

CHILD WELFARE AND SAFEGUARDING POLICY

(Last updated – 30TH JUNE 2017)

DESIGNATED LIAISON PERSON: MICHAEL NEYLON - 087 9618918

DEPUTY DESIGNATED LIASON PERSON: HARRY HUGHES - 086 8773747

1. Introduction – Child Safeguarding Statement

We in Willie Clancy Summer School are committed to a practice which protects children and young people from harm and undertake to provide a safe environment and experience where welfare for the child/young person is paramount. Directors, instructors, tutors, supervisors, stewards and volunteers/helpers accept and recognise their responsibilities in safeguarding children and young adults. We have implemented procedures covering: code of behaviour for staff, reporting of suspected or disclosed abuse, confidentiality, recruitment & selection of staff, managing & supervising staff, involvement of primary carers, allegations of misconduct or abuse by staff, complaints and comments, incidents and accidents. This policy will be reviewed annually.

Signed:

Willie Clancy Summer School

Date:

2. General Principles

1. All Children and young adults should be treated with dignity and respect
2. We at WCSS will have an awareness of the issues which cause children harm
3. We at WCSS have adopted child protection guidelines for directors, instructors, tutors, supervisors, stewards and volunteers/helpers
4. We provide information about child protection and good practice to tutors, instructors, supervisors, stewards, volunteers and parents
5. Child protection policy is included in our briefing materials
6. Confidentiality should always be observed except where there is a statutory or legal obligation
7. Child protection policies are regularly reviewed
8. The person responsible for developing, training and reviewing these policies is the Health & Safety Officer

3. Code of Behaviour for directors, instructors, tutors, supervisors, stewards, parents, and volunteers/helpers and students

This code of behaviour is intended to advise, help and protect anybody working with children and young adults in WCSS and should be followed at all times.

Child-centred approach

Willie Clancy Summer School Staff when working with children/young people should:

- Treat them equally but also as individuals
- Listen to and respect them
- Involve them in decision making
- Encourage, support and praise them and use only constructive criticism when needed
- Use appropriate language (both physical and verbal)
- Have fun and encourage a positive and trusting atmosphere
- Respect their personal space
- Respect differences of ability, culture, religion, race and sexual orientation
- Be aware of any special needs children
- Ensure the code of behaviour for children is adhered to

- Lead by example

Good Practice

To ensure best practice, the Willie Clancy Summer School is committed to doing the following:

- Keeping a register containing the name, address, phone number, special requirements, attendance and emergency contact of all pupils.
- Ensuring that a copy of our Child Protection Policy is distributed to all temporary staff and volunteers prior to undertaking their roles
- Having emergency procedures in place, as outlined in Section 4.
- Accommodating special needs children in the School, where it is possible to provide an adequate environment to meet their needs
- Evaluating work practices on a regular basis
- Briefing our volunteers and temporary staff by discussing with them this policy document prior to their engagement with the Willie Clancy Summer School.
- Recording any incidents in the confidential incident file
- Ensuring proper supervision based on adequate ratios in accordance with activities, age and gender
- Being proactive in relations to problems, so that they don't get 'out of control'

The Willie Clancy Summer School requires its staff to:

- Report any concerns to the Designated Person and follow reporting procedures as outlined in Section 4
- Follow and enforce the anti-bullying policy as outlined in the Code of Behaviour for Children/Young Persons
- Observe appropriate dress and behaviour
- Avoid taking sessions/tutorials on their own with a young person, unless by prior agreement and in accordance with agreed teaching methods
- Avoid being on their own with a young person or being on their own in a room with a young person/child
- Where possible avoid giving a lift to a young person/child, and where necessary, ensure the primary carer has been informed
- Maintain awareness around language use

Inappropriate behaviour

The Willie Clancy Summer School staff should not:

- Use or allow use of offensive or sexually suggestive physical and/or verbal language
- Allow or engage in inappropriate touching of any form
- Hit or physically chastise students
- Socialise inappropriately with students outside of structured organisational activities.

Physical contact

The Willie Clancy Summer School acknowledges that physical contact may be essential to the process of teaching at our classes. We therefore require that teachers and/or volunteers teaching on our behalf seek consent of children/young person's before making physical contact with them,(except in an emergency or dangerous situation),and check their level of comfort when teaching involves any form of physical contact.

