



Kids' Own Publishing Partnership

Child Protection Policy

Version 14.0

Adopted: 7th November 2018

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1.0 Kids' Own Child Protection Policy Statement

Kids' Own Publishing Partnership is committed to a child-centred approach to working with children and young people. We undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount. We will adhere to the recommendations of the following guidelines in the development and implementation of the Kids' Own Child Protection Policy.

- *Tusla, Child and Family Agency*
- *Children First Act (2015)*
- *Children First: National Guidelines for the Protection and Welfare of Children*, published by the Department of Health and Children (Revised 2017)
- *Guidelines for the Protection and Welfare of Children and Young People in the Arts Sector*, published by An Chomhairle Ealaíon

We have implemented procedures covering:

- Code of behaviour for all staff.
- Reporting and recording suspected or disclosed abuse (see App 1 for categories of abuse), including allegations of misconduct or abuse by staff.
- Confidentiality.
- Recruitment and selection of staff.
- Managing and supervision of staff.
- Involvement of primary carers.
- Complaints and comments.
- Incidents and accidents.

This policy will be reviewed on or before 5th November 2019.

Designated Liaison Person:

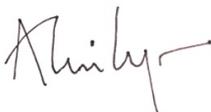
Print Name: Jo Holmwood

Signature:  _____

Date: 7th November 2018

Deputy Designated Liaison Person:

Print Name: Alice Lyons

Signature:  _____

Date: 7th November 2018

1.1. Key Principles of the Policy

- The welfare and best interests of children and young people are of paramount importance. Kids' Own is committed to respecting the right to dignity and bodily integrity of every children and to protecting those rights in line with the core principles of the UN Convention on the Rights of the Child (UNCRC) as articulated in Articles 2, 3 and 6.
- Kids' Own staff members and contracted artists have a responsibility to protect children and therefore have a duty to report child abuse as set out in *Children First, Guidance for the Protection and Welfare of Children (2017)*.
- Kids' Own fully accepts and endorses *Children First*.
- Kids' Own will not knowingly engage with any person, organisation or fund any project that poses a risk to children or that does not meet the child protection and safeguards outlined in the *Children First Act*.
- Kids' Own upholds the principles of the UNCRC and is committed to ensuring that all children with whom staff and contracted artists have contact are treated equally and that all children have a right to voice their opinion in matters affecting them (Articles 1, 12 and 13).
- Kids' Own ensures that staff and contracted artists receive appropriate training in children protection and welfare. Kids' Own's recruitment policy adheres to best practice and Kids' Own ensures that anyone employed by the organisation to work alongside children has been vetted by the Garda Central Vetting Unit (GCVU).

2.0 Responsibilities of Kids' Own staff

2.1. Training and supports

- The Designated Liaison Person (see 3.1.) is responsible for ensuring that all Kids' Own staff, volunteers and contracted artists receive induction training in the child protection policy and procedures.
- Kids' Own is responsible for ensuring that the ongoing training needs of staff, volunteers and contracted artists in the area of child protection and welfare are fully addressed.
- All training and guideline documents will be regularly reviewed and updated as appropriate and all staff, volunteers and contracted artists will be informed of these updates.
- When Kids' Own is involved in organising or attending events involving the participation of children, the Designated Liaison Person will ensure that all staff, volunteers, contracted artists and board members follow the procedures outlined in Kids' Own's Code of Behaviour.

2.2. Code of Behaviour

The code of behaviour can be categorised under the following headings:

- Child-centred approach.
- Good practice.
- Inappropriate behaviour.
- Physical contact.

- Health and safety.

All staff, artist, carers, teachers, visitors and facilitators should be aware of the following points and should adhere to them at all times.

Child-centred approach.

Kids' Own staff and artists will:

- Treat all children and young people equally
- Listen to and respect children and young people
- Involve children and young people in decision-making, as appropriate
- Provide encouragement, support and praise (regardless of ability)
- Use appropriate language (physical and verbal)
- Have fun and encourage a positive atmosphere
- Offer constructive criticism when needed
- Treat all children and young people as individuals
- Respect a child's or young person's personal space
- Discuss boundaries on behaviour and related sanctions, as appropriate, with children and young people and their primary carers
- Agree group 'contract' before beginning session
- Encourage feedback from group
- Use age-appropriate teaching aids and materials
- Lead by example
- Be aware of a child's or young person's other commitments when scheduling activities, e.g. school or exams
- Be cognisant of a child's or young person's limitations, due to a medical condition for example
- Create an atmosphere of trust
- Respect differences of ability, culture, religion, race and sexual orientation.

