

KILDARE YOUTH SERVICES Procedures for Dealing with Allegations or Concerns of Child Abuse and Neglect

1. INTRODUCTION:

1.1.0.The following procedures are based on the guidelines issued by the Children First National Guidelines for the Protection and Welfare of Children, Departments of Health & Children. It sets out the steps to be taken within Kildare Youth Services when dealing with concerns of child abuse and neglect.

1.1.1 It should be understood, however that the contents of the document are intended as guidelines and that their adoption is not mandatory in nature and in the event of court proceedings arising, each case would fall to be judged on its own merits. There is an expectation that all persons working in Kildare Youth Services-staff and volunteers- will follow these guidelines.

Definition of Child Abuse: there are four categories of Child Abuse:

- Neglect
- Physical
- Sexual
- Emotional Abuse

See appendix 1 for definition and indicators

2. HOW TO RECOGNISE POSSIBLE CHILD ABUSE AND NEGLECT:

- 1) Protection and safety of the child is the first and paramount consideration.
- 2)
 - Consider the possibility.....see pages 34-38. *Children First appendix 2*
 - Look out for the signs
 - Record the information
- 3) The following examples would constitute reasonable grounds for concern:
 - i. A specific indication from the child that s/he was abused
 - ii. An account from a person who saw a child being abused
 - iii. Evidence such as *an injury or behaviour* which is consistent with abuse and is not likely to be caused another way
 - iv. An injury or behaviour which is consistent both with abuse and with an innocent explanation but there are corroborative indications supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;

- v. Consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.
4. No one indicator should be seen in isolation but in the context of a constellation of factors.

3. REPORTING PROCEDURES:

- 3.1.0. If a staff member/volunteer receives an allegation or a concern that a child is being abused or neglected the staff member volunteer should in the first instance take detailed notes then inform their local youth worker or line manager. The staff member and/or line manager will inform the Child Protection Designated Person in Kildare Youth Services, Liz O'Sullivan, Regional Director. 045-897893

The role and responsibility of the Child Protection Designated Person in Kildare Youth Services is to:

- Ensure that allegations or concerns are reported to HSE and or Gardai
- Ensure that Kildare Youth Services child protection policies and procedures are followed
- Advise on child protection matters
- Coordinate child protection action and training within Kildare Youth Services
- Liaise with the HSE and An Gardai Siochana on actual cases of Child Abuse & neglect

Staff / volunteers should seek advice and support from their local youth worker /project youth leader.

- 3.1.1. Where reasonable grounds for concern exist the volunteer/ staff member should report the matter verbally (where appropriate) initially and then in writing to the Duty Social Worker HSE- Dublin Mid Leinster South West without delay. (Use standard reporting yellow form) Always follow up a verbal report with a written report to the Duty Social Worker. It is essential that at all time the matter be treated in the strictest confidence and only discussed with those that need to know. See section 5 on confidentiality.

If not sure whether reasonable grounds for concern exist can contact DSW for advice.

- N.B.** It is not the responsibility of volunteers or staff to make *enquiries* of parents or of guardians, or to initiate their own investigation. In some cases it could be counter-productive for them to do so. It is for the Duty Social Worker HSE- Dublin Mid Leinster South West to assess suspected abuse and/or neglect and determine what action to take. In most Kildare Youth Services projects it is practice that there is regular contact with parents. It is good practice to inform parents of the referral to duty Social Worker HSE- Dublin Mid Leinster South West unless by doing so is likely to endanger the child. (Support for

volunteers can be received from the Kildare Youth Services staff on this matter and on who is the most suitable person to contact the parents)

- 3.1.2. If a staff member or volunteer receives an allegation or has suspicion that a child or young person is being abused by a volunteer/staff member of Kildare Youth Services then the procedures in the staff allegation section will also apply. See appendix 6.

3.1.3.

In the case of an emergency or the non-availability of a HSE Social Worker, the report should be made to the Gardai. This may be done at any Garda Station. See appendix 2 for numbers in Kildare.

The report should also be reported to the HSE the next time the HSE staff are available.

- 3.1.4. If a staff member/volunteer receives a further allegation or has a suspicion that a child is continuing to be subjected to abuse after dealing with the original allegation or suspicion, further contacts should be made with the Duty Social Worker HSE- Dublin Mid Leinster South West office in accordance with the procedures outlined at 3.1.3 above.

