

# Name of Organisation

## SAFEGUARDING CHILDREN & YOUNG PEOPLE CODE OF PRACTICE

This Safeguarding Code of Practice is based on guidelines and legislation outlined in the following documents:

- ACPC Regional Policy and Procedures. April 2005
- Children (NI) Order 1995
- Co operating to Safeguard Children DHSSPS 2003
- DHSS – Childcare –‘Our Duty to Care’
- DHSSPS - Protection of Children and Vulnerable Adults (NI) Order (2003)
- The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- Safe Guarding Vulnerable Adults Regional Adult Protection Policy and Procedural Guidance 2006
- The Public Interest Disclosure Act 1998
- Child Care Act (IRL) 1991
- Children First: National Guidelines for the Protection and Welfare of Children, Department of Health and Children 1999 (IRL).
- Our Duty to Care, Department of Health and Children 2002 (IRL)

*The following is a safeguarding code of practice and staff, children & young people, and their parents/guardians should abide by the code of practice and ensure it is implemented to ensure the welfare and safety of children and young people.*

Date Agreed by **Name of organisation:**

Date for Review:

## **A NOTE ON SAFEGUARDING OR CHILD PROTECTION**

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health & safety and prevention, as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as doing everything possible to minimise the risk of harm to children & young people.

Safeguarding is about being proactive and putting measures in place in advance of any contact with children and young people to ensure that children & young people are going to be kept safe. This could include:

- ensuring staff are properly checked and vetted when they are recruited;
- guidelines for people who come into contact with children as part of their role to ensure they know what they need to do to keep children & young people safe;
- guidelines for planning an event or activity with children & young people and putting measures in place to minimise the risk of safeguarding issues occurring;

# **Glossary of Terms**

## **Children & Young People**

A child or young person is defined by the law in both Northern Ireland and The Republic of Ireland as a person under the age of 18 years. For the purpose of this document the terms children or young people may be used interchangeably.

## **Parent /Guardian**

For the purposes of this document this term is used to include parents, legal guardians and/or carers.

## **Staff**

This term is used in the document to include not only staff who represent the body but also volunteers, students or board members.

## **Age of consent**

On 30 June 2008, the House of Lords passed the Sexual Offences (Northern Ireland) Order 2008. This legislation consolidates sexual offences law in Northern Ireland into one legal statute and modernise, strengthen and harmonise the body of offences and penalties between Northern Ireland and the rest of the United Kingdom. The Sexual Offences (NI) Order 2008 became operational on 2 February 2009.

This legislation effectively brought Northern Ireland into line with the rest of the UK in terms of the law relating to when young people are deemed to be able to consent to sexual activity. Specifically, the age of consent has been reduced from 17 years old to 16 years old. It has also introduced new offences of sexual abuse against children under the age of 13.

In the Republic of Ireland under the CRIMINAL LAW (SEXUAL OFFENCES) ACT 2006 the age of consent is 17 years.

## **Vulnerable Children & Young People**

This term refers to children & young people who may be specifically vulnerable due to their individual circumstances such as:

- children with disabilities;
- homeless children;
- children in foster care;
- children in residential settings.

## **Statutory Authorities**

The authorities who promote the protection and welfare of children & young people, and who have the responsibility for the investigation and/or validation of suspected child abuse, i.e., in the ROI it is An Garda Síochána and the Health Services Executive, and in NI it is the PSNI and the Health and Social Care Trust.

## **Safeguarding**

In relation to the protection of children & young people, the most commonly used phrase to describe this area of work has been 'child protection.' However there has been a shift in the last few years to the term 'safeguarding.'

Whereas child protection literally means protecting children & young people from abuse and neglect, safeguarding widens practice around their needs so that it is about creating an environment where the welfare of children & young people is actively promoted. Promoting welfare is about helping children & young people to achieve their potential and ensuring they are safe and adequately cared for. In the Republic of Ireland the term safeguarding is less widely used in the Health Service Executive, the Gardai or the NGO's, however, the Catholic Church uses this term more widely ([www.safeguarding.ie](http://www.safeguarding.ie)).

## **Poor Practice**

Poor practice can be viewed as the behaviour that can place a child/young person in a risky situation or leave a leader vulnerable to allegations that they

were acting inappropriately. The following are a list of some incidents of poor practice, but it is not exhaustive:

- working in private or unobserved situations and encouraging an environment of secrets;
- not treating children & young people with respect and dignity;
- not following agreed guidelines if physical support is needed, or seeking the parent/guardian's views;
- not being up to date with the technical skills, qualifications and insurance for the activity;
- banning parents/guardians, or
- constantly giving negative criticism.

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# 1. CODE OF PRACTICE STATEMENT

This code of practice is applicable to all staff, as defined in the glossary, who may have direct or indirect contact with children & young people (a child is anyone up to the age of 18 years) and for the purpose for this policy children & young people will also include those vulnerable young adults as defined in the glossary.

**Name of Organisation** is committed to good practice that protects children & young people from harm. Staff accept and recognise their responsibility to provide an environment which promotes the safety of children & young person at all times.

To achieve this we will:

- develop an awareness of the issues which may lead to children & young people being harmed;
- create an open environment by identifying a 'Designated Officer' to whom children & young people can turn to if they need to talk;
- adopt safeguarding guidelines through codes of conduct for staff in the organisation;
- ensure careful recruitment, selection, and management procedures. These procedures will include regular support and supervision is provided to staff;
- ensure complaints, grievance, and disciplinary procedures are included in our constitution;
- share information about concerns with children & young people, parents/guardians and others who need to know;
- ensure good and safe practices;
- be involved in safeguarding training made available through the various agencies and strengthen links with these agencies;
- keep safeguarding policies under regular review;
- have procedures relating specifically to bullying, away trips, transport, and use of photography

Children have the right to be safe. All staff should ensure that this fundamental principle takes precedence over all other considerations.

This code of practice applies to all those involved in **Name of Organisation**, staff, children & young people, and parents/guardians.

## 2. EQUALITY STATEMENT

**Name of Organisation** is committed to ensuring that equality is incorporated across all aspects of its development:

- **Name of Organisation** respects the rights, dignity and worth of every person and will treat everyone equally within the context of the organisation, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status;
- **Name of Organisation** is committed to everyone having the right to enjoy their activity in an environment free from the threat of intimidation, harassment and/or abuse;
- All organisation members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity;
- **Name of Organisation** will deal with any incidence of discriminatory behaviour seriously, according to disciplinary procedures.

To address the vulnerability of children & young people with disability, staff will seek guidance on working with children & young people with a disability from external agencies, parents/guardians and the children & young people themselves.

### **3. CONFIDENTIALITY STATEMENT**

**Name of Organisation** will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child/young person being paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young people to be protected from harm.

A full safeguarding code of practice statement is displayed and available within the organisation's premises for all interested parties to read.

## 4. KNOWLEDGE OF ABUSE

Background knowledge in relation to child abuse, the general principles of safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for **Name of Organisation** is the issue of safeguarding of our children & young people within the operation of the organisation.

However, being cognisant of the indicators of abuse of children & young people by others outside the organisation is of an equal importance for the safety and well being of children & young person.