Good practice.

- For all engagement with children, Kids' Own will register each child's or young person's name, address, special requirements, attendance, and emergency contact details on a parental consent form.
- All Primary carers, children/young people, visitors and facilitators working with Kids' Own should be aware of the organisation's Child Protection Policy and procedures.

- Kids' Own Emergency procedures are in place and all staff should be aware of these procedures.
- Be inclusive of children and young people with special needs.
- Plan and be sufficiently prepared, both mentally and physically.
- Report any concerns to the Children First Designated Liaison Person who is legally obliged to follow reporting procedures to Tusla, the Child and Family Agency (see section 3.0: Reporting Procedures)
- Kids' Own has an anti-bullying policy. Encourage children and young people to report any bullying, concerns or worries and to be aware of our anti-bullying policy. (For further information on anti-bullying policy see *Children First: National Guidance for the Protection and Welfare of Children, 2017*)
- Observe appropriate dress and behaviour.
- Evaluate work practices on a regular basis.
- Provide appropriate training for staff and volunteers.
- Immediately report and record any incidents and accidents to the Designated Liaison Person.
- Kids' Own updates and reviews policies and procedures regularly.
- Keep primary carers informed of any issues that concern their children.
- Kids' Own ensures clear communication between artists and organisations; and clear guidelines for artists.
- Kids' Own will have a written agreement with any external organisation that an artist is working with.
- Don't be passive in relation to concerns, i.e. don't do nothing.
- Don't let a problem get out of control.
- Avoid leading a session on your own. If this is not possible, then it should be in an open environment with the full knowledge and consent of primary carers. With larger groups, 10:1 is a recommended ration of children: adults.
- Avoid, if at all possible, giving a lift to a child/young person and if you do then make sure that primary carers are informed.
- Maintain awareness around language and comments made. If you think that something you said may have caused offence or upset, then try to address it in a sensitive manner.

Inappropriate behaviour.

Kids' Own staff and artists will not:

- Spend excessive amounts of time alone with children/young people.
- Use or allow offensive or sexually suggestive physical and/or verbal language.
- Single out a particular child/young person for unfair favouritism, criticism, ridicule, unwelcome focus or attention.
- Allow/engage in inappropriate touching of any form.
- Hit or physically chastise children/young people.
- Socialise inappropriately with children/young people, e.g. outside of structured organised activities.

Physical contact.

Kids' Own staff and artists will:

- Seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation).
- Avoid horseplay or inappropriate touch.
- Check with children/young people about their level of comfort when doing touch exercises.

Health and safety.

- Children should not be left unattended or unsupervised.
- Dangerous materials must be carefully managed.
- The environment for working with children should be safe and welcoming.
- Accident procedures must be followed accordingly.

3.0 Reporting procedures

3.1. Designated Liaison Person

The Designated Liaison Person is appointed by Kids' Own to be the first point of contact in respect of the provider's child safeguarding statement.

Who to contact about issues related to child protection and welfare

Jo Holmwood is the Designated Liaison Person to contact if you have an issue or concern about any aspect of a child's or young person's safety and welfare. It is the responsibility of this person to support and advise staff about policy and procedures in relation to child protection and to ensure that procedures are followed.

It is also the responsibility of the Designated Liaison Person to liaise with Tusla, Child and Family Agency and Gardaí or Police Service of Northern Ireland (PSNI), where appropriate.

Jo Holmwood can be contacted at the following location:

Kids' Own Publishing Partnership
40 Wolfe Tone Street, Sligo, Co. Sligo, F91 R231

Tel: +353 (0)7191 70759
+353 (0) 863067623

Alice Lyons has been designated as deputy to Jo Holmwood and can be contacted at the following location:

Kids' Own Publishing Partnership
40 Wolfe Tone Street, Sligo, Co. Sligo, F91 R231

Tel: +353 (0)7191 70759

3.2. Reasonable Grounds for Concern

Where a Kids' Own member of staff has reasonable grounds for concern (see below) that a child may have been, is being or is at risk of being abused or neglected, then the Designated Liaison Person must report their concerns to Tusla, Child and Family Agency. Anyone who suspects child abuse or neglect should inform the parents/carers if a report is to be submitted to Tusla or to An Garda Síochána, unless doing so is likely to endanger the child.

