

Policy Title: Child, Young and Vulnerable Persons Protection Policy

Area Code	ADM
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Approving Authority:	Governing Body

Table of Contents

PURPOSE OF DOCUMENT 3

SCOPE 3

REFERENCE DOCUMENTS 4

DEFINITIONS 5

Aims and Objectives 7

Roles and Responsibilities 7

RISK ASSESSMENT FOR CHILD, YOUNG OR VULNERABLE PERSON’S PROTECTION..... 12

Best Practice for Activities with Children, Young and Vulnerable Persons 25

Dealing with Child Protection concerns 26

Procedures and Records Created By This Policy 34

Revision History 34

Appendices 34

 Appendix 1: Schedule of Relevant Services under The Children First Act 2015 35

 Appendix 2: Definition and Recognition of Child Abuse 36

 Appendix 3: Schedule of Mandated Persons under The Children First Act 2015 41

 Appendix 4: Additional Child Safeguarding Risk Assessment Template for Faculties/ Divisions/
 Departments. 43

 Appendix 5: Notification to DLO of a report that has already been made to the Tusla/Gardai Siochana . 44

 Appendix 6: Protocol for responding to a report of a missing child or vulnerable person 45

 Appendix 7: Acceptance of the IT Sligo Child Protection Policy and Guidelines 46

 Appendix 8: IT Sligo Standard Reporting Form 47

 Appendix 9: Dealing with Disclosures from Children or Vulnerable Persons 49

 Appendix 10: The Role of Tusla and An Garda Síochána 51

 Appendix 11: Checklist for Review of the Child Safeguarding Statement 53

 Appendix 12: Relevant Legislation 56

PURPOSE OF DOCUMENT

1.1. IT Sligo falls within the definition of an organisation that provides relevant services to children as outlined in Schedule 1 of the 2015 Act, Schedule 1 is reproduced in Appendix 1 of this Policy. Children may be present on the Institute campus or under the supervision or direction of Institute staff or students in a wide number of circumstances, including for example:

- (i) Institute students under the age of 18;
- (ii) Children attending summer schools in the Institute;
- (iii) Children using the Institute's sport facilities;
- (iv) Work experience placements for Institute students where children are present;
- (v) Children brought onto the Institute campus by parents during school holidays;
- (vi) Children attending interviews for admission to the Institute;
- (vii) Children as the subjects of academic research;
- (viii) Children attending classes offered by the Institute;
- (ix) Children as visitors to the Institute for any other reason;
- (x) Where students or staff on behalf of the Institute are actively involved in volunteering activities involving children;
- (xi) Interactions between Institute staff and students from primary and secondary schools including:- transition year student work placements, outreach programmes, tutoring programmes, mentoring programmes.
- (xii) Interactions (in person and online) between Institute staff and prospective students including:- shadowing programmes, Open Days, Taster Days, Summer schools, campus visits and use of library facilities.

1.2. This POLICY is intended to ensure compliance with the Institute's obligations under the 2015 Act, the 2017 Guidance and the requirement of the THEA 2019 Codes of Governance for Institutes of Technologies; to ensure that allegations of child abuse and neglect are reported in accordance with this Policy and to provide a clear framework for managing such reports to assist and support Institute members.

1.3. IT Sligo wishes to ensure that it maintains the highest possible standards to meet its responsibility to protect and safeguard children and it will uphold the key principle that the welfare of the child is paramount and that children are protected, treated with respect, listened to and have their views taken into consideration.

1.4. Institute members must be alert to the possibility of child abuse and of their obligation to convey any concerns to the Designated Liaison Officer (DLO).

1.5. The Institute will maintain links with Tusla and An Garda Síochána in order to promote child protection and welfare policies and practices.

1.6. The Institute reserves the right to update this Policy, including taking into account changes to legislation, the Guidance, and other legal. This Policy should be interpreted in light of the 2015 Act.

SCOPE

This document refers to all members of IT Sligo. Members of IT Sligo are defined as:

- (i) members of the Governing Body,
- (ii) members of the Academic Council,
- (iii) members of the Institute Management Team,
- (iv) the Institute's employees,
- (v) the Institute's students,

(vi) any other person the governing body may appoint to be members.

For the purpose of this Policy, it also includes any volunteer, service provider or graduate member engaged in the Institute's arranged activity.

REFERENCE DOCUMENTS

The legal framework and key publications consulted in the development of this document are:

Children First Act, 2015

The 2017 Guidance

Children First Support Documents including the following:

A Guide for the Reporting of Child Protection and Welfare Concerns;

Best Practice principles for Organisations in Developing Children First Training Programmes;

Guidance on Developing a Child Safeguarding Statement; and

Mandated Assisting Protocol for Tusla Staff

The Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016

Criminal Law (Sexual Offences) Act 2017

Child Trafficking and Pornography Act 1998

Protection for Persons Reporting Child Abuse Act 1998

Protected Disclosures Act 2014

Child and Family Agency Act 2013

Child Care Act, 1991

Criminal Justice Act 2006

Safety, Health and Welfare at Work Act, 2005

Protection of Persons Reporting Child Abuse Act 1998

Data Protection Act 2018

Freedom of Information Act 2014 (as amended)

Criminal Justice (Withholding of Information on Offences Against Children and Vulnerable Persons) Act 2012

National Vetting Bureau (Children & Vulnerable Persons) Act 2012-2016

Children First: National Guidelines for the Protection and Welfare of Children, Department of Children and Youth Affairs 2017

Code of Ethics and Good Practice in Children's Sport, Irish Sports Council 2000

Ethical Review and Children's Research in Ireland, Department of Health and Children March 2010

Guidance for developing ethical research projects involving Children Department of Children and Youth Affairs April 2012

Department of Children and Youth Affairs *National Strategy for Research and Data on Children's Lives 2011-2016* (2011)

DEFINITIONS

Assault in relation to a child, means when someone deliberately hurts a child physically or puts him/her at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. Please refer to Appendix 2 of this document for an outline of types of child abuse and how they may be recognised.

Associated Organisations means contractors, visitors, external parties who are granted access to the Institute's resources and facilities but who are not under the direct management of the Institute of Technology, Sligo

Child means a person under the age of 18 years of age other than a person who is or has been married as defined in The Child Care Act 1991.

Child Protection Procedures means the detailed procedures in place for IT Sligo for dealing with and the reporting of child protection concerns; working safely with children: recruiting and managing staff; child safeguarding awareness and training; involving parents and children; implementing and reviewing the safeguarding strategies, in compliance with the 2017 Guidance.

Child Safeguarding Statement (CSS) means a written statement specifying the service being provided and the principles and procedures to be observed to ensure as far as practicable, that a child, while availing of the service, is safe from harm pursuant to section 11 of the 2015 Act.

Designated Liaison Officer (DLO) means the person appointed by IT Sligo in accordance with the 2017 National Guidance to act as the liaison person for IT Sligo to deal with the Child and Family Agency and/or An Garda Síochána and other parties in connection with allegation(s) of and/or concerns about child abuse. For the purpose of this Policy, the Designated Liaison Officer will also be the Relevant Person.

Deputy Designated Liaison Officer(s) (DDLO) means the person(s) appointed to undertake the duties of the DLO as liaison person for IT Sligo to deal with the Child and Family Agency and /or An Garda Síochána and other parties in connection with allegation(s) of and /or concerns about child abuse when the DLO is not available.

Harm means in relation to a child- (a) assault, ill-treatment or neglect of the child, in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.

Ill-treatment means in relation to a child, to abandon or cruelly treat the child, or causing or procuring or allowing the child to be abandoned or cruelly treated. Please refer to Appendix 1 of this Policy where an extract from Chapter 2 of the 2017 Guidance is reproduced. This outlines types of child abuse and how they may be recognised.

Mandated Person (MP) means a person who by virtue of their occupation, falls under the classes of persons specified in Schedule 2 of the 2015 Act. The full list of MPs specified in Schedule 2 of the 2015 Act, is attached at Appendix 3.

Mandated Report means a report made by a mandated person in accordance with Sections 14(1) & 14(2) of the 2015 Act.

Members of IT Sligo are defined as:

- (i) members of the Governing Authority,
- (vii) members of the Academic Council,

- (viii) members of the Institute Management Team,
- (iv) the Institute's employees,
- (v) the Institute's students,
- (vii) any other person the governing body may appoint to be members.

For the purpose of this Policy, it also includes any volunteer, service provider or graduate member engaged in the Institute's arranged activity.

Non-Mandated Report means any report made to TUSLA or An Garda Síochána in accordance with these procedures or in accordance with *Children First* National Guidance 2017 or Children First 2015, other than a mandated report.

Neglect means, in relation to a child, to deprive the child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care. Please refer to Appendix 1 where an extract from Chapter 2 of the 2017 Guidance is reproduced. This outlines types of child abuse and how they may be recognised. **Non-Mandated Persons (NMPs)** means, for the purpose of this Policy, any person employed by the Institute other than an MP.

NVB (National Vetting Bureau) is the unit which deals with requests to vet (also known as Garda Vetting) certain prospective employees and students potentially working with children or vulnerable persons.

Parent means a foster parent, a legal guardian appointed under the Guardianship of Children Acts, 1964 to 1997, as amended by the Children and Family Relationship Act 2015 or another person acting in *loco parentis* who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside the State, means the adopter or adopters or the surviving adopter.

Physical Abuse in this Policy, physical abuse has the same meaning as assault. Please refer to Appendix 1 where an extract from Chapter 2 of the 2017 Guidance is reproduced. This outlines types of child abuse and how they may be recognised.

Relevant Person ("RP") means the person appointed by the Institute as the relevant person in accordance with Section 8 of the 2015 Act and who will be the first point of contact in respect of child protection. For the purpose of this Policy, the Relevant Person will also be the DLO.

Relevant Service means a service as set out in Schedule 1 of the Children First Act 2015.

Sexual Abuse means in relation to a child, the offences specified in Schedule 3 of the 2015 Act, which schedule is attached in Appendix 3. Please refer to Appendix 1 where an extract from Chapter 2 of the 2017 Guidance is reproduced. This outlines types of child abuse and how they may be recognised.

Student of IT Sligo means any student of IT Sligo, to include any full-time, part-time, online, occasional and visiting students of the Institute.

Subsidiary Organisations means all Institute contractors, associated organisations, visitors and / or other parties who are granted access to the Institute's resources and/or facilities but who are not under the direct management of IT Sligo.

TUSLA means the statutory Child and Family Agency

The **2015 Act** refers to the Children First Act 2015, as amended.

The **2017 Guidance** refers to "*Children First: National Guidance for the Protection and Welfare of Children*" issued by the Department of Children and Youth Affairs in 2017.

Welfare in relation to a child, includes the moral, intellectual, physical, emotional and social welfare of the child.

