

# ***Child Protection Policy***

## ***Cana Ireland***

### ***Policy and Procedures***

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## ***Cana Ireland Child Protection Policy Statement***

***June 2013***

***We, in Cana Ireland, value and encourage the participation of children and young people in our activities. We recognise the dignity and rights of all children and are committed to ensuring their protection.***

***In keeping with this we will work to do all in our power to create safe environments for children and young people in order to secure their protection and enable their full participation in the life of the Church.***

***This policy is implemented by Cana Ireland, arising from the publication in 2005 of Our Children, Our Church - Child Protection Policies and Procedures for the Catholic Church in Ireland (OCOC).***

***The purpose of OCOC is to provide a set of policies and procedures for those who have responsibility for the protection of children and young people in the life of the Catholic Church in Ireland. It sets out a one-Church approach to child protection to ensure that the same principles and procedures for safeguarding children and for responding to allegations or suspicions of child abuse operate at every level and in every place throughout the Church here.***

***The policies and procedures outlined in OCOC are guided by principles derived from Gospel values and civil sources, including the principle that the welfare of the child is the first and paramount consideration.***

***This policy will be reviewed at least annually.***

***The Cana Child Protection Representatives are:***

***Mick and Evelyn Burns, contact no. 086 1703008 or 086 0525601***

***Eugene and Maruska Smith, contact no. 085 7330191***

***The Designated Person for the Diocese of Clonfert is:***

***Fr. Ciaran Kitching. He may be contacted at (090) 9676151 at the Child Protection Office.***

***The Director of the Child Safeguarding and Protection Service for the Archdiocese of Dublin and the Designated Person is:***

***Mr. Andrew Fagan. He may be contacted at (01) 8360314.***

***The Designated Person will receive, either directly from complainants, or through a Child Protection Representative, all allegations of abuse and will ensure that they are dealt with appropriately.***

***The Relevant Civil Authorities are :***

***An Garda Siochana:***

***Athenry (091) 844 016;***

***Dublin (Tallaght) 901) 666-6000.***

***Health Service Executive:***

***Child Care Manager's Office Galway PCCC, HSE West, 25 Newcastle Road, Galway, (091) 546228/ 546229.***

***Child Protection Duty Social Worker/Child Care Manager, Maltings Business Park, 54/55 Marrowbone Lane, Dublin 8. (01) 4544733.***

## **CODE OF CONDUCT FOR CHILDREN**

- 1. Treat each other in a respectful manner.*
- 2. Give good example at all times.*
- 3. Always behave in an acceptable manner.*
- 4. Treat your leaders with dignity and respect.*

## **CODE OF CONDUCT FOR ADULT LEADERS**

- 1. Respect the rights, dignity and worth of every human being.*
- 2. Set the standard of behaviour for the group by providing an example of appropriate behaviour in dealing with people.*
- 4. Take care to ensure that adequate and appropriate supervision is in place for any youth activity. [Refer to the section on Practical Procedures - Page 5.]*
- 5. Take particular care to ensure that the privacy of children is respected at all times.*
- 6. Refrain from showing favouritism towards any individual and maintain appropriate boundaries when dealing with children entrusted to your care.*
- 8. Never spend time alone with one child in a closed room or away from others. But if a situation arises where it is necessary to be alone with a child, another responsible adult should be informed immediately. A diary note that the meeting with the young person took place, including the reasons for it, should be made.*
- 9. Children and young people should not be permitted to remain on the premises unless there are at least two adults present.*
- 10. In no circumstances should anyone give alcohol, tobacco or drugs to children or young people. Such substances must not be used by personnel while supervising or working with children and young people.*
- 11. Avoid inappropriate physical or verbal contact with children. Never make suggestive remarks or gestures.*
- 12. Never abuse children verbally including name – calling, shouting or mockery.*

13. *Never criticize a volunteer or team member in front of children or other volunteers.*
14. *Never physically punish a child.*
15. *Avoid giving lifts to unaccompanied children in your car.*
16. *Do not believe that "it could never happen to me".*
17. *Do not take photos or videos (on a camera, smart phone, etc.) of children without the permission of their parents.*
18. *Report all incidents and accidents immediately to the coordinator/designated person for your team, who will record them in the Accident/Incident Register kept by the Cana Team.*
19. *Do not rely on your good name or that of the Church to protect you.*

### ***Selection Process for Volunteers***

*Most people who want to work with children have a lot of good to offer. However, precautions should still be taken to ensure that anyone recruited to work with children is suitable for the position. The selection process adopted by Cana Ireland is as follows:*

