



CHILD SAFEGUARDING

Policy and Procedure

Carrigaline Baptist Church
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INTRODUCTION

Guiding Principles for Working with Children and Young People

Carrigaline Baptist Church provides worship gatherings, classes, clubs and groups in line with the church's statement of faith for the spiritual nurturing of children and young people under the age of 18. Activities may be religious, educational, social or recreational in nature.

Carrigaline Baptist Church is committed to:

Caring for children by protecting, nurturing, supporting, teaching and honouring them as people made in God's image;

Supporting and encouraging parents who are primarily responsible for caring for and teaching biblical truths to their children;

Living faithfully before the children and modelling for them how Christians are called to respond to God, interact with each other, and with the world around us;

Praying to our heavenly Father for the safekeeping of all children and relying on the Holy Spirit to regenerate their hearts through the faithful teaching of His Word;

Maintaining a safe and secure environment and ensuring the welfare of every child who attends any service provided by Carrigaline Baptist Church is paramount;

Carefully selecting, vetting, supervising, training and resourcing all those who work with children and ensuring every volunteer is committed to adhering to the safeguarding principles and practices of the Child Safeguarding Policy;

Upholding the requirements of the Children First Act 2015; Children First: National Guidance for the Protection and Welfare of Children 2017; and Tusla Guidance on the preparation of Child Safeguarding Statements;

Cooperating in the sharing of any records pertaining to child welfare or protection concerns with Tusla;

Reviewing guiding principles and child safeguarding procedures at least every 2 years or sooner if issues arise or if there are changes in national policy or legislation.

Key Roles and Responsibilities in Child Safeguarding

Named Person

The named person is responsible for leading the development of guiding principles and child safeguarding procedures and for ensuring that policies and procedures are consistent with best practice as detailed in the Children First: National Guidance for the Protection and Welfare of Children 2017. They will liaise with all key workers and volunteers who have relevant roles and responsibilities. This role will normally be held by the deacon of children's ministry.

Relevant Person

The relevant person is the first point of contact in relation to the Child Safeguarding Statement. Their name and contact details will be included in the statement. The relevant person is responsible for:

- undertaking an assessment of any potential for harm to a child availing of any service provided by Carrigaline Baptist Church
- preparing a written Child Safeguarding Statement specifying the service being provided and the principles and procedures to be observed to ensure as far as practicable, that a child while availing of this service is safe from harm
- displaying the Child Safeguarding Statement in a prominent place where any service or activity for children/young people is provided
- reviewing the Child Safeguarding Statement within 24 months or as soon as practicable after there has been a material change in any matter to which the statement refers
- receiving complaints in respect to child safeguarding (see complaints procedure)

Designated Liaison Persons

The Designated Liaison Person (DLP) will liaise with statutory agencies responsible for child protection and welfare and will be the resource person to any worker or volunteer who has child safeguarding concerns. A Deputy DLP assists the DLP in their role and will be available to workers/volunteers in the event that the DLP cannot be contacted. The key roles and responsibilities of the DLP are to:

- be fully familiar with the church's duties in relation to the safeguarding of children
- have good knowledge of the church's guiding principles and child safeguarding procedures
- ensure that the church's reporting procedure is followed, so that child protection and welfare concerns are referred promptly to Tusla
- receive child protection and welfare concerns from workers and volunteers and consider if reasonable grounds for reporting to Tusla exist
- consult informally with a Tusla Duty Social Worker if necessary
- where appropriate, make a formal report of a child protection or welfare concern to Tusla on behalf of their organisation, using the Child Protection and Welfare Report Form

- inform the child's parents/guardians that a report is to be submitted to Tusla or An Garda Síochána, unless:
 - informing the parents/guardians is likely to endanger the child or young person;
 - informing the parents/guardians may place you as the reporter at risk of harm from the family;
 - the family's knowledge of the report could impair Tusla's ability to carry out an assessment.
- record all concerns or allegations of child abuse brought to their attention as well as any action/inaction taken in response to these concerns
- provide feedback to the referrer, as appropriate
- ensure that a secure system is in place to manage confidential records
- reviewing records every 6 months with the review signed and dated by both the DLP and Deputy DLP
- act as a liaison with Tusla and An Garda Síochána, as appropriate

Administration and Implementation Manager for Child Safeguarding

The Administration and Implementation Manager (AIM) for Child Safeguarding will work closely with the Named Person, Relevant Person and DLPs to ensure all activities undertaken by the church comply fully with the child safeguarding policies and procedures adopted by the church. They are responsible for:

- communication of policies and procedures to workers/volunteers and church members
- record keeping relating to workers/volunteers
- completion of training needs analysis for workers/volunteers
- organisation of training for workers/volunteers as required
- record keeping in respect of training and induction received by workers/ volunteers and training yet to be completed or provided
- maintaining a list of mandated persons in the church
- informing mandated persons of their responsibilities as such
- provision of registration forms for each group/activity
- provision of care plans and emergency procedure forms where necessary
- Garda vetting
- provision of accident, incident and complaints books
- provision of the Child Safeguarding Policy and Procedure to parents/guardians if requested

Mandated Persons

Mandated persons are those people who have contact with children and/or families who, by virtue of their qualifications, training and experience, are in a key position to help protect children from harm. Persons appointed by the church in a paid capacity as pastor or youth, family or pastoral care worker who would have direct contact with children/young people and/or families are considered mandated persons.

Mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold and to cooperate with Tusla in the assessment of mandated reports where requested to do so. Mandated persons may make joint reports with the church's DLP but may not discharge their statutory responsibility to report by reporting to another person (eg by reporting to the DLP).

Where a mandated person knows, believes or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired or becomes aware of in the course of his or her employment or profession as a mandated person, that a child—(a) has been harmed, (b) is being harmed, or (c) is at risk of being harmed, he or she shall, as soon as practicable, report that knowledge, belief or suspicion to Tusla.

Mandated persons are also obliged to report to Tusla any disclosures made by a child where a child believes that he or she—(a) has been harmed, (b) is being harmed, or (c) is at risk of being harmed, and discloses this belief to a mandated person in the course of a mandated person's employment or profession as such a person.

The mandated persons will inform the DLP of all such reports.

Appointment of Child Safeguarding Roles

The named person is understood to be the lead person in relation to the church's child safeguarding policies and procedures.

The named person will normally be the church's deacon of children's ministry and will be appointed by the church members at a church member's meeting as outlined in the church's constitution.

If the deacon of children's ministry is not the named person, the deacon of children's ministry will, in conjunction with the elders, appoint a named person.

The named person, in conjunction with the elders and deacons, will appoint the relevant person, the DLP ,the Deputy DLP and the AIM for Child Safeguarding.

More than one role may be held concurrently.

Each appointment will be for 3 years.

RESPONDING TO AND REPORTING CHILD PROTECTION OR WELFARE CONCERNS

Recognition of Abuse

Carrigaline Baptist Church is committed to upholding the guiding principles on reporting child abuse or neglect as summarised below :

1. *The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made*

2. *Reports of concerns should be made without delay to Tusla.*

All workers and volunteers have a responsibility to safeguard children and young people and to report any concerns they may have for the protection or welfare of a child/young person.

Children First: National Guidance for the Protection and Welfare of Children states that “Tusla should always be informed when a person has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected”. The following are listed as reasonable grounds for concern:

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

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

Definition, signs and symptoms of abuse

There are four broad categories of abuse: neglect, emotional, physical and sexual. A child may be subject to more than one category of abuse at any given time.

Abuse is not always committed through personal contact with a child or young person, sometimes it is perpetrated through social media or the use of information and communication technology.

Neglect is an omission, 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 affection from adults, medical care.

Some indicators include:

- Children persistently left alone without adequate care and supervision

- Malnourishment, lack of food, inappropriate food or erratic feeding
- Lack of adequate clothing and inattention to basic hygiene
- Failure to provide adequate care for the child's medical and developmental problems.

Emotional abuse is normally to be found in the relationship between parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met.

Some indicators include:

- Rejection and continuous lack of praise and encouragement
- Lack of comfort, care and love
- Inappropriate non-physical punishment
- Lack of proper stimulation (e.g. fun and play) and serious over-protectiveness.

Physical abuse is that which results in actual or potential physical harm from an interaction or lack of interaction which is reasonably within the control of a parent or a person in a position of responsibility, power or trust.'

Some indicators include:

- Bruises, Fractures
- Burns/Scalds
- Abrasions/Lacerations
- Shaking violently
- Excessive force in handling.

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others

Some indicators include:

- Noticeable and uncharacteristic change in behaviour and hints about sexual activity.
- Age-inappropriate understanding of sexual behaviour or use of language.
- Separation anxiety; Depression;
- Running away or missing school;
- Self-harm, eating disorders;
- Drug, alcohol, solvent abuse.
- Online use can also be an indicator for sexual abuse. For example: Excessive texting/use of computer , secretive use of computer

Statement on Confidentiality

Where child protection and welfare concerns arise, information must be shared on a ‘need to know’ basis in the best interest of the child/young person with the relevant statutory authorities and with parents/guardians.

The proportionate provision of information to the statutory agencies necessary for the protection of a child is not a breach of confidentiality or data protection.

No undertakings regarding secrecy can be given. Volunteers/workers should make this clear to parents/guardians and to the child/young person who makes a disclosure.

Parents/guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.

Child Protection or Welfare Concerns, Allegations or Disclosures

A child welfare or protection concern relates to any observation or information coming to a person’s attention that indicate or suggest a child or young person has been, is being, or is at risk of being harmed.

A disclosure occurs when a child or young person reports to another that they have been, are being or are at risk of being harmed in some way.

An allegation is when a child, young person or adult reports unacceptable behaviour from another that indicates a child or young person has been, is being or is at risk of being harmed.

Regardless of how a child welfare or protection matter comes to a worker/volunteer’s attention, it must be taken seriously, recorded and reported to the Designated Liaison Person.

Guidance to workers/volunteers if a child or young person discloses abuse

Do Stay calm, Don't Panic

Making a disclosure to an adult is a difficult step for a child, they will watch the adult closely to see how they react and receive the information. It is important to remain as calm and as natural as possible.

Do Listen, Don't pressurise the child

Listening to what the child has to say is important. Give them time and the opportunity to speak as much as they want to.