Vulnerable persons means a person, other than a child, who

- (a) Is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- (b) Has an intellectual disability,
- (c) Is suffering from a physical impairment, whether as a result of injury, illness or age, or
- (d) Has a physical disability,

Which is of such a nature or degree

- (i) As to restrict the capacity of the person to guard himself or herself against harm by another person, or
- (ii) That results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

Aims and Objectives

- 5.1. The purpose of this Policy is to ensure as far as practicable, that children are safe from harm while availing of the IT Sligo's services (i.e. while attending the Institute or while participating in Institute activities) by:
 - 5.1.1. complying with statutory obligations under the 2015 Act;
 - 5.1.2. complying with non-statutory best practice outlined in the 2017 Guidance;
 - 5.1.3. undertaking an assessment of any potential for harm to children while they are availing of a service from the Institute. The Institute's risk assessment template is attached in Appendix 4 of this document.
 - 5.1.4. preparing and displaying a Child Safeguarding Statement in accordance with the requirements of Section 11 of the 2015 Act;
 - 5.1.5. appointing an RP to be the first point of contact in respect of this Policy. For the purpose of this Policy, the RP will be the DLO;
 - 5.1.6. providing a copy of this Policy to Institute personnel and, where requested to students, parents, members of the public and to Tusla;
 - 5.1.7. setting out procedures to enable Institute members to deal with child protection concerns in which the protection and well-being of the child is the paramount consideration;
 - 5.1.8. training Institute members to make informed decisions and appropriate responses to child protection concerns;
 - 5.1.9. advising Institute members on their responsibilities in relation to child protection and compliance with statutory and non-statutory obligations; and
 - 5.1.10. ensuring information relating to child protection concerns is only shared on a "need to know" basis in accordance with the requirements of the 2015 Act and the 2017 Guidance, with protection and well-being of the child remaining the most important consideration.

Roles and Responsibilities

- 6.1. The ultimate responsibility for the adoption and implementation of this policy rests with the President and the Governing Body of IT Sligo. Adoption and implementation of these procedures campus wide can only be achieved where the management of each Faculty, Division and Department ensures full implementation of the policy.
- 6.2. This Policy and Procedures for Child, Young & Vulnerable Persons will be reviewed after initial implementation on a 2 yearly cycle, or as may be appropriate in the context of any legislative

compliance policy requirements, incidents/reports and feedback that indicates the need for revision.

- 6.3. Responsibility for the review of this policy and the subsequent safeguarding statement will be held by the Registrar with the support of the Child Protection Committee
- 6.4. This Policy will be approved by the Governing Body of IT Sligo.

Responsibilities:

6.5. Governing Body

- Approve the Child, Young & Vulnerable Persons Protection Policy and Procedures including the Safeguarding Statement for the College
- Consider an annual report of the Safeguarding Controls as outlined in the Risk Register
- Direct any appropriate actions based on a review of the report
- Consider the appropriateness of a 2-yearly review of the Policy, Procedures & Safeguarding Statement

6.6. President

- Appoint a Designated Liaison Officer
- Appoint a Senior Manager with overall responsibility for safeguarding within the College
- Propose the Safeguarding Statement and Policy for Child, Young & Vulnerable Persons to the Governing Body
- Ensure that this policy is reviewed on a two-yearly basis
- Consider the annual report (or on such other occasions as may be appropriate and agreed) provided by the Senior Manager and ensure appropriate action is taken
- Ensure that Safeguarding is identified as a standing agenda item for College Management team meetings

6.7. Registrar with Responsibility for Safeguarding & Child, Young Person & Vulnerable Person Policy

- Delegated responsibility by the President in all safeguarding and child, young person & vulnerable persons' matters
- Lead the development of guiding principles and child, young and vulnerable persons' safeguarding procedures and for ensuring that policies and procedures are consistent with best practice as outlined in Children First National Guidance documents.
- Liaise with all key workers and volunteers who have relevant roles and responsibilities.
- Chair Child Protection Committee
- Assist with the safeguarding review process.
- Submit an annual report (or on such other occasions as may be appropriate and agreed) on safeguarding to the President
- Ensure that all legal and related obligations are met with regard to Garda Vetting
- Ensure that the process for notifying Heads of Department of students who are aged under eighteen on entering the College is monitored
- Activate relevant procedures in the event of allegations against a Student Member
- Maintain a list of persons employed by IT Sligo who are listed in Schedule 2 of the 2015 Act as Mandated Persons.

6.8. Head of Faculty, Function or Department

This term applies to Heads of Academia, Administrative & Service Departments and managers of any facilities administered by the college

- Responsible for the implementation of the child, young person & vulnerable persons' policy and procedures at and across departmental & related services;
- Ensure appropriate safeguards and practices in their areas of responsibility including risk assessment of all activities and programmes of study related to the child, young or vulnerable person using the risk assessment template at Appendix 4;
- Appointment of responsible persons within the department to conduct risk assessments within the department /service;
- Ensure that Safeguarding is identified as a standing agenda item for department meetings;
- Ensure that appropriate supervision and monitoring of staff reporting to the HoD/Manager engaged in child, young or vulnerable person's activity is carried out.

6.9. Designated Liaison Officer (DLO) & Deputy Designated Liaison Officer (DDLO)

The Institute will appoint a Designated Liaison Officer (DLO). This person is the resource person for any staff member who has child protection concerns and will liaise with outside agencies. IT Sligo as a provider of a relevant service under the Children First Act 2015 is required to appoint a named or relevant person. The relevant person is the first point of contact in relation to the Child Safeguarding Statement, policies and procedures and the DLO fulfils this role for IT Sligo. The DLO reports to the Registrar who is senior manager with responsibility for Safeguarding.

Particular duties of the Designated Child Protection Liaison Person include:

- Be fully familiar with IT Sligo duties in relation to the safeguarding of children, young people and vulnerable persons;
- Have good knowledge of IT Sligo guiding principles and child, young & vulnerable persons' safeguarding procedures.;
- Ensure that IT Sligo reporting procedure is followed, so that child, young persons' protection and welfare concerns are referred promptly to Tusla;
- Ensures that all appropriate notifications are made in respect of any suspected case of neglect or abuse of a vulnerable person to Tusla and the local HSE safeguarding and protection team (if appropriate) ;
- Receive child, young and vulnerable person's protection and welfare concerns from workers and volunteers and consider if reasonable grounds for reporting to Tusla exist;
- Consult informally with a Tusla Duty Social Worker if necessary;
- Where appropriate, make a formal report of a child protection or welfare concern to Tusla on behalf of IT Sligo, using the Child Protection and Welfare Report Form;
- Inform the child's/young person's parents/guardians that a report is to be submitted to Tusla or An Garda Síochána, unless:

- Informing the parents/guardians is likely to endanger the child or young person;
- Informing the parents/guardians may place the DLO as the reporter at risk of harm from the family;
- The family's knowledge of the report could impair Tusla's ability to carry out an assessment.
- Record all concerns or allegations of child, young or vulnerable person's abuse brought to your attention as well as any action/inaction taken in response to these concerns;
- Provide feedback to the referrer, as appropriate;
- Ensure that a secure system is in place to manage confidential records;
- Act as a liaison with Tusla and An Garda Síochána, as appropriate;
- Where requested, jointly report with a mandated person;
- Establish contact with the Tusla, Child and Family Agency and the HSE Safeguarding and Protection Team;
- Reports to the Registrar

6.9.1. Deputy Designated Liaison Person (DDLO)

In the event that the IT Sligo DLO is unavailable, the DDLO shall fully assume the role and responsibilities of the Designated Liaison Person.

6.9.2. Unavailability of Designated Liaison Person or Deputy DLP

In the very unlikely event that both the DLO and the DDLO(s) are unavailable or absent, the Registrar will assume the role and responsibilities.

6.9.3. DLO accessibility

If activities and events are organised outside the DLO's working hours, an agreed procedure on what college members are to do if they have any child, young or vulnerable person protection concerns are put in place in advance of the event

6.10. Human Resources Manager

- Ensure best practice in safeguarding recruitment policies & procedures
- Ensure that all relevant staff are vetted
- Ensure the provision of induction and ongoing training in safeguarding
- Activate relevant HR procedures in the event of allegations against a College Member

6.11. Members of IT Sligo

This Policy applies to all Members of IT Sligo as defined in this Policy and it is the duty of each member to comply with this and all related policies and procedures

6.12. Mandated Person(s)

Mandated Persons (MP) are people who have contact with children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect children from harm. Mandated Persons include professionals working with children in the education, health, justice, youth and childcare sectors.

- Schedule 2 of the 2015 Act is included in Appendix 3 which identifies what professions constitute Mandated Persons. A list of persons employed by IT Sligo who are listed in Schedule 2 of the 2015 Act will be maintained by the Registrar.
- This list will be reviewed every 2 years in accordance with this Policy & immediately in light of any revised legislative or compliance requirements.

6.12.1. Responsibility of the Mandated Person(s)

MPs have two main legal obligations under the Children First Act 2015. These are:

- To report concerns of harm to Tusla, where a Mandated Person has reason to believe that a child is being harmed, has been harmed or is at risk of being harmed;
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

The statutory obligation to report mandated concerns in accordance with the 2015 Act rests with MPs.

In accordance with this Policy, MPs are required:

- uphold the key principle that the welfare of the child is paramount;
- Undertake all training requirements as stipulated by their own regulatory authority and/or IT Sligo and keep up to date with developments in child protection law and requirements as per directives from the Department of Further and Higher Education, Research, Innovation and Science;
- To comply with their own regulatory authorities and with Children First (2015) and Children First Guidance, 2017 in making a mandated report directly to Tusla or An Garda Síochána as appropriate;
- When a mandated report has been made, the DLO must be notified that a report has been made on the form contained in Appendix 5.

6.13. Responsibility of the IT Sligo's Associated Organisations and facility providers located on the IT Sligo's campuses

IT Sligo requires its relevant associated organisations, subsidiary companies, ITSSU – the IT Sligo Student's Union and all other facility providers located on campus, to put in place a comprehensive Policy in accordance with the 2015 Act, the 2017 Guidance and this Policy.

Companies located in the Business Innovation Centre will be provided with this policy and staff will sign Acceptance of the IT Sligo Child Protection Policy and Guidelines (Appendix 7).

6.14. Client Responsibility for Child Welfare when leasing IT Sligo Facilities

The client is solely responsible for any children (younger than eighteen years of age) brought on to the site by the client. The client undertakes that it is compliant with all current legislation,

regulations and guidelines in the vetting of staff who work with children, as well as ensuring that the supervisor to children ratios for different age groups, the monitoring and control of these are and will at all times be in line with applicable health, safety and welfare legislation, regulations and guidelines. Moreover, the client shall maintain accurate verifiable records of its compliance with the aforementioned requirements and make such records available as part of the application process for use of IT Sligo facilities.

In addition, the client is responsible for ensuring that the health, safety and welfare of children are protected on site through supervision at all times. Any injury of whatever nature and howsoever incurred by those children is the full and sole responsibility of the client, except where it can be proven beyond all reasonable doubt that any injury is as a result of the negligence of IT Sligo.

6.15. Health & Safety

The Health and Safety Office serves as a repository for risk assessments undertaken at Faculty, Division and Department levels and their annual review and updates.

IT Sligo management has a responsibility to ensure that College premises are safe for staff, students and visitors. All staff shares a responsibility to take reasonable care of the safety of those around them and will be familiar with the College’s Health and Safety Policy.

Failure to follow health and safety procedure may affect the College’s legal liability and any insurance claim by the College in the event of personal injury caused to or by children young or vulnerable persons.