## 5. DEFINITIONS OF CHILD ABUSE

The common denominator for all forms of child abuse is that it makes children & young people feel bad and worthless. Child abuse can occur in a number of ways so the actual harm caused cannot always be easily categorised. Child abuse can be defined through the following four categories:

Definition in NI	Definition in ROI
<p><b>Physical abuse</b> is the deliberate physical injury to a child or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. For children with disabilities it may include confinement to a room or cot, or incorrectly given drugs to control behaviour.</p> <p><i>(Co operating to safeguard Children, DHSSPS, May 2003)</i></p>	<p><b>Physical abuse</b> is any form of non-accidental injury or injury which results from wilful or Neglectful failure to protect a child. Examples of physical injury include the following:</p> <ul style="list-style-type: none"> <li>(i) shaking;</li> <li>(ii) use of excessive force in handling;</li> <li>(iii) deliberate poisoning;</li> <li>(iv) suffocation;</li> <li>(v) Munchausen's Syndrome by Proxy;</li> <li>(vi) allowing or creating a substantial risk of significant harm to a child.</li> </ul> <p><i>These examples are not exhaustive.</i></p> <p><i>(Children First National Guidelines for the Protection and Welfare of Children, 1999)</i></p>
<p><b>Emotional abuse</b> is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corrupting of children.</p> <p><i>(Co operating to safeguard Children, DHSSPS May 2003)</i></p>	<p><b>Emotional abuse</b> is normally to be found in the <i>relationship</i> between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples of emotional abuse of children include:</p> <ul style="list-style-type: none"> <li>(i) the imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming;</li> <li>(ii) conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;</li> <li>(iii) emotional unavailability by the child's parent/carer;</li> </ul>

	<p>(iv) unresponsiveness, inconsistent, or inappropriate expectations of the child;</p> <p>(v) premature imposition of responsibility on the child;</p> <p>(vi) unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself in a certain way;</p> <p>(vii) under or over-protection of the child;</p> <p>(viii) failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development;</p> <p>(ix) use of unreasonable or over-harsh disciplinary measures;</p> <p>(x) exposure to domestic violence.</p> <p><i>These examples are not exhaustive.</i></p> <p><i>(Children First National Guidelines for the Protection and Welfare of Children, 1999)</i></p>
<p><b>Sexual abuse</b> involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.</p> <p><i>(Co operating to safeguard Children, DHSSPS, May 2003)</i></p>	<p><b>Sexual abuse</b> occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. Examples of sexual abuse include:</p> <p>(i) intentional touching, fondling or molesting;</p> <p>(ii) inappropriate and sexually explicit conversations or remarks;</p> <p>(ii) exposure of the sexual organs or any sexual act intentionally performed in the presence of a child/young person;</p> <p>(iii) exposure to pornography or other sexually explicit and inappropriate material;</p> <p>(iv) sexual assault;</p> <p>(v) sexual exploitation of a child or vulnerable adult, including any behaviours, gestures or expressions that may be interpreted as being seductive or sexually demeaning to a child/young person;</p> <p>(vi) consensual sexual activity between a staff member and a child under 17 years;</p> <p>(vii) consensual sexual activity</p>

	<p>between a staff member and a vulnerable adult.  <i>These examples are not exhaustive.</i></p> <p><i>(Children First National Guidelines for the Protection and Welfare of Children, 1999)</i></p>
<p><b>Neglect</b> is the persistent failure to meet a child's physical and/or psychological needs, likely to result in significant harm. It may involve failure to provide adequate foods, shelter and protection from physical harm or danger, and failing to ensure adequate medical care in case of injury and a lack of stimulation and supervision.</p> <p><i>(Co operating to safeguard Children, DHSSPS , May 2003)</i></p>	<p><b>Neglect</b> can be defined in terms of an <i>omission</i>, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care.</p> <p><i>Harm</i> can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is <i>significant</i> is determined by his/her health and development as compared to that which could reasonably be expected of a child of similar age.</p> <p>Neglect generally becomes apparent in different ways <i>over a period of time</i> rather than at one specific point. For instance, a child who suffers a series of minor injuries is not having his or her needs met for supervision and safety. A child whose ongoing failure to gain weight or whose height is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation. The <i>threshold of significant harm</i> is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.</p> <p><i>These examples are not exhaustive.</i></p> <p><i>(Children First National Guidelines for the Protection and Welfare of Children, 1999)</i></p>

## 6. INDICATORS OF ABUSE

The following are some indicators of abuse, but these are not exhaustive lists.

<b>PHYSICAL INDICATORS</b>	<b>BEHAVIOURAL INDICATORS</b>
<ul style="list-style-type: none"><li>• Unexplained bruising in soft tissue areas</li><li>• Repeated injuries</li><li>• Black eyes</li><li>• Injuries to the mouth</li><li>• Torn or bloodstained clothing</li><li>• Burns or scalds</li><li>• Bites</li><li>• Fractures</li><li>• Marks from implements</li><li>• Inconsistent stories/excuses relating to injuries</li></ul>	<ul style="list-style-type: none"><li>• Unexplained changes in behaviour - becoming withdrawn or aggressive</li><li>• Difficulty in making friends</li><li>• Distrustful of adults or excessive attachment to adults</li><li>• Sudden drop in performance</li><li>• Changes in attendance pattern</li><li>• Inappropriate sexual awareness, behaviour or language</li><li>• Reluctance to remove clothing</li></ul>

## 7. RESPONDING TO DISCLOSURE OF ABUSE

Always	Never
<ul style="list-style-type: none"> <li>• Record what has been said ASAP</li> <li>• Remain sensitive and calm</li> <li>• Reassure child/young person that they:               <ul style="list-style-type: none"> <li>- are safe;</li> <li>- were right to tell;</li> <li>- are not to blame;</li> <li>- are being taken seriously.</li> </ul> </li> <li>• Let child/young person talk - don't interview</li> <li>• Listen &amp; hear, give the person time to say what they want</li> <li>• Ensure a positive experience</li> <li>• Explain that you must tell, but will maintain confidentiality</li> <li>• Tell child/young person what will happen next</li> <li>• Involve appropriate individuals immediately</li> <li>• Stay calm</li> <li>• Reassure them that they have done the right thing in telling and that it will be dealt with appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Question unless for clarification</li> <li>• Make promises you cannot keep</li> <li>• Rush into actions that may be inappropriate</li> <li>• Make/pass a judgment on alleged abuser</li> <li>• Take sole responsibility: you should consult the designated officer so you can begin to protect the child and gain support for yourself</li> </ul>

## **8. GUIDELINES FOR REPORTING ALLEGATIONS/ INCIDENTS**

- Record all incidents reported or observed on an Incident Form.
- Inform Designated Officer as soon as possible.
- If the allegation/concern raised relates to the Designated Officer, refer directly to the Deputy Designated Officer
- 1 copy to Designated Officer/Deputy Designated Officer within 24 hours.
- Ensure confidentiality - only "need to know basis." The Designated Officer will inform parents, unless to do so may put the child/young person at further risk.
- The Designated Officer will be responsible for storing any report in a safe and secure environment.

## 9. DESIGNATED OFFICER

The Designated Officer for safeguarding is responsible for acting as a source of advice on safeguarding matters, for co-ordinating action within the organisation and for liaising with statutory authorities about suspected or actual cases of child abuse.

The Designated Officer should ensure that he/she is knowledgeable about child protection/safeguarding issues and undertakes any training, considered necessary, to remain updated on new developments.