Do Accept what the child says, Don't show signs of emotion or make assumptions

Disclosures are disturbing and make you feel anger, disgust or disbelief. It is important to conceal these emotions and differentiate between the person who carried out the abuse and the abuse itself. The child, quite possibly, may love or strongly like the alleged abuser while also disliking what has been done to them.

Do be Open and honest, Don't Promise to keep secrets

It is important that you are open and honest with children. Acknowledge that the child came to you because they trust you. Explain that you will be sharing this information with people who understand and can help. Make it clear that there are some secrets that should be told otherwise it might make things worse.

Do Reassure, Don't make a child repeat a disclosure, ask leading questions or start to investigate

It is important to reassure the child that they are doing the right thing telling an adult about what has happened.

Any questions should be supportive and for the purpose of clarification only.

Example: '*Do you want to tell me more?*'

Avoid leading questions such as asking whether a specific person carried out the abuse or suggesting what else might have happened.

Example: '*Did your brother do that to you?*'

Do remain supportive to the child

Following disclosure it is important to provide support:

Maintain a positive relationship with the child

Keep lines of communication open by listening carefully

Continue to include the child in the usual activities

Recording a disclosure, concern or allegation of abuse

The person receiving the disclosure should record any discussion accurately, as soon as is possible after the disclosure has taken place, allegation made or concern has been raised or observed.

The record should detail

- When: Date and Time;
- Who: The person(s) involved;
- What: Record in a factual rather than judgemental way

The record should be in writing and not completed in the presence of the child.

The record should be written in a factual way using the persons own words as much as possible.

Contact must be made with the DLP as soon as possible who will assist in the completion of a "Record of Concerns, Disclosures or Allegations" form.

Responding to adults who disclose childhood abuse

Where a disclosure of childhood abuse is made by an adult it is essential to establish whether there may be a current risk to any child or young person who may be in contact with the alleged abuser revealed in the disclosure.

If any risk is deemed to exist to a child/young person who may be in contact with an alleged abuser, the child protection and welfare reporting procedure will be followed - mandated persons/DLP should report the allegation to Tusla without delay.

Mandated persons or the DLP may seek the advice of Tusla if they are unsure whether the disclosure relates to a current risk to any child or young person. A record of this consultation and the advice given must be kept.

The requirement to report such concerns should be made explicit to an adult, prior to any counselling taking place.

The Retrospective Abuse Report Form (RARF) should be used to report disclosures of childhood abuse by adults. The form is available on the Tusla website, www.tusla.ie.

Guidelines for the DLP on Receiving a Child Protection or Welfare Concern

The Designated Liaison Person, in consultation with the person who raised the concern, will decide if reasonable grounds for concern exist (see Recognition of Abuse).

Wherever appropriate, any issues should be checked with the parents/guardians when considering whether a concern exists, unless doing so may further endanger the child or the person considering making the report.

If the concern brought to the DLP is deemed to be at or above the defined threshold of harm the DLP should

- **contact the social worker to make a standard report**
- or
- **contact an Garda Síochána if a child is in immediate danger and social worker cannot be reached.**

If the DLP is unsure whether the concern meets the defined threshold he/she may contact the social worker for informal consultation.

In any case where the DLP has sought the advice of Tusla, the DLP shall retain a record of the consultation which will note the date, the name of the Tusla official and the advice given.

- Contact tel no: Social Worker South Lee – 021 4923001

Child Protection and Welfare Report Forms (CPWRFs) or Retrospective Abuse Report Forms (RARFs) may be submitted online to Tusla :

- <https://www.tusla.ie/children-first/web-portal/>

Where the person allegedly causing harm to a child is another child (peer abuse), reports should be made to Tusla for both children.

If the DLP decides not to make a report, the reasons for not reporting must be recorded and the worker/volunteer with the reasonable concern should be given a written explanation of the reasons it is not being reported.

The volunteer/worker should be informed by the DLP that they are still entitled to make a report to Tusla under Children First: National Guidance for the Protection and Welfare of Children, should they wish to do so.

The DLP will keep a record of every concern brought to his/her attention detailing the concern itself and the action taken if any. Records of child protection/welfare concerns will be kept in a secure location and access to this record is only by the DLP or Deputy DLP.

The church is committed to cooperating in the sharing of these records with Tusla where a child protection or welfare issue arises.

Informing parents/guardians of a child protection or welfare concern

The DLP (and/or worker/volunteer if appropriate) will inform the parents/guardians of any child protection or welfare concern unless doing so would pose a further risk to the child (or to the reporter) or doing so could impede Tusla's ability to carry out an investigation.

The DLP will inform parents/guardians of the policy of confidentiality such that other workers/ volunteers or church leaders will not be made aware of the child protection or welfare concern.

The DLP will encourage parents/guardians to seek pastoral support and care by contacting the church elders if they wish.

Responding to Allegations of Abuse Made Against Workers/Volunteers

If an allegation is made against a worker/volunteer the church has a dual responsibility in respect of both the child/young person and the worker/volunteer. There are two separate procedures to be followed:

1. The reporting procedure to Tusla in respect of the child/young person and the alleged abuser;
2. The internal personnel procedure for dealing with the volunteer/worker.

The priority is to protect the child/young person while taking account of the worker/volunteer's right to due process.