Grounds for Concern include:

- a specific indication from the child that he or she was abused;
- an account by a person who saw the child being abused;
- evidence, such as an injury or behaviour, that is consistent with abuse and unlikely to be caused in another way;
- an injury or behaviour that is consistent both with abuse and with an innocent explanation, but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other
- indications of abuse and/or dysfunctional behaviour; and
- consistent indication, over a period of time, that a child is suffering from emotional or

physical neglect.

A suspicion that is not supported by any objective indication of abuse or neglect would not constitute a reasonable suspicion or reasonable grounds for concern.

The guiding principles in regard to reporting child abuse or neglect may be summarised as follows:

1. The safety and well-being of the child must take priority.
2. All Alliance staff members have a responsibility to ensure that all allegations and suspicions of child abuse are treated seriously and with the utmost professional integrity, and must therefore be familiar with and adhere to the Child Protection Policy.
3. Reports should be made without delay to the HSE Children and Family Services.

3.3. Reporting Procedures

The following procedures apply to all Kids' Own staff who engage in work involving contact with children or young people, or to whom allegations or suspicions of child abuse are made. **These procedures are also appropriate in the case of anonymous reports or reports from adults who experienced childhood abuse.** The same procedures apply in relation to reporting allegations of abuse made against a Kids' Own employee (see 3.4 below):

- Any allegation, concern, suspicion or disclosure of abuse or neglect made to a Kids' Own staff member is reported to the Designated Liaison Person. Staff are obliged to report such concerns and no staff member will guarantee confidentiality to anyone alleging, reporting or disclosing abuse or neglect, unless by doing so, exposes a child or puts a child at risk of harm. However, Kids' Own staff will guarantee that professional confidentiality is maintained at all times and that identifying information shared with statutory agencies is done so in confidence.
- If an allegation or disclosure is made to a Kids' Own staff member outside of normal office hours, then it is the responsibility of the individual to contact the Designated Liaison Person immediately. If the Designated Liaison Person cannot be contacted, then that individual must assess the risk (for example, if it seems that a child is facing an immediate risk) and make an immediate referral to Tusla, Child and Family Agency or (if a report is made outside of office hours) An Garda Síochána, with follow-up contact with Tusla in the morning.
- If a report is made outside of office hours, and Tusla cannot be contacted, the Designated Liaison Person will contact An Garda Síochána.
- The contact details of the Designated Liaison Person may be given to the person alleging or disclosing abuse if they request it.
- The Designated Liaison Person will determine whether it is appropriate or not to make a formal report. In such a case, the Designated Liaison Person may discuss their concerns with Tusla, Child and Family Agency in advance of making a formal report. Notes are taken using the Child Protection Reporting Form (see Appendix) detailing as much information as possible to include: the name and contact details of the person reporting, the name of the child(ren) (if provided), the relationship of the reporting person to the child, the names and addresses of the parent(s)/carer(s), a detailed account of the reason for the report and any other relevant information. The notes are emailed to the Designated Liaison Person, who must be informed immediately of the concern.

- All notes and email correspondence relating to the report are kept in electronic form by the Designated Liaison Person. No other persons and staff members are permitted to access this information.
- The Designated Liaison Person reports to their local Tusla contact by telephone and by email. A request is made of the appropriate Tusla contact to send an email to the Designated Liaison Person acknowledging receipt of the report.
- The Designated Liaison Person will identify if any follow-up reporting is necessary.

Key principles on reporting:

- The reporting procedure should be known and accessible to all staff.
- The person who expresses the concern will be involved and kept informed.
- Actions and outcomes will be noted.
- All details will be recorded, including the date, time and people involved in the concern or disclosure and the facts. Information recorded should be factual. Any opinions should be supported by facts.
- The most appropriate person should discuss the concern or consult with primary carers. Parents, carers or responsible adults should be made aware of a report to Tusla, Child and Family Agency unless it is likely to put the child/young person at further risk.
- Information will be shared on a strictly 'need to know' basis.

3.4. Dealing with allegations against staff

In the event of allegations being made against an employee (part-time, full-time, contract or voluntary) of Kids' Own Publishing Partnership, the protection of the child/young person is the first and paramount consideration.

