have a visual record of their activities. When doing this, leaders should apply the principles of dignity and respect.

Full guidance on the use of digital media and e-based communication is available in (Appendix 10.13)

Remember that parental consent must be sought if photographs etc. are to be used for publicity or public use of any kind. This is carried out through the Application and Parental Consent Form (Appendix 10.22). The organisers must make all leaders aware of any instances where consent is withheld.

Administration of medicine

It is essential that complete information is given by parents to leaders in respect of any medical treatment or medicine being taken by a child. Leaders must ensure that:

- Full details of the name, dose and timings of all medication are provided on the Consent Form and this is cross-referenced to the label and child's name on the medicine.
- Ensure all medicine is stored in a safe secure place that is accessible to all leaders.
- Always check that the right child is receiving the right medicine (double check the labels). It is helpful if two leaders do the check.
- If a child refuses to take the medication this should be documented. If this refusal is a concern, leaders should contact the parents.
- Some young people self-medicate. Ensure the parent signs the form agreeing to this.

Reporting of Accidents / Incidents

All accidents, whether resulting in injury or not, should be reported on the Accident or Incident Report Form (Appendix 10.18) and sent to Quaker House Dublin office@quakers.ie and the Clerk of Ireland Yearly Meeting Education Committee at iymec@quakers.ie

Instances of serious disruptive behaviour should be documented by leaders. Such incidents should be recorded on the Accident or Incident Report Form (Appendix 10.18) and sent to the Clerk of Ireland Yearly Meeting Education Committee at iymec@quakers.ie

The Religious Society of Friends in Ireland
Child Safeguarding Policy (CSP)

**List of sexual abuse offences as listed in
Schedule 3 of the Children First Act 2015**

1. Rape.
2. Rape under section 4 of the Criminal Law (Rape) (Amendment) Act 1990.
3. Sexual assault.
4. Aggravated sexual assault within the meaning of section 3 of the Criminal Law (Rape) (Amendment) Act 1990.
5. An offence under section 1 of the Punishment of Incest Act 1908 (incest by males).
6. An offence under section 2 of the Punishment of Incest Act 1908 (incest by females of or over 17 years of age).
7. An offence under section 6(1) of the Criminal Law (Sexual Offences) Act 1993 (soliciting or importuning for purposes of commission of sexual offence).
8. An offence under section 2 of the Criminal Law (Sexual Offences) Act 2006 (defilement of child under 15 years of age).
9. An offence under section 3 of the Criminal Law (Sexual Offences) Act 2006 (defilement of child under 17 years).
- 9A. An offence under section 3A of the Criminal Law (Sexual Offences) Act 2006 (offence by person in authority).
10. An offence under either of the following provisions of the Child Trafficking and Pornography Act 1998: (a) section 3 (child trafficking and taking, etc., child for sexual exploitation); (b) section 4 (allowing child to be used for child pornography); (c) section 4A (organising etc. child prostitution or production of child pornography); (d) section 5A (participation of child in pornographic performance).
11. An offence under section 5 of the Criminal Law (Human Trafficking) Act 2008 in so far as it relates to a child who has been trafficked for the purpose of his or her exploitation (soliciting or importuning for purposes of prostitution of trafficked person).
12. An offence under section 176 of the Criminal Justice Act 2006 (reckless endangerment of children).
13. An offence under section 249 of the Children Act 2001 (causing or encouraging sexual offence upon a child).
14. An offence under any of the following provisions of the Criminal Law (Sexual Offences) Act 2017:
 - (a) section 4 (invitation etc. to sexual touching);
 - (b) section 5 (sexual activity in the presence of child);
 - (c) section 6 (causing child to watch sexual activity);
 - (d) section 8 (use of information and communication technology to facilitate sexual exploitation of child).

The Religious Society of Friends in Ireland

Child Safeguarding Policy (CSP)

Guidance on making an initial record about a child safeguarding concern

Please note this guidance is to be used to record any initial concern brought to your attention and will help you in discussing the concern with the Designated Liaison Person Mandated Person or statutory agencies.

Official Tusla (ROI) and UNOCINI (NI) reporting forms and guidance are available in Appendices 10.16 or 10.17.

If a child or another adult tells you about a child safeguarding concern it is essential that you listen carefully to what he/she is telling you. You should try to make a record of the conversation as soon as possible but this is best done afterwards rather than during the conversation. It is important that records contain facts rather than opinions – TED is a useful acronym to keep in mind i.e. encourage the person to Tell, Explain and Describe what happened.

You are strongly advised to **contact the Designated Person** without delay. If she/he is not available, then contact the Deputy Liaison Person. The contacts for both should be on display in your Meeting House and are also available through the office in Quaker House

Ph: 01 4998003 or from NI 00353 (1) 4998003

The things you might include in a record are as follows:

Checklist	✓
Date of the conversation	
Name of the child or adult who made the concern known to you	
Name of the child concerned	
Name of the person against whom the allegation of abuse has been made	
Date/s or period of the abuse	
The nature of the alleged abuse – this should be a factual account of what happened and the location/s where it took place (include the actual words spoken by the child where possible)	
Any other factual details / information provided e.g. the names of any other child adult involved, the name of any witnesses	
If the person who has told you about the concern is not known to you it is advisable to make sure you have their contact details	
Any actions you have taken including: informing the Mandated Person /Tusla/Gardai/PSNI; sending an overview report to the Clerk of IYM Education Committee. Any responses you received	
Are you satisfied that that the concern has been dealt with appropriately as per our Procedure for responding to and reporting child safeguarding concerns (Appendix 10.6)	
Are you satisfied that your records have been stored safely in a secure place and only you have access to them	



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.

Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*

2. Date of Report*

3. Details of Child

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address*		Date of Birth*	
		Estimated Age*	
		School Name	
		School Address	
Eircode			

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see '*Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns*' for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

Child Welfare Concern	<input type="checkbox"/>		
Emotional Abuse	<input type="checkbox"/>	Physical Abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual Abuse	<input type="checkbox"/>

6. Details of Reporter

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



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Leanaí agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Mandated Person's Type				

7. Details of Other Persons Where a Joint Report is Being Made

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

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

8. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to Tusla?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			



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Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Is the Father a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other

11. Details of Person(s) Allegedly Causing Harm

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

First Name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of Birth	
		Estimated Age	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	
Occupation		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

13. Any Other Relevant Information, Including any Previous Contact with the Child or Family

Please ensure you have indicated if this is a mandated report in section 6.

Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

14. For Completion by Tusla Authorised Person on Receipt of Report

Report Received by					
First Name		Surname		Date	

Mandated Report Acknowledgement by



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

First Name		Surname		Date Sent	
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Authorised Person Signature*	
Date*	

Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated Case No				

Child Protection and Welfare Report Form (CPWRF) – Guidance Notes – November 2017:

Tusla – Child and Family Agency has a statutory responsibility under the Child Care Act 1991 and the Child and Family Agency Act 2013 to promote the protection and welfare of children. Tusla therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

Reports should generally be made using the electronic Child Protection and Welfare Report Form, which is available at <http://www.tusla.ie/children-first/publications-and-forms/>

This report form is for use by:

- Any professional, individual or group involved in services to children, including Tusla personnel, who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.
- Professionals and individuals involved in the provision of child protection and welfare related services in the community who have service contracts with Tusla.
- Mandated persons under the Children First Act 2015, as specified in Schedule 2 of the Act.
- Designated Liaison Persons in any organisation.
- Any member of the public who has a child protection or welfare concern which they believe should be reported to Tusla.

Please fill in as much information and detail as is known to you. This will assist Tusla and the Social Work Department in screening the report, assessing the level of risk to the child or the support services required, and when necessary in assigning a priority status to the case. If the information requested is not known to you, please indicate this by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

In section 6 of the form, you must indicate whether the report is a mandated report and, if so, your category of profession under "Mandated Person's Type".

Tusla aims to work in partnership with parents and others. If you are making this report in confidence, you should note that Tusla cannot guarantee absolute confidentiality for the following reasons:

- A Court could order the information be disclosed.
- Under the Freedom of Information Acts 1997 and 2003, the Freedom of Information Commissioner may order that information be disclosed.
- Any individual against whom allegations of abuse are made has a right to fair procedures; however at times this right may need to be secondary to the protection of children at risk. The right of fair procedure applies equally to adults, adolescents and children who have allegations made against them.

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

Consideration must also be given to responsibilities under the Criminal Justice (Withholding of Information on Offences against Children and

Vulnerable Persons) Act 2012, which are in addition to any reporting requirements under the Children First Act 2015 or Children First: National Guidance.

If you are unsure if you should report your concerns, please telephone the Tusla duty social worker and discuss your concerns with them (see <http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/> for local contact details).

A MSWord version of the Child Protection and Welfare Report Form may be accessed <http://www.tusla.ie/children-first/publications-and-forms/>

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.

Fields marked with an * are mandatory.

1. Tusla Area (this is where the person subject to allegations of abuse resides (PSAA))*	
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2. Date of report*	
---------------------------	--

3. Date information was received by reporter*	
--	--

4. Reporter details if third party*

First name		Surname	
Address If reporting in a professional capacity, please use your professional address		Organisation	
		Position held	
		Mobile no.	
		Telephone no.	
Eircode		Email address	

Reporter's relationship to adult complainant	
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Is this a mandated report made under Sec 14, Children First Act 2015?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

Mandated person's type	
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5. Details of other persons where a joint report is being made

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

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

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

6. Details of person disclosing abuse (adult complainant)*

First name		Surname			
Address		Female	<input type="checkbox"/>	Male	<input type="checkbox"/>
		Date of birth			
		Estimated age			
		Previous address, if known			
Telephone No.					
Eircode					

7. Type of abuse being reported*

Emotional abuse	<input type="checkbox"/>	Physical abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Sexual abuse	<input type="checkbox"/>

8. Details and description of alleged abuse*

Date of alleged abuse		Period of alleged abuse	
Location of alleged abuse		Reason for report at this time	

Further detail (include, if known, age of adult complainant at time of abuse, age of PSAA at time of abuse). Please attach additional sheets if necessary.

9. Details of person subject to allegations of abuse (PSAA)

First name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of birth	
		Estimated age	
		Mobile no.	
		Telephone no.	
Eircode		Email address	
Occupation			

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

10. Details of PSAA's social and employment status

--

11. PSAA household composition

First name	Surname	Relationship	Date of birth	Estimated age	Additional information, e.g. school, occupation, etc.

12. Does the PSAA have contact with children?*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, please complete information below. If No, proceed to 11.

Details of child			
First name		Surname	
Address		Mobile no.	
		Telephone no.	
		Email address	
		Date of birth	
Eircode		Age	
Parent/carers' names		Parent/carers' names	
Relationship to adult complainant		Relationship to PSAA	
Frequency of contact, if known			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Unknown		<input type="checkbox"/>	

Please attach additional sheets for additional children, if necessary.

13. Based on information known at this time, is the PSAA known to the Tusla Social Work Department?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes, please provide detail:

--

14. Based on information known at this time, is the adult complainant known to the Tusla Social Work Department?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, please provide detail:

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Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

15. Based on information known at this time, has a report been made to An Garda Síochána?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Garda name:		Telephone no.			
Garda district:		Email:			
Address:		PULSE ID number:			
		Date notification made:			
Eircode		Date report made			

16. Is the PSAA aware of this report?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide further details:				

17. Any additional information	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide any further information that will assist Tusla in assessing and prioritising this report:				

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

Please ensure you have indicated if this is a mandated report in section 2.

Thank you for completing the report form.

18. For completion by Tusla authorised person on receipt of report

Report received by					
First name		Surname		Date	
Mandated report acknowledgement by					
First name		Surname		Date sent	



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Retrospective Abuse Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Authorised person signature*	
Date*	

Child previously known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated case no				

Retrospective Abuse Report Form (RARE) – Guidance Notes – November 2017:

The term retrospective abuse refers to abuse that an adult experienced that took place during their childhood. In terms of retrospective abuse, a report needs to be made to Tusla where there may be a current or potential risk to children from the person against whom there is an allegation.

Retrospective abuse is also known as historic(al) abuse.

This report form is for use by:

- An adult who is disclosing childhood abuse
- Any professional, individual or group involved in services dealing with adults who are attending counselling, psychotherapy, and or any type of emotional wellbeing or support services.
- Any professional, individual or group involved in adult health or mental health or other relevant services
- Any professional, individual, service involved with caring for children and young people in the community
- Professionals and individuals involved in the provision of child protection and welfare related services in the community who have service contracts with Tusla.
- Mandated persons under the Children First Act 2015, as specified in Schedule 2 of the Act.
- Designated Liaison Persons in any organisation.

Section 4 of this Form allows for people/professionals (known as Third Party) to make a report on behalf of another person (so called 'adult complainant'). In this section, you must indicate whether the report is a mandated report and, if so, your category of profession under "Mandated Person's Type".

Please fill in as much information and detail as is known to you. This will assist Tusla and the Social Work Department in screening the report, assessing the level of risk and when necessary in assigning a priority status to the case. If the information requested is not known to you, please indicate this by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

Tusla aims to work in partnership with adult complainants, persons subject to abuse allegations, parents and others. If you are making this report in confidence, you should note that Tusla cannot guarantee absolute confidentiality for the following reasons:

- A Court could order the information be disclosed.
- Under the Freedom of Information Acts 1997 and 2003, the Information Commissioner may order that information be disclosed.
- Any individual against whom allegations of abuse are made has a right to fair procedures; however at times this right may need to be secondary to the protection of children at risk. The right to fair procedure applies equally to adults, adolescents and children who have allegations made against them.