4 RECORDING

When child abuse and/or neglect is suspected, it will be essential to have a record of all the information available. Staff/volunteers should note carefully what they have observed, the time, dates and names of those involved and where they observed it. Signs of physical injury should be described in detail or sketched. Any comment by the child concerned, or by an adult who might be the abuser about how an injury occurred should be recorded, preferably quoting words actually used, as soon as possible after the comment has been made. It is possible that a staff member or volunteer may subsequently be invited to attend a case conference by the Childcare Manager.

Copy of recordings and report are to be kept by the staff member in a locked filing cabinet in a private and confidential section, with limited access. A copy must also be given to Liz O’Sullivan, the Kildare Youth Services Child Protection Designated Person.

5. DEALING WITH DISCLOSURE FROM CHILDREN

Reference page 11 Kildare Youth Services NYF Child Protection Guidelines.

- i. An abused child is likely to be under severe emotional stress and a staff member may be the only adult whom the child is prepared to trust. When information is offered in confidence, the member of staff or volunteer will need tact and sensitivity in responding to the disclosure. The member of staff or volunteer will need to reassure the child and retain his or her trust, while

explaining the need for action to be taken which will necessarily involve other adults being involved.

- ii. It is important to tell the child that everything possible will be done to protect and support him/her. It is important not to make promises that cannot be kept e.g. promising not to tell anyone else, or to keep it a secret.

- iii. It is important to explain to the child/young person that **confidentiality/secrets cannot be promised in all cases**, especially if a young person is being abused and or neglected, other adults will need to be told in order to try and stop the abuse.

DO

Stay calm
Listen
Respect
Believe – what the child is saying
Record the information
Report to the local youth worker/line manager

DO NOT

Promise secrecy
Ask leading questions
Investigate/interrogate
Blame

6 ALLEGATIONS AGAINST STAFF/VOLUNTEERS PROCEDURE

Should there be an allegation of child abuse or neglect against a Kildare Youth Services staff member or a Kildare Youth Services volunteer, in the first instance the Child Protection Designated person must ensure that no children are put at further risk of abuse/neglect. Action should be guided by agreed procedures, the applicable employment contract and the rules of natural justice.

KYS have a dual responsibility in respect of both the child and the employee/volunteer. There are two procedures to be followed. These two procedures will be carried out by different people.

The following will apply:

- 1) The Programme Manager (Des O’Sullivan) will manage the reporting procedure in respect of the protection of the child.

- 2) The Regional Director(Liz O’Sullivan) will be responsible for the procedure for dealing with the employee/volunteer

(Note or any other relevant person or staff member as decided by the Chairperson of the Board of Directors of KYS)

1) Procedure for reporting allegation:

Kildare Youth Services Procedures for Dealing with Allegations or Concerns of Child Abuse and Neglect final draft July 06

If a young person, volunteer or other staff member has a concern that a child is being neglected or abused by a volunteer or staff member, the matter is to be reported to Des O'Sullivan Programme Manager without delay. Record the concern and the report made to the Programme manager.

The Chairperson of the Board of Kildare Youth Services will be privately informed immediately.

The HSE will also be informed immediately and the Programme Manager will ensure that the reporting procedure is followed immediately with respect to the child- as per above guidelines. The Programme manager will also inform the parents.

If you have a concern:

DO

Stay calm

Listen

Believe the young person

Record what you saw and heard

Report it to the designated officer without delay (Liz O'Sullivan)

Respect

DO NOT

Promise secrecy

Ask leading questions

Investigate/interrogate

Blame

2) The procedure for dealing with the worker/volunteer

The Regional Director will privately inform the worker/volunteer that the allegation has been made.

The worker/volunteer will be made aware of the nature of the allegation.

The worker/volunteer will be given an opportunity to respond and the response will be noted by the Regional Director and submitted to the HSE with the formal report.

Allegations will be investigated by the Duty Social Worker HSE- Dublin Mid Leinster South West and the Gardai and in some instances this will lead to the suspension of the worker/volunteers duties without presumption of guilt whilst the investigation is taking place. The Regional Director will put in place all protective measures that are necessary- depending on the level of risk to children. Until the matter is investigated this could include the following:

- Removal of the worker/volunteer from youth group
- Suspension of the worker/volunteer with pay

- Suspension of the worker/volunteer without pay

Please note, Kildare Youth Services disciplinary procedures may also apply up to and including dismissal.

