

Revised February 2008

Religious Society of Friends (Quakers) in Ireland

Working with Children and Young People

CHILD PROTECTION GUIDELINES

**Published by Ireland Yearly Meeting Education Committee
2nd Edition April 2004**

Whether children or young people are mentioned throughout this booklet, both are intended.

The definition of a child in law is anyone under 18 years of age.

While there are differences in legislation affecting children, these guidelines apply equally to both parts of Ireland.

- Copies of these guidelines and the forms are available on the internet www.quakers-in-ireland.org

ACKNOWLEDGEMENTS

The Education Committee wishes to express its gratitude to a number of churches and agencies for access to their child protection guidelines. In particular special thanks to the Presbyterian Church in Ireland, Our Duty to Care (Volunteer Development Agency N.I.) and to Child Care (N.I.) for the use of their guidelines and advice in drawing up this 2nd edition for the Society of Friends.

The committee wishes to acknowledge the considerable help of the staff of Ulster Quaker Service Committee in the typing and layout of the guidelines.

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Introduction

The recognition of the value of every human being, regardless of age, has always been central to Friends ideology. It has its basis in our belief that there is “the light of Christ” or “that of God” to be found in every person. This has led to an emphasis on the dignity and respect for all, both young and old. Bearing in mind the importance Jesus placed on children and the love of God for them, Friends are conscious of the privilege and responsibility of caring for and ensuring the well-being of the children and young people in our Society.

It is the earnest desire of Friends throughout Ireland Yearly Meeting that our children should develop to their full potential spiritually and in every other way – in a safe and caring environment.

In line with all other Churches and organisations working with children, Ireland Yearly Meeting has acknowledged the national concern and requirement to promote adequate care and protection arrangements for children. These revised guidelines have been devised to help and support meetings, schools and adults who work with children on behalf of Friends. Ireland Yearly Meeting through its Education Committee will ensure circulation of these to all Preparative Meetings and Committees for their early consideration and implementation.

This booklet provides good practice guidelines for all who work with children and young people. It is aimed at ensuring a consistent response in dealing with children and what to do when a concern about possible abuse arises. This will not only help protect children but give added support and encouragement to the many Friends who give unstintingly of their time to work with children.

Each Preparative Meeting, Committee or group of Friends who organise young people’s activities are requested to address their specific responsibilities outlined in the guidance. It is most important that these are put in place and reviewed regularly to ensure that they meet the requirements of the guidelines. Failure to do this may place the Yearly Meeting and the Society of Friends in Ireland as a whole in a difficult legal position and make it vulnerable to both criticism and possible legal action.

The Yearly Meeting Education Committee is made up of Friends from throughout Ireland Yearly Meeting appointed triennially by Yearly Meeting Committee. The Education Committee is responsible for the appointment of Junior Yearly Meeting organisers and members of the Youth Committee, liaison, finance and general planning and oversight of events connected with children and young people who come under the auspices of the Religious Society of Friends in Ireland. The name and telephone number of the current Clerk of Ireland Yearly Meeting Education Committee can be obtained from the office of Ireland Yearly Meeting, Quaker House, Stocking Lane, Dublin 16. Telephone number: 01 4950021 extension 221 (N.I. – 0035314950021 ex221).

Section 1

- 1.1 Caring for Children**
- 1.2 What is Child Abuse**
- 1.3 Why do Adults Abuse Children**
- 1.4 Taking Action**
- 1.5 Making Important Contacts and Links**
- 1.6 Additional Areas for Consideration/Action**

1.1 Caring for Children

While the primary responsibility for the care of children rests with their parents or guardians, all of us whether in a meeting, group or local community have a responsibility for their well-being and protection. We have a collective responsibility as a Religious Society to ensure that our children and young people are encouraged and helped in their social, personal and spiritual development, and that this should take place within a safe and protected environment. This will not only provide a good example to the children but will demonstrate the Society's confidence and support in its Sunday School teachers, Youth Leaders and in the schools for which it has a responsibility.

'Child Protection is everyone's business' We all have a responsibility in meeting, in young people's various activities or in everyday life to remain alert to circumstances in which children may be harmed. If you are concerned or suspicious go to the person responsible for children's work in the preparative meeting or the leader running the activity.

Children need to know that adults are fully committed to their welfare. They will experience this if they feel

- you are prepared to listen to them especially when they tell you something which is difficult to believe and to hear
- you value and support them as individuals
- you have taken steps to ensure the physical environment is safe
- you praise them
- you trust them

If we are to achieve this every preparative meeting and any group or committee organising children's activities needs to take action in a number of areas. These also apply to Quaker schools. Detailed guidance is set out in the following chapters but in summary:

- Appoint Friends, attenders, staff and others to positions of responsibility for children who
 - (1) are interested and enjoy being with children and young people
 - (2) are child centred in their behaviour and who can develop positive friendships with children while retaining their position as authority figures
 - (3) can encourage children to feel safe to express their feelings, fears and experiences openly. In such an atmosphere abuse and bullying can be more easily addressed.
- Have a written procedure for dealing with accusations or concerns
- Promote codes of behaviour so that everyone is aware of the standards of behaviour expected of both children and adults
- Develop a policy statement, share with the meeting, group or committee and ensure that everyone is aware of the importance of safeguarding the safety and welfare of children and that it is the responsibility of all Friends
- Encourage and support helpers, teachers and leaders to undertake training in child protection.

1.2 What is Child Abuse

There are four main kinds of abuse. It is important to be aware of these. They are caused by the behaviour of someone in a position of authority or power over a child. They can not only physically harm a child but cause him/her to feel bad and worthless. Children can be abused in a number of ways.

Physical - where children are hurt by ill-treatment such as punching, shaking or burning.

You may see symptoms such as:-

- unexplained recurrent injuries, bruising or burns
- unlikely explanations or refusal to explain injuries or marks
- self harm tendencies by the child
- fear of physical contact

Sexual – where a child is encouraged or forced to observe or participate in any form of sexual activity. It can occur in different ways e.g. when an adult or another young person touches a child's genital area in a way which is inappropriate and makes the child feel worried or unhappy. Sometimes children are asked to touch an adult's body or are shown pornographic pictures or videos; to take part in these and/or to behave in sexually inappropriate ways.

You may come across symptoms such as:-

- a sexual knowledge, including drawing sexually explicit pictures or use of language inappropriate for the child's age
- being over affectionate in a sexual way
- self mutilation, suicide attempts, running away, anorexia
- sudden loss of appetite or compulsive eating
- unhappy, isolated, reluctant to go home

Emotional – where children are persistently or severely emotionally neglected or rejected, perhaps by not being given enough or consistent love and attention, being made to feel worthless or being constantly intimidated by threats or taunts.

Symptoms may include:-

- delays in physical, mental and emotional development
- continual belittling of oneself
- overreaction to mistakes
- extreme fear of any new situation
- inappropriate response to pain
- neurotic behaviour

Neglect – where a child's physical and/or psychological needs are persistently or severely neglected or failing to protect a child from exposure to any kind of danger. This can occur when an adult leaves a child alone, does not give the child enough to eat or take the child to a doctor or hospital if they need medical treatment.