Health and Safety

The Willie Clancy Summer School staff and volunteers shall:

- Avoid leaving children unattended where reasonable
- Be vigilant in making sure that the environment on the course is safe
- Be aware of the accident procedure as outlined in this Policy
- Be aware of the Willie Clancy Summer School Health, Safety & Welfare policy statement

Code of Behaviour for students at Willie Clancy Summer School

It is the policy of the Willie Clancy Summer School to safeguard the welfare of all the children and young people who attend our classes and events, by protecting them from all forms of discernible harm. We are also committed to providing a positive and enlightened environment and to nurture and facilitate the best possible educational outcome for our pupils. The welfare of the child/young person and therefore our pupils is paramount.

Young persons/children/students in the Willie Clancy Summer School are required to follow:

- Sign a registration book on arrival at the course
- Make sure a member of staff is informed if they are unable to attend an individual class or will be late for any reason
- Be aware of the physical boundaries of the property where teaching takes place and never leave them without permission from a member of staff during the course
- Not consume alcohol, drugs or smoke while participating in Willie Clancy Summer School classes.
- Not engage in rough play
- Not use inappropriate language

The Willie Clancy Summer School wishes to promote a positive and inclusive atmosphere and asks children/young persons/pupils to be aware of and follow these guidelines:

- Treat each other and all members of staff in Willie Clancy Summer School classes with courtesy, respect and dignity
- Treat each other equally but also as individuals
- Listen to and respect each other
- Have fun and encourage a positive, inclusive atmosphere
- Respect each other's personal space
- Respect differences of ability, culture, religion, race and sexual orientation
- Be aware of any special needs a pupil may have

Bullying

Be aware that bullying will not be accepted or tolerated.

Bullying can be defined as repeated aggression, - verbal, psychological or physical - which is conducted by an individual or group against others.

Examples of bullying include the following

- name-calling
- physical fighting of any form
- making offensive comments
- intimidation
- threatening behaviour
- ignoring or excluding others
- damaging property including personal property
- sending abusive text messages or voicemails
- spreading rumours
- sarcasm
- mocking
- derogatory remarks & gestures

(See Health & Safety Policy)

In general we ask that all participants use 'common sense' about what is acceptable behaviour and treat others as they would expect to be treated themselves

Supervision of Young Persons during break-time in classes from 11.00am to 11.20am Monday to Friday

Procedures are in place at each cluster grouping for escorting of under 18 students to designated refreshment area by WCSS Stewarding staff and return afterwards to their classes. Parents/Primary carers who have made alternative arrangements for their child's supervision at break-time have the right to waive this WCSS supervision by signing a declaration at registration.

4. Procedure for reporting suspected (or disclosed) Child Protection & Welfare Concerns

Action to be taken on behalf of the Willie Clancy Summer School

If a member of staff receives an allegation or has a concern that a child may have been abused or neglected, or is being abused or neglected, or is at risk of abuse or neglect he/she shall, without delay, report the matter to the Designated Liaison Person in the school.

A written record of the report shall be made and placed in a secure location by the DLP. The need for confidentiality at all times, as previously referred to, shall be borne in mind. The supports of the school shall continue to be made available to the child.

Where the allegation or concern relates to the DLP, the staff member shall, without delay, report the matter to DDLP or the Chairperson of the Board.

Action to be taken by the Designated Liaison Person

In cases where there are concerns about a child, but the Designated Liaison Person is not sure whether to report the matter to Tusla (CFA) the DLP shall seek advice from the TUSLA (CFA) Children and Family Services. In consulting the TUSLA (CFA), the DLP shall be explicit that he/she is requesting advice and consultation and that he/she is not making a report. At this informal stage the DLP need not give identifying details.

If the TUSLA (CFA) advises that a report should not be made, the DLP shall as soon as possible inform the Board of Management of this fact. In the interest of protecting the anonymity of the child, no details of the case should be disclosed to the Board of Management unless there are issues which need to be addressed directly by the Board of Management.

If the TUSLA (CFA) advises that a report should be made, the DLP shall act on that advice. In all cases the DLP shall retain a record of the consultation with the TUSLA (CFA), which will note the date, the name of the TUSLA (CFA) official and the advice given.

If the DLP is satisfied that there are reasonable grounds for the suspicion or allegation he/she shall report the matter to the TUSLA (CFA) immediately.

Making a report

A report shall be made to the TUSLA (CFA) either in person, by phone or in writing. Each TUSLA (CFA) area has a social worker on duty for a certain number of hours each day. The TUSLA (CFA) Children and Family Services are available to meet with, or talk on the telephone to, persons wishing to report child protection concerns.