The Regional Director will consult with relevant personnel from the Gardaí Síochána and the Duty Social Worker HSE- Dublin Mid Leinster South West to ensure that all measures are put in place to protect the children in the care of Kildare Youth Services.

Should there be an allegation of abuse/neglect against the Regional Director of Kildare Youth Services. Inform the chairperson of the Board of Kildare Youth Services of any concerns immediately without delay.

7.CONFIDENTIALITY

Kildare Youth Services operates a strict code of confidentiality at all times; this applies to the Kildare Youth Services Child Protection Procedures also. Confidentiality is about managing sensitive information that arises in a trusting relationship and doing so in a manner that is respectful, professional and purposeful.

- i. There is an absolute need to maintain professionalism in dealing with any alleged instance or concern of child abuse/neglect. The communication of information must be confined to those who have an obligation to receive it and third parties should not be privy to allegations/concerns unless it is necessary to involve them as matters unfold.
 - a. It should however be noted that if there is concern that an individual has
 - b. abused or neglected a child, the matter must be reported to the Duty Social Worker HSE- Dublin Mid Leinster South West and/or the Gardaí.
- ii. Anyone disclosing information in the context of Child Protection needs to
 - a. know the limits of the confidentiality and the responsibilities attached.

- One can never promise to keep a secret
- Information should be shared on a “need to know basis” in the best interest of the child
- The giving of information to relevant others, for the protection of the child, is not a breach of confidentiality.

Appendix 1

Reference *Child protection Guidelines* Kildare Youth Service/National Youth Federation Pages 7-10 (yellow folder)

DEFINITION OF CHILD ABUSE

Child abuse is generally described under four headings:

Neglect:

Neglect can be defined in terms of 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 and affection from adults and medical care. The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well being and/or development are severely affected. It should be noted that neglect can and does kill. It is not a lesser form of abuse. Neglect can have a long term negative effects for the sufferer.

Emotional Abuse

Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples of emotional abuse include:

- The imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming.
- Conditional parenting.
- Emotional unavailability by the child's parent/carer.
- Unrealistic, inappropriate expectations of the child.
- Failure to show interest in or provide age appropriate opportunities for the child's cognitive and emotional development.
- Unreasonable or over harsh disciplinary measures.
- Exposure to domestic violence.

The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

Physical Abuse

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

- Shaking.
- Use of excessive force in handling.
- Deliberate poisoning.
- Suffocation.
- Munchausen's Syndrome by proxy.

Sexual Abuse

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

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child.
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification.
- Sexual intercourse with a child.
- Sexual exploitation of a child.

WHILE CHILD ABUSE HAS BEEN DESCRIBED UNDER THE PREVIOUS FOUR HEADINGS OF NEGLECT, EMOTIONAL ABUSE, PHYSICAL ABUSE AND SEXUAL ABUSE, DUE CONSIDERATION SHOULD BE GIVEN TO THE INSTANCES OF BULLYING, ORGANISED ABUSE AND PEER ABUSE.

Bullying

Bullying can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual against others (Children First 1999, p 107).

Examples of bullying include:

- Teasing
- Taunting
- Threatening
- Hitting
- Extortion

Bullying may take place in any setting whether it be in schools, the home or in a youth services setting. The more extreme forms of bullying would be regarded as physical or emotional abuse.

Organised Abuse

Child abuse can occur in a number of ways, including 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.

See KILDARE YOUTH SERVICES Bullying Procedure Document.

Appendix 2

Children First Guidelines

Appendix 3**CONTACT NUMBERS**

KILDARE YOUTH SERVICES	PHONE
Contact numbers	
Designated Person Regional Director Liz O’Sullivan	045-897893
Programme Manager Des O’Sullivan	045-897893
Athy Youth Project Bess van Sleeuwen	059-8638989
Leixlip Youth Project Deirdre Gleeson	01-6245749
Naas Youth Project Micheal Farrell	045-897893
Newbridge Youth Project Sarah Downey	045-435672
Curragh Youth Project Mick O’Brien	045-442989
Kildare Youth Project Tommy Lavelle	087-1254897
Naas Child & Family Project Catherine Boonstra	045-898623

HSE - Dublin Mid Leinster South West	
Duty Social Worker HSE- Dublin Mid Leinster South West Swan Centre Naas, Co Kildare	045-882400
Athy Social Work Department	059-8633535
Celbridge Social Work Department	01-6303155
Gardai – Naas	045-884300
Newbridge	045-431212
Athy	059-8631669
Leixlip	01-6667800
Kildare	045-527730