An allegation of abuse may relate to a volunteer/worker who has:

- *behaved in a way that has or may have harmed a child/young person;*
- *possibly committed a criminal offence in relation to a child/young person;*
- *behaved towards a child/young person or children/young people in a way that indicates they may pose a risk of harm to a child/young person;*
- *behaved in a way that is contrary to the code of behaviour for workers and volunteers;*

Harm to a child/young person from a worker/volunteer

The reporting procedure for child protection or welfare concerns should be followed by the DLP (or mandated persons)

Parents/guardians should be informed by the DLP of any action planned while having regard to the confidentiality rights of others, such as the person against whom the allegation has been made.

All stages of the process must be recorded.

Close liaison should be maintained between the church and Tusla and An Garda Síochána (where appropriate).

[Internal Procedure: Handling allegations of abuse against workers/volunteers](#)

The reporter (DLP or mandated persons) of an allegation against a worker or volunteer will inform the church elders that such an allegation has been made. The nature of the allegation/disclosure may be shared but details of the allegation will not be shared.

Church elders will take responsibility for managing the worker/volunteer's continuing involvement and any internal investigation. Every effort will be made to resolve the matter without delay.

A worker/volunteer has a right to know if an allegation has been made against them, and the nature of the allegation (unless it would put the child at risk) but not the details.

Care should be taken to ensure that any actions or investigations do not prejudice or compromise the statutory investigation or assessment.

In making an immediate decision about the worker's/volunteer's involvement in children/youth activities the elders should as a matter of urgency take any measures necessary to protect the child/young person. Such measures may include suspension of the volunteer/worker's role until an investigation has concluded. Measures should be proportionate to the level of risk to the child/young person; 'protective measures' do not presume guilt.

Volunteer/workers must be given the opportunity to respond, and this response should be noted and subsequently passed on by the DLP/mandated persons within the formal report to Tusla.

Any follow up with the volunteer/worker on any disclosure or allegation should be made following consultation with the relevant authority .

Confidentiality for all parties will be maintained and prioritised with information shared strictly on a 'need to know' basis.

The final decision(s) on next steps, corrective actions or discipline lies with the relevant authorities.

Erroneous allegations

Volunteers/workers may feel vulnerable to accusations of child abuse. Erroneous or untrue allegations may occur against volunteers because of a misunderstanding of what has happened or a genuine mistake.

Any allegation of abuse against a volunteer should be dealt with sensitively and support provided by the church for both the worker/volunteer who allegedly abused a child/young person and , if applicable, the worker/volunteer who reported the alleged abuse. Appropriate levels of confidentiality must be ensured.

All workers/volunteers and church members should know that if they raise a concern which, through the process of investigation is not validated, they have not in any way been wrong in their initial action. The Protections for Persons Reporting Child Abuse Act 1998 protects workers/volunteers if a report of suspected child abuse is made to Tusla or to members of the Gardaí as long as the report is made in good faith and is not malicious.

However this protection does not cover reckless or malicious reporting. It is a criminal offence to report child abuse where a person knows the statement to be false and makes such a report with malicious intent.

Guidelines for Dealing with a Known Child Abuser

Where a known offender attends or seeks to join the church, the elders will ensure the safety of children remains paramount whilst considering if the church can provide appropriate support for the offender.

A risk assessment will be undertaken to identify potential for harm and how such risks may be controlled.

Close links with any agencies involved with the offender e.g. an Garda Síochána, probation officer etc. must be established and maintained.

If the elders believe they can ensure the safety of children and provide necessary support to the offender, a contract to be signed by the offender will be prepared setting out the support and care to be offered and the boundaries within which they can participate in church life.

Clear boundaries for both the protection of children/young people and to lessen the possibility of the adult being accused of abuse may include:

- Attendance at designated meetings only
- A church member shadowing the offender during church services/activities
- Sitting apart from children
- Staying away from areas of the building where children meet
- Attendance at a home group where there are no children
- Declining hospitality where there are children

An offender will never be permitted to work in or attend any service provided solely for children/ young people.

Close accountability and pastoral care for the offender should be given by church elders.

Key leaders within church ministries should be informed.

If the offender continues to attend, parents in the church should be informed so they can decide what level of supervision is required for protecting their children.

Compliance must be enforced –the offender must not be allowed to manipulate boundaries.

If the contract is broken, the offender must be prohibited from attending church services or activities, the probation officers or an Garda Síochána informed and local church leaders advised.

RECRUITMENT, SELECTION AND TRAINING OF WORKERS/VOLUNTEERS

Safe Recruitment and Selection of Workers/Volunteers

All volunteers are required to complete a Volunteer Application Form including a declaration of agreement to adhere to and uphold the church's statement of faith, safeguarding principles and procedures and to self-declare any relevant information in relation to their suitability to work with children or young people.

Volunteers/workers will meet with an elder, the deacon for children's ministry or the person/leader responsible for the group they are to work with to assess their suitability for the position. A recommendation on acceptance for the position will be made to the elders before an appointment is confirmed or denied.

All workers/volunteers must consent to follow the Garda vetting procedure as often as is required. Workers/volunteers may only commence working with a group/activity once Garda vetting has been processed.

Two written references are obtained for volunteers/workers who have been attending the church less than two years, or who have been away for the last two years.

There is a probationary period of at least 6 months for all volunteers/workers appointed. A review will take place with an elder, the deacon of children's ministry or the group leader after six months.

Annual reviews are held for all leaders/helpers with the person responsible for them.