Among the symptoms you may notice are:-

- constant hunger
- inadequate clothing
- constant tiredness
- poor personal hygiene

1.3 Why do Adults Abuse Children?

There are different possibilities – stress, unhappy circumstances, the feeling of having no power in adult relationships, the feeling of power over children or perhaps having being abused as a child or suffer some other form of psychological damage. None of these, singly or together, can excuse their actions.

Some abusing adults convince themselves that there is nothing wrong in such behaviour and/or that the child enjoys it or it is for the child's good. This is not correct and it is always abuse. Abuse is always wrong and is NEVER the child's fault.

Please bear in mind:

- you can't tell by looking at a person if they are an abuser – they are no different from anyone else.
- abusers come from all classes in society, professions, religious faiths and races.
- abuse is sometimes carried out by strangers but MOST ABUSERS are known to the child and in a position of trust and/or authority.
- not only adults abuse children. Sometimes older children and young people can and do abuse younger children.

What is really important is that if you have any concern or anxiety that you take some action and talk to the person designated by the preparative meeting or committee (The Designated Person Section 2.7) The sooner you take action the more likely the abuse will stop and the child helped to recover from the experience.

**IT CAN BE DIFFICULT TO BE SURE OF YOUR
SUSPICIONS OR CONCERNS. EVEN FOR EXPERTS IT
CAN BE HARD TO DECIDE IF A CHILD IS BEING
ABUSED.**

1.4 Taking Action

If anything you see or hear gives you cause for concern it is important to know what to do and who to contact. It may be difficult to believe but you should take what child says seriously and take action as quickly as possible. Go to the leader or the designated person.

| |
|---|
| THE ONE THING YOU MUST NOT DO IS NOTHING |
|---|

Do's

- Listen and Hear
- Give time to the child to say what they want
- Reassure – that he/she has done the right thing.
- Record in writing – what was said as soon as possible.
- Report – to someone else in the meeting or activity.
- Inform – the designated person as soon as possible.

Don'ts

- Do not panic
- Do not ask leading questions
- Do not promise to keep secrets
- Do not enquire for details of the abuse
- Do not under any circumstances attempt to deal with the problem alone.

Your primary responsibility is to report any suspicion of abuse and ensure the concern is taken seriously.

Recording Information

A Report Form is set out in Section 3.2 to help you. This should be completed by the concerned person together with the leader/designated person. If the form is not available please try to secure the information below. This may be difficult to acquire given the age of the child and the possible nature of the abuse. The child may not be able to give all the information especially at the first contact – be patient. It may be most helpful to use a sheet of paper rather than complete the form in front of the child.

- The name and address of the child
- The nature of the injury or complaint
- The need for medical attention (if any)
- Your reason for suspicion of abuse
- The name(s) of the person(s) giving concern
- What you have done (what action so far)
- Any other helpful information (eg the child's G.P., the name of his/her school)

The Referral Procedure (Dealing with a Concern)

If any Sunday School teacher, leader or helper in young people's activity becomes aware of possible abuse or mistreatment either directly from a child or another person, they must:

- Make sure as far as possible the child is safe from any harm or risk
- Speak to the designated person
- See the child, listen to them and complete the form (section 3.2) or make notes
- The designated person will contact the professional staff in the relevant statutory authority i.e. Social Services in NI and the local Health Board in the Republic. (Section 4.1)
- The designated person will ensure the form details are completed

If you are in any doubt – Report

Confidentiality is vital in these matters. Maintain a “who needs-to-know” only approach

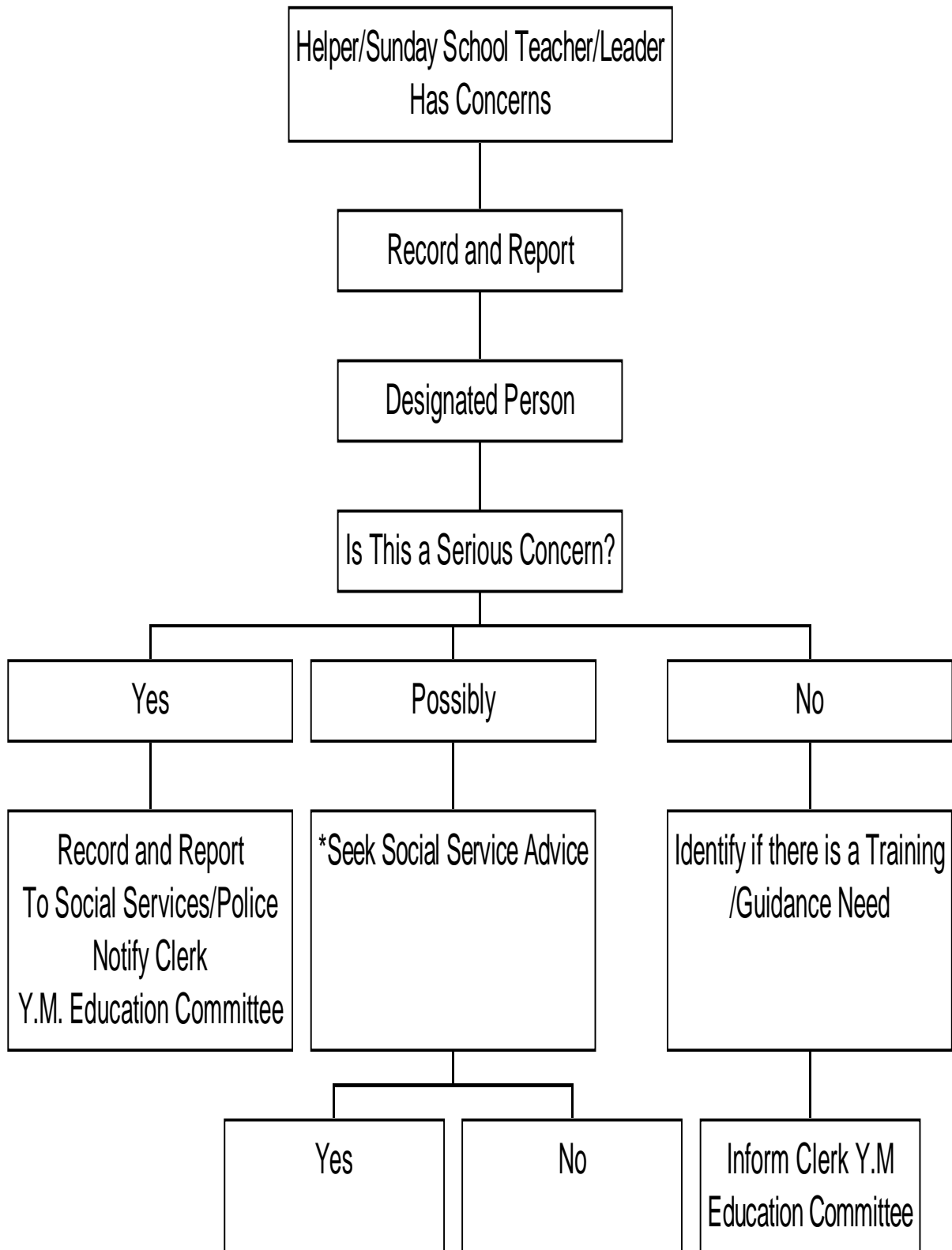
Remember the task of deciding if the child has been abused rests with the professional agencies

- The designated person will follow the guidance of the professional staff. This may include a request to attend a meeting of key staff.
- Agree with the professionals who will inform the parents and how this will be done.
- The Clerk of the Yearly Meeting Education Committee should be notified (send a copy of form 3.2)
- The Clerk will maintain a record of all notifications for review by the Committee.
- If for whatever reason you feel the designated person or the leader has not taken sufficient appropriate action you have the right to approach the statutory authority. It would be courteous to inform the designated person of your intention or action.