The Designated officer within **Name of Organisation** is:

**NAME**

**Telephone/Mobile:**

The Deputy Designated officer within **Name of Organisation** is:

**NAME**

**Telephone/Mobile**

The Designated Officer shall be made known to staff, children & young people and parents/guardians, as the person to whom concerns will be addressed. If the concern is about the Designated Officer please report to The Deputy Designated officer

.

## 10. SAFE RECRUITMENT PROCEDURES FOR STAFF

The majority of people who want to work or volunteer with children within **Name of Organisation** are well motivated and without them we could not operate.

Unfortunately some individuals will try to use organisations such as ours to gain access to children & young people for inappropriate motives. Therefore it is essential that we have effective recruitment and selection procedures to help screen out and discourage those who are not suitable from representing our organisation.

- Staff should be carefully selected, trained and supervised. The management committee of the organisation must vouch for new staff's potential involvement and their participation must be ratified by the unanimous approval of the committee.
- All staff working with children or young people must complete the organisation's own application form, which includes a self-declaration section.
- Individuals must complete and sign the Access NI Disclosure Certificate Application Form which gives permission to enable **Name of Organisation** to administer an Access NI check (proof of identity MUST be provided).
- Declaration of past convictions or cases pending and agreement to have an AccessNI check completed, is a pre-requisite to approval to work with children & young people.
- ALL staff must agree to abide by the organisation's safeguarding code of practice and all are required to sign the code of conduct (Appendix 3).
- Any concerns or objections with regard to suitability of staff should be submitted to the Designated Officer. These matters will be raised with the management committee with appropriate action taken including a formal response in writing to the concerned party if required. This organisation will not deal with concerns about staff in isolation.

## 11. TRAINING FOR STAFF

This organisation will ensure:

- education and training in the basics of safeguarding will apply to all staff working with the children & young people. **Name of Organisation** is committed to continuous updating and review of our current safeguarding code of practice. Safeguarding training should include:
  - basic awareness of safeguarding issues
  - the organisation's safeguarding code of practice.

Training will be carefully selected to ensure it is sufficient. A minimum of 3 hours is required for basic awareness raising and we will seek that training from a specific training provider with experience and knowledge of good practice;

- all new staff have attended Safeguarding awareness training within six months of taking up their post;
- all staff should receive induction and training appropriate to their role. Training should be updated and reviewed regularly for new staff and in line with changing legislation.

## **12. CODES OF CONDUCT**

Code of conducts let staff, children & young people, and their parents/guardians in our organisation know what behaviour is expected and what is unacceptable. It will also let all involved know what sanctions will be applied for non-compliance with the code.

A written code of conduct will be prominently displayed or communicated to everyone associated with our organisation. It will be applied consistently. This organisation has a code of conduct for staff (Appendix 3), children & young people (Appendix 4) and parents/guardians (Appendix 5).

## 13. HEALTH AND SAFETY GUIDELINES

**Name of Organisation** is committed to ensure the safety of all children & young people by completing a risk assessment for activities and endeavouring to provide first-aid treatment for injury, accidents, and cases of ill-health during its activities.

In the event of an accident, the following procedure will be carried out:

- fill in 2 copies of the Accident Form (Appendix 14) for **ALL** accidents;
- make contact with parents/guardians;
- one copy of form to incident book/folder;
- forward 1 copy to Designated Officer for record keeping/ action required;
- contact emergency services/ General Practitioner (GP) if required;
- record in detail all facts surrounding the accident, witnesses, etc;
- sign off on any action required from senior management officer.

## 14. SUPPORT AND SUPERVISION

**Name of Organisation** recognises that it is good practice to set up a system of support and supervision of staff. This will enable staff to become more effective by identifying training needs and dealing quickly with difficulties.

Staff will be offered regular opportunities to review their experiences at the organisation and to identify any training or further support they require.

## **15. IMPLEMENTATION AND AVAILABILITY OF INFORMATION**

It is important that there is a free flow of information between staff, children & young people, and parents/ guardians in terms of promotion of the organisation and what we aim to achieve in relation to children & young people. This organisation will insist that a parent/guardian consent form is completed for each child/young person (See Appendix 13).

Parents/guardians should know what we do and how we do it, and a member of staff will always be on hand during activities for consultation or advice.

When appropriate letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event, etc.

A regular review of the organisational policies will take place through meetings with staff and feedback from children & young people and parents/guardians.

## **16. USEFUL NUMBERS**

**Health and Social Care Trusts** Organisations adopting this code of practice should add the number of their local HSCT.