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



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Consideration must also be given to responsibilities under the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012, which are in addition to any reporting requirements under the Children First Act 2015 or Children First: National Guidance.

If you are unsure if you should report your concerns, please telephone the Tusla duty social worker and discuss your concerns with them (see <http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/> for local contact details).

An MSWord version of the Retrospective Abuse Report Form may be accessed at <http://www.tusla.ie/children-first/publications-and-forms/>.

Unocini
Understanding the Needs of Children in Northern Ireland
A1 REFERRAL V2_1

Section 1: Child or Young Person's Details			
Surname:		ID No.	Choose an item.
Forename:			
Known As:		HCN:	
Address:		Previous Address:	
Postcode:		Previous Postcode:	
Telephone No:		Locality: Choose an item.	
Mobile No:			
Date of Birth:		Gender Choose an item.	
GP Name:		GP Tel No:	
GP Address:		GP Email Address:	
GP Postcode:			
School Name:		School Tel No:	
School Address:		School Postcode:	
Does the Child have a Disability? No	If Yes, What Disability: (& source of diagnosis)	Other Special Needs:	
Nationality: Choose an item.	Ethnic Origin: Choose an item.		
Religion: Choose an item.	Country of Origin: Choose an item.		
Language Spoken: Choose an item.	Communication Support: Yes		
Interpreter <input type="checkbox"/>		Signer <input type="checkbox"/> Document Translator <input type="checkbox"/>	

Section 2a: Referrer's Details	
Name of Referrer:	Designation:
Address:	Date of Referral: 11/05/2015
Postcode:	Contact Details:
Section 2b: Reason for Referral	
Section 2c: Immediate Actions	
Are Immediate /Actions necessary to safeguard the child(ren) or young person(s)?	Yes

Unocini
Understanding the Needs of Children in Northern Ireland
A1 REFERRAL V2_1

Section 3a: Primary Carers & Other Household Members (Incl. non-family members)				
	Member 1	Member 2	Member 3	Member 4
Last Name:				
Alternative Last Name:				
First Name:				
Telephone No:				
Mobile No:				
Date of Birth:				
Relationship to Child/ YP:				
Language Spoken:	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Nationality:	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Communication Support:	<input type="checkbox"/> Interpreter <input type="checkbox"/> Signer <input type="checkbox"/> Doc. Trans Details	<input type="checkbox"/> Interpreter <input type="checkbox"/> Signer <input type="checkbox"/> Doc. Trans Details	<input type="checkbox"/> Interpreter <input type="checkbox"/> Signer <input type="checkbox"/> Doc. Trans Details	<input type="checkbox"/> Interpreter <input type="checkbox"/> Signer <input type="checkbox"/> Doc. Trans Details
Section 3b: Significant Others (Incl. family members who are not members of the child(ren) or young person(s) household)				
	Other 1	Other 2	Other 3	Other 4
Last Name:				
Alternative Last Name:				
First Name:				
Address:				
Postcode:				
Mobile No:				
Date of Birth:				
Relationship to Child/ YP:				
Language Spoken:	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Nationality:	Choose an item.	Choose an item.	Choose an item.	Choose an item.
Communication Support:	<input type="checkbox"/> Interpreter <input type="checkbox"/> Signer <input type="checkbox"/> Doc. Trans Details	<input type="checkbox"/> Interpreter <input type="checkbox"/> Signer <input type="checkbox"/> Doc. Trans Details	<input type="checkbox"/> Interpreter <input type="checkbox"/> Signer <input type="checkbox"/> Doc. Trans Details	<input type="checkbox"/> Interpreter <input type="checkbox"/> Signer <input type="checkbox"/> Doc. Trans Details

Section 4a: Summary of Referrer's Previous Involvement

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Section 4b: Referral Consent

Child(ren) / Young Person(s)	
Are all the children in the family aware the referral is being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do all the children in the family consent to the Referral being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, please explain	
Parent/ Carer	
Are Parents/ Carers of all the children/ young people are Referral has been made?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do they consent to the Referral being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, please explain	

Section 5: Additional Information: Agencies Currently Working with Child or Young Person**Agency and Contact Details****Health Professional:****Name:****Role:****Tel No:****Email:****Health Professional:****Name:****Role:****Tel No:****Email:****Health Professional:****Name:****Role:****Tel No:****Email:****Health Professional:****Name:****Role:****Tel No:****Email:**

GUIDE TO COMPLETING A UNOCINI REFERRAL

All Referrals to Gateway should be made in writing using the UNOCINI Referral template.

The exception to this is when you are concerned that a child or young person is being abused or that they may be at risk of significant harm. In this instance you should telephone your local Gateway Service to alert them immediately to your concerns. When making an urgent referral by telephone, the Gateway Social Worker will advise you that you will be required to confirm your referral in writing using the UNOCINI Referral template within 24 hours.

COMPLETING THE REFERRAL FORM

Please complete the Referral template as fully as your knowledge allows.

NB The electronic version of the Referral form contains expanding sections to ensure there is enough space for all of the relevant information

Section 1- Child and Young Persons Details

The section requires you to record information on the basic and demographic details related to the child who is subject to the referral. This includes the child or young person's name, address, date of birth, disability (if relevant), ethnicity, religion, communication needs (if relevant), school and GP details. This information is required to ensure that the referral can be recorded and processed effectively.

NB: If your referral relates to a family where there is more than one child, please identify one of the siblings as the core child and record their details in Section 1, and record the details of the siblings in Section 3.

NB: If you are making a telephone referral, you may find it useful to refer to the Referral template as this is the information that the Gateway Social Worker will require.

Section 2a – Referrers Details

This section requires you to record information about yourself, address, designation and contact details as well as the Date of Referral.

Section 2b- Reason for Referral

Please use this section to record the reason for referral to Children's services. Consider what you hope a referral will achieve and the nature of the service you think would benefit the child/family. This may include:

- financial and/or other material assistance
- assistance with child minding and/or respite care
- additional support for the child or young person and their family

- therapeutic or counselling services
- assessment of the child or young person and/or their family
- protecting the child from harm
- treatment

Section 2c- Are Immediate Actions necessary to safeguard the child/young person(s)

Please indicate your view about whether immediate action is necessary. ***If you believe the child/young person is in immediate danger, then you will be pursuing an urgent referral.***

Section 3a- Primary Carer and Other Household Members

In this section, 'primary carer' means the person(s) who undertakes the day to day care of the child or young person (for example, this could be the mother and/or father, step-parents, grandparents, friend of the family etc. Please include information about any other children who live in the household.

Section 3b- Significant Others (inc family members who are not members of the household.

Please use this section to include any information you are aware of regarding significant others.

Section 4a- Summary of Referrers Previous Involvement

Please use this section to indicate your role with the family and the nature and level of contact to date.

Section 4b- Referral Consent

Please use this section to record that the children and family are aware of the referral and that consent has been given.