Kids' Own has a dual responsibility in respect of both the child/young person and the employee. The same person will not have responsibility for dealing with the child/young person welfare issues and the staff employment issues.

Kids' Own is an organisation with less than 5 part-time/full-time employees. Where it is not possible or appropriate for a member of Kids' Own staff to deal with an allegation, a member of the Kids' Own Board of Directors will be requested to deal with the issue.

An allegation against an employee will be assessed promptly and carefully. If reasonable grounds for concern exist, a formal report to Tusla, Child and Family Agency will be made. The reporting procedures outlined in Section 3.3. of this policy will be followed. Kids' Own will maintain a close liaison with Tusla, Child and Family Agency, and the Gardaí/PSNI. Kids' Own will ensure that its actions does not undermine or frustrate any assessment or investigation by Tusla, Child and Family Agency and the Gardaí /PSNI.

Kids' Own will take protective measures appropriate to the level of risk while not unreasonably penalising the worker – unless necessary to protect the child/young person. Protective measures might mean increased supervision, assignment to different duties, or suspension.

Kids' Own may seek legal advice on procedures or protocol to deal with allegations against staff.

Procedures for dealing with an allegation against staff

Two separate procedures must be followed:

1. In respect of the child/young person, Jo Holmwood will deal with issues related to the child/young person.
 2. In respect of the person against whom the allegation is made, Alice Lyons will deal with issues related to the staff member.
- The first priority is to ensure that no child or young person is exposed to unnecessary risk.
 - If allegations are made against the Designated Liaison Person or the Deputy Designated Liaison Person, it will be necessary to contact a third party. In such circumstances, a member of the Kids' Own Board of Directors will be contacted;
 - The reporting procedures outlined in Section 3.3. of these guidelines will be followed. Both the primary carers and child/young person will be informed of actions planned and taken. The child/young person will be dealt with in an age-appropriate manner.
 - The staff member will be informed as soon as possible
 - of the nature of the allegation;
 - the staff member will be given the opportunity to respond.
 - All Directors of Kids' Own will be informed of the allegation as soon as possible. This will only be on a need to know basis and would be bound by confidentiality.
 - Any action following an allegation of abuse against an employee will be taken in consultation with Tusla, Child and Family Agency and the Gardaí/PSNI.
 - After consultation, the Chairperson of Kids' Own or a Director of Kids' Own will advise the person accused and agreed procedures will be followed.

3.5. Recording procedures

Kids' Own has a system and mechanism for recording concerns about the protection of children and young people. The Kids' Own Privacy Policy states clearly where records are kept and who has access to them. They are stored securely and confidentiality and maintained by the Designated Liaison Person and Deputy Designated Liaison Person.

Staff should record the following information in relation to children and young people:

- Suspicions
- Concerns

- Worrying observations
- Behavioural changes
- Actions and outcomes

3.6. Key principles for dealing with a disclosure

- Stay calm and listen to the child/young person, allow him or her enough time to say what s/he needs to say;
- Don't use leading questions or prompt details;
- Reassure the child/young person but do not promise to keep anything secret
- Don't make the child/young person repeat the details unnecessarily
- Explain to the child/young person what will happen next (explanation should be age-appropriate).

4.0 Confidentiality statement

Kids' Own is committed to ensuring people's rights to confidentiality. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person.
- Giving such information to others for the protection of a child or young person is not a breach of confidentiality.
- Total confidentiality is not guaranteed where the best interests of the child or young person are at risk.
- Primary carers, children and young people have a right to know if personal information is being shared and/or a report is being made to Tusla, Child and Family Agency, unless doing so could put the child/young person at further risk.
- Images of a child/young person will not be used for any reason without the consent of the parent/carer (however, we cannot guarantee that cameras/videos will not be used at public performances).
- Procedures will be put in place in relation to the use of images of children/ young people.
- Procedures will also be put in place for the recording and storing of information in line with our confidentiality policy.

5.0. Recruiting and selecting staff

Kids' Own shall ensure – as far as possible – the safety and protection of children and young people.

5.1. Factors excluding someone from employment

Kids' Own will not knowingly engage with any person who poses a risk to children or who does not meet the child protection and safeguards outlined in *Children First: Guidance for the Protection and Welfare of Children* (2017).