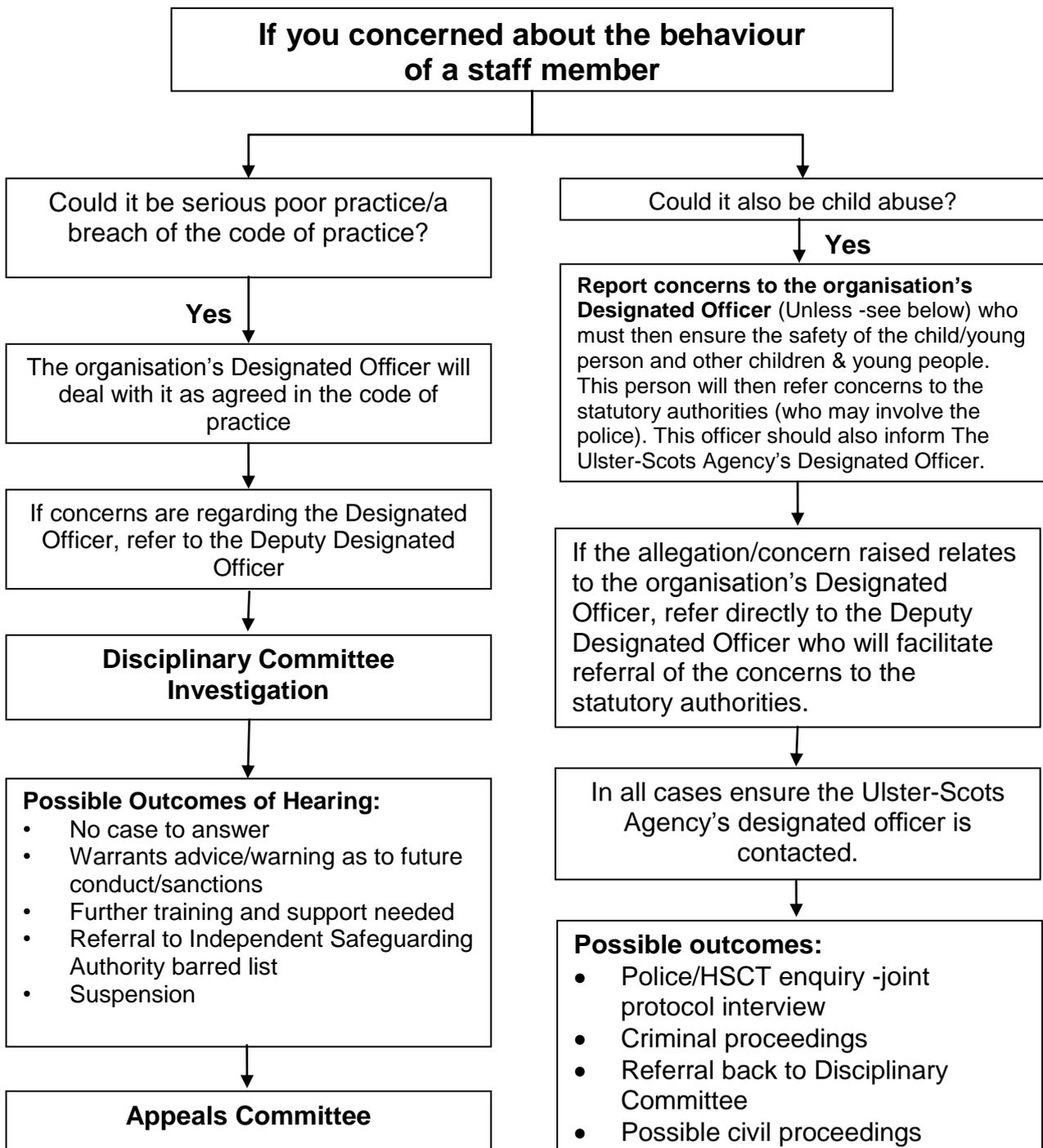
**NSPCC Helpline** 0808 800 5000

**PSNI Public Protection Unit** 028 90650222  
Ask for your local Public Protection Unit

**Childline** Freephone 0800 1111

**APPENDIX 1**

**INTERNAL CONCERNS FLOW CHART**



If you do not know who to turn to for advice, or are worried about sharing your concerns with the Designated/Deputy Designated Officer, you should contact the statutory authorities direct (or the NSPCC on 0808 800 5000). At any stage during the process in the left hand column the issue can be referred externally either formally or informally for advice. Following the external (right column) outcome the matter may be referred back to the organisation's Disciplinary Committee.

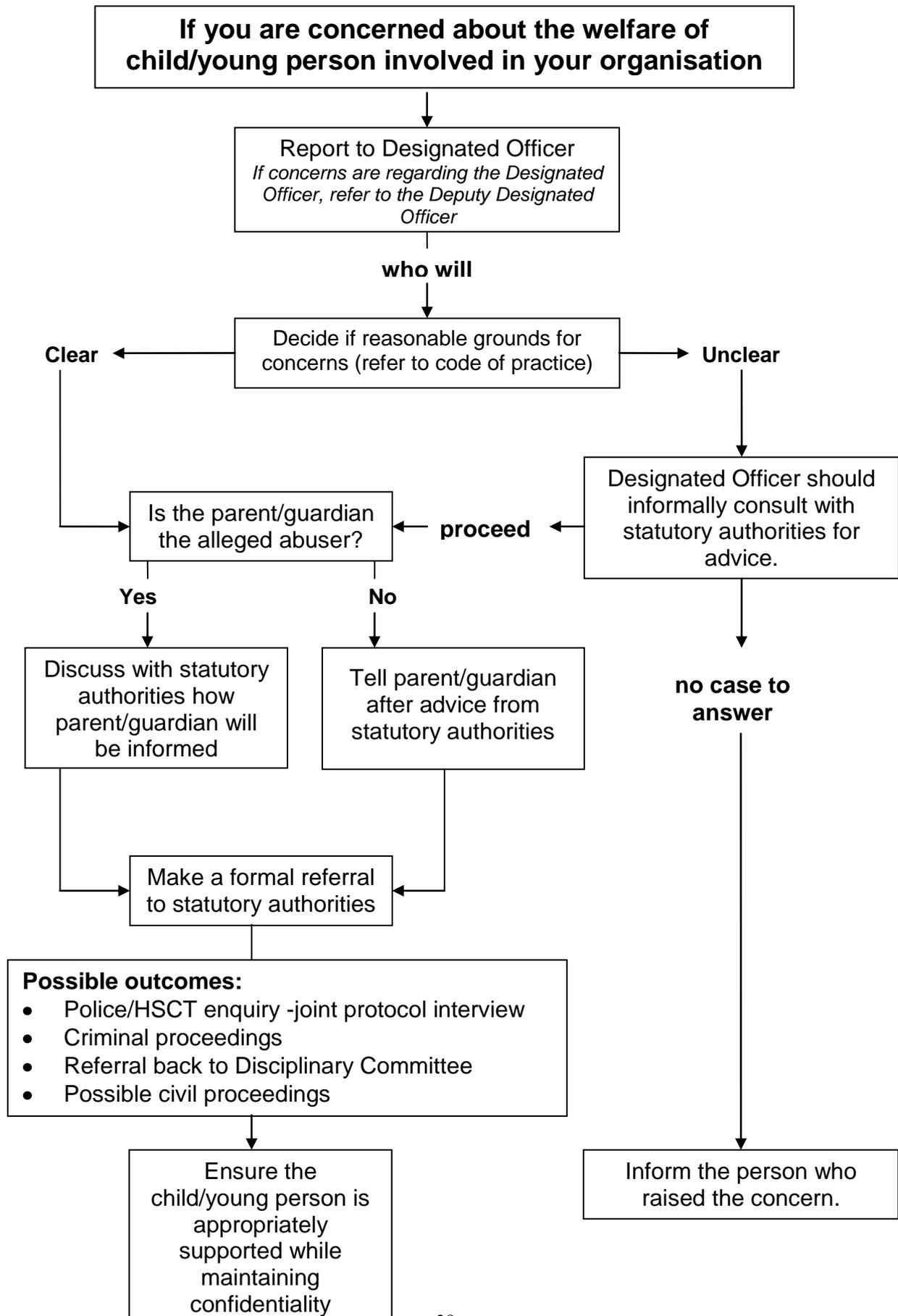
## DEALING WITH CONCERNS ABOUT A COLLEAGUE

The vast majority of people who work with children & young people are well motivated and would never harm a child. Unfortunately a few do and it is essential that **Name of Organisation** creates a culture that makes staff willing and comfortable to voice their concerns, particularly those concerns about someone with whom they work or whom they know. Again, the safeguarding code of practice should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected abuser. Once the investigation is completed, the organisation must decide what action, if any, is necessary to prevent a similar situation arising again.

APPENDIX 2

EXTERNAL CONCERNS FLOW CHART



## APPENDIX 3

### CODE OF CONDUCT FOR STAFF

Staff involved with children & young people have a great opportunity to be a positive role model and help build an individual's confidence. The following is a code of conduct for staff of **Name of Organisation**.

Staff are expected to:

- ensure the safety of all children & young people by careful supervision, proper pre-planning of activities, using safe methods at all times;
- encourage and guide children & young people to accept responsibility for their own behaviour;
- treat all children & young people equally and ensure they feel valued and have no favourites;
- encourage all children & young people not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability;
- not allow any rough or dangerous play, bullying, and discourage the use of bad language or inappropriate behaviour;
- appreciate the efforts of all children & young people;
- be positive, approachable, and offer praise to promote the objectives of the organisation at all times;
- not let any allegations of abuse of any kind to go unchallenged or unrecorded if appropriate. Incidents and accidents to be recorded in the organisation's incident/accident book. Parents/guardians will be informed;
- report accidents or incidents of alleged abuse or poor practice to the Designated Officer;
- administer minor first-aid in the presence of others and where required refer more serious incidents to the organisation's "first-aider";
- have access to telephone for immediate contact to emergency services if required;
- not abuse children & young people physically, emotionally or sexually;
- maintain confidentiality about sensitive information;
- respect and listen to the opinions of children & young people;
- take time to explain any instructions about activities to ensure they are clearly understood;
- develop an appropriate working relationship with children & young people based on mutual trust and respect;

- be a role model, displaying consistently high standard of behaviour and appearance (disciplined / committed / time keeping), remember children & young people learn by example;
- refrain from smoking and consumption of alcohol during organisational activities;
- hold appropriate valid qualifications and insurance cover;
- never condone rule violations, rough play or the use of prohibited substances;
- protect themselves from false accusation by:
  - not spending excessive amounts of time alone with children & young people away from others;
  - never taking children & young people to their home;
  - not administering First-Aid involving the removing of a child/young person's clothing unless in the presence of others.