Appendix 4

PARENTAL INVOLVEMENT/SHARING OF INFORMATION

Parents of young people engaged in Kildare Youth Services:

- Will be required to give permission for their son/daughter to partake in the youth services and know that the child protection policy applies. Consent must be up to date, for a specific time-frame and or activity.
- Will be aware of Kildare Youth Services child protection policy and procedures document.
- Can access the Kildare Youth Services child protection policy and procedures document.
- Will be made aware of allegations of child abuse/neglect which relates to their son or daughter who is under the age of eighteen years. (Unless in doing so would put the child further at risk. The protection of the child is paramount in all cases).
- Will be informed that Kildare Youth Services will be open and actively share information with them (the parents) about the activities and services provided by KYS to their children

Appendix 5

STAFF RECRUITMENT AND SELECTION PROCEDURE

- Kildare Youth Services has a comprehensive staff recruitment and selection procedure.
- All staff posts are advertised in either the local and or national newspapers and or on relevant websites.
- All candidates for posts advertised are required to fill out a Kildare Youth Services application form.
- A shortlisting procedure takes place for all staff posts- suitable candidates are shortlisted for interview, on the basis of the person specification and the application information provided.
- Interview panels are set up to include interviewers with expertise in the particular professional area for the post which is being recruited.
- Interview questions are standard for every short listed applicant- and cover general areas including the interviewee's knowledge, skills and attitudes towards/to the job in question and towards young people.
- Interviews last at least a half an hour and may also include a competency test depending on the post.
- Job descriptions and job specifications are available for all posts.
- There are scoring sheets which are filled out by the interviewers. Those that are suitable are selected for the post in question.
- At least two of the candidate's references are checked verbally and written reference forms are required for all potential candidates which are kept on the persons file.
- Applications are made to the Gardai Siochana for Garda Vetting where possible.
- All staff undergo a comprehensive staff induction programme which includes training in Child Protection policy and procedures.

Appendix 6

COMPLAINTS PROCEDURE:

Kildare Youth Services supports the right of all our users/clients to make a complaint.

The Kildare Youth Services staff team will attempt to address any complaints/grievances that are brought to their attention in a manner that is agreeable to the young person, parent, volunteer, client and to the staff member. Complaints will be dealt with at the lowest level initially and will be resolved as quickly and as easily as possible.

If you have any concerns about the way in which any of the services in Kildare Youth Services operates or about the way you have been treated during your contact with this Service, the following Complaints Procedure exists for dealing with this. The steps to be taken in this instance are out-lined below:

1. If you have a complaint or grievance you are encouraged to express your concerns to the staff member that you are linked in with. It is hoped that the matter can be resolved at this stage.
2. If your grievance is not resolved at this stage, you may contact the Programme Manager, Des O'Sullivan (045-897893). The Programme Manager will record the main points of this meeting and the decisions reached. The Programme Manager will keep the Regional Director of Kildare Youth Services informed as to the outcome of this meeting.
3. If you continue to be unhappy about the outcome of your complaint, you will be asked to put your concerns in writing to the Regional Director.
4. This letter will be brought to the attention of the chairperson of the Board of Directors of Kildare Youth Services and to one other suitably qualified externally designated person. The chairperson of the Board and the externally designated person will ensure the complaint is investigated and inform those involved of the appropriate actions to be taken by Kildare Youth Services as soon as possible.

Kildare Youth Services will ensure that the complaint will be investigated and a resolution will be found as soon as possible.

Feedback will be given to the person making the complaint either verbally or in writing.

Should the complaint involve an allegation of child abuse and/or neglect then the advice of the HSE and/or Gardaí will be sought by Kildare Youth Services.

Where appropriate Kildare Youth Services may institute any changes necessary following a complaint.

Appendix 7

ACCIDENT PROCEDURE

Accidents by their nature will always happen. Some accidents though can be prevented by:

- Good planning
- Assessing, identifying and avoiding dangers
- Adequate ratio of leaders to young people (minimum 1:8 plus one)
- Local emergency contact numbers- if at home or on a trip away
- Contact numbers for parents and Kildare Youth Services staff members
- Appropriately trained and prepared staff.
- Appropriately qualified and experienced staff
- Clear understanding of roles and responsibilities
- Understanding and management of risks

If an accident occurs Kildare Youth Services volunteers/staff will endeavour to deal with situation as best they can. Should there be an accident, volunteers or paid workers have a duty of care for children the following procedure applies.