- completion of a volunteer application form that includes personal details, contact information for two character references, a personal declaration of suitability and an application for garda/police clearance.*
- consideration of the application by the childcare team.*

### ***Practical Procedures***

- All leaders must undertake appropriate training as offered. Training must include Child Protection.*
- The minimum adult/child ratio in any group should be two adults per group of up to eight participants. Allow an additional adult for each group of up to eight thereafter.*
- Where feasible there should be adequate and gender-based supervision of boys and girls.*

- *Parents who are present are responsible for the safety of their own children. Unaccompanied children are the responsibility of the group leaders.*
- *Residential programmes require careful advance planning and a proportionate number of volunteers to provide supervision.*
- *Leaders should never be alone in dormitories or bedrooms in which children are sleeping. If by extraordinary circumstance a volunteer considers it necessary to be in a dormitory without accompaniment, a written record of the situation should be maintained. This can be made in the Accident/Incident Register kept by the Cana Team.*
- *It is expected that everyone play his/her part in ensuring general welfare. All should be aware of their responsibilities to prevent accidents during gatherings and activities.*
- *All should have access to the Safety Statement and read the relevant sections.*

## ***Confidentiality***

*Confidentiality is about managing sensitive information that arises in a trusting relationship, and doing so in a manner that is respectful and purposeful. Working with children and young people is based upon trusting relationships and it is not uncommon for them to want to share personal information.*

*In matters of child abuse, or a situation where the welfare of a child or other person is involved, a worker should never promise to keep secret any information that is divulged. The worker should explain this carefully to the child.*

*In the case of abuse the worker should also, as supportively as possible, explain the procedures for handling such a disclosure [see next section on Handling a Disclosure]. All information regarding concern about, or suspicion of, child abuse should be shared only with the Child Protection Representative within Cana Ireland, with the Health Service Executive, with An Garda Siochana, and with the Diocesan Director of Child Protection, (see page 3).*

## ***Handling a Disclosure***

*If an allegation of, or concern about, child abuse is brought to your attention, the following procedure should be used:*

- *Stay calm. Do not panic. Listen and hear.*
- *Let the person know that you cannot promise to keep what has been said secret, but that you will only tell those people who need to know.*

- *Give the person the opportunity to say what actually occurred in his/her own words.*
- *Do not put words into her/his mouth.*
- *Ensure that the person knows that there is help available and that you will support him/her as much as possible.*
- *As soon as possible after the disclosure has been made, make a written report, detailing all that transpired.*
- *Refrain from giving your own personal views; instead use the person's own language, making sure the details given are correct. Sign and date the document.*
- *Contact the Child Protection Representative immediately (see page 3). If the Child Protection Representative is unavailable, contact the Duty Social Worker in the Health Service Executive (01-4544733) or An Garda Siochana (01-6666500) or one of the Diocesan Directors of Child Protection, (Dublin, 01 - 8360314; Clonfert, 090 9676151) and follow their instructions. Inform the Child Protection Representative as soon as possible thereafter.*

## ***Suspected Abuse***

*If any person has any misgivings about the safety of a child and would find it helpful to discuss their concerns with a professional, they should not hesitate to first contact the Duty Social Worker in the Health Service Executive (Telephone Number: (01) 4544733) or one of the Diocesan Directors of Child Protection, (Dublin: 01 8360314) or (Clonfert: 090 9676151).*

## ***Bullying***

*The procedure for dealing with bullying is as follows:*

- *Speak separately with both parties concerned to find out the facts.*
- *Bring both parties together to see if a solution can be found. This could be done by asking them what they would like to see happen in the future.*
- *The situation should be monitored by the leaders.*
- *Consideration should be given to consultation with parents/guardians.*

## *Appendix I*

### *Glossary of Terms*

*A number of terms are used quite frequently in this policy. The following are some definitions of those terms:*

#### *Abuse*

*The main types of abuse that children may be subjected to are as follows:*

##### *Neglect*

*Neglect is the persistent failure to meet a child's basic psychological and / or physical needs.*

##### *Emotional Abuse*

*Emotional abuse occurs when a child's needs for affection, approval, consistency and security are not met.*

##### *Physical Abuse*

*Where a child is assaulted or injured in some way that is deliberate.*

##### *Sexual Abuse*

*When a child is used by another person for his/her gratification or sexual arousal; or for that of others.*