Staff have a right to:

- access ongoing training and information on all aspects of leading/managing activities for children & young people, particularly on safeguarding;
- support in the reporting of suspected abuse;
- access to professional support services;
- fair and equitable treatment by the organisation;
- be protected from abuse by children & young people, other staff and parents/guardians;
- not to be left vulnerable when working with children & young people.

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the Designated Officer. Persistent breach of the code of conduct could result in dismissal from the organisation.

Dismissals can be appealed by the staff with final decisions taken by the organisational committee or referred to the governing body depending on the disciplinary procedures within the organisation.

#### EMERGENCY ACTION/ FIRST-AID

All staff should be prepared with an action plan in the event of an emergency and be aware of our First-Aid procedures. This will include:

- access to First-Aid equipment;
- telephone contact if the participant is a minor;
- telephone contact to the Emergency Services.

\_\_\_\_\_  
**Signature of staff member**

\_\_\_\_\_  
**Printed name of staff member**

**Date** \_\_\_\_\_

## APPENDIX 4

### CODE OF CONDUCT FOR CHILDREN & YOUNG PEOPLE

**Name of Organisation** is fully committed to safeguarding and promoting the wellbeing of children & young people. The organisation believes that it is important that staff, children & young people, and parents/guardians associated with the organisation should, at all times, show respect and understanding for the safety and welfare of others. Therefore, children & young people are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the organisation with the Designated Officer.

This organisation is for children & young people and should offer a positive experience where they can learn new things in a safe and positive environment.

As a child/young person of **Name of Organisation**, you are expected to abide by the code of conduct.

Children & young people are expected to:

- be loyal and give their friends a second chance;
- be friendly and particularly welcoming to new children & young people;
- be supportive and committed to other children & young people, offer comfort when required;
- not get involved in inappropriate peer pressure and push others into something they do not want to do;
- take care of equipment owned by the organisation;
- all children & young people must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity;
- refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms, social network sites, or text messaging;
- refrain from bullying or persistent use of rough and dangerous play;
- children & young people should keep to agreed timings for events and inform the relevant person if they are going to be late;
- members must wear suitable clothing if required for certain events;
- members must pay any fees for events promptly if required;
- children & young people are not allowed to smoke on organisation premises or whilst representing the organisation;

- children & young people are not allowed to consume alcohol or drugs of any kind on organisation premises or whilst representing the organisation;
- show respect to other children & young people;
- keep themselves safe;
- report inappropriate behaviour or risky situations for children & young people;
- challenge or report the bullying of your peers;
- not be violent or aggressive.

**Make your organisation a FUN place to be.**

Children & young people have the right to:

- be safe and happy in their chosen activity;
- be listened to;
- be respected and treated fairly;
- privacy;
- enjoy your activity in a protective environment;
- be referred to professional help if needed;
- be protected from abuse by other children & young people or outside sources;
- participate on an equal basis, appropriate to their ability;
- be believed;
- ask for help.

Any misdemeanours and general misbehaviour will be addressed by staff and reported verbally to the Designated Officer. Persistent misbehaviour will result in dismissal from the organisation. Parents/guardians will be informed at all stages.

Dismissals can be appealed by the parents/guardians with final decisions taken by the organisation's committee or referred to the governing body depending on the disciplinary procedures within the organisation.

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**Signature (Child/Young Person)**

---

**Printed name (Child/Young person)**

This form should be signed by your parent/guardian with parental responsibility (see over):

---

**Signature of Parent/Guardian**

---

**Printed name of Parent/Guardian**

**Date** \_\_\_\_\_

(In Northern Ireland parental consent is defined by the children (NI) Order 1995 Article 6. The natural mother always has parental responsibility. The natural father gains parental responsibility if married to the mother at the time of birth or subsequently marries her, or through an agreement witnessed by solicitor or a Parental responsibility Order, or post 15 April 2002 if they jointly register the baby's birth.

In Republic of Ireland rights of parents to guardianship is covered by the guardianship of Infants Act, 1964:

- (1) The father and mother of an infant shall be guardians of the infant jointly.
- (2) On the death of the father of an infant the mother, if surviving, shall be the guardian of the infant, either alone or jointly with any guardian appointed by the father or by the court.
- (3) On the death of the mother of an infant the father, if surviving, shall be guardian of the infant, either alone or jointly with any guardian appointed by the mother or by the court.
- (4) The mother of an illegitimate infant shall be the guardian of the infant.)

## APPENDIX 5

### CODE OF CONDUCT FOR PARENTS/GUARDIANS

**Name of Organisation** is fully committed to safeguarding and promoting the wellbeing of all its children & young people.

We believe that it is important that staff and parents/guardians associated with the organisation should, at all times, show respect and understanding for the safety and welfare of others. Therefore, parents/guardians are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the organisation with the Designated Officer

Children & young people attending activities associated with the organisation should have a positive experience where they can learn new things in a safe and positive environment.

As a parent/guardian of a child/young person who attends activities with **Name of Organisation**, you are expected to abide by the following code of conduct.

As parents/guardians you are expected to:

- positively reinforce your child/young person and show an interest in their chosen activity;
- support your child/young person's involvement and help them to enjoy the activity;
- do not place your child/young person under pressure or push them into activities they do not want to do;
- complete and return the Health and Consent Form pertaining to your child/young person's participation with the organisation;
- deliver and collect the child/young person punctually to and from activities;
- ensure your child/ young person is properly and adequately attired for the weather conditions of the time
- detail any health concerns pertaining to your child/young person on the consent form, any changes in the state of the child/young person health should be reported to staff prior to activities;
- to inform staff prior to your departure from an activity if your child/young person is to be collected early from an activity;
- encourage your child/young person to abide by the rules and teach them that they can only do their best;
- set a good example by recognising fair play and applauding good performances of all;
- behave responsibly; do not embarrass your child/young person;

- use correct and proper language at all times;
- encourage and guide your child/young person to accept responsibility for their own behaviour;
- show appreciation and support the staff;
- ensure your child/young person is punctual;
- be realistic and supportive;
- provide your child/young person with proper clothing and equipment to suit activities;
- ensure your child/young person's hygiene and nutritional needs are met;
- acknowledge the importance and role of the organisation's staff, who provide their time to ensure child/young person's participation in the activities.

As parents/guardians you have the right to:

- know your child/young person is safe;
- be informed of problems or concerns relating to your child/young person;
- be informed if your child/young person is injured;
- have your consent sought for issues such as trips, photography, media etc;
- contribute to decisions within the organisation;
- complain if you have concerns;

Any misdemeanours and breach of this code of conduct will be dealt with immediately by the organisation. The ultimate action should a parent/guardian continue to breach the code of conduct may mean the organisation will regrettably ask the child/young person to leave the organisation.