In some circumstances especially in the context of a residential gathering the leader/designated person may not be able to contact the local professional staff. The leader/designated person needs to assess the situation of risk to the child and all the other children. If there is sufficient cause for concern the leader should inform the adult of the complaint and ask him/her to leave. The person should be made aware of their right to appeal and that this will be dealt with as soon as possible. This should be reported to the Clerk of Y.M. Education Committee who will arrange for a hearing to be conducted following discussion/action by Social Services.

TAKING ACTION IS CRUCIAL – 7 STEPS TO HELP

**LISTEN
ACCEPT
REASSURE
EXPLAIN
ACT
RECORD
GET SUPPORT**



***Social Services Refers to professional staff in Northern Ireland and the Republic of Ireland responsible for Child Protection**

*** Police refers to PSNI in Northern Ireland and Garda Siochana in the Republic of Ireland.**

1.5 Making Important Contacts and Links

Becoming involved in something like this creates a great deal of anxiety. Are we doing the right thing? Should I pass this information on? – thoughts that all of us have. Protecting children from harm should never be seen as anyone individual person's sole responsibility. Remember you are part of a caring church in which your Preparative Meeting or Committee and Yearly Meeting collectively is totally committed to care for children and young people. Also we should recognise that we are part of a wide movement of churches, voluntary agencies and statutory organisations who now have similar guidelines and procedures in place to protect and care for children.

Parents, the designated person and the statutory agencies provide important links and support for anyone working with children.

A Partnership with Parents

Parents have the primary responsibility for their children. They know them better than anyone else. If as a meeting or group of Friends you want to provide activities for children, it is vital to establish a partnership with the parents. Parents can make helpful contributions to the running of activities and, if possible and appropriate, this should be encouraged. Leaders should ensure that they maintain a contact with the parents of all the children by

- Knowing who the parents or those with 'parental responsibility' are.
- Obtaining parental consent using the forms for particular activities. (Section 3)
- Have a record of names, address and telephone numbers.
- Ensure that parents are aware of the child protection policy and reporting procedures.

Parents need to know and will be reassured that you have taken seriously the safety, protection and well-being of the child.

The Designated Person

This person has a very important role and contribution in promoting and protecting children from harm. Their responsibilities are set out in more detail in Section 2.7. These individuals form the link between the child, the person with the concern and the statutory agencies.

Preparative Meetings and any other committee or group with authority to plan young people's activities needs to ensure the appointment of a designated officer. This should include all Quaker schools.

Failure to do this could leave Friends and the Society vulnerable to both criticism and possible legal action in not fulfilling its obligations to provide proper care and protection arrangements. This particularly applies to all children for whom activities have been organised under the auspices of the Religious Society of Friends in Ireland.

Links with Social Services/Health Board

It is particularly important for the designated person to determine who is the person with statutory responsibility for receiving complaints or allegations about possible child abuse in their local area. Some information is provided in Section 4 but it can be helpful if the designated person in making contact agrees a name and telephone number of a specific officer to contact with any concern or query.

1.6 Additional Areas for Consideration/Action

Small Meetings

Some smaller meetings may not have a regular Sunday School or may only have one or two children. Others may only rarely have visiting children. These meetings may not feel it appropriate to meet all of the guidance. Where this applies, the meeting should consider carefully the good practice advice and use a common sense approach to adapting them to the particular circumstances. However all meetings should appoint a designated person to take responsibility for children. Meetings should pay particular attention to the supervision arrangements involving the use of a single handed adult caring for one or two children and the safety aspects of Meeting Houses.

Schools

Within the past few years some concerns have emerged about the safety and wellbeing of children in schools. While the vast majority of teachers and ancillary staff are deeply committed to their vocation, some have used the opportunity to abuse their position of trust. This has highlighted the importance of child protection guidance and procedures specifically designed for use in schools and school related activities.

In Northern Ireland following a serious episode, the Department of Education (DENI) issued guidance "Pastoral Care in Schools: Child protection for use in all N.I. schools". This outlined the need for a written procedure to be used by all staff, the appointment of a "designated" teacher and specific responsibilities for the Principal and Governors. Friends School Lisburn have produced a child protection policy and procedures based on the DENI guidance and it is recommended that all Quaker Schools in Ireland develop similar guidance and procedures.

Friends who are governors of Quaker schools have ultimate responsibility for ensuring that appropriate child protection measures are in place. It is important that Friends exercise this responsibility to safeguard the children, the school, the staff and the Society of Friends as well as themselves. It would be important for governors to ensure that policies are in place not just to deal with child protection as outlined in this guidance but also policies and procedures to deal with:-

- bullying
- access to computers and the use of the 'internet' particularly in respect of pornographic images and the use of 'chat' rooms
- corporal punishment
- taking of photographs/video recordings

All of these have a direct relationship with child abuse and the need to promote good practice in child protection.

Child Care Services

The Ulster Quaker Service Committee provides a number of highly respected and valued services to children and young people. These are delivered by both staff and full-time volunteers. The Committee has in place a child protection policy and procedures.

It is important that any committee providing regular child care activities with paid and volunteer staff should ensure

- Staff are appointed with an appropriate selection procedure
- Appropriate checks are carried out (references etc)
- All staff are trained in the use of the child protection procedures
- Written procedures are produced to deal with:-
 - bullying
 - access to computers and the use of the 'internet' particularly in respect of pornographic images and the use of 'chat' rooms
 - corporal punishment
 - taking of photographs/video recordings
- These procedures are reviewed from time to time.

The U.Q.S.C. will report on an annual basis to Ulster Quarterly Meeting on their child care activities and the child protection policy and procedures.

Vetting Arrangements

In Northern Ireland there is a vetting arrangement for people who have “unavoidable substantial access” to children. It consists of a check to determine if a person has a criminal record in regard to children and/or has been deemed unsuitable to work with children and the name held on a register. The arrangement is known as PECS (Pre-employment Consultancy Service) and is managed by the DHSS & PS (NI) The Scheme is voluntary. It is anticipated none of the activities undertaken by Friends will require a PECS check.

The only exception is schools in Northern Ireland. Under new arrangements managed by the Department of Education (NI) all schools need to submit the names of staff and volunteers. This is carried out by Friends School, Lisburn.

Bullying

The damage inflicted by bullying can be underestimated. It can cause considerable distress to a child to the extent that it affects their health and development. In extreme cases it can cause significant harm.

Bullying can take many forms but the main three are:-

- physical - hitting, kicking, theft
- verbal - sectarian/racist remarks, name calling, other demeaning remarks
- indirect - spreading rumours

It is important for schools to have a policy and procedure in place to deal with this issue. Leaders of organised activities should be aware of the potential for harm and have prepared staff and volunteers on steps to deal with any incident.