NB: Consent of the parent/carers and/or the young person (if they are competent to give this) must always be given prior to a referral. An exception can be made when you consider that a child is in need of safeguarding and to try and gain consent may increase the risk to a child or young person.

Issues of consent (including when consent is not forthcoming) must always be clearly recorded.

Section 5 Additional Information: Agencies currently working with the child.

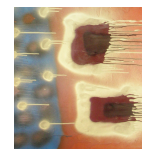
Please provide information about any other agencies that you are aware of who are currently involved with the child/family.

UNOCINI

Understanding the Needs of Children in Northern Ireland

A 1

PRELIMINARY ASSESSMENT, AGENCY APPRAISAL, REFERRAL AND INITIAL ASSESSMENT



Child, Young Person or Adult's Details

Family Details	
Family Last Name:	Alternate Last Name:
Family Home Address:	Previous Home Address:
Post code:	Post code:
Telephone No:	
GP Name:	
Address:	
Tel. No:	
Email:	Number Of Children: 1

Additional Information for Adult Referrals	
First Name:	ID Number:
Aliases:	DOB:
Probation Officer:	Referral Code: (if relevant)
Reason for Involvement:	

Child or Young Person's Details					
Name:			ID Number:		
Known As:			EDD / DoB:		
Gender:	Male / Female / N Y B		Referral Code: (if relevant)		
Mobile Number:			School:		
Previously Known:	Yes / No	On CP Register:	Yes / No	Presenting Need:	
Does the Child have a Disability?	Yes / No	If Yes, What Disability: (& source of diagnosis)		Other Special Needs:	
Nationality:		Ethnic Origin:	Select origin	Religion:	

Child or Young Person's Primary Carer's						
Last Name & Alt. Last Names(s)	First Name	Phone Number (inc mobiles)	ID Number	Date of Birth	Relationship to Child / YP	Nationality
		Address (leave blank if family address)	Ref Code (if applicable)		Parental Responsibility	
					P.R: Y / N	
					P.R: Y / N	
					P.R: Y / N	
					P.R: Y / N	
					P.R: Y / N	

Family Name:
Alternative Name:

Family Communication	
Language(s) Spoken:	
Requirement for Interpreter, Signer or Document Translation: (Please specify)	

Other Household Members (including non-family members):					
Last Name & Alt. Last Names(s)	First Name	Phone Number	ID Number	Date of Birth	Relationship to child / YP

Significant others, (including family members, who are not members of the child or young person's household)						
Last Name & Alt. Last Names(s)	First Name	Address	Phone Number	ID Number	Date of Birth	Relationship to child / YP

Agencies Currently Working with Child or Young Person		
Agency	Contact Person	Email and Telephone
School Address:	Name: Role:	Tel.: Email:
G.P. Address:	Name: Role:	Tel.: Email:
Health Professional Address:	Name: Role:	Tel.: Email:
Police Address:	Name: Role:	Tel.: Email:
Other - specify Address:	Name: Role:	Tel.: Email:
Other - specify Address:	Name: Role:	Tel.: Email:
Other - specify Address:	Name: Role:	Tel.: Email:

Family Name:
Alternative Name:

Reason For Undertaking Preliminary Assessment and/or Referral

NB: When considering this section, please refer to the UNOCINI Guidance to assist you

History of previous contacts

Are immediate actions necessary to safeguard the child or young person?

Yes / No

If Yes, please provide details and indicate your view regarding who should take responsibility for these actions.

If UNOCINI is being used as a referral

Awareness of referral Child/Young Person Yes ☐ No ☐ Parent/Carer Yes ☐ No ☐

Has consent been given: Child/Young Person Yes ☐ No ☐ Parent/Carer Yes ☐ No ☐

If you have answered No to any of the above, please explain:-

Signature of Referrer

Date

Name and Contact Information

To be completed by receiving agency

Reason for Referral (and/or code if relevant) ☐

Referring Agency (and/or code if relevant) ☐

Does the referrer wish to remain anonymous? Yes ☐ No ☐

Received by

Time received

Date received

Actions Taken

Is a Child Protection Investigation under Joint Protocol being undertaken Yes ☐ No ☐

Signature of Supervising Manager

Date

(NB Also refer to sign off sheet at end of UNOCINI)

Family Name:
Alternative Name:

Agencies Currently Working with Child or Young Person	
Agency and Contact Details	Information Shared (if direct contact made with agency)
School Name: Role:	Info shared: Date:
G.P. Name: Role:	Info shared: Date:
Health Professional Name: Role:	Info shared: Date:
Police Name: Role:	Info shared: Date:
Other - specify Name: Role:	Info shared: Date:
Other - specify Name: Role:	Info shared: Date:

Family Name:
Alternative Name:

Overview

Please comment on strengths needs and risks (this includes any child protection concerns), providing supporting evidence throughout. It is not necessary to comment on all factors if they are not relevant, or if they fall outside your area of expertise and/or knowledge of the child and family. For definitions, see the UNOCINI Guide.

Child or Young Person's Needs:		
Health and Development		
Education and Learning		
Identity, Self-Esteem and Self-Care		
Family and Social Relationships		

Parents' or Carers' Capacity to Meet the Child or Young Person's Needs:
Basic Care and Ensuring Safety
Emotional Warmth
Guidance, Boundaries and Stimulation
Stability

Family and Environmental Factors which Impact on the Child or Young Person and the Parents' or Carers' Capacity to Meet Their Needs
Family History, Functioning and Well-Being
Extended Family and Social & Community Resources
Housing
Employment and Income

Family Name:
Alternative Name:

Summary

Please summarise your comments	
Was the child/young person spoken to /engaged with for the purpose of completing the Initial assessment. Yes <input type="checkbox"/> No <input type="checkbox"/> If no please give reasons	
Dates child / young person and family / carers were seen.	
Name	Date
What strengths have you identified?	
What needs have you identified?	
What existing and/or potential risks have you identified?	
What resilience or protective factors have you identified?	

Conclusions and Recommendations

Record your conclusions and recommendations. It will be helpful to work with the child or young person and their parents and carers to take account of their ideas, solutions and goals.

What are your conclusions?
What are your recommendations? e.g. no further action, referral to HSS or other agency, multi-agency meeting, work with the child/young person or their parents/carers.
Record the child or young person's views of your comments and recommendations.
Record the parents' or carers' views of your comments and recommendations.