---

**Signature of Parent/Guardian**

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**Printed name of Parent/Guardian**

**Date** \_\_\_\_\_

## APPENDIX 6.1

THIS DOCUMENT IS NAME OF ORGANISATION'S STANDARD FORM FOR REPORTING SAFE GUARDING AND/OR WELFARE CONCERNS IN NORTHERN IRELAND

<b>SUSPECTED SAFEGUARDING CONCERNS REPORT FORM</b> Questions should be answered fully.  This report should remain confidential and be kept in a secure place BY THE DESIGNATED OFFICER	
<b>Name of Person filing report:</b>	
<b>Organisation Name:</b>	
<b>Name of Child/ Young person:</b>	
<b>Age:</b>	
<b>Parents / Guardians' Name:</b>	
<b>Home Address:</b>	
<b>Post Code</b>	
<b>Phone No</b>	
<b>CONCERN:</b> <i>Please complete the box below if a child/ young person has made a disclosure.</i>	
<b>When was the disclosure/concern? (Include date / time)</b>  	
<b>Where was the disclosure/concern made?</b>  	

**What were the circumstances leading to the disclosure/concern?**

**Were there other people present at the time of the disclosure/concern?**

**Yes**

**No**

**If Yes, please state names / positions**

**What was the nature of the disclosure/concern?**

**Please give the exact words of a child/young person**

**Describe any signs of physical injury evident on the child**

**Describe any observed emotional or behaviour signs / changes in the child / young person**

**Has anyone been named or implicated as part of the allegations (if so, please record details)?**

**What future course of action has been agreed / decided upon?**

<b>Signed:</b>	<b>Date:</b>
<b>Referred to: -</b>	
_____	_____
<b>Leader / Designated Officer</b>	<b>Date:</b>
The Organisation has developed guidance in line with the Data Protection Act 1998: and has agreed that records of referrals to statutory bodies regarding a safeguarding issue about a child/young person should be kept for up to seven years. This information should be locked away in a secure cabinet and access to the keys strictly controlled.	

## APPENDIX 6.2

THIS DOCUMENT IS NAME OF ORGANISATION'S STANDARD FORM FOR REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS IN **THE REPUBLIC OF IRELAND**

STANDARD FORM FOR REPORTING SAFE GUARDING AND/OR WELFARE CONCERNS

In case of Emergency or outside Health Board hours, contact should be made with An Garda Siochana

To Social Worker Team Leader:

Details of Child:

Name: \_\_\_\_\_

Male:  Female:

Address: \_\_\_\_\_  
\_\_\_\_\_

Age/D.O.B.: \_\_\_\_\_

School: \_\_\_\_\_

1a. Name of Mother: \_\_\_\_\_

Name of Father: \_\_\_\_\_

Address of Mother if different to Child:

Telephone Number: \_\_\_\_\_

Address of Father if different to Child:

Telephone Number: \_\_\_\_\_

1b. Care and Custody arrangements regarding child, if known:

1c. Household Composition:

Name	Relationship to Child	Date of Birth	Additional Information e.g. School/Occupation

Note: A separate report form must be completed in respect of each child being reported.

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

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

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Male:  Female:

Address:

Relationship to Child: Occupation: \_\_\_\_\_

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

Social Workers: \_\_\_\_\_

School: \_\_\_\_\_

Public Health Nurse : \_\_\_\_\_

Gardai: \_\_\_\_\_

G.P: \_\_\_\_\_

Pre-School/Crèche/Youth Club: \_\_\_\_\_

Hospital: \_\_\_\_\_

Other, Specify e.g. Youth Groups, After School Clubs:

5. Are Parents/Legal Guardians aware of this referral to the Social Work Department?

Yes  No

If Yes, what is their attitude?

\_\_\_\_\_

6. Details of Person reporting concerns: (Please see Guidance Notes re. Limitations of confidentiality)

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Nature and extent of contact with Child/Family:

7. Details of Person completing form:

Name: \_\_\_\_\_

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

Occupation: \_\_\_\_\_

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

## APPENDIX 7

### GUIDELINES FOR THE USE OF PHOTOGRAPHS AND IMAGES OF CHILDREN & YOUNG PEOPLE

There have been concerns about the risks posed directly and indirectly to children & young people through the use of photographs on websites and other publications. Photographs that are accompanied by personal information can be used as a means of identifying children & young people – this is X who lives at y is a member of the z club and who likes a certain music group. This information can make a child/young person vulnerable to an individual who may wish to start to “groom” that child/young person for abuse. The content of the photo can also be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

**Name of Organisation** has decided that we need to develop a policy in relation to the use of images of children & young people on our website and in other publications. We have considered the type of images that are suitable and that appropriately represent our work, without putting children & young people at increased risk. We have ensured that parents/guardians support this policy. When assessing the potential risks in the use of images of the organisation’s work, the most important factor is the potential of inappropriate use of images of children & young people.

By increasing the awareness of the potential risks and taking appropriate steps the potential for misuse of images can be reduced.

**Name of Organisation** will:

- consider using models or illustrations if we are promoting an activity;
- avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the organisation.

#### GUIDANCE

- If the child is named, avoid using their photograph.
- If a photograph is used, avoid naming the child.
- Ask for the child’s permission to use their image. This ensures that they are aware of the way the images are to be used to represent **Name of Organisation**. A child’s permission form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of activities. However there are clearly some activities, (i.e., swimming, gymnastics and outdoor events,) when the risk of potential misuse is much greater than for other events. With these activities the content of the photograph should focus on the activity not on a particular child and

should avoid full face and body shots. For example shots of children in a pool would be appropriate if of poolside, waist or shoulder up.

- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow your safeguarding policy and procedures, ensuring the Designated Officer and the statutory authorities are informed.

## APPENDIX 8

### ANTI-BULLYING GUIDELINES RELEVANT TO CHILDREN & YOUNG PEOPLE

#### THE INDIVIDUAL

- Respect every child/young person's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect for every individual's feelings and views.
- Recognise that everyone is important and that our differences make each of us special.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Ensure safety by having rules and practices carefully explained and displayed for all to see.

#### BULLYING

- Bullying will not be accepted or condoned. All forms of bullying will be addressed. Bullying can include:
  - physical pushing, kicking, hitting, pinching, etc;
  - name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals;
  - sectarian/racial taunts, graffiti, gestures;
  - sexual comments and/or suggestions;
  - unwanted physical contact.
- Children & young people from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to work together to stop bullying – staff, children & young people and parents/guardians.
- Appropriate forums will be established within the organisation, including children & young people, parents/guardians and staff to address, monitor and stop bullying.
- The organisation has a commitment to the early identification of bullying and prompt, collective action deal with it.
- Policy and practice should be agreed through consultation with the organisation and staff.
- Children & young people should be encouraged to take a role in stopping bullying.

- Policy and practice should be reviewed regularly in the light of changing needs and changes adopted by other agencies (e.g. schools).

## SUPPORT TO CHILDREN & YOUNG PEOPLE

- Children & young people should know who will listen to and support them.
- Any advice and assistance should be given by an experienced member of staff (the Designated Officer).
- Children & young people should have access to Helpline numbers.
- Children & young people should be told what is being recorded, in what context and why.
- Systems should be established to open the door to children & young people wishing to talk about bullying or any other issue that affects them. Barriers to talking need to be broken down to enable children & young people to approach adults.
- Anyone who reports incidents of bullying will be listened to carefully and be supported, whether this is the child/young person being bullied or the child/young person who is bullying.
- Any reported incident of bullying will be investigated objectively and will involve listening carefully to all those involved.
- Children & young people being bullied will be supported and assistance given to uphold their right to play and live in a safe environment, which allows their healthy development.
- Those who bully will be supported and encouraged to stop bullying.
- Sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others, should be avoided.