It must be always borne in mind that children, young and vulnerable persons will tend to be less careful than adults, and that when staff or volunteers’ direct children and vulnerable persons outside of College premises there will be additional matters to be taken into consideration (such as if children are in large groups). Staff bringing their own children onto premises must remain responsible for their children at all times and must bear in mind that parts of the premises may pose hazards. Staff and students are advised not to bring young children onto College premises unless absolutely necessary.

Where any accident occurs, a detailed record of the incident must be logged or recorded as soon as possible after the event. All incidents must be reported to the College’s Health and Safety Office, who will liaise with the DLO accordingly.

RISK ASSESSMENT FOR CHILD, YOUNG OR VULNERABLE PERSON’S PROTECTION

IT Sligo has undertaken a risk assessment in which it has assessed potential harm to children, young and vulnerable persons while availing of the service provided by IT Sligo and the list of procedures for managing these risks.

List of IT Sligo Activities	Risk of Harm in respect of the activity	Procedures / protocols in place to address the risk of harm identified.
1. Campus Infrastructure		

<p>Provision of services to IT Sligo students under the age of 18</p>	<p>Risk of harm to IT Sligo Students under the age of 18 by members of the IT Sligo community or members of the public</p>	<p>IT Sligo will ensure that the Policy has been made available to all IT Sligo members.</p> <p>All IT Sligo staff will be provided with a copy of the Policy.</p> <p>IT Sligo will request all staff to undertake the Tusla training module & any online training as may be required from time to time.</p> <p>IT Sligo provides all new staff with a copy of the Institute’s Policy.</p> <p>Relevant IT Sligo staff will receive training in relation to the Policy.</p> <p>Relevant IT Sligo staff will receive training on child protection.</p> <p>IT Sligo ensures that training is up to date.</p> <p>IT Sligo records staff training IT Sligo ensures that prospective candidates working with children undergo the normal selection process which includes a formal interview.</p> <p>IT Sligo checks successful applicants’ references, qualifications, experience, suitability to work with children, and gaps in <i>curriculum vitae</i>.</p> <p>IT Sligo undertakes vetting of current and prospective employees and volunteers in accordance with its Policy on vetting and the National Vetting Bureau (Children & Vulnerable Persons) Act 2012 (as amended).</p> <p>IT Sligo requires that all new recruits undergo a probationary/trial period</p>
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		<p>IT Sligo ensures that a 24-hour campus security contractor is in place and are always available/contactable.</p> <p>IT Sligo ensures that CCTV monitoring is in place on campus. CCTV in use signage erected on site.</p> <p>IT Sligo requires each Function to conduct a local risk assessment of services in relation to Child, Young and Vulnerable Person protection and undertake any additional measures required.</p> <p>IT Sligo provides facility providers Business Innovation Centre companies with a copy of this IT Sligo Policy</p> <p>IT Sligo requires ITSSU and other contracted facility providers as well as subsidiary companies on campus have a comprehensive Policy in place</p> <p>Child safeguarding controls shall be included in event management plans submitted by event organisers.</p>
<p>Provision of child protection information for all IT Sligo Students</p>	<p>Indicators of harm/abuse not being recognised by IT Sligo students Harm/Abuse not being reported properly and promptly by students</p>	<p>Additional measures in this regard are as follow:</p> <ul style="list-style-type: none"> • Child Protection issues and this IT Sligo Policy are brought to the attention of the student during their induction programme. • These are available through the Student Guide and online • Campus signage advises students as to where they can access these procedures and emergency numbers • The name and contact details of the DLO is prominently displayed on

		<p>campus and on the IT Sligo website</p> <ul style="list-style-type: none"> • All IT Sligo students who have contact with /engage with children as part of their studies / work placements receive appropriate information on reporting procedures. • IT Sligo student vetting programme for relevant courses of study are in place
<p>Students under the age of 18 participating in the events of IT Sligo Students’ Union, Clubs or Societies</p>	<p>Risk of harm to children, young and vulnerable persons by members of the IT Sligo Community or members of the public</p>	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • Through ITSSU, IT Sligo provides each club and society with a copy of this IT Sligo Policy • IT Sligo requires ITSSU to have a comprehensive Policy in place • IT Sligo requires ITSSU to provide Child Protection Training to it’s Class Representatives, Officers and the Officers of all Clubs and Societies • Each Club and Society are required to have their own Policy (possibly through Governing Bodies) or adopt the Policy of ITSSU as it’s own • IT Sligo will facilitate the Garda Vetting of Officers, Coaches and Facilitators of individual Clubs and Societies where this is not available through affiliated Sports Governing Bodies
<p>Children, Young and Vulnerable Persons visiting IT Sligo campuses.</p> <p>Members of the public accessing the IT Sligo campuses.</p>	<p>Risk of harm to children, young and vulnerable persons by members of the IT Sligo Community or members of the public</p>	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • IT Sligo opening and closing hours are available on the IT Sligo website.

		<ul style="list-style-type: none"> • Knocknarea Arena and specific activities such as Science Week has its own Child Safeguarding Statement which is kept up to date in accordance with the 2015 Act and 2017 Guidance
Use of toilet/shower/changing facilities	Risk of harm to children, young and vulnerable persons by member of the IT Sligo Community or members of the public	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • Facilities are allocated for each gender including gender-neutral facilities. • Facilities are maintained at regular intervals by contracted cleaning company. • IT Sligo provides all staff and contractors with a copy of this IT Sligo Policy. • IT Sligo requires contracted facility providers have a comprehensive Policy in place
Use of library facilities by children who are not registered students of IT Sligo	Risk of harm to children, young and vulnerable persons by member of the IT Sligo Community or members of the public	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • Yeats Library has its own Child Safeguarding Statement which is kept up to date in accordance with the 2015 Act and 2017 Guidance
Use of IT Sligo’s dining facilities	Risk of harm to children, young and vulnerable persons by a member of the IT Sligo Community or members of the public	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • The dining facilities are located centrally on the Institute’s campuses • IT Sligo ensures that security is available / contactable at all times • IT Sligo ensures that CCTV monitoring occurs within the Institute and at all Institute entrances • IT Sligo provides facility providers with a copy of this IT Sligo Policy

		<ul style="list-style-type: none"> IT Sligo requires contracted facility providers on campus have a comprehensive Policy in place
Use of IT Sligo premises by children, young and vulnerable persons brought to the Institute during Summer periods/ off-peak hours	Risk of harm to children, young and vulnerable persons by a member of the IT Sligo Community or members of the public	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> IT Sligo requires relevant third-party organisations to confirm compliance with the 2015 Act and 2017 Guidance
2. Personnel		
Child Protection Training for IT Sligo Staff	<p>Risk of harm to children, young and vulnerable persons by a member of the IT Sligo Community or members of the public.</p> <p>Risk of harm/abuse not being recognised and/or not being reported properly and promptly by personnel</p>	<p>This Policy and procedure and IT Sligo Child Safeguarding Statement is brought to the attention of all members of IT Sligo.</p> <p>All members of staff are required to sign the ‘Acceptance of IT Sligo Child Safeguarding Statement’ and return to their Head of Department.</p> <p>Heads of Function /Department are responsible to ensure staff attend the appropriate level of Children First, Child Protection training and maintain staff training records.</p> <p>IT Sligo will request all staff to undertake the Tusla training module & any online training as may be required from time to time. Tusla Children First training can be found at https://www.tusla.ie/children-first/children-first-e-learning-programme/</p>
Specific Training for Designated Liaison Person(s), Deputy Designated Liaison Person(s) and Mandated Persons	<p>Risk of harm to children not being recognised by IT Sligo staff.</p> <p>Risk of harm to children not being reported properly and promptly by personnel.</p>	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> Designated Liaison Officer (DLO) /Deputy Designated Liaison Officer(s) (DDLO) will avail of training provided by professional

		<p>organisations (such as Barnardos).</p> <ul style="list-style-type: none"> • Individual departments are requested to maintain a list of Mandated Persons within the department. • IT Sligo request all Mandated staff to undertake any training as may be required from time to time.
3. Academic Affairs		
Student Placements where students have access to children.	<p>Risk of harm to children by IT Sligo students.</p> <p>Risk of harm to children by members of the public in placement organisations.</p> <p>Risk of harm to children by the host organisation staff.</p> <p>Risk of indicators of harm /abuse not being recognised by IT Sligo students.</p>	<p>The IT Sligo Child Safeguarding Statement is made available to all IT Sligo members.</p> <p>IT Sligo staff, when arranging work placements must clarify the child safeguarding procedures within the host organisations.</p> <p>Garda Vetting programme in place for relevant IT Sligo programmes of study.</p> <p>IT Sligo request students on relevant programmes of study to complete the Tusla online training module prior to going on placement.</p> <p>IT Sligo students must familiarise themselves with the host organisation’s child safeguarding procedures.</p> <p>Placement students are supported by designated IT Sligo staff while in host organisations.</p>
Academic study trips	<p>Risk of harm to children, young and vulnerable persons by a member of the IT Sligo Community or members of the public.</p>	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • A local risk assessment must be conducted by the programme organiser to include confirmation of staff

	<p>Risk of indicators of harm /abuse not being recognised by IT Sligo personnel.</p>	<p>vetting, organisation of necessary controls, examination of the child safeguarding procedures within any third-party organisation being utilised</p> <ul style="list-style-type: none"> • The programme organiser must ensure that appropriate staff numbers accompany students on trips • IT Sligo requests gender balance between staff members on trips where possible
<p>Academic research involving children</p>	<p>Risk of harm to children, young and vulnerable persons by a member of the IT Sligo Community or members of the public. Risk of indicators of harm /abuse not being recognised by IT Sligo personnel.</p>	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • IT Sligo requires that all research programmes involving children, young or vulnerable persons receive ethical review prior to the commencement of the work • IT Sligo requires written consent from the parents/guardians of children under 18 and where appropriate assent from the children themselves. • In assessing whether someone is capable of giving informed consent, their age, literacy levels, cultural background and any learning difficulties or disabilities should be taken into account • Children need to be informed in appropriate language so that they understand the research