- Assess the situation
- Ensure that the area is safe and those that are not involved are safe, get them away from the scene. Need for adequate staffing and delegation of leadership of a split group.
- Ring for ambulance or emergency services, 999 or 112 if appropriate eg coast guard, Gardai, Fire, ambulance, mountain rescue
- Cooperate with emergency services at all times
- Apply first aid where appropriate
- Secure communication- young people's mobiles/public phones- make sure that only those in charge make the telephone calls texts etc. an emergency can be further exasperated by wrong information given by those not experienced or responsible.
- Inform parents as soon as it is possible to do so
- If a young person child requires medical attention (non emergency), contact a parent/guardian if possible and see if they can deal with it
- If a parent/guardian cannot be contacted, bring the child to a doctor/hospital as appropriate
- Inform youth worker/line manager as it is possible to do so
- Avoid being alone with a young person, where at all possible
- Make note of what happened and to who as soon as possible
- Keep records of any accidents and advise Kildare Youth Services of any serious accidents
- In an event of a serious accident/incident, the scene and all equipment should be left untampered with and in situ
- Do not talk to press

Following any accident the Kildare Youth Services incident form should be filled out and filed in youth club file or group. If the accident is serious that report needs to be sent to KYS Canal Stores Basin Street Naas to the Programme Manager/Regional Director.

Appendix 8

SAFE MANAGEMENT OF STAFF AND VOLUNTEERS

- All staff must complete their induction training which includes KYS Child protection policy.
- All staff must attend team meetings, staff meetings and supervision on a regular basis within Kildare Youth Services
- Staff must attend in-service and staff training days that are relevant to their area of work. All staff must attend Child Protection training Note KYS Staff training policy.
- Kildare Youth Services has a supervision policy for staff which assists in supporting staff around best practice in their area of work.
- There is regular review of staff work and practice within each project in Kildare Youth Services
- Volunteers are expected to complete the basic youth leadership training and child protection training.
- Volunteers are also expected to attend training workshops/days/weekends that will assist them in their youth work practice.
- Volunteers practicing in voluntary youth clubs are visited and mentored by a professional youth worker and feedback given to them around their practice.

Appendix 9

CODE OF BEHAVIOUR, GOOD PRACTICE GUIDELINES WHEN WORKING WITH YOUNG PEOPLE

2 CREATING A SAFE ENVIRONMENT FOR ADULTS AND YOUNG PEOPLE IN THE YOUTH WORK CONTEXT

The following are practical guidelines for working day to day with Young People and should be implemented in conjunction with Kildare Youth Services Child Protection Guidelines

All children/young people will:

- be treated equally and with respect irrespective of race, culture, religion gender, age, sexual orientation, ethnicity
- voluntarily engage in youth services/clubs and have choices to make while engaged
- be involved in decisions to a level that they feel comfortable
- be respected and listened to by adults and other children

2.1 MANAGEMENT OF ACTIVITIES

It is important to plan and manage the activities in your club/organisation in such a way as to minimise the opportunity for children to suffer harm of any kind whilst in your care.

2.1.1 Planning activities

Planning of activities should include:

- Supervision necessary – i.e. leader/member ratios (1:8 plus one floater)
- Is the activity/programme/venue/equipment safe?

Does it suit all members – including anyone with special needs?
Require special instruction eg Trampoline, Photography etc

Criteria for membership of the club/organisation

2.1.1.0.0.0.0.1 Records kept of all young people should include

➤ Parental consent forms to membership and to participation of their son/daughter in the programme of activities

Copies of consent form should be taken on trips – originals stored securely.

Grant medical details.

Special needs.

Record at club/group.

Contact telephone numbers.

Kildare Youth Services Procedures for Dealing with Allegations or Concerns of Child Abuse and Neglect final draft July 06

dent report books in which details of any accident and incidents are fully recorded. While an accident and incidents, an incident book is for the recording of breaches of professional standards and/or related might arise.

Complaints/incidents, specify in locked filing cabinets.

Keep a copy of the club/group code of practice.

Outings/ weekends away etc require clear guidelines to prevent an adult from using their position to initiate activities outside the scope of the programme.