Family Name:
Alternative Name:

Consents to Assessment

Child or Young Person	
1. Is the child or young person aware that you have undertaken this UNOCINI? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, please explain:	
Has the child/young person been given a copy of the leaflet covering information sharing and confidentiality Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Has the child or young person given you consent to share this UNOCINI? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, which agencies have they given you consent to share this UNOCINI with?	
If no, please explain:	
3. Child or young person's consent to share information as above:	
Signature: (of child/young person or professional)	Date:

Parent or Carer	
1. Is parent or carer aware that you have undertaken this UNOCINI? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, please explain:	
Has the parent/carers been given a copy of the leaflet covering information sharing and confidentiality Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Has the parent or carer given you consent to share this UNOCINI? Yes / No	
If yes, which agencies have they given you consent to share this UNOCINI with?	
If no, please explain:	
3. Parent or carer's signature of consent to share information as above:	
Signature: (of parent/carers or professional)	Date:

Sharing of UNOCINI	
Has the completed UNOCINI been shared with the appropriate family members? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has the completed UNOCINI been sent to the appropriate family members? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Complaints and Representations	
Has a copy of the complaints leaflet been given to the appropriate family members? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Family Name:

Alternative Name:

About the Person Completing the UNOCINI Assessment

Name:		
Agency:		
Position:		
Signature:		Date:

Actions Taken by Receiving Agency

Details	Date	Authorising Signature
Referral Acknowledgement		
Referral Level of Priority		
UNOCINI Closed at Point of Referral (i.e. without allocation)		
Presenting Category (include code if relevant)		
SOSCAR Entry Complete (if relevant)		
Allocated To (name)		
Has Family Group Conference been Considered?		
UNOCINI Level of Need		
Outcome Acknowledgement (to professional referrer)		
Further Action Agreed		
Transfer to:		
Recommended Pathway: (please specify: CP, FS, LAC)		
Closure (specify reason & include code if relevant)		

The Religious Society of Friends in Ireland
Child Safeguarding Policy (CSP)

Accident or Incident Report Form

An **Accident** is defined as an unplanned event that results in personal injury or property damage.

An **Incident** is defined as an unplanned event that does not result in personal injury but may result in property damage or **is** worthy of recording.

Please

1. Ensure the information contained in the report is a factual account of the event that occurred rather than an opinion or your thoughts on the matter.
2. Type the report or ensure your handwriting is legible.

1. Details of person making the report		
Who is making the Report	Name:	Contact Details:
	Role:	Date:
The event Date:	Type of event:	Location of event:
2. Who was affected/ injured (use another sheet if needed)		
Children: Name, Home Address, Age	1	2
Adults: Name, Home Address and role if appropriate	1	2
3. Were there any witnesses?		
Child: Name, Home Address, Age and Contact details,	1	2
Adult: Name, Home Address, Contact details, and role if appropriate	1	2

4. Details of what happened
What exactly happened and what was the nature of the event – (use another sheet if needed)
Please provide brief details of injuries to any person and/or damage to any property
Please state if medical attention was required and who provided it
Was the person taken to hospital? Which hospital and how?
If it was an incident how was it resolved at the time and by whom?
What follow-up action was taken and by whom?
Signed by the person making the Report
I declare the above to be true in every respect to the best of my knowledge and I agree to assist in an any follow-up or investigation of the event.
Signed: _____ Date: _____
Print Name: _____
Contact Details: Phone: _____ Email: _____

Please forward an electronic copy of this report **immediately after the event** to the Clerk of Ireland Yearly Meeting Education Committee at iymec@quakers.ie

or

a paper copy of the report should be sent in a **sealed envelope marked CONFIDENTIAL** to Clerk of Ireland Yearly Meeting Education Committee, Quaker House, Stocking Lane, Rathfarnham, Dublin 16. Eir Code D16 V3F8

Data Protection

We are collecting this information so as to help ensure that activities organised for children and young people are in compliance with the Child Safeguarding Policy in place within the Religious Society of Friends. The purpose of the policy is to protect children and young people from harm.

This form will be kept in a securely locked cupboard or in electronic format in a password protected computer by the Clerk of Ireland Yearly Meeting Education Committee or designated Committee Member. The form will be held indefinitely.

The information provided on this form will only be used to inform our insurers as appropriate. The Committee will not make your information available to any third party unless requested to do so by statutory agencies.

If you are concerned about the way your information is being handled please contact the Data Controller who is Clerk of Education Committee at iymec@quakers.ie

You also have the right to bring your complaint to the Data Protection Commissioner (Ireland).

The Religious Society of Friends in Ireland

Child Safeguarding Policy

Preparative Meeting Annual Child Safeguarding Report

As part of IYM child safeguarding compliance each PM, Recognised Meeting or Worship Group is required to submit an Annual Child Safeguarding Report.

This report needs to be completed by a Child Safeguarding Representative appointed by each PM, Recognised Meeting or Worship Group. Please ensure the Report is as appropriate

- presented to PM in January of each year;
- returned to the MM Clerk in time for the February Meeting;
- returned to the Clerk of IYMEC by the 10th March;
- a list of meetings who have / have not complied will be sent to IYMC March meeting.

It is the responsibility of each Clerk to follow up with Meetings that do not comply.

If you need any assistance to complete this form please contact the Clerk of IYMEC at iymec@quakers.ie or contact the Office at Quaker House for a phone number.

Please answer all questions - circle / comment as appropriate

1	The Meeting		
	a) Name of PM / Recognised Meeting / Worship Group		
	b) Name of Monthly Meeting		
	c) Does your Meeting House / premises have on display the <i>Declaration of Guiding Principles for Safeguarding Children</i>	YES	NO
	d) Does your Meeting House / premises have on display the <i>Child Safeguarding Statement</i>	YES	NO
	e) Does your Meeting House / premises have on display the <i>Child Safeguarding Contact List</i>	YES	NO
	f) If NO to any of the above, please explain		
2	Child Safeguarding Representatives		
	a) Has the Meeting appointed Child Safeguarding Representative	YES	NO
	b) How many Child Safeguarding Representatives have been appointed	1	2
	c) Does each Child Safeguarding Representative consent for his/her name to be added to a list of Representatives held by the Clerk of Ireland Yearly Meeting Education Committee so that they can be contacted regarding child protection matters	1	YES NO
		2	YES NO

3	Sunday School / Junior Meeting		
	a) Has your meeting held regular / frequent Sunday School / Junior Meetings	YES	NO
	b) If NO , has your meeting held <u>any</u> Sunday School / Junior Meeting/s during the year	YES	NO
	c) The legal requirement is for all adults regularly involved in Sunday School / Junior Meeting to be Garda or police vetted. The only vetting procedure in use within Friends is conducted through our Youth Coordinator. Is your meeting in compliance with this requirement?	YES	NO
	If NO , please explain		
	Does your Meeting keep and securely store a record of both the children and adult teachers/volunteers who participate in Sunday School/Junior Meeting on each occasion	YES	NO
	If No , please explain		
4	Child Protection Concerns		
	Has there been any child protection concerns in your meeting during the year	YES	NO
	If YES , to the best of your knowledge these have been actioned as per our current Child Safeguarding Policy	YES	NO
	If NO , please explain <u>without identifying the individuals involved.</u>		
5	Names and Signatures of Child Safeguarding Representatives		
	Name of Child Safeguarding Representative	1	
	Signature	1	
	Email address	1	
	Name of Child Safeguarding Representative	2	
	Signature	2	
	Email address	2	

Data Protection

We are collecting this information so as to be able to confirm that our Meetings are in compliance with the child safeguarding policy in place within the Religious Society of Friends. This will help us ensure that our Meetings have measures in place that will, as much as possible, protect children from harm.