No person who would be deemed to constitute a 'risk' will be employed. Some exclusions would include:

- any child-related convictions;
- refusal to sign a declaration form;
- insufficient documentary evidence of identification;
- concealing information on one's suitability to working with children.

5.2. Procedures for staff recruitment

Kids' Own will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

- Roles & responsibilities will be clearly defined for every job (paid or voluntary).
- Posts will be advertised widely.
- The most suitably qualified person will be selected.
- Candidates will be required to submit a CV and cover letter.
- Candidates will be asked to sign a declaration form.
- Where possible, at least two written references that are recent, relevant, independent and verbally confirmed will be necessary.
- Staff will be selected by a panel of at least two representatives through an interview process.
- There will be a relevant probationary period of 6 months.
- All staff will be required to consent to Garda Vetting.

6.0. Managing and supervising staff

Staff management policy statement

To protect both Kids' Own staff (paid and voluntary) and children/young people, we undertake that:

New staff will:

- Take part in a mandatory induction training session;
- Be made aware of the organisation's code of conduct, child protection procedures, and the identity and role of who has been designated to deal with issues of concern;
- Undergo a probationary or trial period.

All staff will:

- Receive an adequate level of supervision and review of their work practices;
- Be expected to have read and signed the Child Protection Policy;
- Be provided with child protection training.

Freelance staff should agree to abide by the Kids' Own's Child Protection Policy Statement.

Section 7.0. Involvement of primary carers

On specific projects Kids' Own may work with primary carers (parents, carers or responsible adults). Kids' Own is committed to being open with all primary carers.

We undertake to:

- Advise primary carers of our child protection policy.
- Inform primary carers and schools of all activities and potential activities.
- Issue contact/consent forms where relevant.
- Comply with health and safety practices.
- Operate child-centred policies in accordance with best practice.
- Adhere to our recruitment guidelines.
- Ensure as far as possible that the activities are age-appropriate.
- Encourage and facilitate the involvement of parent(s), carer(s) or responsible adult(s), where appropriate.

If Kids' Own has concerns about the welfare of the child/young person, we will:

- Respond to the needs of the child or young person.
- Inform the primary carers on an on-going basis unless this action puts the child or young person at further risk.
- Where there are child protection and welfare concerns Kids' Own are obliged to pass these on to the Duty Social Worker at Tusla, Child and Family Agency and, in an emergency, the Gardaí or Police Service of Northern Ireland (PSNI).
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the child/young person and inform primary carers as appropriate.

As a child-centred organisation, we are committed to putting the interest of the child/young person first. To that end we will:

- Contact Tusla, Child and Family Agency and Gardaí or PSNI (as appropriate) where there is a child protection welfare concern.
- Encourage primary carers to work in partnership with us under the guidelines set out by our organisation to ensure the safety of their children.
- Have a designated contact person available for consultation with primary carers in the case of any concern over a child or young person's welfare.

Section 8.0. Complaints and comments procedures

Kids' Own has a complaints and comments procedure. Primary carers, children/young people and staff should all be aware of these procedures.

In the event of complaints or comments:

- Complaints or comments will be responded to within 4 weeks.
- Jo Holmwood has responsibility for directing complaints/comments to the appropriate person.
- Verbal complaints will be logged and responded to.

Section 9.0. Accidents procedure

Kids' Own works with children and young people through third party organisations such as schools, libraries and after-schools clubs. All interactions with children and young people take place outside the offices of Kids' Own. In all cases Kids' Own adheres to the accident procedures of these organisations.

- External organisations with whom your organisation has dealings must provide proof that they have public liability insurance.
- Children and young people must be advised of risks of dangerous material.
- First-aid boxes are available and regularly re-stocked.
- First-aid boxes are maintained in the Kids' Own Office and with portable boxes available for use at off-site workshops.

APPENDIX 1: Definitions of abuse

1.0. Types of Abuse

There are four main categories of abuse as outlined in *Children First: National Guidelines for the Protection and Welfare of Children*. The following is a synopsis of the information contained in that document. For the full definitions please refer to *Children First: National Guidelines for the Protection and Welfare of Children* 1993 (pp.32-34).