		<p>in which they are being asked to participate</p> <ul style="list-style-type: none"> • The effect of the research on the child is monitored to ensure that the child feels comfortable with continuing with the research. A child’s right to discontinue participation must be respected • There will be occasions when a confidential interview or one-to-one meeting is necessary and, in such circumstances, the interview should be conducted in a room with an open door or visual access. • Assurances of complete confidentiality must not be given.
4. Communications		
Use of camera/mobile phone camera	Risk of harm/abuse to children through the inappropriate taking of and /or sharing of images.	<p>Members of IT Sligo are forbidden from photographing or recording images in changing rooms, toilet area or locker rooms.</p> <p>Photographs and/or recorded images of children cannot be used or shared without the prior approval of parents/legal guardians and the children themselves.</p>
Posting of team photographs /cultural photographs on social media	Risk of harm/abuse to children through the inappropriate taking of and /or sharing of images.	<p>GDPR training is provided to IT Sligo staff.</p> <p>Photographs and/or recorded images of children are not permitted to be used or shared without the prior approval of</p>

		parents/legal guardians and the children themselves.
Use of Information and Communication Technology by IT Sligo member to access child pornography	Risk of harm/abuse to children through the inappropriate taking of and /or sharing of images.	The IT Department has an acceptable usage Policy in place. All staff and students are provided with the Policy.
5. Outreach activities		
Children and vulnerable adults on campus via placements/school / service provider activities.	<p>Risk of harm to children, young and vulnerable persons by a member of the IT Sligo Community or members of the public.</p> <p>Risk of indicators of harm /abuse not being recognised by IT Sligo personnel.</p> <p>Risk of harm to children not being reported properly and promptly by personnel.</p>	<p>A local risk assessment must be conducted by the programme organiser to confirm required staff vetting and organise necessary controls while children are on- campus.</p> <p>IT Sligo requires parental consent for children participating in on campus placements /school activities.</p> <p>In the event of a IT Sligo staff member finding an unaccompanied child or vulnerable person who is not a IT Sligo member they are required to report this to on-campus security. (See Appendix 6 for the protocol of reporting missing Child(ren), Young & Vulnerable Person(s))</p> <p>Security staff provided on-campus.</p> <p>CCTV access is maintained at all times.</p>
Volunteers involved in activities on the IT Sligo campus.	<p>Risk of child, young or vulnerable person being harmed by a volunteer while child participating in IT Sligo activities.</p> <p>Risk of indicators of harm /abuse not being recognised by volunteers.</p> <p>Risk of Harm / Abuse not being reported properly and promptly by Volunteers.</p>	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • Child safeguarding controls shall be included in events management plan submitted the to the Head of Function / Events Manager. • All third-party organisations must confirm compliance with

		<p>the 2015 Act and 2017 guidance including submission of their Child Safeguarding Statement.</p> <ul style="list-style-type: none"> • All volunteers involved in relevant IT Sligo activities shall undertake the IT Sligo vetting process. • All volunteers who work with children on behalf of IT Sligo shall be required to undergo Child Protection training • All volunteers involved in IT Sligo activities are provided with a copy of the IT Sligo Child Safeguarding Statement.
<p>IT Sligo Mentoring and/or Tutoring Programmes to School Aged Children</p>	<p>Risk of child, young or vulnerable person being harmed by a mentor while child participating in IT Sligo activities.</p> <p>Risk of indicators of harm /abuse not being recognised by a mentor.</p> <p>Risk of Harm / Abuse not being reported properly and promptly by mentors.</p>	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • IT Sligo requires parental consent for children participating in IT Sligo programmes.
<p>Use of external personnel to support sporting and cultural events involving children.</p>	<p>Risk of a child being harmed by a member of the wider IT Sligo Community.</p> <p>Indicators of harm /abuse not being recognised by members of the wider IT Sligo Community.</p> <p>Risk of Harm / Abuse not being reported properly and promptly by members of the wider IT Sligo Community.</p>	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • Safe recruitment procedures observed. • A local risk assessment must be conducted by the programme organiser to confirm the required staff vetting and organise necessary controls. • The Knocknarea Arena has its own Child Safeguarding Statement

		<p>which is kept up to date in accordance with the 2015 Act and 2017 Guidance</p> <ul style="list-style-type: none"> • Each Club and Society are required to have their own Policy (possibly through Governing Bodies) or adopt the Policy of ITSSU as its own • IT Sligo facilitates Garda Vetting of Officers, Coaches and Facilitators of individual Clubs and Societies where this is not available through affiliated Sports Governing Bodies
Student Support Services Provided on Campus		
One to one counselling	<p>Risk of a child being harmed by a member of the IT Sligo community</p> <p>Indicators of harm/abuse not being recognised by IT Sligo personnel.</p>	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • All counsellors are members of IACP/BACP/IAHIP/PSI with qualifications required for membership • All Counsellors adhere to the Codes of Practice of their accrediting bodies. • Staff are required to undertake all training requirements in child protection that may be stipulated by their professional organisation or IT Sligo and to keep up to date with developments in child protection law and requirements.
Record Keeping		
Records kept of all child protection training	That compliance with the legal requirement has not	Additional measures in this regard are as follows:

	<p>been met / is unable to be shown</p>	<ul style="list-style-type: none"> • Heads of Departments are responsible for ensuring that staff and appropriate students complete Tulsa ELearning training programme • Staff are responsible for submitting a copy of the Tusla Elearning training programme certificate to their Head of Department or their substitute. • Completion of the Tusla Elearning training programme is recorded on CORE HR
<p>Records kept of mandated and non-mandated reports</p>	<p>Failure to keep records</p>	<p>Additional measures in this regard are as follows:</p> <ul style="list-style-type: none"> • All concerns with Child Protection at IT Sligo shall be reported to the DLO. • MPs will notify the DLO of mandated reports made using the form at Appendix 5 • DLO records all information and stores records generated in a safe and secure manner
<p>Records kept of claims/child protection related instances and injuries which require insurance notification</p>	<p>Failure to record records</p>	<p>Additional measures in this regard are as follows:</p> <p>All child protection data is processed and managed in accordance with the IT Sligo Data Retention Policy.</p> <p>All child protection records are processed and held in accordance with GDPR.</p>

Best Practice for Activities with Children, Young and Vulnerable Persons

- 8.1. IT Sligo members must familiarise themselves with this Policy. IT Sligo staff members should sign “An acceptance of the IT Sligo Child Protection Policy and Guidelines form” (Appendix 7) and return the form to the Human Resources Department.
- 8.2. Students who work/learn/volunteer with children through placement must be made aware of this Policy by Departmental staff.
- 8.3. In the normal course, staff members of IT Sligo must ensure that they work in an open environment (i.e. avoiding private or unobserved situations) where possible.
At all times members of the IT Sligo community must ensure that they:
 - Always work in an open environment (avoid private or unobserved situations);
 - Avoid being alone with a child;
 - Where a one-to-one meeting is necessary it should be conducted in a room with visual access;
 - Treat all children/young person equally, and with respect and dignity;
 - Demonstrate exemplary behaviour in the presence of children;
 - Provide a safe, appropriately monitored environment for any children people visiting our campus;
 - Adopt the safest possible practices to minimise the possibility of harm or accidents happening to children;
 - Keeping children safe, involves assisting them to develop their own skills in keeping themselves safe. It also involves providing them with opportunities to develop free from unnecessarily restrictive environments;
 - Give enthusiastic and constructive feedback;
 - Never use physical punishment;
 - Always refer reports of current/ retrospective child abuse, welfare and safety issues to the DLO. If a member of staff of IT Sligo is inhibited for any reason in reporting the incident internally to the DLO or where they are dissatisfied with the response, they should contact Tusla or An Garda Síochána.
- 8.4. A student on placement must be familiar with the policies and procedures in relation to child protection within the placement organisation.
- 8.5. A student on placement who is aware or made aware of suspected child abuse should without delay adhere to the following procedure.
 - 8.5.1. The student should report the suspected abuse to the Designated Child Protection Person on that host organisation or somebody in authority.
 - 8.5.2. The student must also report the suspected abuse to the DLO within IT Sligo.
- 8.6. Research conducted or commissioned by the IT Sligo Community involving children must be approved by the Institute’s Research Ethics Committee or another Research Ethics Committee recognised by IT Sligo prior to the commencement of the work. In addition, it must be ensured that:
 - Informed consent is obtained from the parents/guardians of children;
 - Informed assent must also be obtained from the children themselves where appropriate and in a manner comprehensible to them;
 - Children need to be informed in appropriate language so that they understand the purpose of the research for which they have agreed to participate;
 - The effect of the research on the child must be monitored to ensure that they feel comfortable with continuing with the research;

- In addition to the child one other person should be present during the research. There may be rare occasions when a confidential interview or a one-to-one meeting is necessary and, in such circumstances,, the interview should be conducted in a room with an open door or visual access.

Dealing with Child Protection concerns

9.1. Reasonable Grounds for Concern

Everyone must be alert to the possibility that children with whom they are in contact may be suffering as a result of abuse or neglect. In accordance with the Children First National Guidance 2017 Tusla must always be informed where there any reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected. Features and examples of Abuse / Neglect are provided in Appendix 2.

To meet the requirements of Children First Guidance 2017 any member of IT Sligo who has such reasonable grounds for concern must inform the DLO. The DLO must then act in accordance with the procedures outlined in Section 9.2 and 9.3.

It is not necessary for any member of IT to prove that abuse has occurred - all that is required is that the person has reasonable grounds for concern. It is Tusla's role to assess concerns that are reported to it.

Reasonable grounds for a child protection or welfare concern include:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way;
- Any concern about possible sexual abuse;
- Consistent signs that a child is suffering from emotional or physical neglect;
- A child saying or indicating by other means that he or she has been abused;
- Admission or indication by an adult or a child of an alleged abuse they committed;
- An account from a person who saw the child being abused.

In addition:

- An adult may disclose to a staff member/student/ volunteer/visitor of IT Sligo that abuse took place during their childhoods, or
- In the course of activities in IT Sligo a staff member/student/ volunteer/visitor may have concerns about the behavior of a person who is the parent or guardian of a child.

If there is reason to believe that there may be a potential risk to any child, even though the child is unidentifiable, this should be communicated to the DLO. If these concerns is the subject of a mandated report, that one has been made should be notified to the DLO.

Where a member of the IT Sligo community is unsure whether or not a report should be made to the DLO, they may seek advice from the DLO. Where the DLO is unsure whether or not to report the matter to Tusla they may seek advice from Tusla.

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

- a) The safety and well-being of the child must take priority over concerns about the adult against whom an allegation may be made

- b) Reports of concerns should be made without delay to Tusla / An Garda Síochána by the DLO.

If the concern or allegation arises during a work placement etc., the concern/allegation must also be reported to the appointed DLO where placed.

Members of IT Sligo are required to comply with the best practice (non-statutory) requirement of the Children First National Guidance 2017 and to comply with these procedures to report all reasonable concerns to the DLO regardless of where or how they arise.

In addition, Mandated Persons are required to act in accordance with their statutory requirements of the Children First Act 2015 and must follow the procedures for making a mandated report.

Records made by members of the IT Sligo community will be passed onto Tusla in the event that a referral is made. Consequently, members of the IT Sligo community may subsequently be invited to attend at a child protection conference or any proceedings where the matter is being investigated.

9.2. Duty to Inform Relevant Authorities

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

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

The DLO/DDLO shall, without delay report to:

- a) Tusla where the DLO/DDLO has reasonable grounds for concern that a child may have been, is being or is at risk of being abused. This report should be made to Tusla without delay. All reports made by the DLO/DDLO to Tusla should include as much as possible of the information sought in the standard reporting form included in Appendix 8;
- b) In case of the unavailability of Tusla, report concerns to An Garda Síochána through any Garda Station;
- c) The parent or guardian of a child who is the subject matter of the report, if a report is likely to be submitted to Tusla, unless doing so is likely to endanger the child. If the DLO/DDLO decides not to inform a parent/guardian of the child this decision and the reasons for it should be recorded. If, for any reason it is not possible to inform the child's parent/guardian, the DLO/DDLO should inform Tusla of the reason why. Tusla must be told if the child's parents have not been informed so that it can take the necessary appropriate steps. Where the DLO has any doubt as to whether or not to inform a parent/legal guardian that a report is being made the DLO shall seek the advice of Tusla;
- d) The HR Manager where the allegation is made against IT Sligo staff or an IT Sligo contractor or a member of an associated organisation;
- e) The Registrar where the allegation is made against an IT Sligo student;

- f) A record shall be made, by the DLO, of the information communicated to the parent/legal guardian. A decision not to inform a parent/legal guardian shall be briefly recorded, by the DLO, together with the reasons for not doing so;

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

It is the responsibility of the HR Manager or the Registrar to report any such matters to the President of IT Sligo and/or other members of IT Sligo as appropriate.