Provision of Child Safeguarding Training and Information

The AIM is responsible for ensuring all volunteers/workers are provided with training and information on child safeguarding procedures including the identification of harm.

A training needs analysis will be completed upon adoption of these procedures and upon review every 2 years (or sooner if required) by the AIM and named person to inform a training strategy for workers/volunteers.

All volunteers/workers and church members are to be given a copy of the Child Safeguarding Statement and Policy Document.

Induction training will be provided by the AIM or named person for all new workers/volunteers to introduce the church's guiding principles and child safeguarding principles including the identification of harm.

Leaders of specific groups/activities will be made aware of procedures of special relevance to their group and of their responsibility to ensure these procedures are adhered to.

Refresher training in child safeguarding will be provided for all workers/volunteers every two years or as often as the child safeguarding statement is reviewed

All workers/volunteers are required to complete the Children First e-learning programme *Introduction to Children First*

The AIM (Administration and Implementation Manager) for Child Safeguarding will keep a record of

- the dates and names of training programmes delivered
- the names of trainers who delivered the programmes and the organisation they are from
- the volunteers/workers who have completed training and their positions of responsibility
- the volunteers/workers who have yet to complete training
- signed declaration of receipt by all volunteers/workers who have received the church's statement of guiding principles and child safeguarding procedures.

MANAGING WORKERS AND VOLUNTEERS

Carrigaline Baptist Church is committed to caring for children by protecting, nurturing, supporting, teaching and honouring them as people made in God's image. To this end each leader or worker has a responsibility to ensure that the church's guiding principles and code of behaviour for workers/volunteers are adhered to.

Any breaches of this code of behaviour or concerns regarding a volunteer/worker's behaviour with children or young people must be reported to the group leader, DLP or deacon of children's ministry.

Code of Behaviour for Workers and Volunteers

Treat all children and young people with respect and dignity befitting their age, taking care to control language, tone of voice, and body language.

Ensure you are not alone with a child where you cannot be seen. This may mean leaving doors open, or two groups working in the same room.

Where privacy and confidentiality are important, ensure (a) that another adult knows the conversation is taking place and with whom, and (b) that another adult is available in the building, and the young person knows they are there.

Avoid showing favouritism to any individual.

Do not engage in or tolerate any of the following:

- invading the privacy of children when they are showering or toileting;
- rough, physical or sexually provocative games;
- making sexually suggestive comments about or to a young person, even in 'fun';
- inappropriate or intrusive touching;
- any behaviour that frightens, ridicules or embarrasses a child/young person.

Make sure that any physical contact is:

- in response to the need of the child and not the need of the adult e.g. first aid, safety, comforting ;
- with the child's permission – resistance from the child should be respected
- open and not secretive ;
- governed by the age and developmental stage of the child.

Managing the Discipline of Children and Young People

Each child is unique and discipline issues need to be responded to with regard to the relevant factors and context for each child/young person.

Group rules and expectations of behaviour, as laid out in the Code of Behaviour for children/young people and /or group agreement, must be communicated clearly and should be referred to when issues of discipline arise.

Talk to a child/young person away from the 'group', not publicly but within sight of another adult.

Speak to the child/young person calmly , clearly and with patience (do not shout in anger or put down a child - call on support from other volunteers/workers if you feel you may deal with a situation unwisely in your anger).

Explain why the behaviour is unacceptable, encourage remorse and explain the appropriate behaviour for the situation – end on a positive note.

Encourage and affirm positive behaviour; do not compare to others.

Make every effort to maintain a positive relationship with the child/young person.

Speak to parents/guardians and work in partnership to address ongoing discipline issues.

Any form of physical punishment of children/young people is unlawful as is any form of physical response to misbehaviour (unless in **very** exceptional circumstances where it is by way of restraint for safety reasons).

Contact and Communication with children and young people

Never invite a child or young person to your home alone.

Ensure parents/guardians know where the child/young person is.

Only invite children/young people to events outside the main group meeting place with the consent of a parent or guardian.

Prior permission from a parent or guardian must be given to contact a child or young person outside official church activities, in particular direct contact by mobile phone or email or social media.

Consent from parents/guardians and the child/young person must be given in relation to the taking of photos or video or any form of digital recording.

Travel with Children and Young People

Only give lifts to children or young people when permission has been given by parents/guardians.

Ensure your insurance allows you to transport children other than your own and that seat belts and/or car seats are used at all times.

Where a group is transporting children/young people for an outing or trip away, it is recommended that there are 2 workers/volunteers in each vehicle. Contact details for the parents/guardians must be available in the case of delay, break down or other emergency.

Best practice recommends that workers/volunteers **do not** give lifts to individual children/young people. A second adult and/or more than one child/young person should also be in the vehicle.

In exceptional circumstances where it is necessary to transport a child alone:

- parents must be informed and consent given
- another worker/volunteer must be informed of the arrangement
- another worker/volunteer other than the driver must check the child is comfortable with the arrangements
- the driver of the vehicle should be altered on each occasion that this situation arises
- the child/young person must sit in the rear of the car

Working with Colleagues

Teams should work in an atmosphere of mutual support and care which allows all workers/volunteers to discuss concerns regarding inappropriate attitudes or behaviour.

Workers/volunteers should be clear about individual responsibilities in a team.