1.1. Neglect

“Neglect can be defined as being 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.... The threshold of significant harm is reached when the child’s needs are neglected to the extent that his or her well-being and/or development are severely affected.” (Children First p.31)

1.2. Emotional abuse

Emotional abuse usually happens where there is a relationship between a carer and a child rather than as a specific incident or incidents.

“Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.” (Children First p.31)

Rather, it can manifest in the child’s behaviour or physical functioning. Examples of these include ‘anxious’ attachment, unhappiness, low self-esteem, educational and developmental underachievement and uncooperative or hostile behaviour.

“The threshold of significant harm is reached when interaction is predominantly abusive and become typical of the relationship between the child and the parent/ carer.” (Children First p.32)

Examples of emotional abuse in children include:

- Imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming
- Emotional unavailability by the child’s parent/carer
- Unresponsiveness, inconsistent or inappropriate expectations of the child
- Premature imposition of responsibility on the child
- Unrealistic or inappropriate expectations of the child’s capacity to understand something or to behave and control him/herself in a certain way
- Under or over-protection of the child
- Use of unreasonably harsh discipline
- Exposure to domestic violence

1.3. Physical abuse

Physical abuse is any form of non-accidental injury or injury which results from willful or neglectful failure to protect a child. Examples of physical injury include the following:

- Shaking
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Allowing or creating a substantial risk of significant physical harm to a child.

1.4. Sexual abuse

Sexual abuse involves the use of a child for gratification or sexual arousal by a person for themselves or others.

Examples of sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of a child
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of the child or involvement of the child in an act of masturbation
- Sexual intercourse with a child whether oral, vaginal or anal
- Sexual exploitation of a child... may also include showing sexually explicit material to children which is often a feature of the 'grooming' process by perpetrators of abuse
- Consensual sexual activity involving an adult and an under-age person.

2.0. Circumstances which may make children more vulnerable to harm

If you are dealing with children, you need to be alert to the possibility that a welfare or protection concern may arise in relation to children you come in contact with. 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. 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.

The following list that identifies a range of issues in a child's life that may place them at greater risk of abuse or neglect. The presence of any of these factors does not necessarily mean that a child in those circumstances or settings is being abused.

Parent or carer factors:

- Drug and alcohol misuse
- Addiction, including gambling
- Mental health issues
- Parental disability issues, including learning or intellectual disability
- Conflictual relationships
- Domestic violence
- Adolescent parents

Child factors:

- Age
- Gender
- Sexuality
- Disability
- Mental health issues, including communication difficulties
- Trafficked/Exploited
- Previous abuse
- Young carer
- Self-harm and suicide

Community factors:

Cultural, ethnic, religious or faith-based norms in the family or community which may not meet the standards of child welfare or protection required in this jurisdiction.

Culture-specific practices, including:

- Female genital mutilation
- Forced marriage
- Honour-based violence – Radicalisation

Environmental factors:

- Housing issues
- Children who are out of home and not living with their parents, whether temporarily or permanently
- Poverty/Begging
- Bullying
- Internet and social media-related concerns

Poor motivation or willingness of parents/guardians to engage:

- Non-attendance at appointments
- Lack of insight or understanding of how the child is being affected
- Lack of understanding about what needs to happen to bring about change
- Avoidance of contact and reluctance to work with services
- Inability or unwillingness to comply with agreed plans

These factors should be considered as part of being alert to the possibility that a child may be at risk of suffering abuse and in bringing reasonable concerns to the attention of Tusla.

3.0. 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.

There can be an increased vulnerability to bullying among children with special educational needs. This is particularly so among those who do not understand social cues and/or have difficulty communicating. Some children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.

Bullying in schools is a particular problem due to the fact that children spend a significant portion of their time there and are in large social groups. In the first instance, the school authorities are responsible for dealing with such bullying. School management boards must have a code of behaviour and an anti-bullying policy in place. If you are a staff member of a school, you should also be aware of your school's anti-bullying policy and of the relevant guidelines on how it is handled.

In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, you may need to make a referral to Tusla and/or An Garda Síochána.

Appendix 2: Sample Forms

**Volunteer/ Independent Contractor Reference Form
Confidential**

_____ has expressed an interest in becoming a volunteer with Kids' Own Publishing Partnership and has given your name as a referee.