Domestic Violence

Violence against women and sometimes men as well as children in the home is a serious crime which can cause major health, social and psychological problems, not just for the victim but also for the children in the home. Children are often witnesses and are affected by the physical violence, together with the verbal attacks and the anxiety and fear this brings for their own personal safety. Domestic violence is the most common form of interpersonal crime and is also the least reported.

Leader, helpers and teachers should be aware that children may not only overhear or observe violence in the home but may be direct victims.

Elders, overseers and leaders of young people's activities should be aware that police/guardai and Social Services (N.I)/ Health Boards (R of I) have policies in place to help in situation of domestic violence. Advice and support is available from specialist agencies (e.g. Women's Aid Federation N.I.) and where necessary places of refuge available.

Access to the Internet

There is now significant evidence that paedophiles are using the internet to both draw children and young people to them and to distribute pornographic material of children. It is important for leaders and teachers in situations where children have access to computers that a policy and procedure is developed to deal with:-

- the use of computers especially when alone
- the access to the internet
- the use of 'chat rooms'
- accessing/downloading pornographic material.

Taking of Photographs/Video Recordings

It is recognised that groups and schools will wish to have a visual record of their activities. When taking these leaders/helpers should apply the principles of dignity and respect.

Please take into account:

- Parental consent must be sought if the photographs etc are to be used for publicity or public use of any kind
- Photographs/images of individuals/groups should not be stored on any leader's/helper's personal computer etc.
- Photographs or videos should not be taken of children/young people in what might be perceived as compromising positions e.g. when getting changed, night clothes.

In Northern Ireland education authorities have issued advice to schools on the taking of photographs/video recording. Friends School, Lisburn has introduced a policy and procedure, as has Rathgar Junior School.

Section 2

- 2.1 Keeping Children Safe**
- 2.2 Managing Children and Young People**
- 2.3 General Health & Safety**
- 2.4 Transport**
- 2.5 Residential Gatherings**
- 2.6 Appointing Leaders and Helpers**
- 2.7 The Designated Person**
- 2.8 Summary – Action on Child Protection**

2.1 Keeping Children Safe

We can protect children from the risk of the various forms of abuse by taking a number of measures. If implemented in the meeting houses, schools and other buildings used for children and young people, they will provide a safe physical setting and a child centred environment. One in which children and young people can learn and develop in an atmosphere of trust and safety.

It is important for all meetings to recognise and accept their collective responsibility for all activities involving children and young people. There are a number of steps to good management of these activities.

There are eight key steps to creating a safe environment.

1 Put in place a Child Protection Policy

- This should be a written statement clearly visible in the meeting house to all members and attenders - annually revisited and reaffirmed. (See Section 3.1)
- This should help minimise the risk to children and to those who care for them. It is also helpful if any legal action should arise affecting the Meeting or Committee regarding the care of a child or young person.

2 Knowing the leaders, Sunday school teachers and helpers.

- Every Meeting should follow a selection procedure (See Section 2.6)
- Where appropriate carry out the necessary checks. (See Section 2.6)
- Every leader, teacher and helper should be informed of the guidelines and how to use them

3 Appoint a Designated Person

- Someone who has an interest in children and has the confidence of the Meeting/Committee. This person will take responsibility to collate information on any suspicions or concerns; to be aware of who to contact in the statutory services and to facilitate their involvement in any follow up. The person should keep the Meeting/committee informed of child care matters and concerns and ensure their own updating on child protection matters. (See Section 2.7)

4 Keep Proper Records

- This may involve records such as attendance, accidents, incidents, health forms, authorisation/consent forms. (Section 3)

5 Adopt and regularly review health & safety policies

- The need to consider the required standards for the maintenance of buildings to cover areas such as; heating and ventilation, sanitation, fire precautions, access to a telephone, first aid equipment. This should include regular checks on equipment, emergency numbers and someone trained in first aid.

6 Written guidelines for working with children

- This should include a code of conduct (See Section 2.2) for adults (helpers, teachers etc) and for children and young people.
- Setting standards of behaviour can be a help to prevent inappropriate forms of discipline, behaviour, the risk of bullying and the potential for abuse.

7 An Annual Review/Report of work with children

- All Preparative Meetings should review the work of the previous year. This should include the appointment and reappointment of all helpers and Sunday School teachers.
- Preparative Meetings should forward the report to Monthly Meeting who will notify the Clerk of the Yearly Meeting Education Committee that the policy has been implemented or otherwise.
- Quarterly Meetings and Yearly Meetings Committee should review the arrangements for any young people's work under their responsibility and report to the Y.M. Education Committee.
- Friends who are governors of Quaker Schools should follow any reporting arrangements laid down by the Government's Department of Education and/or by the respective Quarterly Meetings.

8 Access to Training

- Preparative Meetings and committees should encourage and support leaders, helpers and in particular the designated person to further their knowledge and understanding and help develop good practice and care of children.

2.2 Managing Children and Young People

It can be helpful to leaders and helpers involved with children to develop a code of behaviour in respect of dealing with young people. A common approach by all adults can be of benefit and support to them and help children identify models of good behaviour. Following these dos and don'ts will help leaders, teachers and helpers to provide consistency and encourage an atmosphere of respect.

DO

- give firm guidelines on inappropriate behaviour
- be careful of extended hugs and kisses from children/young people. This might be particularly relevant to those working with children with special needs. This is important not only for the protection of leaders but also of children and young people.
- carry identification when on journeys with children.
- discourage inappropriate personal relationships between leaders/helpers and children.

DON'T

- spend too much time alone with children/young people away from others. If it is a one-to-one situation, make sure the door is open. Tell another leader if you are going to see a child on your own.
- take a child or young person alone in a car on journeys.
- engage in rough physical games, including horseplay. If you physically restrain a child for any reason, be aware that it could be misinterpreted as assault.
- allow or engage in inappropriate touching of any kind. Never pat a child on the bottom even in fun.
- allow children to use inappropriate language unchallenged.
- keep suspicions of abuse or inappropriate behaviour of a colleague to yourself.
- in a residential setting ever, under any circumstances, take a child or children alone into your bedroom.
- make suggestive comments about a child, even in fun.
- do things of a personal nature for children that they can do for themselves. This includes anything that could be misconstrued.
- go into the toilet alone with children, if possible.
- ever take a child to your home, without parental consent.

KEEP RECORDS OF

- any false allegations a child makes against you or other staff, eg “you’re always picking on me”, “don’t touch me” etc. Keep records of dates and times.
- if a child touches you or talks to you in an inappropriate way, record what happened and tell another adult. Ignoring this or allowing it to go on may place you in a very difficult position.
- in the event of injury ensure that it is recorded and the record is witnessed by another adult.

Residential Gatherings, Camps or Weekends

It can be helpful particularly in regard to a camp or weekend activity, to draw up a code of behaviour for the participants, in co-operation with the young people. This could include some points on discipline.

Discipline

There are occasions when it is necessary to impose some discipline on a child or group of children because of the behaviour. Again there are some dos and don’ts.

| Dont | Do |
|--|---|
| <ul style="list-style-type: none">• use force (smack, hit)• discipline out of anger• use put downs with children• humiliate a child in front of others• reject a child, just the behaviour• allow some children to take all your time and energy• compare children with each other | <ul style="list-style-type: none">• Ask God for wisdom, understanding and patience.• pray with children• work with each child’s positives• be a good role model• take “time out” if your emotions become heated• be consistent and work as a team• take care to give quiet children equal attention |

2.3 General Health & Safety

The physical safety and well-being of children is of prime importance for every meeting or committee. Care needs to be taken to ensure arrangements are in place to maintain buildings and rooms used for children. Safety also applies to the activities organised for children and young people.