Please Note: In the interest of protecting the anonymity of the child, no details of the case should be disclosed to the Executive Committee or any member of IT Sligo unless there are issues, which need to be addressed directly by them.

9.3. Procedure for cases that are not referred

If the DLO/DDLO is of the opinion that it is not appropriate to report the case to Tusla or Gardaí the DLO/DDLO shall inform the person who initially made the report, in writing, of the reasons why it was decided not to refer.

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

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

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

If Tusla advises that no action is required:

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

9.4. Out of Hours & Emergency Reports

In certain circumstances a member of the IT Sligo community may become aware of an imminent risk to a child. In this case a report should be made directly to the Gardaí or Tusla without delay. In such instances the DLO should be notified as soon as is possible by the employee that a report has been made.

9.5. Legal Protection for those Reporting

The Protections for Persons Reporting Child Abuse Act 1998 makes provision for the protection from civil liability of persons who have communicated child abuse 'reasonably and in good faith' to designated officers of to Tusla or to a member of An Garda Síochána. This protection applies to organisations as well as to individuals. This means that even if a communicated suspicion of child abuse

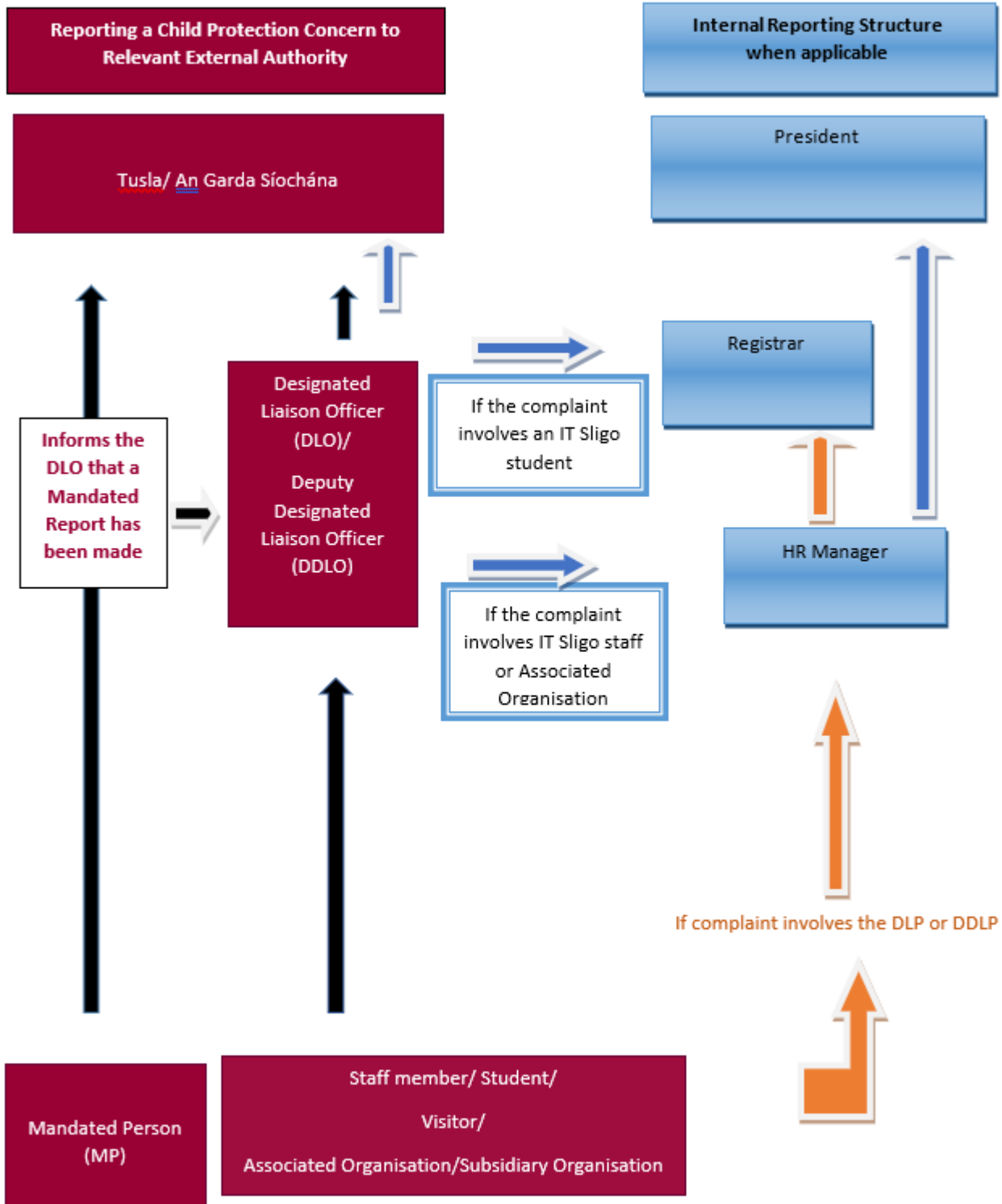
proves unfounded, a plaintiff who took an action would have to prove that the person who communicated the concern had not acted reasonably and in good faith in making the report.

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

9.6. Support for those Reporting

It is acknowledged that making a report to the DLO/DDLO may be a stressful event. Support is available for employees of IT Sligo through the Institute's Employee Assistance Programme and for students through the Student Counselling Service.

9.7. Overview of the Reporting Responsibilities for Members of IT Sligo



Allegations or Suspicions of Child Abuse made against a member of the IT Sligo Community

While the most important consideration is the protection of children, and their safety and well-being must be the priority, IT Sligo also has a duty and responsibility in respect of all members of IT Sligo. While priority must be given to the rights and interests of children, IT Sligo management must ensure that any person against whom an allegation is made have their rights respected.

In the event that an allegation is made against any member of IT Sligo there are two procedures to be followed:

- a) the reporting procedure in respect of the allegation/suspicion;
- b) the procedure for dealing with the person against whom the allegation is made.

In the context of allegations or suspicions of child abuse or neglect regarding a member of the IT Sligo community, the primary goal is to protect the child. However, any member of the IT Sligo community may be subject to erroneous or malicious allegations. Therefore, any allegation of abuse or neglect shall be dealt with sensitivity. Support including counselling shall be provided to members where necessary. Members shall be treated fairly which includes the right not to be judged inappropriately.

In dealing with any concerns or allegations of abuse, involving a member of IT Sligo, management should also be aware of and comply with employment legislation and other appropriate employee/student relations policies such as agreed grievance and disciplinary procedures.

10.1. Protocol Authorising Immediate Action.

The Registrar or their nominee, is authorised by IT Sligo to take immediate action on behalf of IT Sligo, to deal with any IT Sligo student against whom an allegation or concern is made.

The HR Manager or their nominee, is authorised by IT Sligo to take immediate action, on behalf of IT Sligo, to deal with any member of IT Sligo excluding students against whom an allegation or concern is made.

Under the protocol authorising immediate action the Registrar or the HR Manager is required to seek legal advice and to consult with Tusla and/or an Garda Síochána and other agencies/ professional personnel as may be necessary to enable him to decide what action should be taken in the immediate aftermath of an allegation being made against a member of IT Sligo.

Required action will be conducted in accordance with the Institute's Disciplinary Procedure or the Student Charter as appropriate.

10.2. Allegations or Concerns Involving Members of IT Sligo

Members of the IT Sligo community who receive allegations of abuse or neglect against another member of the IT Sligo community or who themselves have concerns of abuse or neglect being perpetrated by a member of the IT Sligo community shall report the matter without delay to the DLO. In such cases, the DLO shall follow the procedures set out in Section 9 for dealing with the allegation or concern.

If the allegation or concern relates to the DLO, the matter should be reported, without delay, to the HR Manager. In such cases, the HR Manager shall follow the procedures set out in Section 9 for dealing with the allegation or concern.

All child protection concerns or disclosures reported to the DLO /DDLO by non-Mandated Persons must be dealt with in accordance with the following procedures with due regard to confidentiality as outlined in Section 9.

CONTINUE TO THE *Child Safeguarding Management Process* diagram ON THE NEXT PAGE

Child Safeguarding Management Process diagram

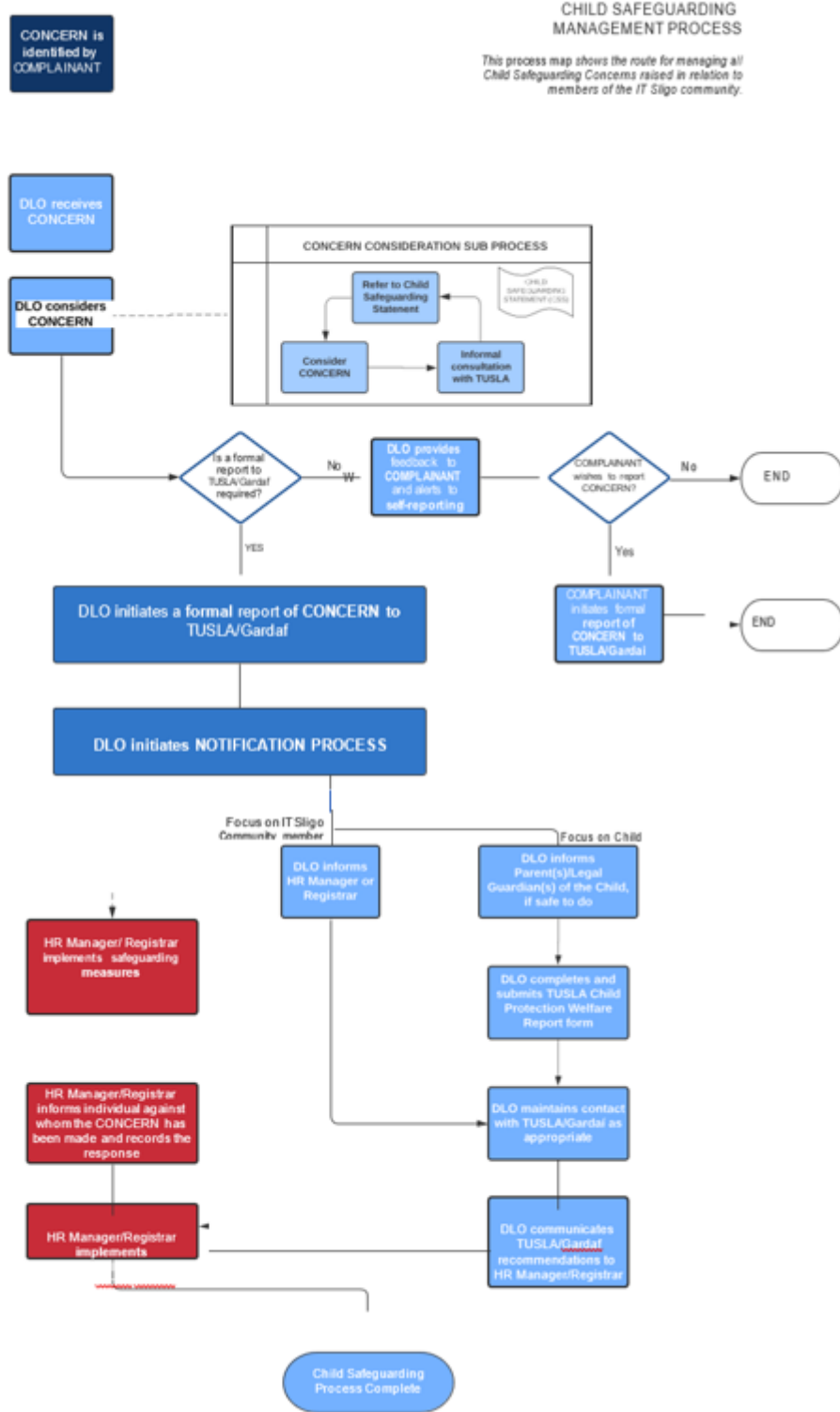
A **CONCERN** of Child Welfare is not limited by time (it can be retrospective), by geographical location (it can occur on or off campus), nor by status of whom the **CONCERN** relates to (it can relate to staff, students, contractors or visitors).