The information you supply will be held in either paper format in a folder which will be kept in a securely locked cupboard by the Clerk of Ireland Yearly Meeting Education Committee /designated committee member or in electronic format on a secure, password protected computer. The information will be kept indefinitely.

Education Committee will NOT pass on the contact information for the DLP without prior permission, and then only within the Society.

If you are concerned about the way information is being handled please contact the Data Controller who is the Clerk of Ireland Yearly Meeting Education Committee at iymec@quakers.ie

If you are still unhappy you have the right to complain to the Data Protection Commissioner (Ireland).

The Religious Society of Friends in Ireland

Child Safeguarding Policy (CSP)

IYMEC Leader/Volunteer Application Form

Ireland Yearly Meeting Education Committee (IYMEC) is responsible for approving the appointment of adult leaders and helpers who wish to volunteer with children and young people at Quaker organised events. The Society's Child Safeguarding Policy includes a leader application and approval process that must be adhered. Sunday School/Junior Meeting Volunteers are appointed by local meetings but are still required to be vetted by the Gardai/PSNI through our Youth Co-ordinator.

The steps in this process are as follows:

- Complete and submit this application form to IYMEC. Please include the names of two individuals who have already agreed to provide a reference for you and who have consented to being contacted by IYMEC;
- IYMEC forwards a Leader Reference Form to each of your two named referees;
- The application form and the two references are considered at the next IYMEC meeting;
- You are informed of the decision;
- The names of individuals approved as leaders are sent to the Youth Coordinator who then contacts you regarding Police/Garda vetting;
- The Youth Coordinator will inform you and the Clerk of IYMEC of the outcome of the vetting process.

Thank you for applying to be a Leader or Helper.

Please complete and send this application form in a sealed envelope marked **CONFIDENTIAL** to:

IYMEC Leader Approval, Quaker House, Stocking Lane, Dublin 16

or an electronic / scanned copy of the form, may be sent to iymec@quakers.ie

If you have any queries please email iymec@quakers.ie

Your Details - Please type or write in BLOCK CAPITALS

Full Name	
Date of Birth	
Home Address Including postal code	
Email address:	
Contact Number:	

IYMEC or the Youth Co-ordinator may need to contact you about this form or other appropriate matters in relation to events, or working with children. If you are approved as a leader IYMEC will contact you three months before your period of appointment is due to expire (IYMEC approval lasts four years). Please indicate if you consent to IYMEC contacting you by circling:

I consent or I do not consent

Details of Referees

Please provide details of two referees; at least one should be an Elder, Overseer or Minister and the other should be someone who knows you well (but not a member of your family). If neither referee is anyone from the *Religious Society of Friends in Ireland List of Names and Addresses* please state the Preparative Meeting or Friend (Quaker) you are known to.

IYMEC will provide each of your referees with a Reference Form which they will be requested to complete and return. Please check with your referees that they consent to being contacted by IYMEC.

Referee 1			
Name:			
Address:			
Contact Number:			
Connection to Applicant:			
Referee 2			
Name:			
Address:			
Contact Number:			
Connection to Applicant:			
Declaration by all Leaders / Helpers working with children and young people			
Have you ever received training in child safeguarding/protection? If Yes, please say what type of training and when.		Type of training:	
		Date:	
Are you prepared to participate in relevant training that will be provided e.g. child safeguarding/protection, leadership etc.			
Please circle		Yes	No
The Society has in place a Code of Good Practice for Workers, Leaders/Volunteers (see attached). Please read this document. Are you prepared to adhere to this Code while volunteering as a leader/helper.			
Please circle		Yes	No
Signature of Applicant:		Date:	
For Administrative Use			
Date application brought to IYMEC:			
Decision of IYMEC:			
Reason if not approved:			
Signature – IYMEC Clerk		Signature - IYMEC Member	
Name:		Name:	

Data Protection

We are collecting this information so as to help ensure that activities organised for children and young people are in compliance with the Child Safeguarding Policy in place within the Religious Society of Friends. The purpose of the policy is to protect children and young people from harm.

A summary of the information you provide in this Application Form will be entered onto an electronic database held on a password-protected computer by Ireland Yearly Meeting Education Committee. The paper Application Form will be kept in a securely locked cupboard by the Clerk of Ireland Yearly Meeting Education Committee or designated Committee Member and destroyed when the four year leader approval period has elapsed.

Education Committee will only use this information for the purpose of its leader approval application process and for corresponding with leaders as appropriate. The Committee will NOT make your information available to any third party unless requested to do so by statutory agencies for the purpose of child welfare/safeguarding.

If you are concerned about the way your information is being handled please contact the Data Controller who is the Clerk of Education Committee at iymec@quakers.ie

You also have the right to bring your complaint to the Data Protection Commissioner.

The Religious Society of Friends in Ireland Child Safeguarding Policy (CSP)

Volunteer Leader / Volunteer Reference Form

Ireland Yearly Meeting Education Committee (IYMEC) is responsible for approving the appointment of adult leaders and helpers who wish to volunteer with children and young people at Quaker organised events. Under the Society's Child Safeguarding Policy we have a leader application and approval process that must be adhered to.

Any adult who would like to volunteer as leader is required to provide the names of two people who have agreed to provide a reference for her/him. Your name has been given as a referee and IYMEC would appreciate it if you could complete the following form and return to the address below.

Thank You.

Name of Referee:	
Address:	
Contact Number:	
Email address if available:	
<p>_____ has expressed an interest in becoming a leader/helper. This involves spending time with children and young during organised events. A leader or helper is often considered, by parents and children, to be someone who can be trusted. As a Society committed to the welfare and protection of children, we need to know if you have any reason to be concerned about this person volunteering or being in this role with children or young people.</p> <p>Please indicate by circling Yes, I have a concern or No, I do not have any concern</p> <p>If you answer "yes" a member IYMEC will contact you in confidence.</p> <p>If you are happy to complete this reference we would appreciate you being candid in your assessment of the suitability of this person to be involved with children and young people.</p>	
How long have you known this person?	
In what capacity are you familiar with her/him?	
What qualities does this person have that would make her/him a suitable leader/helper?	