To ensure the highest possible standards of safety meetings should ensure the following guidelines are implemented.

Buildings

- All buildings should meet the statutory requirements for fire, health and safety and be issued with the appropriate certification.
- the internal design and layout should conform to safe practice for children, especially for young children. If you are unsure seek guidance from the local Social Services/Health Board Under 5's Unit/Officer.
- the fire exits should be clearly marked and ensure they are 'unblocked'. Know where fire extinguishers are located.
- with regular programmed activities undertake occasional fire drill.
- ensure that the physical environment does not contain anything which might hurt or injure children.
- all buildings must have proper and adequate insurance

Activities

- there should be supervision/control of access to any building providing activities for children
- there should be adequate supervision in any activity or game.
- activities involving special equipment should involve supervision by trained staff.
- try to ensure that some adult present is a trained first aider. In any event make sure there is a first aid box available.
- try to ensure a telephone (fixed or mobile) is available for emergencies.
- an accident form or accident report book should be kept and details of any accidents recorded. See section 3.
- during games or "ice breakers" be aware of the risks of physical injury and guard against this.

2.4 Transport

Planning Outings/Events/Residential Gatherings

Leaders of activities which require transport must exercise discretion as to who is permitted to drive cars or minibuses. They must ensure:

- Insurance cover is adequate and valid. Drivers should be aware of the limitations of third party insurance
- The driver(s) is fully qualified and aware of the responsibility towards passengers
- Observing speed limits
- What to do in the event of a breakdown
- All vehicles must have a MOT/NCT/PSV certificate (if applicable) and be roadworthy
- Passengers should not be carried for reward
- The number of passengers should be limited to the seat belts available

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

Avoid transporting a child or young person on your own. Try to ensure that another adult or young person is present. If you have to transport a child single handed, ensure that leaders or parents are aware of this and preferably that the child is in the back seat.

2.5 Residential Gatherings

1. Leadership Arrangements

- All residential programmes, no matter how short, must have a 'designated' person (possibly the leader) appointed by the organising committee to ensure adherence to these child protection guidelines.
- Any adult undertaking a leadership role must be checked for their suitability.
N.B. Full-time child care work (UQSC) and schools will make their own arrangements for checking staff etc.
- The Clerk of Y.M. Education Committee will write in January of each year to the organiser/leader of J.Y.M., Moyallon Camp and any residentials organised by the Youth Committee. The organisers will ensure completion of Form 3.4 for any new leaders, and forward to the Clerk.
- The Clerk will send for the references (Form 3.6) and maintain these in a secure setting. These checks will take place on a four yearly basis as from January 2004. The Clerk will have in place a system for updating the references every four years.
- Additional adult helpers, who have not been checked, should not have unsupervised access to children.
- Leaders should pay attention to adult to young people ratios (1-8) and to the need for a proper mix of male/female leaders for mixed groups.
- All leaders of residential programmes should receive training in the use of these guidelines. If they have not already received a copy they must be given a copy of the procedures as part of their preparation information.
- Leaders have a responsibility to ensure the suitability of the building/centre and that it meets statutory safety requirements.

2. Residential Centres (including school buildings)

- The building must have adequate insurance for the group and for the planned activities.
- The centre should inform the leaders of its rules for behaviour etc.
- The leaders should ensure the rules are kept by the young people
- Separate sleeping accommodation should be provided for males and females. At least two leaders should be assigned to large dormitories
- Access to First Aid/GP/A&E hospital should be readily available in an emergency

3. Parents

Parents/guardians consent is essential when taking children or young people away. A form must be signed as set out in section 3

Ensure that parents are aware of:

- The programme/activities to be undertaken
- The names of leaders/helpers accompanying the group (It can be helpful depending on the circumstances to have a pre-residential briefing/meeting with parents)
- The centre's telephone number and address
- Useful mobile phone numbers
- The group's contract – the expected behaviour of the young people and the possible consequences
- What clothing, footwear and pocket money to bring

4. Use of Meeting Houses

- Only the ground floor should be considered suitable for sleeping accommodation unless the upper floor has two exits from the sleeping area to the exterior of the building.
- On arrival leaders should check the position of all fire extinguishers, smoke alarms, fire blankets and exits, ensuring none of these are blocked.
- There should be appropriate male/female segregation and supervision
- Doors should be checked for ease of opening and properly marked
- Clear instructions should be given to all leaders, helpers and young people at the initial briefing on arrival
- Portable heating appliances should be turned off during sleeping hours
- Leaders/helpers should be aware of the nearest telephone including mobile phones; and have emergency numbers available, including medical and hospital.
- All Leaders should have torches in the event of power failure
- If possible someone should be a trained first-aider.
- All buildings should have an easily accessible first aid kit
- Leaders should set out the “ground rules” for the residential at the initial briefing. This should include the ‘no smoking, alcohol or use of illegal drugs’ requirements.

5. Administration of medicine

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

Leaders must ensure that:-

- The Record of Medication form set out in section 3 is completed.
- Check the name, dosage and timing of medication and cross-reference to the label on the medicine.
- Ensure that each medicine is labelled with the child's name
- Store all medicine in a safe secure place
- Ensure that leaders have easy access to these
- Always check that the right child is receiving the right medicine (double check the record and the labels)
- All medication should be recorded signed and dated on the Record of Medication form
- If a child refuses to take the medication this should be documented. If this refusal is a concern leaders should contact the parents.
- Some young people self-medicate. Ensure the parent signs the form agreeing to this.

6. Insurance

- Any event or activity organised under the auspices of Ireland Yearly Meeting or any of its committees is covered by the Yearly Meeting insurance policy. However, it is required to notify the Yearly Meeting office of the event in advance.
- It is essential to notify the Yearly Meeting office if any of the following activities are planned.

Water sports

Horse riding

Mountain activities

Any other potentially dangerous activities.

If in doubt report it. Failure to do so will mean lack of insurance cover.

- All specialist sports e.g rock climbing, canoeing etc. must have qualified leaders.

2.6 Appointing Leaders and Helpers

This applies to all adults who are placed in a position of responsibility and authority for the care and safety of children and young people. Preparative Meetings are responsible for the appointment of Sunday School teachers and for the leaders of any local activities involving regular contact with children. The Education Committee will take responsibility on behalf of Ireland Yearly Meeting for the appointment of leaders and helpers to all residential programmes for young people in Ireland including those organised by the Youth Committee. Ulster Quarterly Meeting is responsible for the appointments and activities of the Ulster Quaker Service Committee and for Moyallon Camps through the Home Mission Committee. Quarterly Meetings have the responsibility to appoint Friends as governors of Quaker schools.

Both the U.Q.S.C. and governors of schools should have in place appropriate arrangements for the appointment and where necessary checking of staff and volunteers who work with children.