If a worker/volunteer sees another worker/volunteer acting in a way that might be misconstrued, they should bring this to the attention of the individual or group leader.

Supervision and Support of Workers and Volunteers

Supervision and support is provided for each worker/volunteer primarily from the group leader with whom they work . The deacon of children's ministry or elders may also provide support and/or supervision.

Each worker/volunteer should have an annual review with the group leader responsible for them.

New volunteers/workers have a probationary period of 6 months.

Reviews with workers/volunteers should offer recognition of the work undertaken as well as discussion of concerns or areas requiring further training/development.

Working with Junior Volunteers

Workers/volunteers must be careful to treat junior volunteers (under the age of 18) with the same care with which they would treat any other child/young person under these guidelines.

A Junior Volunteer Registration Form must be completed with permission from parents granted before a young person joins a child/young people's team as a volunteer.

Group leaders are responsible for ensuring junior volunteers are aware of their responsibilities and to provide support and supervision for their role. Group leaders may assign the responsibility for support and supervision to another adult worker/volunteer in the group.

Junior volunteers (and their parents if appropriate) should meet with the deacon of children's ministry or group leader they will be working with to discuss and outline the responsibilities and expectations of the role as well as the support and supervision that will be provided.

Junior volunteers over the age of 16 must be Garda vetted if they wish to work with a child/young people's team.

Junior volunteers may not have sole supervision or leading responsibility for any group, class, event or activity.

Junior volunteers will, as with all other workers/volunteers, be given training in child safeguarding practices and procedures.

Dealing with a Concern about Another Worker/ Volunteer

The church is committed to creating an open and supportive environment where workers/volunteers are comfortable in passing on concerns.

Concerns about a colleague's behaviour may relate to:

- Breaches of the code of behaviour for workers/volunteers
- Conduct which may breach the church's statement of faith or guiding principles
- Suspected or witnessed abuse

Where a worker/volunteer has a concern about a colleague they should:

Bring it to the attention of the DLP or group leader or deacon of children's ministry. If the concern relates to poor practice, it should be discussed with the relevant group leader or person with responsibility for that activity. If the concern involves suspected or witnessed abusive behaviour, this should be reported without delay to the DLP.

Keep a record of the concern noting time, date, persons present, location, behaviour witnessed or suspected and action taken. The DLP will consider if the concern constitutes a child protection concern and will follow the reporting procedures for such if necessary. It is also necessary to follow the Procedure for Responding to Allegations of Abuse against Workers /Volunteers.

If the **concern relates to the DLP**, reports should be made to the deacon of children's ministry or church elders.

Disciplinary Procedures

Disciplinary procedures may be instituted when:

- there is a complaint made about a worker or volunteer;
- there is an alleged breach of the code of behaviour;
- there is an allegation of abuse made against a worker or volunteer

The disciplinary procedures work alongside the complaints procedures, code of behaviour and procedure for managing allegations of abuse against workers/volunteers.

If an issue arises concerning a worker/volunteer, resolution should be first sought with the group leader or person responsible for the activity.

If there is failure to reach a resolution, the issue may be referred to the deacon of children's ministry or church elders.

If the matter is referred to the elders following a formal complaint concerning a worker/volunteer :

- the worker/volunteer must be given clear information regarding the complaint;
- the worker/volunteer should have opportunity to provide their account and for this to be considered before any disciplinary decision is reached;
- conclusions/decisions on the matter should be set out in writing.

SAFE MANAGEMENT OF ACTIVITIES

Record Keeping

Each group will keep an up to date (yearly) register of children or young people attending the group/activity.

- A record will be kept for each child or young person to include name; address; parent or guardian contact details; relevant medical details; relevant care needs and emergency contact numbers.
- A record will be kept of attendance at events and activities
- Consent forms must be signed by parent/guardian including the agreement to adhere to the group's code of behaviour
- A record will be kept of any accidents, incidents or complaints and the action taken
- A record will be kept of the adults (including workers/volunteers and visitors) present during any activity.

Health and Safety

Maintaining a safe and secure environment and ensuring the welfare of every child who attends our service is paramount

- Each group leader is responsible for ensuring the meeting place is safe and places no undue risk on children/young people attending
- Activities being undertaken by groups will be suitable for the ages, abilities and experience levels of the participants.
- Each group will be made aware of fire procedures by the church's deacon for meeting place
- First aid facilities are provided and accessible to each group (by the deacon for meeting place)
- Group leaders will have access to a phone during their group's activity
- Insurance for all activities will be put in place by the church administrator
- Incident and Accident reporting procedures are in place (see procedure for recording of accidents /incidents)

Accident/Incident Reporting Procedure

An accident is differentiated from an incident in that an incident does not usually involve any casualty or loss of life, while an accident will involve some form of injury.

The AIM will provide separate Accident and Incident Report Books.

Any accident or incident that occurs must be recorded in the appropriate book and include details of the date, time, location, persons present and a description of the accident or incident that occurred and the action taken.

The group leader will inform parents of any accident or incident that occurs and the action, if any, taken by the volunteers/workers present.

Use of Photography, Video and/or Social/Digital Media

Digital media and ICT should only be used for the purposes of communication, promotion and celebration of group activities/events.

Workers/volunteers should never contact a child/young person privately through social media sites.