## SUPPORT TO PARENTS

- Parents/guardians should be advised of the organisation's guidance about bullying.
- Any incident of bullying will be discussed with the child's parent/guardian.
- Advice on action will be sought from parent/guardian and agreements made as to what action should be taken.
- Information and advice on coping with bullying will be given.
- Support should be offered to the parent/guardian including information on other agencies or support lines.

## APPENDIX 9

### GUIDELINES ON TRANSPORTING A CHILD OR YOUNG PERSON IN YOUR CAR

The issue of transporting children & young people can be very sensitive for staff and parents/guardians. **Name of Organisation** encourages staff not to take children & young people on journeys alone in their car. This view has been taken as our knowledge has grown of how those who want to harm children & young people has developed. Unfortunately we must face the reality that a minority of others will join an organisation such as ours to gain access to children & young people, and create an air of acceptability about their role, justifying their close contact with children & young people.

**Best practice is clearly to avoid the transporting of a child/young person alone.**

If all alternatives have been exhausted and an adult has to transport a child/young person there are a number of safety measures that the organisation recommend should be put in place to minimize the risk:

- the driver, like all staff who have access to children & young people, should have agreed to a protection of Children (NI) Service check being carried out on them. The organisation should also have had sight of the driver's license to ensure there are no endorsements;
- parents should be informed of the person who will transport the child/young person, the reasons why, and how long the journey will take;
- a person other than the planned driver should talk to the child/young person about transport arrangements and to check if they are comfortable about the plans;
- the driver (and the organisation) must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses;
- the driver should attempt to have more than one child/young person in the car;
- the person who leaves the child/young person home should be alternated; this would reduce the risk of any one individual always being alone with the child/young person;
- the driver should have a point of contact and mobile phone should they break down;
- ensure that children & young people are aware of their rights and they have someone to turn to or report any concerns they may have. If a culture of safety is created within the organisation then the child/young person is more likely to talk to another person if they are feeling uncomfortable about a situation;

- children & young people should wear seatbelts at all times. The driver is legally responsible to ensure that a child under 14 wears a seatbelt (i.e., adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts.

**Like all advice these procedures will only reduce the risk: the best advice is to avoid transporting children & young people alone in a car.**

## APPENDIX 10

### GUIDELINES ON TAKING CHILDREN & YOUNG PEOPLE ON AWAY TRIPS

Events and activities may involve residential workshops and time away from home. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children and young people.

Communication with:

- children & young people – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Children & young people should also have a clear understanding of what standard of behaviour is expected of them. Children & young people must know what they need to bring with them;
- parents/guardians – should be made aware of the above and must have completed a consent form detailing any medical issues that the manager/identified leader should be aware of. Parents/guardians should also have the name and contact details of the manager/identified leader in the case of an emergency;
- other staff – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all staff have an itinerary.

#### TRANSPORT

The following are some basic points:

- ensure the driver has an appropriate and valid driving license;
- allow an appropriate length of time to complete the journey;
- consider the impact of traffic and weather conditions;
- if using a mini-bus ensure that all seats are forward facing and they all have seat belts fitted if carrying children & young people, and the driver has experience in driving a mini-bus;
- ensure leaders and children & young people wear seat belts;
- check there is appropriate insurance for the journey;
- clarify supervision requirements with other leaders. The driver should not be considered as supervisor during the journey;
- ensure that the vehicle is roadworthy.

## RATIO

Dependant on the activity, the ratio of adult to child/young person may vary but whatever is considered appropriate would generally need to be increased when travelling away from home.

## INSURANCE

In addition to the mini-bus/car insurance, the manager needs to ensure that the organisation's general insurance covers travel to away events.

## EMERGENCIES

Ensure that the vehicle has breakdown and recovery cover. At least one of the leaders should be trained in first aid procedures and a first aid kit should be available. The leader should have access to a mobile phone and contact details for all the children & young people.

**The above are only basic points of advice and are not comprehensive guidelines.**

## APPENDIX 11

### GUIDELINES FOR SAFEGUARDING CHILDREN & YOUNG PEOPLE ON SOCIAL NETWORK SITES AND SOCIAL MEDIA

Interactive social media technology has revolutionised the way that people connect and interact. Facebook, Twitter, blogs, instant messaging, and photo and video exchange sites are increasingly popular, and provide an opportunity to connect with children and young people.

However the use of social networking sites also introduces a range of potential safeguarding risks to children and young people.

#### WHAT ARE THE POTENTIAL RISKS TO CHILDREN AND YOUNG PEOPLE USING SOCIAL NETWORK SITES AND OTHER INTERACTIVE SERVICES

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include: cyber-bullying, grooming and potential abuse by online predators, identity theft, and exposure to inappropriate content including self-harm, racist, hate and adult pornography.

The Byron Review sets out the risks to children posed by the internet and illustrated by the following grid.<sup>1</sup>

		Aggressive	Sexual	Values
Content (child as recipient)	Adverts Spam Sponsorship Personal Info	Violent/ hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading info
Contact (child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers Being groomed	Self-harm Unwelcome persuasions
Conduct (child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading info/advice

Most children and young people use the internet positively but sometimes they behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours

<sup>1</sup> The risks to children and young people face from the internet and video games were subject to an independent review during 2008 and the UK government has set up the UK Council to take forward the recommendations of the "Safer Children in a Digital World: the Report of the Byron Review". See [www.dcsf.gov.uk/byronreview/2007](http://www.dcsf.gov.uk/byronreview/2007)

that are extended into the online world, and vice versa. Potential risks can include, but are not limited to:

- bullying by peers and people they consider 'friends';
- posting personal information that can identify and locate a child offline;
- sexual grooming, luring, exploitation and abuse contact with strangers;
- exposure to inappropriate and/ or content;
- involvement in making or distributing illegal or inappropriate content;
- theft of personal information;
- exposure to information and interaction with others who encourage self harm;
- exposure to racist or hate material;
- encouragement of violent behaviour, such as 'happy slapping';
- glorifying of activities such as drug taking or excessive drinking;
- physical harm to young people in making video content, such as enacting and imitating stunts and risk taking activities;
- leaving and running away from home as a result of contacts made online.

#### POTENTIAL INDICATORS OF ONLINE GROOMING AND SEXUAL EXPLOITATION OF CHILDREN AND YOUNG PEOPLE

There is also a concern that the use of social networking services may increase the potential for sexual exploitation of children & young people. Exploitation can include exposure to harmful content (including adult pornography and illegal child abuse images), and encouragement for children & young people to post inappropriate content or images of themselves. There have also been a number of cases where adults have used social networking and user interactive services as a means of grooming children & young people for sexual abuse. Online grooming techniques include:

- gathering personal details, such as age, name, address, mobile number, name of school and photographs;
- promising meetings with idols or celebrities or offers of merchandise;
- offering cheap tickets to sporting or music events;
- offering material gifts including electronic games, music or software;
- paying children & young people to appear naked and perform sexual acts;
- bullying and intimidating behaviour, such as threatening to expose the child/young person by contacting their parents/guardians to inform them of their child/young person's communications or postings on a social networking site, and/or saying they know where the child/young person lives, plays sport, or goes to school;

- asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?';
- asking to meet children & young people offline;
- sending sexually themed images to a child/young person, depicting adult content or the abuse of other children & young people;
- masquerading as a minor or assuming a false identity on a social networking site to deceive a child/young person;
- using school or hobby sites to gather information about a child/young person's interests likes and dislikes. Most social networking sites set a child/young person's web page/ profile to private by default to reduce the risk of personal information being shared in a public area of the site.