Preparative Meetings should recognise the important commitment of Friends and attenders who give their time in this way. Making formal appointments on an annual basis gives the opportunity for the Meeting to reaffirm and acknowledge the work of Friends and attenders.

- Formally appoint Sunday School teachers. Unless it is a comparatively new Friend or attender there should be no need to take up references.
- Formally appoint leaders of young people's activities requesting each potential leader to complete the application form for leaders set out in section 3. If it is a local activity, an elder or overseer should send for the references. Major residentials such as J.Y.M. will be dealt with by the Clerk of the YM Education Committee.
- Appoint two Friends to interview all potential Sunday School teachers, leaders and the designated person and to make the recommendation to Preparative Meeting.
- Appoint the 'designated' person as with the appointment of Sunday School teachers etc.
- Encourage that person to undertake training in child protection matters.
- All appointments for leaders and helpers should be reappointed on an annual basis.
- Ensure that a report on children's and young people's activities is completed each year and forwarded to Monthly Meeting.

The Ireland Yearly Meeting Education Committee will take responsibility for leaders of all residential activities covering a number of Preparative Meetings, Quarterly Meetings or organised on an all-Ireland basis. The secretary/leader of any organising committee should forward the application forms to the clerk of the Yearly Meeting Education Committee.

2.7 The ‘Designated’ Person

Each Preparative Meeting and where appropriate Quarterly Meeting and the Education Committee on behalf of Ireland Yearly Meeting for regional events or residentials should ensure the appointment of a person to be responsible for dealing with any concerns about the protection and safety of children and young people. This can be done by the committee organising the event or activity.

The name of this person should be identified in the policy statement of the meeting/committee and clearly displayed or identified in the procedures produced by the U.Q.S.C. and Quaker schools.

Role and Function

The role of the designated person is to provide consultation, advice and support to Friends and colleagues and to act as a contact person with the statutory agencies. Designated persons should hold a supply of forms (Section 3) and to ensure their safe storage.

Designated persons should:-

- Establish contact with a local Senior Social Services officer (N.I.) or Health Board official (R of I) responsible for child protection in that area or know which office to contact
- Provide information and advice on child protection within the meeting/school or event.
- Ensure the guidelines are followed and in particular to inform social services of any concern regarding a child.
- Ensure that a record is prepared of the concern including as much detail as possible
- Maintain the confidentiality of the information and keep these records/forms in a safe place.
- Ensure that the appropriate information is available and that records are properly completed.
- Liaise with social services/Health Board and other agencies, as appropriate
- Keep relevant people informed
- Advise the meeting, committee or school etc on training needs.

Making An Appointment

Meetings may wish to consider making the appointment from Friends who have experience through their occupation or otherwise of working with children. The ‘designated’ person should complete some training in child protection if not already undertaken.

2.8 Summary of Action on Child Protection

The following is a list of action points for meetings, schools etc to

All Friends: Protecting our children is a responsibility for the whole Society in Ireland.

Yearly Meeting Education Committee

- Oversee and monitor and review the Yearly Meeting child protection policy and procedures
- Receive and keep reports of concern
- Receive reports from monthly meetings on compliance
- Appoint leaders of gatherings as designated persons and ensure they know the guidelines
- Take up references
- Organise appeals as and when necessary
- Organise and promote training throughout the Society
- Maintain and oversee insurance policies

Quarterly Meeting

- Ensure that any committee providing regular child care activities has a child protection policy and procedures in place. This should include the appointment of a designated person.
- Receive a report annually from the committee
- Report annually to the YM Education Committee on compliance

Monthly Meetings: Receive annual reports from Preparative Meetings
Annually report to YM Education Committee on compliance with guidelines

Preparative Meetings

- Agree and display a child protection policy statement
- Appoint a designated person and other suitable people to work with children
- Provide each appointee with a copy of the guidelines
- Encourage and support people to undertake training
- Report annually to monthly meeting
- Check the building regularly to ensure its suitability

Schools and Schools Governors

- Be clear about your responsibilities for children
- Ensure that child protection procedures are in place
- Ensure that policies are in place to deal with bullying, use of computers, pornographic images, corporal punishment and taking of photographs/videos
- Encourage and provide training

Designated Person

- Be conversant with the detail of the guidelines and ensure they are implemented
- Undertake training
- Find out who is your local social service contact
- Keep the meeting/committee informed
- Encourage Sunday School teachers, leaders and volunteers to discuss child protection matters on an ongoing basis

Anyone involved with young people

- Be familiar with the guidelines especially if you or a leader
- Know what to do if you suspect abuse of harm to a child
- Be willing to undertake training

Section 3

- 3.1 A Child Protection Policy**
- 3.2 Report Form – Concern about a child**
- 3.3 Parental Consent Form**
- 3.4 Accident Report Form**
- 3.5 Leader/Helper application form**
- 3.6 Leader/Helper reference form**
- 3.7 Record of Medicine form**

3.1

Child Protection Policy

The Religious Society of Friends in Ireland

.....Meeting/Committee

This meeting/committee is committed to provide a safe and caring environment for children and young people and for the leaders and helpers who are involved with them. Protecting children from harm is a cornerstone of our Christian responsibility in providing for their social, personal and spiritual development and well-being.

The meeting/committee has adapted the Child Protection Guidelines (2003) which were approved by Ireland Yearly Meeting. These have been circulated by the YM Education Committee to all adults involved in any way with children and young people together with copies of this policy statement. This policy statement (3.1) will be prominently displayed within the Meeting House.

Selecting Leaders and Volunteers

- (i) The meeting will ensure that all adults who wish to undertake work with children will be appointed in keeping with the preparative meeting/committee procedures and those set out in Section 2.6 of the guidelines. Persons not well known to the meeting/committee will be checked for both references and affirmative information from past involvement with children.
- (ii) This should not act as a deterrent but rather assure leaders and helpers of the importance of the work and of the confidence and support of the meeting.
- (iii) All appointed adults should be supplied with a copy of the child protection guidelines. All adults must read this and clarify any areas of uncertainty with the 'designated' person.

Reporting Concerns

Leaders and helpers of any children's or young people's activity must be conversant with the procedure where there is a concern about a child. This is set out in section 1.4 of the guidelines.

Code of Practice

All leaders and helpers are expected to comply with the code of behaviour outlined in section 2.2.

Parental Consent Forms

Leaders must ensure that parental consent forms (Form 3.3) are completed at the commencement of any activity whether one-off (eg day away or weekend) or a series of meetings (eg youth club). The leader must keep these in a safe place for a period of 3 years.

Designated Person

The meeting has appointed (name)..... to be the designated person. He/she will provide consultation and advice to any leader or volunteers on matters concerning the welfare of children and young people. Any matter brought to the attention of the designated officer will be treated in strict confidence.

The designated person will be responsible for passing information to the statutory authorities of a concern in respect of a child. He/she will ensure that a proper record is made of the concern using the form in section 3 (Form 3.2) and that a copy is sent to the Clerk of the YM Education Committee.

The meeting will ensure and encourage the designated person to undertake training in child protection matters.

Health & Safety

The meeting will ensure that the meeting house and any other building used by the children of the meeting adheres to the health and safety matters outlined in Section 2.3

Transport

The meeting expects leaders and volunteers to adhere to the guidance in relation to the use of private cars and minibuses for transporting children. (Section 2.4).