Parental consent is required for recording of children/young people through film, photography or digital imaging.

Children/young people in the care of the State cannot be included in photographs or video footage recorded for publicity purposes without the express permission of Tusla and the Court or their birth parents.

Administration of Personal/Intimate Care

Creche

Parents of infants/children in creche will be asked to give consent to the provision of personal care such as nappy changing or toileting.

Nappy changing is carried out in the presence of a 2nd adult

Toddlers are brought to the toilet through the store room with doors to creche room remaining open.

Volunteers/workers must leave bathroom door open when assisting a child with toileting.

Record of nappy change/toileting assistance to be kept.

Creche leader will ensure all volunteers/workers are aware of these procedures and a record of parent's consent and the provision of such care is kept.

Other Groups

A care plan will be put in place for any child/young person that attends a group other than creche and requires assistance with personal or intimate care. This plan will detail the care and assistance required. A record of any assistance given will be kept detailing by whom, the time/date and nature of the care given

Safe Supervision of Children and Young People

During Supervised Activities

Children/young people should be recorded as in attendance upon arrival at an activity.

Children/young people may not leave an activity unless collected by a parent/ guardian or permission has been given for them to do so by a parent/guardian.

Group leaders are responsible for ensuring adequate numbers of adult volunteers/ workers are present to supervise activities (see ratios below)

Best practice is that both male and female workers/volunteers are present when supervising coeducational activities.

Children/young people should never be left unattended. Workers/volunteers should know at all times where children are and what they are doing.

Access points in the main hall and kitchen of the Community Complex or the main door of the Lions Club Youth Centre should be kept closed/locked so access to the building is only with permission.

Members of the public or others users of the meeting place (Community Complex or Lion's Club Youth Centre) accessing toilets or a room children are in must be accompanied by a volunteer/worker.

Children are not permitted to access other rooms (including bathrooms) in the meeting place without worker /volunteer supervision.

During Public Meetings

Parents are made aware that supervision of children during these times remains their responsibility.

Welcome team/volunteers and church leaders should be vigilant towards any inappropriate contact towards children by a member of the public or member of the congregation.

Safe Adult-Child Ratios

1:1 teaching or activity does not take place in any group with the exception of creche. In the event that only 1 child/young person is in attendance for a class or activity, they may be assigned to the nearest age-appropriate group/class or the group/class cancelled.

Creche	1:3 +1 for under 2 years; 1:4 +1 for 2-4 years
Sunday School	1:16
The Rock/primary school age groups	1:5 + 1
Rooted/secondary school age groups	1:8 + 1

If a worker/volunteer feels they require extra support and a higher adult: child ratio for the group they are working with, they should bring this to the attention of the group leader or deacon of children's ministry who will ensure additional workers/volunteers are in place. This may arise in relation to the particular needs of a child/young person in a group or the needs of a worker/volunteer.

Guidance for Outings/Trips Away

A key volunteer/worker must have overall responsibility for the trip/outing.

Permission from parents/guardians must be given prior to the trip/outing taking place.

Parents/guardians should be given contact details for the group leader on the trip/outing and as much information as possible regarding the planned activities and arrangements.

Expectations and boundaries for children/young people should be made clear before the event takes place and a code of behaviour agreed in advance.

Contact details, medical information, dietary requirements and any other relevant information must be brought on the trip/outing.

A contact person, who is not attending the trip/outing and will be available for contact if the need arises, should be appointed and given access to all relevant information and contact details.

Workers/volunteers should never share sleeping accommodation with children or young people.

Code of Behaviour for Children/Young People

All members of the group are expected to:

- Respect the authority of the leaders/helpers
- Respect the views and feeling of other members
- Respect the personal property of leaders/helpers
- Show due care and responsibility for equipment and property

The following behaviours are unacceptable:

- Verbal abuse, including 'put-downs' of any other member or leader/helper
- Physical abuse of other members or leaders/helpers
- Wilful destruction or damage of property or equipment
- Smoking, consumption of alcohol and abuse of any other substance within Carrigaline Community Complex /the Lions club Youth Centre or grounds or at any of the group's activities.

ANTI-BULLYING STATEMENT

Bullying is unwanted and repeated negative behaviour conducted by an individual or group against another person(s). It may be physical, verbal or psychological. Bullying behaviour is intentionally aggravating and intimidating including behaviours such as teasing, taunting, threatening, physical aggression, damage to property, extortion, isolation or exclusion and cyber bullying. Bullying may occur from child - child; child – adult; adult – child; adult – adult.

Carrigaline Baptist Church is committed to providing a safe and respectful environment for every person involved in its activities. Bullying behaviour is always viewed as unacceptable and each group is committed to creating awareness of what constitutes such behaviour, encouraging the reporting of bullying behaviour and dealing with any incidents without delay.

Incidents of bullying will be dealt with by the group leader for each activity. For serious incidences or if the incidence involves a worker/volunteer either as perpetrator or victim, the deacon of children's ministry will be informed and will seek a resolution between parties.

Both the victim(s) and alleged perpetrator(s) will be asked to give their account of the incident separately. The negative impact of the behaviour will be discussed with both parties and a resolution agreed between them.

Measures will be put in place by the group leader to ensure the situation receives appropriate levels of supervision and monitoring.