## REPORTING CONCERNS ABOUT POSSIBLE ONLINE ABUSE

All staff should be familiar with the organisation's safeguarding reporting procedures. It is important to refer to the organisation's Designated Officer.

**Where a child or young person may be in immediate danger always dial 999 for police assistance.**

It is important to review existing safeguarding policies to ensure that they address online safeguarding issues, including the potential risks to children & young people online, sexual exploitation, online grooming and cyber-bullying.

## APPENDIX 12

### GUIDELINES ON TEXT AND EMAIL MESSAGING

#### TEXT MESSAGING

Text messaging is one of the most direct forms of communication as most children & young people have a mobile phone with them at all times, however, for children & young people the safeguarding risks associated with text messaging include:

- inappropriate access to, use of, or sharing of personal details (e.g. names, mobile phone numbers);
- unwanted contact with children & young people by adults with poor intent;
- text bullying by peers;
- being sent offensive or otherwise inappropriate materials;
- grooming for sexual abuse;
- direct contact and actual abuse.

For adults risks involved include:

- misinterpretation of their communication with young people;
- potential investigation by internal or by statutory authorities;
- potential disciplinary action.

The organisation understands these risks exist and that effective safety measures should be in place to protect children & young people and minimise risk to the organisation. The use of text messaging to communicate with individual children & young people increases the vulnerability of both the child/young person and the staff. Therefore the decision to use text messages should not be made by an organisation without internal discussion and written agreement, this will ensure that organisation's safeguarding expectations and requirements can be clarified.

Basic guidelines for text messaging are:

- organisations should take steps to identify where/when text messaging is required to communicate with children and young people and develop relevant procedures to suit the tailored needs of each organisation;
- text messaging from staff in the organisation should not be made in isolation, there should be discussion and written agreement/procedures;

- copies of all messages should be sent to the Designated Officer within the organisation who can ensure that all messages are being used appropriately;
- parental/guardian consent must be obtained prior to sending any child or young person text messages. Parents/guardians must be given the option to be copied into any text messages their child/young person may be sent;
- children & young people, parents/guardians and staff should be given information on how to report any concerns relating to inappropriate text messaging in line with the organisation's safeguarding policy;
- all mobile phone numbers should be stored in either a locked secure cabinet or on a password protected electronic system with access only to the relevant staff required to text the child/young person;
- the content of texts should relate solely to the business/activity of the organisation;
- the text messages should never contain any offensive, abusive or inappropriate language and care must be taken to avoid any over familiarity or language that could be misinterpreted or misconstrued;
- children & young people should not be encouraged to text back, ideally it should be used as a one way communication channel. Children & young people should be made aware that if they choose or need to text the organisation's representative that they should ensure the content of messages relates only to the matters relevant to the business/activity and that they are required to copy to their parents/guardians at all times;
- all children & young people should be given the opportunity to withdraw from receiving any further text messages;
- consideration will be given to initiating the organisation's safeguarding policies and disciplinary procedures should any breaches of this guideline arise, including consultation with, or referral to, the statutory authorities if indications of illegal activity ( e.g. grooming for abuse) come to light.

## EMAILING

Many organisations are keen to utilise emails and help to improve the access to their organisation. For children & young people the safeguarding risks associated with emailing include:

- inappropriate access to, use of, or sharing of personal details (e.g. names, mobile phone numbers);
- unwanted contact with children & young people by adults with poor intent;
- text or online bullying by peers;
- being sent offensive or otherwise inappropriate materials.

**APPENDIX 13**

**SAMPLE PARENT CONSENT FORM**

**Please complete the following,**

**sign and return to:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Name of Child** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Parent/ Guardian (with parental responsibility)** \_\_\_\_\_

(In Northern Ireland parental consent is defined by the children (NI) Order 1995 Article 6. The natural mother always has parental responsibility. The natural father gains parental responsibility if married to the mother at the time of birth or subsequently marries her, or through an agreement witnessed by solicitor or a Parental responsibility Order, or post 15 April 2002 if they jointly register the baby's birth.

In Republic of Ireland rights of parents to guardianship is covered by the guardianship of Infants Act, 1964:

- (1) The father and mother of an infant shall be guardians of the infant jointly.
- (2) On the death of the father of an infant the mother, if surviving, shall be the guardian of the infant, either alone or jointly with any guardian appointed by the father or by the court.
- (3) On the death of the mother of an infant the father, if surviving, shall be guardian of the infant, either alone or jointly with any guardian appointed by the mother or by the court.
- (4) The mother of an illegitimate infant shall be the guardian of the infant.)

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Postcode** \_\_\_\_\_

**Tel (day):** \_\_\_\_\_

**Tel (evening):** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Family Doctor** \_\_\_\_\_

**Doctor's Tel No** \_\_\_\_\_

**Does your child suffer from any medical conditions/allergies that the organisation should be aware of (including any current medication): YES/NO**

**Please provide details (i.e. of medication that must be administered, etc.):**

---

---

**Emergency contact details:** (If different from above)

**Name:** \_\_\_\_\_ **Telephone no:** \_\_\_\_\_

**Relationship to child:** \_\_\_\_\_

**CONSENT** (please read carefully)

- I agree to my son/ daughter taking part in the activities of **Name of Organisation.**
- I confirm to the best of my knowledge that my son/ daughter does not suffer from any medical condition other than those listed above.
- I consent to my son/daughter travelling by any form of public transport, minibus or motor vehicle driven by a recognised driver for **Name of Organisation.**
- I understand that **Name of Organisation** accept no responsibility for loss, damage or injury caused by or during attendance on any of **Name of Organisation's** organised activities except where such loss, damage or injury can be shown to result directly from the negligence of **Name of Organisation.**

Signed \_\_\_\_\_ (Parent/ Guardian)

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

APPENDIX 14

SAMPLE ACCIDENT REPORTING FORM

**ACCIDENT REPORTING FORM**

**NAME OF ORGANISATION**

STAFF IN ATTENDANCE

**INJURED PARTY**

Name:

DOB:

School:

Address

**ACCIDENT DETAILS**

Date:

Time:

Time reported:

Exact Location

Reported by who:

Injury:

Nature & how accident happened:

Describe what activity was taking place, for example training/ game/ getting changed.

Name and contact details of witnesses:

First Aid Involved?

Yes

No

Parents informed?

Yes

No

By whom/when

Form Completed By

Refer to Designated Officer

Yes

No

Designated Officer's name/signature

Record any further action to be taken:

**Has child/Young person returned to organisation.**

Yes       No

**Were any of the following contacted?**

**Signature of management representative.**

\_\_\_\_\_

**Print Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Police**      Yes       No

**Ambulance**      Yes       No

All of the above facts are a true record of the accident/incident

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_