Review

An annual report on the activities and the arrangements for the care of children will be considered by the meeting. The meeting will review this policy and its implementation arrangements every three years in collaboration with the leaders and volunteers involved with children and young people.

Signed:

(Clerk Meeting/Committee)

Date :

Religious Society of Friends (Ireland)

Report of Concern Form

Date: _____

Time: _____

Place: _____

Names and address of child:

.....

.....

Nature of Injury or Complaint from Child:

.....

.....

Any Medical Attention (if necessary)

.....

Reasons for Suspicion and Action Taken (Detailed description of incident)

.....

.....

.....

.....

.....

.....

.....

.....

Name(s) of Leaders/Helpers Involved

.....

Signed: Date :

.....

Please forward copy to the Clerk, Yearly Meeting Education Committee

Religious Society of Friends (Ireland)

Parental Consent Form

Anything written on this form will be held in confidence. The leaders need to know these details in order to meet the specific needs of your child.

I give permission for my child to attend and to participate in all their activities. I am aware that some of the activities involve photography and videoing and I give permission for my child to be involved and for these images to be used e.g. showing the video at future events.

Participant's full name:
Name by which young person is normally known:

Address:

Date of Birth: Age:.....

Phone number where I can be connected in an emergency:

Home:..... Work:..... Mobile:

Name and phone number of GP:

Details of any known conditions, allergies etc. (eg asthma, diabetes, epilepsy) and any medication being taken:

Will Participant be administering their own medication?.....

Any other special needs, requirements or directions that would be helpful for the leaders to know about e.g. vegetarian, dates at camps etc.

I will inform the leaders of any important changes to my child's health, medication or needs and also of any changes to our address or to any phone number given above.

In the event of illness or accident, having parental responsibility for the above named child, I give permission for first aid to be administered where considered necessary by a trained first aider, if available, or medical treatment to be administered by a suitably qualified medical practitioner. If the child should require emergency treatment, I authorise the leader to seek this and the leader will do their utmost to contact me.

I confirm that the above details are correct to the best of my knowledge.

Signature:(Parent/Guardian). Date:
Name printed in full:.....

I am aware that alcohol, mind altering and illegal drugs are not allowed, and if found will result in my being sent home. I acknowledge the need for helpful and responsible behaviour on my part.

Signature of Participant: Date:

Religious Society of Friends (Ireland)

Accident/Incident Report Form

Date: _____

Time: _____

Place: _____

Type of accident/incident, e.g. fall, illness, disturbance, theft etc:
.....
.....

Names and people involved:
.....

Detailed description of accident/incident (including times and action taken):
.....
.....
.....
.....
.....
.....
.....
.....

Name(s) of Leaders who took action:
.....

Name of person completing form:
Signed: Date:.....

Please forward copy to the Clerk, Education Committee immediately after the accident

3.5

Confidential

Religious Society of Friends (Ireland) Application Form for Leaders

The Ireland Yearly Meeting Education Committee is required to check all adults who will have a responsibility for the care of children and young people at residential events. Please complete this form. It will be forwarded to the Clerk who will send for the references. This will be repeated every 4 years. Please answer all questions.

Full Name:

Home Address:

Postcode: Telephone Number:

Previous Address if you have moved within the last 2 years:

.....

Date of Birth:

Two references are required; at least one should be an Elder, Overseer or Minister and the other should be someone who knows you well (but not a member of your family). If references do not include anyone from the "Religious Society of Friends in Ireland List of Names and Addresses" please state Preparative Meeting or Friend (Quaker) you are acquainted/affiliated with.

(Please fill in full address)

Name:

Address:

Name:

Address:

Telephone No:

Position:

Telephone No:

Position:

Declaration by all Leaders working with children and young people

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound over Order? Yes No

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

(You are advised that under the provisions of the Rehabilitation of Offenders 1974 (Exceptions) order (Northern Ireland) 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including "spent" convictions)

Have you ever received formal training in child protection? Yes.....No.....

If "Yes", when?.....

I confirm that the above information is correct.

Signed: Date:

For Administrative Use

Decision:

Reason:.....

Signed:andDate

Clerk of Yearly Meeting Education Committee & another Committee member

3.6

Confidential

Religious Society of Friends (Ireland) Leader/Helper Reference Form

Date.....

..... has expressed an interest in becoming a leader/helper, and has given your name as a referee.

This post involves substantial access to children. As a Society 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 or young people.

Yes/No

If you have answered “yes” we will contact you in confidence.

If you are happy to complete this reference we would appreciate you being candid in your evaluation of this person.

1. How long have you known this person?

2. In what capacity?

3. What attributes does this person have that would make them a suitable leader/helper?

.....
.....
.....
.....

4. Please assess this person on the following (please tick one)

| | Poor | Average | Good |
|------------------------|-------------|----------------|-------------|
| Responsibility | | | |
| Maturity | | | |
| Motivation | | | |
| Commitment | | | |
| Trustworthiness | | | |
| Reliability | | | |

Please print your name:

.....Signature:.....Date.....

Please return form to: -

.....

3.7

Confidential

Religious Society of Friends (Ireland)

Name of Camper:

| To be completed by Parent/Guardian | | | Given by (Leader's signature and date) | | | | | | |
|---------------------------------------|------|-------------------|--|------|-----|-------|-----|-----|-----|
| Prescribed Medication | Dose | Times to be given | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

*I give permission for leaders to administer this medication to the above named young person.

*I agree to my son/daughter administering his/her own medicine

*[Please delete which statement applies]

Signature of Parent/GuardianDate

For administrative use only

Details/quantity of medication received from parent.

Signature of Leader Date.....

Details/quantity of medication returned to parent.

Signature of Leader Date.....

Section 4

- 1. Useful Contacts**
- 2. Legislation and other Source material on Child Protection**

4.1 Useful Contacts

Designated persons and others in leadership positions may need to establish contact with a local official responsible for child protection. The following provide an initial point of contact with a statutory authority who should assist in identifying the local official and his/her telephone number.

Republic of Ireland

Area Child Care Manager

Area 1 (Dun Laogaire)
Tivoli Road
Dun Laoghaire
Co.Dublin
Tel: 01-2843579
Fax: 01-2808785

Area Child Care Manager

Area 2 (Dublin South East)
Vergemount Hall
Dublin 6
Tel: 01-2698222
Fax: 01-2830002

Area Child Care Manager

Area 3 (Dublin South Central)
Unit 43 The Malting Business Park
54/55 Marrowbone Lane
Dublin 8
Tel: 01-4544733
Fax: 01-4544827

Area Child Care Manager

Area 4 (Dublin South West)
Old County Road
Health Centre
Crumlin
Dublin 12
Tel: 01-4154700
Fax: 01-4154701

Area Child Care Manager

Area 5 (Dublin West)
Community Services, Dublin West
Cherry orchard Hospital
Ballyfermot
Dublin 10
Tel: 01-6206092
Fax: 01-6206265

Area Child Care Manager

Area 6 (Dublin North West)
St Josephs School for the Deaf
Social Work Dept.
Navan Road
Dublin 7
Tel: 01-8385034
Fax: 01-8385060

Area Child Care Manager

Area 7 (Dublin North Central)
Rose Cottage, Convent Ave
Off Richmond Road
Fairview
Dublin 3
Tel: 01-8575431
Fax: 01-8575449