In terms of your knowledge of the person please indicate your perception/opinion on the following.	
1 = the person would need a lot of support 5 = the person would not need any support	
	Please circle
Maturity	1.....2.....3.....4.....5
Motivation	1.....2.....3.....4.....5
Commitment	1.....2.....3.....4.....5
Trustworthiness	1.....2.....3.....4.....5
Reliability	1.....2.....3.....4.....5
Responsibility	1.....2.....3.....4.....5
Please add any further relevant comments you would like to make 	
Please indicate whether you consent to IYMEC contacting you should they wish to clarify any of the information you have provided on this form by circling: <div style="text-align: center;"> I Consent or I Do Not Consent </div>	
Signature of Referee:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Date:	<div style="border: 1px solid black; height: 30px; width: 100%;"></div>

Please return this completed form in a **sealed envelope marked CONFIDENTIAL** to:
Ireland Yearly Meeting Education Committee, Quaker House, Stocking Lane, Dublin 16 OR
 an electronic / scanned copy of the form, may be sent to iymec@quakers.ie

Queries can also be sent to iymec@quakers.ie

Data Protection
<p>We are collecting this information so as to help ensure that activities organised for children and young people are in compliance with the Child Safeguarding Policy in place within the Religious Society of Friends. The purpose of the policy is to protect children and young people from harm.</p> <p>This Reference Form will be kept in a securely locked cupboard by the Clerk of Ireland Yearly Meeting Education Committee or designated Committee Member and destroyed when the four year leader approval period has elapsed.</p> <p>A brief summary of the information you have provided will be entered in an electronic database that will be held indefinitely by Ireland Yearly Meeting Education Committee on a password-protected computer.</p> <p>Education Committee will only use this information for the purpose of its Leader application process. Education Committee will NOT pass on the information contained on this form to any third party unless requested to do so by statutory agencies for child safeguarding purposes.</p> <p>If you are concerned about the way your information is being handled please contact the Data Controller who is the Clerk of Education Committee at iymec@quakers.ie</p> <p>You also have the right to bring your complaint to the Data Protection Commissioner (Ireland).</p>

The Religious Society of Friends in Ireland Child Safeguarding Policy (CSP)

Application and Parental Consent Form for Activities Events, Trips, and Residentials

This form must be used for any event where the parent/guardian is not present at all times.

Organisers /Leaders - Please complete the Details of Event section before circulating

Parents/Guardians - Please type or use BLOCK CAPITALS throughout or complete electronically

Details of Event		
Name of Event		
When it is taking place (Date and Time)		
Where it is taking place		
If you would like more information or to discuss the event with a Leader please contact	Name	
	Contact phone	
	Contact email	
Please return this form	By no later than	
	To	
	Address	
	Email	
General Information		
Name of child /young person	First name	Surname
Name they are usually known by if different		
Address		
Date of Birth		Age

Name of Parent/Guardian	First name	Surname
Phone number of Parent/Guardian	Home	Mobile
Alternative adult contact and relationship to the child/young person	First name Relationship	Surname
Phone number of alternate contact	Home	Mobile
Medical information / Special requirements		
GP Name	GP Phone Number	
Details of any known conditions, allergies, etc. (eg asthma, diabetes, epilepsy)		
Please list names and amounts of any medication being taken		
Does your child usually hold and administer their own medication?	Please circle Yes No	
Are you happy for them to do so during this event?	Please circle Yes No	
Do you give permission for a Leader to administer basic pain medication to your child for minor ailments if needed?	Please circle Yes No	
Is there any other information, special needs, requirements or directions that would be helpful for the leaders to be aware of e.g. dietary requirements, allergies, etc.		
Will your child be attending the full event	Please circle Yes No	
If No, please say when we can expect your child to arrive and/or to leave the event		

For Residential events only How will your child be travelling to and from the event		
Consent by Parent/Guardian		
I give permission for my child to attend and to participate in all the activities during the event.		Please circle Yes No
If you have any concerns please contact the Leader as above.		
I am aware that some of the activities involve photography and videoing which may be used for future events or in Quaker publications. I give permission for my child to be involved and for these images to be used.		Please circle Yes No
<ul style="list-style-type: none"> • I will inform the leaders of any important changes to my child's health, medication or needs and also of any changes to our contact details provided above. • In the event of illness or accident, having parental responsibility for the above named child, I give permission for basic first aid to be administered by the Leaders where considered necessary, or medical treatment to be administered by a suitably qualified medical practitioner. If my child should require emergency treatment, I authorise the Leader to seek this, and in turn the Leader will do their utmost to contact me/my alternate contact person. • I have explained to my child that the use of alcohol, mind altering and illegal drugs are not allowed, and if found could result in them being sent home. I have also discussed with them the need for respectful, helpful and responsible behaviour during the event. • I confirm that the above details are correct to the best of my knowledge. 		
Name and Signature of Parent/Guardian	Name	Signature
Date	Email address Postal address	
I am happy for my email postal/address to be stored securely and to be used by the Society/Leaders/Youth Coordinator to contact me if needed and/or to inform me of events being organised for children/young people.		Please circle Yes No

Data Protection
<ul style="list-style-type: none"> • We are collecting this information so as to help ensure that activities for children and young people organised by Friends are in compliance with the Child Safeguarding Policy in place within the Religious Society of Friends. The purpose of the policy is to protect children and young people from harm. • If you are unable to supply the information requested, then we will be unable to register your child to attend the event. • Only those specifically involved in the organisation of each event will have access to the information contained in this form. We will NOT pass on this information to anyone else. • This form will be kept in a securely locked cupboard or in electronic format on a password protected computer by the Convenor of the relevant organising committee, the Clerk of Ireland Yearly Meeting Education Committee or a designated Committee Member. Completed forms will be kept indefinitely. If your child does not attend the application form will be destroyed immediately after the event. • A template recording the names of the children attending the event along with the names of the adults Leaders present will also be completed and maintained indefinitely. • If you are concerned about the way your information is being handled please contact the Clerk of Education Committee at iymec@quakers.ie • You also have the right to bring your complaint to the Data Protection Commissioner (Ireland).

The Religious Society of Friends in Ireland
Child Safeguarding Policy CSP

Record of Attendance at Activities, Events and Residentials

Please use this template to record attendance at activities, events and residentials organised by the Religious Society of Friends for children/young people. Page 3 should be used to record any concern that may have arisen during the event.

If the event is organised by a PM, MM or QM the completed form should be retained by the Convenor of the Committee responsible for the event.

If the event is organised through IYM the completed form should be emailed to the Clerk of IYMEC at iymec@quakers.ie

If Page 3 is completed by a leader it should be sent to the Clerk of Education Committee at iymec@quakers.ie

Please type or use BLOCK CAPITALS throughout. Please include an additional Pg.2 if needed.

Details of Event	
Name of Activity/Event/Residential	Name of Leader completing the Attendance Record
When did it take place (Date and Time)	Where did it take place
Signed by	Date
Email contact	

Data Protection
<ul style="list-style-type: none"> We are collecting this information so as to help ensure that activities for children and young people organised through IYM are in compliance with the Child Safeguarding Policy in place within the Religious Society of Friends. The purpose of the policy is to protect children and young people from harm. This form will be kept indefinitely in a securely locked cupboard or a password protected computer by the Convenor of the organising committee or the Clerk of IYMEC as appropriate. The Convenor/Clerk will not make any of the information included in this template available to any third party unless requested to do so by statutory agencies for the purpose of child welfare/safeguarding. Under Data Protection legislation the Data Controller for the event is either the Convenor of the PM, MM or QM committee organising the event, or the Clerk of IYMEC. Please contact the Data Controller if you have any concern about the way in which this information is being handled. If you are still unhappy you have the right to complain to the Data Protection Commission (Ireland).