Parents of both parties will be informed of the incident and their partnership in resolving the issue requested.

In serious cases, sanctions including suspension or expulsion may be put in place if resolution is not or cannot be achieved.

A record of all incidences must be kept in the Incident Book (and Accident Book if necessary) which will include details of the bullying behaviour (when, what, how, why), the persons involved and the steps taken to address the issue.

Consideration must be given to whether the incidence could constitute a child welfare concern and a report made to the DLP if necessary.

COMMUNICATING SAFEGUARDING POLICY AND PROCEDURES

Sharing Child Safeguarding Policy with Parents/Guardians

All parents/guardians will be made aware upon registering or seeking information regarding a service that child safeguarding procedures are in place.

Registration forms for children/young people will ask parents to indicate they have been made aware of the church's Child Safeguarding Statement and child safeguarding procedures.

The Child Safeguarding Statement will be displayed in a prominent place in the regular meeting place of all groups and activities.

The Child Safeguarding Statement and Child Safeguarding Policy will be published on the church website.

Parents/guardians who wish to view a hard copy of the Child Safeguarding Policy may request a copy from the AIM.

Promotional material regarding any service for children/young people will include reference to the child safeguarding policy.

Communicating with Parents/Guardians

The church is committed to supporting and encouraging parents who are primarily responsible for caring for and teaching biblical truths to their children.

To this end each group will endeavour to foster positive relationships with the parents/guardians of children/young people availing of any service provided for children/young people through regular informal conversations, information meetings or formal appointments as requested

Information regarding activities and teaching content should be shared with parents/guardians regularly by group leaders.

Each group should maintain an open door policy which allows parents/guardians to visit the service and view the activities taking place.

Parents/guardians are asked upon registering their child for a service to share any relevant information that may affect their child's participation in a group/activity.

The name and contact details of the group leader and the names of the workers/volunteers involved in the relevant group, activity or class will be given to parents/guardians upon registering their child for a service.

Sharing Child Safeguarding Rights and Procedures with Children/Young People

With respect to their age and developmental stage children/young people availing of any service should be made aware of their right to be protected from harm and treated with respect in all situations.

Child safeguarding procedures and principles should be explained and discussed openly with children/young people in an age appropriate manner.

Workers/volunteers will endeavour to create a culture of openness, respect and kindness within each group where children/young people are encouraged to speak up about any harm they are suffering or feel they are at risk of suffering.

Where appropriate, children/young people may be asked to write their own code of behaviour for the group/class they are part of which will include expectations for their interactions with other children/young people and workers/volunteers.

The code of behaviour and anti-bullying policy should be brought to the attention of children/young people attending any service as often as is necessary to help promote positive interactions within the group.

Children/young people will be encouraged to share any concerns they have with a worker/volunteer.

Suggestion boxes and surveys may be used where appropriate to gain feedback on children/young people's experiences of the service they attend.

Complaints Procedure

Complaints may arise in response to:

- An alleged breach of the code of behaviour by a worker/volunteer
- A particular practice issue
- Perceived poor attitude of a worker/volunteer
- A child/young person's dissatisfaction about an incident or event
- A parent/guardian's dissatisfaction about an incident or event involving a child
- Dissatisfaction in relation to an aspect of the service being provided

The church is committed to receiving a complaint from a :

- Parent/guardian

- Child/young person
- An external agency or organisation involved in interagency working
- Member of the public or other who may have a legitimate concern

Complaints should first be brought to the group leader of any service.

Children/young people are not restricted as to who they make their complaint to but should be made aware they can approach any worker/volunteer of their choice. All volunteers/workers have a responsibility to assist a child/young person in making a complaint.

Where possible every effort should be made so that complaints are resolved informally.

If informal resolution is not achieved, a complainant may make a formal complaint in writing to the relevant person for child safeguarding as specified on the Child Safeguarding Statement.

Receipt of a complaint should be acknowledged as soon as is practicable and an expected timescale for response given.

The church is committed to resolving complaints as speedily as possible.

Complaints received and all stages of the resolution must be recorded in the Complaint Book provided by the AIM.

If the complaint relates to a child welfare or child protection concern, it should be responded to in accordance with the child protection reporting procedures.

Complaints or issues being raised by workers/volunteers should be brought to the group leader or deacon of children's ministry.

IMPLEMENTATION AND REVIEW PROCEDURES FOR CHILD SAFEGUARDING

Implementation of Child Safeguarding Procedures

The AIM and named person are responsible for ensuring child safeguarding procedures are implemented fully within the services children access in the church.

An assessment of the resources and training that are required for each group/activity to comply with the child safeguarding procedures will be completed within 1 month of the procedures being adopted by the church and reviewed before the start of each term annually (September) or whenever changes are made to the child safeguarding procedures.

The particular responsibilities of group leaders or persons with key roles will be specified and training provided where necessary.

Training will be provided for all volunteers/workers within 3 months of the procedures being adopted by the church.

Review and Evaluation of Child Safeguarding Procedures

Guiding principles and the Child Safeguarding Statement and child safeguarding procedures will be reviewed every 24 months or sooner if service issues or changes in legislation/national policy arise.

The review will be led by the named person in consultation with the relevant person, DLP and AIM.

The review will follow the Review Checklist provided by *Child Safeguarding: A Guide for Policy Procedure and Practice*.