Respect the privacy of young people in toilets, showers and changing rooms. Leaders should not spend time in these areas.

2.1.1.0.0.1 Consent forms are required for

- All members who join the club/group
- All outings/weekends away
- Local outings: however if a child does not bring their consent form – it would be acceptable to ring the parent/family member for permission → phone consent should be minuted and copy of minutes taken.
- Activities that are outside the normal programme base or involve an increased level of risk, eg fishing trip, or a martial arts etc

2.1.1.0.0.1.0.1 Accidents

- Always advise a parent/guardian if a child receives an injury you are concerned about while in your care
- If a child requires medical attention (non emergency), contact a parent/guardian if possible and see if they can deal with it
- If a parent/guardian cannot be contacted, the child needs to be brought to a doctor/hospital as appropriate
- Keep records of any accidents and advise Kildare Youth Services of any serious accidents

2.1.1.0.1 SUPERVISION OF CHILDREN

2.1.1.0.1.1 Practical matters

- Note of participants, type of activity, environment where the activity is taking place. Note any particular needs e.g. disabilities, organising activities well in advance.
- The Kildare Youth Services leader member ratio is 1:8, with a minimum of two leaders present at all times.
- Where there are younger children and/or children with a higher intensity of needs involved, it is recommended that you have additional leaders
- Do you know your group?
- **Keeping records**
Attendance records, accident book, consent forms etc

- **Adopting Health and Safety Policies**
Required standards for premises + equipment; heating and ventilation, sanitation, fire precautions, first aid facilities, adequate insurance cover, regular checking of equipment where appropriate. Make a pre visit to new venues if possible. Carry out adequate research and checks on the premises. All residential sleeping accommodation should be inspected with regards to Health and Safety (fire in particular) and also Child Protection- (security and locations of dorms or rooms.)

PROTECTING CHILDREN AND WORKERS (1)

IT DOESN'T MAKE SENSE TO...

- **Spend excessive amounts of time alone with children away from others.**
 - Never run a group/club by yourself.
 - Always have a minimum of two leaders present in the room where possible. If you are using two rooms, have an open door policy and the majority of activities should be in one room only with two leaders present.
 - Meetings with individual children or young people should take place as openly as possible. If privacy is needed leave a door open + inform others.
 - Have an open door policy for all rooms you are using in premises where possible.
 - Always tell another leader if you are leaving the premises/going outside with a young person etc.
 - If you have number of rooms to staff/volunteers present- always have one leader circulating if possible.
- **Take children alone in a car on journeys, however short.**
 - If for any reason you do have to give a young person a lift in your car, always have another adult with you and make sure your car insurance covers this.
 - Think carefully where giving children lifts – where possible drop two off at the same stop. All transport arrangements should be made with the full knowledge and consent of parents.
 - If you are arranging a taxi, always have a leader in the taxi with the taxi driver.
- **Take children to your home.**
As a leader do not take young people or children to your home-it is not good practise to do so.

PROTECTING CHILDREN AND WORKERS (2)

NEVER...

- Engage in rough physical games including horseplay – apart from structured sports activities; horseplay can lead to inappropriate touching.
- Engage in sexually provocative games, dance, jokes or language. Some of these games could include spin the bottle etc.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child, even in fun; remember a child is defined as up to the age of 18 (which can include young leaders).
- Let allegations made by a child go unchallenged or unrecorded e.g. ‘leave me alone’, or ‘get your hands off me’. Explain and seek explanation and tell another leader.
- Do things of a personal nature for children that they can do for themselves.

Guidelines in recreational activities

- Always work openly with children.
- If manual support is required, it should be provided openly.
- If groups have to be supervised in the changing rooms, always ensure staff and volunteers of appropriate gender work in pairs.
- Where there are mixed groups on overnight stays away from home, male and female leaders should always accompany them. The recommended policy is to two male and two female leaders minimum.
- Overnight trips should have specific guidelines
Refer to Trips Away From Home, page 5 of Kildare Youth Services Child Protection Guidelines.

Appendix 10

**REPORTING FORM FOR ALLEGATIONS OF CHILD ABUSE AND
NEGLECT (HSE YELLOW)**

Appendix 11

Accident or Incident Form

This form should be filled in by leaders and or staff and submitted to the Regional Director in the case of an accident or minor incident while young people are in your care. A copy of it should be kept for the file.