Children and Young People			Adults (leader, invited speaker, cook, parent etc.)		
Name of Child	DOB/Age	If not present for full event please specify	Name of Adult	Role	If not present for full event please specify
			Children and Young People continued		
			Name of Child	DOB/Age	If not present for full event please specify

Record of Concern that arose during the event

This page should be used to indicate that a concern arose during the event. The details should be very brief and should say if the concern was in relation to

1. a child safeguarding/protection/welfare matter. Please ensure that the Society's *Procedure for responding to and reporting child safeguarding concern* is adhered to (Appendix 10.6)
2. an accident or incident. Please complete the *Accident or Incident Report Form* (Appendix 10.18)
3. the premises, transport, or activity not covered above
4. other concerns

Examples.

1. A child disclosed to a leader that they had been abused by a relative.
2. A leader and two young people were involved in a minor traffic collision.
3. The building you were staying in was broken into, but nothing appeared to have been stolen.
4. A significant argument arose between two participants or a young person left the premises for some time without informing a leader.

Do not identify any individuals. State very briefly what happened, what actions that were taken and by who.

If you would like to discuss the concern please feel free to contact either the Youth Co-ordinator or the Clerk of IYMEC.

What is the concern / what happened

What actions were taken and by who

The Religious Society of Friends in Ireland
Child Safeguarding Policy (CSP)

Preparative Meeting Child Safeguarding Contact List

This document should be completed by Preparative Meeting Safeguarding Representatives and displayed in each Meeting location.

Meeting:

Date:

Quaker Contacts			
Role	Name	Email	Phone
Designated Liaison Person	IYM Youth Coordinator	iym.youth@outlook.com	Contact Quaker House
Deputy Designated Liaison Person	Sheilagh Reaper-Reynolds	iymec@quakers.ie	Contact Quaker House
PM Safeguarding Representative			
PM Safeguarding Representative			

Statutory and Support Contacts within Northern Ireland	
1. Social Services - http://online.hscni.net Contact the relevant Health and Social Care Trust Children's Services Gateway Single Point of Entry Team during normal working hours (Mon-Fri: 9.00am-5.00pm)	
Belfast HSC Trust: Tel: 028 9050 7000;	Northern HSC Trust: Tel: 0300 1234 333;
South Eastern HSC Trust: Tel: 0300 1000 300;	Western HSC Trust: Tel: 028 7131 4090.
Southern HSC Trust: Tel: 0800 7837 745 / Freephone: 028 3741 5285;	
Outside normal working hours and in an emergency (Friday 5.00pm – Monday 9.00am, and Bank holidays) contact the Regional Emergency Social Work Service Tel: 028 9504 9999 E-mail: resws1@belfasttrust.hscni.net	
2. Police Service of Northern Ireland - https://www.psni.police.uk/ Report the matter directly to the Central Referral Unit on 101, the non-emergency number, to speak with a specially trained police officer who will speak to you confidentially. Opening times are: Monday – Friday (8.00am – 5.00pm); Saturday – Sunday (9.00am – 5.00pm). In an emergency situation dial the police emergency number 999.	
3. NSPCC - https://www.nspcc.org.uk/ Call 0808 800 5000 or e-mail help@nspcc.org.uk to report concerns about a child/young person. Children/young people can contact ChildLine for advice on 0800 1111 or e-mail them by visiting www.childline.org.uk	
4. Lifeline - www.lifelinehelpline.info. If you, or someone you know, is in distress or despair, call 0808 808 8000 . This is a confidential service, where trained counsellors will listen and help immediately on the phone and follow-up with other support if necessary. The helpline is available 24 hours a day, seven days a week.	

Statutory and Support Contacts within the Republic of Ireland		
1. TUSLA Duty Social Workers - https://www.tusla.ie/ The full list by county is at https://www.tusla.ie/children-first/contact-a-social-worker3/ Any urgent query or concern related to children out of hours should be reported immediately to An Garda Síochána.		
Counties	Address	Telephone
Carlow, Kilkenny and South Tipperary	Child and Family Agency, Yellow House, Western Road, Clonmel, Co Tipperary. E91 PR83	052 6177302
Cavan and Monaghan	Child and Family Agency , Support Services Building, Rooskey, Monaghan	047 30475
Clare, Limerick and North Tipperary.	Child and Family Agency , Unit 3, St. Camillus Hospital, Shelbourne Road, Limerick	061 588688
Cork	Tusla Child and Family Agency, Block 36, St. Finbarr's Campus, Douglas Road, Cork.	021 4923493
Donegal	Child and Family Agency, Millennium Court, Pearse Road, Letterkenny, Co Donegal	074 9123672
Dublin South Central	Child and Family Agency, Bridge House, Cherry Orchard Hospital, Dublin 10	076 6955749
Dublin South East and Wicklow	Child and Family Agency , Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14	01 9213400
Dublin South West, Kildare and West Wicklow	Child and Family Agency, St Marys, Craddockstown Road, Naas, Co Kildare	(045) 920000
Dublin North City	Child and Family Agency, Wellmount Health Centre, Wellmount Park, Finglas, Dublin 11	01 8567704
Dublin North	Child and Family Agency, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin.	01 8708000
Galway and Roscommon	Child and Family Agency , 25 Newcastle Road, Galway	091 546235
Kerry	Child and Family Agency , Rathass, Tralee, Co Kerry.V92 YA25	066 7184501
Laois, Offaly, Longford and Westmeath	Child and Family Agency, Primary Care Centre, Harbour Road, Mullingar, Co Westmeath	044 9353997
Louth and Meath	Child and Family Agency, Meath Enterprise Centre, Trim Road, Navan, Co Meath	046 9098560
Mayo	Child and Family Agency, 2nd Floor, Mill Lane, Bridge Street, Castlebar, Mayo	094 9049137
Sligo and West Cavan	Child and Family Agency, Markievicz House, Barrack St, Sligo	071 9155133
Waterford and Wexford	Child and Family Agency, Ely House, Ferrybank, Co Wexford	053 9185680
2. An Garda Síochána - https://www.garda.ie If you suspect a crim has been committed or a child is in immediate danger contact your local Garda Station or in an emergency situation dial 999 or 112.		
3. ISPCC - https://www.ispcc.ie The ISPCC's Support Line can be contacted between 9am and 1pm Monday to Friday, by calling 01 6767960 , emailing ispcc@ispcc.ie or by writing to any local ISPCC office. Childline can be contacted by any child or young person by calling 1800 66 66 66 (24 hours a day), texting to 50101 (10am – 4am daily) or chatting online at Childline.ie (10am – 4am every day).		