Area Child Care Manager

Area 8 (Dublin North)
Coolock health Centre
Cromcastle Road
Coolock
Dublin 5
Tel: 01-8476122
Fax: 01-8479944

Area Child Care Manager

Area 9 (Kildare)
Poplar House
Poplar Square
Naas Co Kildare
Tel: 045-876001

Area Child Care Manager

Area 10 (Wicklow)
Glenside Road
Wicklow
Co Wicklow
Tel:0404-68400

Fax: 045-879225
Area Child Care Manager
Longford/Westmeath
Health Centre
Longford Road
Mullingar
Tel:044-40221
Fax: 044-39170

Area Child Care Manager
Limerick
Vocational Training Centre
Dooradoyle
Limerick
Co Limerick
Tel: 061 – 482792
Fax: 061-482759

Area Child Care Manager
North Tipperary
Annbrook
Limerick Road
Nenagh
Co Tipperary
Tel: 067-38300
Fax: 067-38301

Area Child Care Manager
Louth
Louth Community Services
Community Care
Dublin Road
Dundalk
Tel: 042-9332287
Fax: 042-9332496

Area Child Care Manager
Donegal/Sligo/Leitrim
Shiel House
College Street
Ballyshannon
Co Donegal
Tel: 071-9822776
Fax: 071-9822779

Area Child Care Manager
Waterford
Community Care Centre
Cork Road
Waterford City
Tel: 051-842800

Fax: 0404-69044
Area Child Care Manager
Laois/Offaly
Health Centre
Arden Road
Tullamore
Co Offaly
Tel; 0506-46254
Fax: 0506-46157

Area Child Care Manager
Clare
Tobartaouiscaín
Ennis
Co Clare
Tel; 065-6823921
Fax: 065-6823926

Area Child Care Manager
Cavan/Monaghan
Child Care Department
Local Health Care Unit
Rooskey
Monaghan
Tel: 047-30475
Fax:047-30796

Area Child Care Manager
Meath
County Clinic
Navan
Co Meath
Tel: 046-78748
Fax: 046-22818

Area Child Care Manager
Carlow/Kilkenny
Community Care Centre
James Green
Kilkenny
Tel: 056-52208
Fax: 056-64172

Area Child Care Manager
Wexford
Community Care Centre
George's Street
Wexford
Tel: 053-23522

Fax: 051-842811

Area Child Care Manager

South Tipperary
Community Care Centre
Western Road
Clonmel
Co. Tipperary
Tel: 052-77285
Fax: 052-25337

Area Child Care Manager

North Lee
Floor 2 Abbeycourt House
George's Quay
Cork
Tel: 021-4923952
Fax: 021-4923953

Area Child Care Manager

West Cork
Hibernian Building
14/14 Main Street
Skibbereen
Co Cork
Tel: 028-40580
Fax: 028-23172

Area Child Care Manager

Galway
Community Care Offices
25 Newcastle Road
Galway
Tel: 091-523122
Fax: 091-524231

Area Child Care Manager

Roscommon
ChildCare Office
Abbey Town House
Abbey Street
Roscommon
Tel: 0903-26732
Fax: 0903-26776

ISPCC

20 Molesworth Street
Dublin 2
Tel: 01-6794944

Fax: 053-21842

Area Child Care Manager

South lee
Floor 2 Abbeycourt House
George's Quay
Cork
Tel: 021-4923833
Fax: 021 -4923953

Area Child Care Manager

North Cork
Gouldshills House
Mallow
Co Cork
Tel: 022-31244
Fax: 022-30211

Area Child Care Manager

Kerry
6 Denny Street
Tralee
Co Kerry
Tel: 066-7184811
Fax: 066-718480

Area Child Care Manager

Mayo
Mayo Community Services
3rd Floor St Mary's Hospital
Castlebar
Co Mayo
Tel: 094-22333
Fax: 094-27106

ISPCC – Helpline for Children (R of I)

Tel: 1800 - 666666

Northern Ireland

Programme Manager Family & Child Care

Ulster Community & Hospital HSS Trust
23-25 Regent Street
Newtownards
Tel: 02891-816666

Programme Manager Family & Child Care

Lakeland Sperrin HSS Trust
2 Coleshill Road
Enniskillen BT74 7HG
Tel:02866-344000

Programme Manager Family & Child Care

Lakeland Sperrin HSS Trust
Tyrone & Fermanagh Hospital
Hospital Road
Omagh
Tel: 02882-245211

Programme Manager Family & Child Care

Aldergrove House
6 Ashgrove Road
Newry, BT34 1QN
Tel: 028302-60505

Programme Manager Family & Child Care

Newry & Mourne HSS Trust
5 Downshire Place
Newry
BT34 1DZ
Tel:02830-264324

Programme Manager

Craigavon & Banbridge Trust
Bannvale Road
Moyallen Road
Gilford BT63 5JZ
Tel: 02838-831983

Programme Manager Family & Child Care

Armagh & Dungannon HSS Trust
Gosford Place
The Mall
Armagh BT61 9AR
Tel: 02837-522262

Director of Children's Services

Homefirst HSS Trust
The Cottage
Greenmount Avenue
Ballymena BT43 6DA
Tel: 02825-633700

Assistant Director of Children's Services

Headquarters Causeway HSS Trust
8E Coleraine Road
Ballymoney BT53 6BP
Tel:02827-661337

Programme Manager (Children's Services)

North & West Belfast Community HSS Trust
Glendinning House, Murray Street
Belfast BT1 6DP
Tel: 02890-327156

Programme Manager

Homefirst HSS Trust
Pinewood Offices
101 Fry's Road
Ballymena
Tel: 02825-658531

Programme Manager (Children's Services)

South & East Belfast HSS Trust
Knockbracken Health Care Park
Saintfield Road
Belfast BT8 8BH
Tel:02890 565555

**Programme Manager Family & Child
Care**

Down Lisburn HSS Trust
Health Centre, Linenhall Street
Lisburn
Tel:02892-665181

NSPCC Helpline

Jennymount Court
North Derby Street
Belfast
BT15 2HN
Freephone 0800-800500 (24 hours)

**Programme Manager Family & Child
Care**

Foyle HSS Trust
Riverview Social Services
Abercorn Road
Derry
BT48 6SA
Tel: 02871-266111

CHILDLINE

Helpline for Children

Freephone: 0800 1111

4.2 Legislation and other Source Material on Child Protection

Northern Ireland

- The Children (NI) Order 1995
- The Criminal Justice (Children) NI order 1998
- The Sex Offenders Act 1997
- The Criminal Justice (NI) Order 1998
- The Family Homes and Domestic Violence (NI) order 1998
- The Human Rights Act 1998

Republic of Ireland

- The Child Care Act 1991
- The Domestic Violence Act 1996
- Protection for Persons Reporting Child Abuse 1998

International

- UN Convention on the Rights of the Child 1992

Other Material

- Co-operating to Safeguard Children DHSS & PS (NI) 2002/3
- ‘Children First’ – National Guidelines for the Protection and Welfare of Children Department of Health (R of I) 1999
- Our Duty to Care (DHSS & PS) Child Care NI/Volunteer Development Agency 2000.
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