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

YES		NO	
-----	--	----	--

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

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

How long have you known this person?					
In what capacity?					
What attributes does this person have which you would consider makes them a suitable volunteer?					
How would you describe their personality?					
Please rate this person on the following (please tick):					
	Poor	Average	Good	V/Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of others					
Energy					
Trustworthiness					
Reliability					

Signed: _____ Date: _____

Occupation: _____

Declaration Form

Confidential

Declaration form for all those working with children and young people.

Surname: _____

First Name: _____

Date of Birth: _____ Place of birth: _____

Address: _____

Tel. No: _____ Mobile No: _____

Any other name(s) previously known as: _____

Is there any reason that you would be considered unsuitable to work with children and young people?

YES		NO	
-----	--	----	--

If yes, please outline the reason below.

Have you ever been convicted of a criminal offence?

YES		NO	
-----	--	----	--

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

By signing this form, I have read and understood the Kids' Own Child Protection Policy and will undertake to provide a safe environment and experience, where the welfare of the child/young person is paramount.

Signed: _____

Date: _____



PARENTAL/GUARDIAN CONSENT FORM

For participation in a Kids' Own project
At <location>; <dates>; With <names of artists>

About this project

INFORMATION ABOUT THE PROJECT TO BE INSERTED HERE

Participation in this project is voluntary. The young person named in this form or/and their parent/guardian can at any time choose to no longer participate.

Please refer to our website – www.kidsown.ie – for a copy of our Child Safeguarding Statement and our privacy policy.

Consent and Details for young person

Name of participating young person _____

Address: _____

Phone number (if applicable): _____

Age at start of project _____

I would like to take part in the Kids' Own workshop which will take place during my school day, please tick below:

YES [] **NO** []

Consent and Contact details for Parent/Guardian

Parent/Guardian Name _____

Address: _____

Mobile No. _____

Daytime – Home or Work phone number: _____

Guardian's relationship to young person: _____

I consent to my child taking part in the Kids' Own workshop which will take place during my school day, please tick and sign below:

SIGNED: _____

DATE: _____

Photographic Imagery

Kids Own would like to take photos of people (including children) during the project engagement sessions. Kids' Own would like to use these images for documentation purposes including our organizational archive. As well as for the purpose of promoting the project in publications, on our website and social media.

I agree/disagree for the images to be used in documentation, please tick below:

AGREE [] DISAGREE []

I agree/disagree for the images to be used for promotional purposes, please tick below:

AGREE [] DISAGREE []

Kids' Own will also take photos that are non-identifiable for long term use i.e. close ups of hands or feet, backs of heads, distance images. Kids' Own ensures that no person will be identifiable in any way in these photos.

Mailing list: We would love to send you occasional information about our other projects, events and activities. If you would like to subscribe to our **monthly newsletter**, please enter your email address below:

EMAIL: _____

I understand that I can change my mind at any point and withdraw consent for images to be used.

THANK YOU for completing this form.

Standard Report Form

Please find below the Standard Report Form from Tusla the Child and Family Agency to be used when reporting child protection and welfare concerns. This is available to download at www.tusla.ie.

		An Ghníomhaireacht um Leanaí agus an Teaghlach Child and Family Agency		FORM NUMBER: CC01:01:01	
<h2>STANDARD REPORT FORM</h2> <p><i>(For reporting CP&W Concerns)</i></p>					
A. To Principal Social Worker/Designate: <input type="text"/>					
1. Date of Report <input type="text"/>					
2. Details of Child					
Name:	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address:	<input type="text"/>	DOB	<input type="text"/>	Age	<input type="text"/>
		School	<input type="text"/>		
Alias	<input type="text"/>	Correspondence address (if different)	<input type="text"/>		
Telephone	<input type="text"/>	Telephone	<input type="text"/>		
3. Details of Persons Reporting Concern(s)					
Name:	<input type="text"/>	Telephone No.	<input type="text"/>		
Address:	<input type="text"/>	Occupation	<input type="text"/>		
		Relationship to client	<input type="text"/>		
Reporter wishes to remain anonymous	<input type="checkbox"/>	Reporter discussed with parents/guardians	<input type="checkbox"/>		
4. Parents Aware of Report					
Are the child's parents/carers aware that this concern is being reported	- Mother	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
	- Father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input type="text"/>				
5. Details of Report					
<i>(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.)</i>					
<input type="text"/>					

6. Relationships

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

7. Household composition

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

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

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

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

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

10. Details of person completing form

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