It is generally most helpful if persons wishing to report child abuse concerns make personal contact with the TUSLA (CFA) Children and Family Services. This will facilitate the duty social worker in gathering as much information as possible about the child and his or her parents/carers.

In the event of an emergency, or the non-availability of TUSLA (CFA) staff, the report shall be made to An Garda Síochána. This may be done at any Garda Station.

It is recommended that all reports shall include as much as possible of the information sought in the **Standard Reporting Form** – ‘Information required when making a report’. In the case of any report (whether made initially in person, by phone or in writing to either the TUSLA (CFA) or An Garda Síochána) the Standard Reporting Form, which is included as an Appendix 4, shall be completed and forwarded to the TUSLA (CFA) as soon as possible thereafter.

Although all information requested might not be available to the person making a report, the forms shall be completed as comprehensively as possible. When such a report is being made to the TUSLA (CFA), the Board of Directors shall be informed. The DLP who is submitting a report to the TUSLA (CFA) or An Garda Síochána should inform a parent/carer unless doing so is likely to endanger the child or place the child at further risk.

A record shall be made of the information communicated to the parent/carer. A decision not to inform a parent/carer shall be briefly recorded together with the reasons for not doing so.

The DLP shall immediately, or as soon as possible thereafter, inform the Board of Directors that a report involving a child in the school has been submitted to the TUSLA (CFA). In the interest of protecting the anonymity of the child, no details of the report should be disclosed to the Board of Directors unless there are issues which need to be addressed directly by the Board of Directors.

Where the TUSLA (CFA) advises that a report should not be made, the DLP shall inform the Board of Directors of this fact. Once again, in the interest of protecting the anonymity of the child, no details of the case should be disclosed to the Board of Directors unless there are issues which need to be addressed directly by the Board of Directors.

Any information or details that might identify a child should not be recorded in the minutes of Board of Management meetings.

If the DLP decides that the concerns of the member of staff should not be reported to the TUSLA (CFA), the member of staff shall be given a clear statement, in writing, as to the reasons why action is not being taken.

The member of staff should also be advised that, if he/she remains concerned about the situation, he/she is free to consult with or report to the TUSLA (CFA). He/she should use the Standard Reporting Form. It is essential that, at all times, the matter be treated in the strictest confidence and not discussed except among the parties mentioned above.

5. Confidentiality Statement

We at WCSS are committed to ensuring peoples' 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; we cannot guarantee total confidentiality where the best interests of the child or young person are at risk; primary carers and young people have the right to know if personal information is being shared and/or a report is being made to the Health Service Executive, unless doing so could put the child/young person at further risk; Images of child/young person will not be used for any reason without the consent of a parent/carer (however we cannot guarantee that cameras/videos will not be used at public performances).

6. Recruitment and selection policy statement

We will ensure that staff are carefully selected, trained and supervised to provide a safe environment for all children and young people.

7. Managing and supervising staff

To protect staff and children/young people, we undertake that new staff will take part in mandatory induction/briefing training session, be aware of WCSS code of behaviour, child protection procedures and the identity of the person whom to report to. All staff will receive adequate and appropriate levels of supervision and be expected to have read the child protection policy

Appropriate supervision will be provided and maintained for children who are under the care of the School while they are involved in activities, events or overnights from home. An appropriate ratio will therefore be maintained between the number of workers and the number of children who are under their supervision. These ratios will be governed by the following:

- The nature and location of the activity or event;
- The age and experience of the children being supervised;
- The role and experience of the worker(s);

8. Involvement of primary carers

We are committed to being open with all primary carers. We undertake to advise primary carers of our Child Welfare and Safeguarding policy, keep primary carers informed, comply with health & safety practices, ensure that as far as possible that activities are age appropriate.

If we have 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; where there are child protection concerns we are obliged to pass these on to TUSLA and in an emergency, the Gardai.

9. Accidents Procedure

Willie Clancy Summer School have a detailed health and safety statement which includes risk assessment for each area of operations. To assist in the accidents/incidents procedure WCSS maintains an up-to-date register of the contact details of all children/young people involved in the organisation. External organisations must provide proof of public liability insurance. First aid boxes are provided to all centres and regularly restocked and the location of first aid boxes is known to all staff. Risk Assessments are carried out annually. An incident/Accident report logbook is maintained by the school.

Garda Vetting

The process of Garda Vetting of all SSWC tutors has commenced with the aim of having all tutors vetted by 31st December 2017 as per statutory guidelines.

Appendices:

Standard Reporting Form
TUSLA Contact Details