*However, the following other forms of abuse may arise:*

##### *Organised Abuse*

*This occurs when one person moves into an area / institution and systematically entraps children for abusive purposes [mainly sexual] or when two or more adults conspire to similarly abuse children using inducements.*

##### *Peer Abuse*

*In some cases of abuse the alleged perpetrator will also be a child. In these situations the Child Protection Procedures should be adhered to for both the victim*

*and the alleged abuser. If there is any conflict of interest between the welfare of the alleged abuser and the victim, the victim's welfare is of paramount importance.*

### ***Bullying***

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

### ***Child***

*A person under the age of 18, excluding a person who is or has been married.*

*Where appropriate, the provisions of this Document should also be applied to a vulnerable adult who, for this purpose, is defined as a person who is either being mistreated or is in danger of mistreatment and who, due to age and/or disability or because of other factors, has limited decision-making ability and is unable to protect himself/herself.*

### ***Worker***

*Clergy, children's and youth group leaders, choir/music group leaders, including all volunteers and temporary workers - in fact all who, at times, share in Cana's ministry with children.*

### ***Statutory Authorities***

*The Health Service Executive, which is the statutory body responsible for the safety and welfare of children, and An Garda Síochána who are empowered under legislation to investigate these matters.*

### ***Cana Child Protection Representative***

*The role of the Child Protection Representatives for Cana Ireland is to provide support to those engaged in working with children.*

*In particular, the responsibilities of the Child Protection Representative are:*

- to promote awareness of the Church's child protection policies*
- to ensure that the public has ready access to contact details for the Director of Child Protection for the Diocese and*
- to facilitate anyone involved with Cana Ireland in bringing an allegation or suspicion of child abuse to the attention of the Director of Child Protection.*

*Appendix II*

*Cana Ireland*

*Knocklyon, Dublin, Ireland*

*Volunteer Application Form*

*All information is confidential*

*Name [Mr./Mrs./Ms.]:* \_\_\_\_\_

*Any other name/previously known as:* \_\_\_\_\_

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

*Tel. No. [Daytime]:* \_\_\_\_\_ *[Evening]:* \_\_\_\_\_

*Date of birth, if under 18:* \_\_\_\_\_ *Place of birth:*  
\_\_\_\_\_

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

*Please outline why you want to become a volunteer:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please give details of your involvement with children and young people, and of any relevant training:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Do you suffer from any illness/disability/medical condition/s which might affect your ability to work with children and young people? If so, please give details:***

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***Please indicate the times when you will be available:***

**Mon**

**Tues**

**Wed**

**Thurs**

**Fri**

**Sat**

**Sun**

**Morning**

**A/noon**

**Evening**

***Please supply the names, addresses telephone numbers and positions of two people [non-relatives] who know you well and can provide us with a Reference:***

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
*Tel. No.* \_\_\_\_\_ *Tel. No.* \_\_\_\_\_

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

***DECLARATION FORM***

***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]***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
***I confirm that nothing within my personal or professional background deems me unsuitable for working with children.***

***I declare that the above information is true and agree that I will abide by and accept the terms and conditions of participation. (See Selection Procedure)***

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

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

***FOR OFFICE USE ONLY***

***Checked by: Phone / Visit/ Letter***

***Checked by [name]:***

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

## *Appendix III*

### *Legal Framework*

*A Child Protection Policy must give due consideration to both the rights of the child or young person and to the rights of adults, while also seeking to support both groups in their work together.*

*The following legislation applies to the area of Child Protection:*

#### *Child Care Act (1991)*

*This Act defines a child as a person under the age of eighteen, excluding someone who has been or is married.*

#### *Protection for Persons Reporting Child Abuse Act (1998)*

*This Act came into operation in January 1999. It states that those who report child abuse to the Health Boards or An Garda Síochána "reasonably and in good faith" are immune from civil liability. Significant protections are offered to employees who report child abuse. It is a criminal offense to deliberately make false allegations in relation to child abuse.*

*A further legal item of relevance here is:*

#### *United Nations Convention on the Rights of the Child (1989)*

*This Convention is a set of minimum standards in protecting children's rights. It is a binding international treaty, which the Irish Government has signed and which became operable in Ireland in 1992. The Convention specifies the rights that children have and, as a signatory to the Convention, Ireland is obliged to implement its contents.*

***I have read, understood and agree to abide by the terms of the Cana Child Protection Policy and Procedures.***

Name \_\_\_\_\_

Date \_\_\_\_\_