CONCERN can be communicated verbally or in written format to the Designated Liaison Officer (DLO). DLO will meet the **COMPLAINANT**.

As part of the consideration process the DLO refers to the Child Safeguarding Statement (CSS) to determine whether the **CONCERN** meets reasonable grounds for concern. Informal consultation with TUSLA may also occur to inform the consideration & decision process. Anonymity of all parties is **protected**. DLO prepares feedback to the **COMPLAINANT** identified in a written **REPORT** outlining the reasons why the **CONCERN** will not be submitted as a formal report to TUSLA by IT Sligo. The **REPORT** will include advice, if the **COMPLAINANT** wishes to report their concern to TUSLA/An Garda Síochána themselves.

DLO informs the HR Manager in the case of staff, contractor, or visitor, and Registrar in the case of students.

Implementation of recommendations will be informed by IT Sligo internal procedures



Procedures and Records Created By This Policy

Revision History

Revision No	Description of Change	Issue Date	Status
0	New Procedure to replace previous Child Protection Policy	17/2/2022	Approved by Governing Body

Appendices

Appendix 1	Schedule of Relevant Services under The Children First Act 2015
Appendix 2	Definition and Recognition of Child Abuse
Appendix 3	Schedule of Mandated Persons under the Children First Act 2015
Appendix 4	Risk Assessment Template
Appendix 5	Notification to DLO of a report that has already been made to the Tusla/Gardai Siochana
Appendix 6	Protocol for responding to a report of a missing child or vulnerable person
Appendix 7	An Acceptance of the IT Sligo Child, Young and Vulnerable Persons Protection Policy and Procedures
Appendix 8	IT Sligo Standard Reporting Form
Appendix 9	Dealing with Disclosures from Children
Appendix 10	The role of Tusla and An Garda Siochana
Appendix 11	Checklist for Review of the Child Safeguarding Statement (POLICY)
Appendix 12	Relevant Legislation

Appendix 1: Schedule of Relevant Services under The Children First Act 2015

Schedule 1 of the Children First Act 2015 defines Relevant Services as:

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children in—
 - (a) an establishment which provides early years services within the meaning of Part VIIA of the Child Care Act 1991,
 - (b) a school or centre of education, both within the meaning of the Education Act 1998,
 - (c) any hospital, hospice, health care centre or other centre which receives, treats or otherwise provides physical or mental health services to children, (d) a designated centre within the meaning of section 2 of the Health Act 2007, in so far as it relates to an institution at which residential services are provided in accordance with the Child Care Act 1991 or to children with disabilities in relation to their disabilities,
 - (e) a special care unit provided and maintained in accordance with section 23K of the Child Care Act 1991,
 - (f) a children detention school within the meaning of section 3 of the Children Act 2001,
 - (g) a reception or accommodation centre which provides residential accommodation services to applicants for asylum under contract to the Department of Justice and Equality where children may be accommodated, or
 - (h) a centre which provides residential accommodation services to victims of domestic violence where children may be accommodated.
2. Any work or activity which consists of the inspection of a service provided to a child under the Child Care Act 1991, the Education Act 1998, the Children Act 2001 or the Health Act 2007.
3. Any work or activity which consists of the inspection, examination or investigation by the Office of the Ombudsman for Children under the Ombudsman for Children Act 2002.
4. Any work or activity which consists of treatment (including assessment which may lead to treatment), therapy or counselling provided to a child.
5. Any work or activity which consists of the provision of—
 - (a) educational, research, training, cultural, recreational, leisure, social or physical activities to children,
 - (b) care or supervision of children, or
 - (c) formal consultation with, or formal participation by, a child in respect of matters that affect his or her life, whether or not for commercial or any other consideration.
6. Any work or activity which consists of the provision of advice or guidance services (including by means of electronic interactive communications), a necessary and regular part of which consists, mainly, of the person having access to, or contact with, children.
7. Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs which would or could bring that minister, priest or other person, as the case may be, into contact with a child.
8. Any work or activity as a driver of, or as an assistant to the driver, or as a conductor, or as a supervisor of children using a vehicle which is being hired or used only for the purpose of conveying children who are unaccompanied by a parent or legal guardian.
9. Any work or activity which is carried out by a member of An Garda Síochána, a necessary and regular part of which consists mainly of the person having access to, or contact with children.

Appendix 2: Definition and Recognition of Child Abuse

Types of Child abuse and how they may be recognised

The Children First Guidance 2017 provides that you should always inform Tusla when you have **reasonable grounds for concern** that a child may have been, is being, or is at risk of being abused or neglected. If you ignore what may be symptoms of abuse, it could result in ongoing harm to the child. It is not necessary for you to prove that abuse has occurred to report a concern to Tusla. All that is required is that you have reasonable grounds for concern. It is Tusla's role to assess concerns that are reported to it.

Child abuse can be categorised into four different types: **neglect, emotional abuse, physical abuse and sexual abuse**. A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger and can be an adult or another child. In a situation where abuse is alleged to have been carried out by another child, you should consider it a child welfare and protection issue for both children, and you should follow child protection procedures for both the victim and the alleged abuser.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/carer.

The definitions of neglect and abuse presented in this section are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

Neglect

Child neglect is the most frequently reported category of abuse, both in Ireland and internationally. Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

Neglect is defined as 'to deprive a child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care'.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety.

Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child's health, development or welfare is influenced by a range of factors. These factors include the extent, if any, of positive influence in the child's life as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence, and parental mental illness and disability.

A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once.

The following are features of child neglect:

- Children being left alone without adequate care and supervision

- Malnourishment, lacking food, unsuitable food or erratic feeding Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation
- Failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation
- Inadequate living conditions – unhygienic conditions, environmental issues, including lack of adequate heating and furniture
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Abandonment or desertion

Emotional Abuse

Ill-treatment is defined as 'to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated'. Emotional abuse is covered in the definition of ill-treatment used in the Children First Act 2015.

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child.

Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse.

Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs.

Emotional abuse is not easy to recognise because the effects are not easily seen.

A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

Emotional abuse may be seen in some of the following ways:

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care (e.g. frequent moves, particularly unplanned)
- Continuous lack of praise and encouragement
- Persistent criticism, sarcasm, hostility or blaming of the child
- Bullying
- Conditional parenting in which care or affection of a child depends on his or her behaviours or actions
- Extreme overprotectiveness
- Inappropriate non-physical punishment (e.g. locking child in bedroom)
- Ongoing family conflicts and family violence
- Seriously inappropriate expectations of a child relative to his/her age and stage of development

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse.

Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

Physical Abuse

Physical abuse is covered in the references to assault in the Children First Act 2015.

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child's health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- Physical punishment
- Beating, slapping, hitting or kicking
- Pushing, shaking or throwing
- Pinching, biting, choking or hair-pulling
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Fabricated/induced illness
- Female genital mutilation

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult

Sexual Abuse

Sexual abuse to be reported under the Children First Act 2015 [as amended by section 55 of the Criminal Law (Sexual Offences) Act 2017] is defined as an offence against the child, as listed in Schedule 3 of the Children First Act 2015.

As all sexual abuse falls within the category of **seriously affecting a child's health, welfare or development**, all such concerns must be reported to the relevant statutory services.

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and, in some instances, occurs over a number of years.

Child sexual abuse most commonly happens within the family, including older siblings and extended family members. Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms.

Sexual activity involving a young person may be sexual abuse even if the young person concerned does not themselves recognise it as abusive.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a child or the involvement of a child in an act of masturbation
- Sexual intercourse with a child, whether oral, vaginal or anal
- Sexual exploitation of a child, which includes:
 - a. Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means]
 - b. Inviting, coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
 - c. Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Exposing a child to inappropriate or abusive material through information and communication technology
- Consensual sexual activity involving an adult and an underage person

An Garda Síochána will deal with any criminal aspects of a sexual abuse case under the relevant criminal justice legislation. The prosecution of a sexual offence against a child will be considered within the wider objective of child welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation.

In relation to child sexual abuse, it should be noted that in criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal. However, it may not necessarily be regarded as child sexual abuse.

Circumstances which may make children more vulnerable to harm

Some children may be more vulnerable to abuse than others. Also, there may be particular times or circumstances when a child may be more vulnerable to abuse in their lives.

In particular, children with disabilities, children with communication difficulties, children in care or living away from home, or children with a parent or parents with problems in their own lives may be more susceptible to harm.

In addition, a child needs to have someone they can trust in order to feel able to disclose abuse they may be experiencing. They need to know that they will be believed and will get the help they need. Without these things, they may be vulnerable to continuing abuse.

A list of the range of issues in a child's life that may place them at greater risk of abuse or neglect is contained in Chapter 2, p11, of Children First 2017

Retrospective Disclosures by Adults

Some adults may disclose abuse that took place during their childhood. If such a disclosure is made to any member of IT Sligo and **there is a reasonable concern about a continuing risk to children** who may be in contact with the alleged abuser revealed in such disclosures, **the concern must be reported to Tusla / An Garda Síochána** in accordance with the reporting procedures outlined in these procedures. The Tusla Retrospective Abuse Report form can be downloaded at:

https://www.tusla.ie/uploads/content/Retrospective_Abuse_Report_Form_FINAL.pdf

Bullying

It is recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare.

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, and occurs mainly among children in social environments such as schools. It includes behaviours such as physical aggression, cyberbullying, damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion.

Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, children can also be the victims of non-contact bullying, via mobile phones, the internet and other personal devices.

While bullying can happen to any child, some may be more vulnerable. These include: children with disabilities or special educational needs; those from ethnic minority and migrant groups; from the Traveller community; lesbian, gay, bisexual or transgender (LGBT) children and those perceived to be LGBT; and children of minority religious faiths.

In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, a referral may need to be made to Tusla and/or An Garda Síochána in accordance with the IT Sligo reporting procedures.

Appendix 3: Schedule of Mandated Persons under The Children First Act 2015

Schedule 2 of the Children First Act 2015 specifies the following classes of persons as Mandated Persons for the purposes of the Act:

1. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007.
2. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
3. Physiotherapist registered in the register of members of that profession.
4. Speech and language therapist registered in the register of members of that profession.
5. Occupational therapist registered in the register of members of that profession.
6. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
7. Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession.
8. Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
9. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
10. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
11. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
12. Teacher registered with the Teaching Council.
13. Member of An Garda Síochána.
14. Guardian *ad litem* appointed in accordance with section 26 of the Child Care Act 1991.
15. Person employed in any of the following capacities:
 - (a) manager of domestic violence shelter;
 - (b) manager of homeless provision or emergency accommodation facility;
 - (c) manager of asylum seeker accommodation (direct provision) centre;
 - (d) addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
 - (e) psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies;
 - (f) manager of a language school or other recreational school where children reside away from home;
 - (g) member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;
 - (h) director of any institution where a child is detained by an order of a court;
 - (i) safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of

- religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;
- (j) child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
 - (k) person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.
16. Youth worker who—
- (a) holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and
 - (b) is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001.
17. Foster carer registered with the Agency.
18. A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

Appendix 4: **Additional Child Safeguarding Risk Assessment Template for Faculties/ Divisions/ Departments.**

Carrying Out a Risk Assessment

In order to comply with the statutory obligations all IT Sligo Faculties, Divisions, Departments are required to contribute to the IT Sligo Child Safeguarding Risk Assessment process by appointing a senior fulltime member of staff to review on a 24-month basis the overarching IT Sligo Risk Assessment and to:

- identify additional risks (not already identified in the overarching IT Sligo Child Safeguarding Risk Assessment) and the procedures / policies that are in place in the Faculty / Division / Department to manage those risks
- notify the DLO of the additional risks and the procedures / policies that are in place to manage those risks.

The DLO must then include additional risks identified and the procedures to manage them in the overarching IT Sligo Child Safeguarding Risk Assessment. The risk assessment process is intended to enable Faculties, Divisions, Departments to:

- Identify potential risks;
- Develop policies and procedures to minimise risk by responding in a timely manner to potential risks;
- Review whether adequate precautions have been taken to eliminate or reduce these risks.

Activity / Practice	Risk of harm identified in respect of this activity /practice	Procedures / Policy in place to address the risks of harm identified in this activity / practice

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk.

This additional risk assessment has been completed by _____ (insert name of person) on behalf of the Faculty / Division, Department on [date].

It shall be reviewed as part of the annual review of its Child Safeguarding Statement.

Signed _____ Date _____

Add name and title of Faculty, Division, Department signatory.

Appendix 5: Notification to DLO of a report that has already been made to the Tusla/Gardai Siochana

1. Name and contact details of the reporter: _____

2. Name of child (if appropriate): _____

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

4. Case Number (if Appropriate): _____

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

Signature: _____

Date:

Appendix 6: Protocol for responding to a report of a missing child or vulnerable person

If a child or young or vulnerable person participating at activities/events at IT Sligo, gets lost or goes missing going to & from or during such activities/events, with due regard for the immediate safety and welfare of the child, young or vulnerable person, IT Sligo shall initiate apply the following procedure:

Make a note of the circumstances in which the child, young or vulnerable person has gone missing, and where he/she was last seen and prepare a detailed physical description of the child or young person, to include their hair and eye colour, approximate height and build and clothing, he/she was wearing, as this will assist in identifying the child/person during a search and may be required by An Garda Síochána.

Ensure that all other children, young or vulnerable people involved in the activity/session are fully accounted for and continue to be supervised appropriately while a search for the child/young/vulnerable person concerned is carried out.

Without causing alarm to other children, young or vulnerable people, all available IT Sligo members, event staff or other available responsible adults if necessary, shall be organised to conduct a search of the immediate and/or surrounding area by allocating each individual to a specific area.

Special attention shall be given to hazardous areas such as the surrounding main roads or waterways to ensure the child, young or vulnerable person is not at the locations alone or unsupervised.

Request all those assisting in searching to report back to a central point within a short time, dependent on the size of the area being searched and the child/person's age and level of development.

If the child, young or vulnerable person cannot be found after a good search of the immediate surroundings, not later than 20 minutes after the initial missing child, young or vulnerable person report, contact the following:

The child's, young or vulnerable person's parents/guardians to advise them of the concern and reassure them that everything is being done to locate the child, young or vulnerable person.

An Garda Síochána

The DLO or in their absence, a Deputy DLO.

The Head of Function relevant to the event organised

Follow Garda guidance if further action is recommended.

Maintain close and ongoing contact with the parents/guardian, the Gardai and event organisers to aid the early and safe recovery of the lost/missing child, young or vulnerable person.

Ensure that all involved, including the parents/guardian, searchers and Gardai shall be informed immediately if at any stage the child, young or vulnerable person is located.

Appendix 7: Acceptance of the IT Sligo Child Protection Policy and Guidelines

Acceptance of the IT Sligo Child Protection Policy and Guidelines

I have read the IT Sligo Child, Young and Vulnerable Persons Protection Policy and Procedures.

I agree to abide by its contents and act in accordance with the IT Sligo Child Safeguarding Statement.

There is no reason why I would be considered unsuitable to work with children or young people.

Signature: _____

Print Name: _____

Department: _____

Date: _____

Return the completed form to your Human Resources Department for retention on file or Placement Coordinator in the case of students.

Appendix 8: IT Sligo Standard Reporting Form

IT Sligo Standard Reporting Form

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

1. Name and contact details of the reporter:

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

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

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

5. Address/place of residence of the Child:

6. Child's contact details:

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

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

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

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

11. Does the child require medical attention?

Signature: Date: _____

Appendix 9: Dealing with Disclosures from Children or Vulnerable Persons

An abused child or vulnerable person is likely to be under severe emotional stress and may disclose abuse to any member of IT Sligo whom they feel they can trust.

Any disclosures of abuse or neglect from a child must be reported to the DLO who must in turn seek advice and/or report the matter to Tusla. It is not the role of any IT Sligo individual to judge the truth of the claims or the credibility of the child. It is the function of Tusla to investigate all concerns and disclosures.

While the involvement of Tusla may not be desired by either the child or their family, Tusla must be advised of all disclosures by children, as the removal of a risk to one child does not necessarily mean that there are no other children at risk. The information contained in a disclosure may be critical to Tusla’s assessment of risk to another child either now or in the future.

It is important to deal with any allegation of abuse or neglect in a sensitive and competent way through listening to and facilitating the child to talk about the problem, rather than interviewing the child about details of what happened.

The following advice is helpful:

DO	DO NOT
Stay calm – Do not rush into taking rash or inappropriate actions	Do not panic – or allow your feelings to be evident.
Reassure the child – That they are not to blame. Confirm that you know how difficult it must be to confide in someone. Tell them that they have done the right thing in informing or disclosing what has occurred. Reassure them that information will only be shared on a ‘need to know’ basis.	Do not make promises you cannot keep and never agree to keep it secret – explain that you will need to tell other people e.g. DLP
Listen sympathetically – To what the child says and show that you take them seriously. The experience of telling should be a positive one	Do not make the child repeat the story unnecessarily. Do not make any judgemental statements about the person against whom allegation is made Do not speculate or make assumptions
Be compassionate – Understand that the child has decided to tell something that is very important to them and that the child is	Do not probe for more information than is offered

<p>taking a risk by disclosing what has happened to you.</p>	
<p>Keep questions to the minimum – The child should not be questioned unless the nature of what he/she is saying is unclear. Open, non-specific questions should be used such as “Can you explain to me what you mean by that?”</p>	<p>Do not ask leading questions –avoid leading questions such as who, when, where</p>
<p>Report the disclosure to</p> <ul style="list-style-type: none"> a) the DLO b) the DLO in the host organisation if the matter relates to a concern or allegation that arises during a work placement / teaching practice etc. 	<p>Do not take sole responsibility</p>
<p>Make a written record immediately afterwards using, insofar as is possible, the child’s own words.</p> <p>The record should be signed and given to the DLO</p>	<p>Do not make copies of the record. The only copy should be the one supplied to the DLO.</p>

Appendix 10: The Role of Tusla and An Garda Síochána

The Role of Tusla

The specific role of Tusla is to promote the welfare of children who are at risk of not receiving adequate care and protection. Under the Child Care Act 1991, Tusla is obliged to coordinate information from all relevant sources about a child who may not be receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children.

Tusla has the statutory responsibility to assess all reports of child welfare and protection concerns. Assessments are carried out by Tusla social workers. If concerns are found after the initial checks, further evaluation involving a detailed examination of the child and family's circumstances will follow. If concerns about a child's welfare are found, but do not involve a child protection issue, then the family may be referred to community or family support services. If no concerns are found, then the information gathered is recorded and kept on a confidential file where it will be examined if further concerns or more information comes to light.

Tusla operates through duty teams of social workers that receive child protection reports, assess and prioritise referrals and provide protective interventions to children and their families. Each team deals with the concerns that arise in its specific geographical area by reference to the home address of the child. You can find contact details for each team on the Tusla website (www.tusla.ie).

If it is decided that a social work assessment is needed, the social worker will contact the family to ask for their cooperation in carrying out an examination of the child's and family's needs. The aim is to work in cooperation with parents or legal guardians to determine the appropriate supports or interventions to ensure the safety and welfare of the child. Further information on this process is contained in Chapter 5 of Children First 2017 available at <http://www.tusla.ie/children-first/children-first-2017>.

Tusla will normally acknowledge reports made to it and may contact the person who made the report for further information, if necessary. However, to protect the privacy of the child and family, it may not be possible for Tusla to inform those that report of the progress or outcome of Tusla's contact with the child or family, unless that person is involved in discussions around family support or child protection plans.

The Role of An Garda Síochána

The role of An Garda Síochána is to investigate alleged crimes and it is the responsibility of the Director of Public Prosecutions (DPP) to decide on and carry out prosecutions.

The National Vetting Bureau of An Garda Síochána issues vetting disclosures to organisations employing people who work on a full-time, part-time, voluntary or student placement basis with children and/or vulnerable adults. The National Vetting Bureau does **not** decide on the suitability of any person to work with children and vulnerable adults. Rather, in response to a written request for vetting, the National Vetting Bureau releases criminal history and other specified information on the person to be vetted to the prospective recruiting organisation. Decisions on suitability for recruitment rest at all times with the recruiting organisation, and the results of vetting should form only one part of the recruitment decision.

Joint Working Between Tusla and An Garda Síochána

Joint working between Tusla and An Garda Síochána forms an integral part of the child protection and welfare service. If Tusla suspects that a crime has been committed and a child has been wilfully neglected or physically or sexually abused, it will formally notify the Gardaí without delay. The specific focus of An Garda Síochána concerning child abuse and neglect is on preserving life; vindicating the human rights of each individual; and preventing, investigating and detecting criminal offences. On the basis of the investigation, An Garda Síochána may prepare a file for the Director of Public Prosecutions, who will decide whether to initiate a prosecution.

Where a child is at immediate risk of harm, Tusla and An Garda Síochána will work together to ensure the safety of the child. If a member of the Gardaí has reasonable grounds for believing that there is an immediate and serious risk to the health or welfare of a child, and it would not be sufficient for the protection of that child to await the making of an application for an emergency care order by Tusla, they may, under section 12 of the Child Care Act 1991, remove the child from danger and bring them to a place of safety. The child is then delivered to the care of Tusla as soon as possible. An emergency out-of-hours social work service provides social work consultation and advice to the Gardaí. The Gardaí have access to an on-call social worker and placements for children who need them due to the immediate risk to their safety. Tusla has a network of emergency foster carers available to receive a child removed from their family in an emergency.

If, in the course of their duties, the Gardaí become aware of a child welfare and protection concern, it should be formally reported to Tusla. As members of An Garda Síochána are Mandated Persons under the Children First Act 2015, if the concern is at or above the threshold of a mandated concern, this should be reported to Tusla, as outlined in Chapter 3 of this Guidance.

A protocol (Tusla and An Garda Síochána Children First – Joint Working Protocol for Liaison between both Agencies) is in place between the two agencies that details how they cooperate and interact in dealing with child welfare and protection concerns. This protocol specifically covers the formal communication required between the two agencies about notifications of child welfare or protection concerns, and record keeping about joint working and recording of decisions. You can find this protocol on the websites of both agencies (www.tusla.ie and www.garda.ie).

Appendix 11: Checklist for Review of the Child Safeguarding Statement

The IT Sligo Child Safeguarding Statement will be reviewed every 24 months.

The DLO is the “Relevant Person” appointed by IT Sligo. Relevant Faculties, Divisions, Departments undertake an annual review of their Child Safeguarding Risk Assessment as part of the overall IT Sligo review of its Child Safeguarding Statement.

The following checklist shall be used in undertaking this review.

The Governing Body	Yes/No
1. Have any members of the Governing Body completed child protection training as required under the IT Sligo Safeguarding statement?	
2. Has the Governing Body appointed a DLO and DDLOs?	
3. Is the Governing Body satisfied that all appropriate actions are being or have been taken in respect of any member of the IT Sligo community against whom an allegation of abuse or neglect has been made?	
4. Has the Governing Body ensured that the Health & Safety Office has been provided with the Child Safeguarding Risk Assessment of each of the Faculties, Divisions, Departments?	
5. Is the Governing Body satisfied that it has been informed of any child protection reports made by the DLO?	
6. Is the Governing Body satisfied that the child protection procedures in relation to the making of reports by the DLO were appropriately followed?	
7. Is the Governing Body satisfied that it has been informed of any cases where an allegation of abuse or neglect was made against any member of IT Sligo?	
8. Is Governing Body satisfied that all appropriate actions are being or have been taken in respect of any member of IT Sligo against whom an allegation of abuse or neglect has been made?	
9. Is the Governing Body satisfied that all records relating to child protection are appropriately filed and stored securely?	
10. Has the Child Safeguarding Risk Assessment been developed in accordance with the 'IT Sligo Child Safeguarding Statement'?	
11. Where appropriate, has management ensured that the IT Sligo Child Safeguarding Statement, including the Risk Assessment, is readily accessible to parents / legal guardians?	
12 Has management considered and addressed any complaints or suggestions for improvements regarding the IT Sligo Child Safeguarding Risk Assessment?	
13. Is management satisfied that the IT Sligo Child Safeguarding Statement is being fully and adequately implemented by all members of IT Sligo?	

Signed _____

Date _____

Title _____

All Faculties, Functions & Departments

Each Faculty, Division, Department must complete and return the following checklist to the Health and Safety Office as part of the annual review of the IT Sligo Child safeguarding Statement.

Individual Faculties, Divisions, Departments shall include other items in the checklist that are of relevance to the faculty, division, department in question.

For All Faculties, Functions & Departments	Yes/No
1. Has the Faculty, Function, Department formally adopted, without modification, the 'IT Sligo Child Safeguarding Statement'?	
2. Have all Faculty, Function, Department members signed the 'Acceptance of the IT Sligo Child Safeguarding Statement'?	
3. Have members of the Faculty, Function, Department management attended child protection training as required by the IT Sligo Child Safeguarding Statement.	
4. Is the register of Mandated Persons for the Faculty, Function, Department compiled and up to date?	
5. Has an updated copy of the register of Mandated Persons been given to the Registrar?	
6. Is there a procedure in place to communicate the IT Sligo Child Safeguarding Statement including the Risk Assessment, to all members?	
7. Is management satisfied that all personnel have been made aware of their responsibilities under the IT Sligo Safeguarding Statement and the Children First Act 2015?	
8. Has management ensured that the Health and Safety Office has been provided with the Faculty, Function, Department's Child Safeguarding Risk Assessment annual review and update?	
9. Is management satisfied that the statutory requirements for vetting have been met in respect of all members of the Faculty, Function or Department?	
10. Is management satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the Faculty, Division, Department in relation to all members of the community?	
11. Is management satisfied that the 'IT Sligo Child Safeguarding Statement is being fully adequately implemented by the Faculty, Function, Department?	
12. Has management identified any aspects of the IT Sligo Child Safeguarding Risk Assessment that require amending or further improvement?	

13. Has management put in place an action plan containing appropriate timelines to address those aspects of the Faculty's, Function's, Department's Child Safeguarding Risk Assessment and/or its implementation that have been identified as requiring amending or further improvement ?	
14. Has management ensured that any areas for improvement that were identified in any previous review of the Faculty's, Function's or Department's Child Safeguarding Risk Assessment have been adequately addressed?	

Signed _____ Date _____

Title _____

Appendix 12: Relevant Legislation

Child Care Act 1991

This is the key piece of legislation, which regulates childcare Policy in Ireland. Under this act, Tusla has a statutory responsibility to promote the welfare of children who are not receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children. The childcare act also sets out the statutory framework for taking children into care, if necessary.

Non Fatal Offences Against The Person Act 1997

This act codifies the criminal law on offences against a person and includes the offences of assault causing harm, endangerment and abduction. Generally speaking, the act does not limit in terms of age and can apply to offences against a person perpetrated by a child and an offence suffered by a child. The defence of assault was previously defensible by virtue of a common law defence of reasonable chastisement, and this defence was removed in the children first act.

It is worth noting that a number of offences, such as assault causing harm, are scheduled offences under the criminal justice (withholding of information on offences against children and vulnerable persons) act 2012 and accordingly information on such an offence must be notified to an Garda Síochána.

Protections for Persons Reporting Child Abuse Act 1998

This act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the chief executive officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the children first act 2015.

This legal protection means that even if a person reports a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. A person who makes a report in good faith and in the child's best interests, may also be protected under common law by the defence of qualified privilege.

The act created an offence of false reporting of child abuse where a person makes a report of child abuse to a designated officer of Tusla or of the Health Service Executive (HSE) or to a member of an Garda Síochána "knowing that statement to be false". This is a criminal offence designed to protect innocent persons from malicious reports.

A full list of persons in Tusla and the HSE, who are designated officers under the 1998 Act, can be found on the website of each agency (www.tusla.ie and www.hse.ie).

Criminal Justice Act 2006

Reckless Endangerment

Section 176 of this act created an offence of reckless endangerment of children. This offence may be committed by a person who has authority or control over a child or abuser who intentionally or recklessly endangers a child by:

1. Causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse; or
2. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

Criminal Justice (Withholding Of Information On Offences Against Children And Vulnerable Persons) Act 2012

Under this act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for that offence, but fails without reasonable excuse to disclose that information, as soon as it is practicable to do so, to a member of an Garda Síochána.

The provisions of the withholding legislation are in addition to any reporting requirements under the children first act 2015. Accordingly, it is very important to note that -

- The fact that a member of IT Sligo has dealt with a child protection or welfare concern in accordance with these procedures and/or reported it under the children first act, 2015 does not absolve that person of his or her statutory obligation to disclose information to an Garda Síochána under the criminal justice (withholding of information on offences against children and vulnerable persons) act 2012 where that person has information that falls within the scope of that act or
The fact that a member of IT Sligo has disclosed information to an Garda Síochána does not absolve that person of his or her obligations to report concerns to Tusla in accordance with the requirements of these procedures and/or in accordance with requirements of the children first act, 2015.

National Vetting Bureau (Children And Vulnerable Persons) Acts 2012–2016

Under these acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the national vetting bureau (children and vulnerable persons) acts 2012–2016.

Children First Act 2015

This act places a number of statutory obligations on specific groups of professionals and on particular organisations providing services to children.

The schedule of relevant services under the children first act 2015 is contained in Appendix 1 of these procedures.

A full schedule of Mandated Persons under the children first act 2015 is contained in Appendix 3 of these procedures.

Through the provisions of the act, it is intended to:

- Raise awareness of child abuse and neglect or harm against a child;
- Provide for mandatory reporting of instances of harm by key professionals;
- Improve child safeguarding arrangements in organisations providing services to children;

Provide for cooperation and information-sharing between agencies when Tusla – child and family agency, is undertaking child protection assessments.

The Children First Act 2015 will help to ensure that child protection concerns are brought to the attention of Tusla without delay.

Criminal Law (Sexual Offences) Act 2017

This act addresses the sexual exploitation of children and targets those who engage in this criminal activity. It creates offences relating to the obtaining or providing of children for the purposes of sexual exploitation. It also creates offences of the types of activity which may occur during the early stages of the predatory process prior to the actual exploitation of a child, for example, using modern technology to prey on children and making arrangements to meet with a child where the intention is to sexually exploit the child. The act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative.

Freedom of Information Acts 1997, 2003 & 2014

Any reports which are made to Tusla may be subject to the provisions of the freedom of information acts, which enable members of the public to obtain access to personal information relating to them which is in the possession of public bodies. However, the freedom of information acts also provide that public bodies may refuse access to information obtained by them in confidence.

The exemptions and exclusions which are relevant to child protection include the following:

- (a) protecting records covered by legal professional privilege;
- (b) protecting records which would facilitate the commission of a crime;
- (c) protecting records which would reveal a confidential source of information.

IT Sligo management bodies should note that records forwarded to a public body by all members of IT Sligo and held by that body may be subject to the provisions of the freedom of information acts.

The Data Protection Acts, 1998 And 2003

The data protection acts are designed to protect the rights of individuals with regard to personal data. The law defines personal data as “data relating to a living individual who is or can be identified from the data or from the data in conjunction with other information that is in, or is likely to come into, possession of the data controller”.

The acts give a right to every individual, irrespective of nationality or residence, to establish the existence of personal data, to have access to any such data relating to him or her and to have inaccurate data rectified or erased. It requires data controllers to make sure that the data they keep are collected fairly, are accurate and up-to-date, are kept for lawful purposes, and are not used or disclosed in any manner incompatible with those purposes. It also requires both data controllers and data processors to protect the data they keep, and imposes on them a special duty of care in relation to the individuals about whom they keep such data.

GDPR (General Data Protection Regulation)

Is a regulation in EU law on data protection and privacy for all individuals within the European Union. It also addresses the export of personal data outside the EU. It came into force on May 25th 2018, giving individuals more control over how our data is used, and putting more responsibility on businesses who use it.