



# **NAZARETH MAR THOMA CHURCH**

**Dublin – Ireland**

Worship at St. Maelruain's Church, Tallaght, Dublin – 24, Ireland

[www.dublinmarthomachurch.com](http://www.dublinmarthomachurch.com)

email: [dublinmtparish@gmail.com](mailto:dublinmtparish@gmail.com)



## **SAFE GUARDING CHILDREN & YOUNG**

**Remember, the safety and welfare of the child is  
of paramount importance.**

**Designated Liaison Person Contact**

**Child Protection Officer Name - Mr. Joji Abraham Panickaruveedu Jacob**  
**Contact : 0871607720 Email : jojijju@yahoo.com**

**Primary DLP's Name - Mr. Binu P. Varghese**  
**Contact : 0879800523 Email : binsinbox@gmail.com**

**Deputy DLP's Name - Mrs. Jessey George**  
**Contact : 0876107840 Email : George\_banglore@yahoo.com**

## **Guiding Principle&Child Safeguarding Policy Statement**

This policy statement has been prepared to comply with the requirements of the Children First Act 2015 and is derived from the Safe Guarding Policy of Nazareth Mar Thoma Church, Dublin, Ireland

We recognize that the protection and welfare of children is of paramount importance, regardless of all other considerations. As a Parish, we value and encourage the participation of children and young people in Parish activities & liturgy. Children and young people are a vital part of the church community, and we seek to ensure that they are loved and afforded equal respect.

### **Our Services during**

Sunday school  
Parish Choir  
YuvajanaSakhyam  
Teenage Fellowship

These activities take place during a Saturday/Sunday worship service or a feast day at the operating church premises, this include hired churches, chapels or hall from other denominations or an organisations. During this time, the children will be supervised by Sunday school teachers and their parents/Carers/Volunteers remain in the main service. Occasionally family day outing or picnic may be organised in the parish in which the supervision of their parent is a must.

### **Children First**

In 2017, the Department for Children and Youth Affairs released a revised version of Children First: National Guidance for the Protection and Welfare of Children, and it is this guidance upon which our child protection and welfare policies and practices are based. It states:

Children have a right to be heard, listened to and taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives.

### **Our Policy Statement**

Nazareth Mar Thoma Church, Dublin, Ireland has adopted the following Policy.

“Nazareth Mar Thoma Church, Dublin, Ireland is a part of the One Holy Catholic and Apostolic Church of Mar Thoma Syrian Church North America Europe Diocese and UK Europe Mar Thoma Zone, recognises and upholds the dignity and rights of all children and vulnerable adults are committed to ensuring their safety and well-being and will work in partnership with parents/ guardians to do this. Nazareth Mar Thoma Church recognises each child as a gift from God and values and encourages the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development. We are committed to ensuring that their welfare, protection and support are

paramount. In keeping with this, we will work to do all in our power, in co-operation with parents, to create safe environments for our children and young people engaged in the life of the parish.”

This is a commitment binding on all priests and on those who work in our parishes. It extends to all the many and varied ways that children share in the life of the Church. Safeguarding the welfare of the children with whom we come into contact is the responsibility of the whole church community.

## **Our Commitment**

We are committed to safeguarding the children in our Church and to providing a safe environment.

We believe that the welfare of the children attending our Church is paramount. We are committed to child-centred practice in all our work with children.

We are committed to upholding the rights of every child and young person who attends our Church, including the rights to be kept safe and protected from harm, listened to, and heard.

Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by Children First: National Guidance for the Protection and Welfare of Children 2017, the Tusla Children First - Child Safeguarding Guide 2017, and the Children First Act 2015.

Our policy declaration applies to all Clergy's, Sunday School Teacher, Volunteers, and Managing Committee Members within our Church. All members shall abide by the policies, procedures and guidance encompassed by this policy declaration and our safeguarding Children and Young policy.

We will fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children.

We will respect confidentiality requirements in dealing with child protection matters.

This statement is displayed in our Church. It has been provided to all persons involved. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla if requested.

We will review our child safeguarding statement every 2 years or sooner if necessary.

Signed on behalf of the Nazareth Mar Thoma Church

<b>Our Child Protection Officer</b>	- <b>Mr. Joji Abraham Panickaruveedu Jacob</b>
<b>Contact Details</b>	- <b>0871607720 / jojijiju@yahoo.com</b>
<b>Our Designated Liaison Person</b>	- <b>Mr. Binu P. Varghese</b>
<b>Contact details</b>	- <b>0879800523 / binsinbox@gmail.com</b>
<b>Our Deputy Designated Liaison Person is</b>	- <b>Mrs. Jessey George</b>
<b>Contact details</b>	- <b>0876107840/ george_bangalore@yahoo.com</b>

## TABLE OF CONTENTS

1.0	<i>Introduction</i>
2.0	<i>Need for Policy</i>
	2.1 <i>Legal Requirement</i>
	2.2 <i>Biblical Basis</i>
	2.3 <i>Our own Protection</i>
3.0	<i>Scope of Policy</i>
4.0	<i>Safe Guarding Policy Statement</i>
5.0	<i>Equality statement</i>
6.0	<i>Relevant Services</i>
7.0	<i>Legal Framework</i>
8.0	<i>Risk Assessments</i>
9.0	<i>Relevant Engagement Services</i>
10.0	<i>Who might harm Children?</i>
11.0	<i>How children might be harmed?</i>
12.0	<i>What are the impacts on children?</i>
13.0	<i>What is Child Abuse?</i>
14.0	<i>Categories of Child Abuse</i>
15.0	<i>Mandated Reporting Exception</i>
16.0	<i>Substance Abuse</i>
17.0	<i>Domestic Abuse</i>
18.0	<i>Bullying</i>
19.0	<i>Self Harm</i>
20.0	<i>Harm &amp; its "threshold"</i>
21.0	<i>Designated Liaison Person (s)</i>
22.0	<i>DLP's Roles &amp; Responsibilities</i>
23.0	<i>Garda Vetting - COMPULSORY</i>
24.0	<i>Exempt from vetting?</i>
25.0	<i>Substitute persons</i>
26.0	<i>Retention of returned vetting information</i>
27.0	<i>Keep Child Protection on the Agenda</i>
28.0	<i>Selecting &amp; Recruiting</i>
29.0	<i>Children First E-Learning Programme</i>
30.0	<i>Confidentiality and information sharing</i>
31.0	<i>Consent</i>
32.0	<i>GDPR &amp; Data Protection</i>
33.0	<i>Retrospective Disclosures of Adults</i>
34.0	<i>Disclosures</i>
35.0	<i>What to do with disclosures and concerns?</i>
36.0	<i>Retrospective Disclosures of Adult</i>
37.0	<i>Mandated persons who work with adults</i>
38.0	<i>Dealing with a retrospective allegation</i>
39.0	<i>Responding to Child Abuse</i>

- 40.0 Reporting
  - 40.1 Reporting by an Individual
  - 40.2 Reporting by Mandated person
  - 40.3 Making a Mandated Report Out of Hours
  - 40.4 Reporting by Parents / Guardians
  - 40.5 Reporting as Child & Young person
  - 40.6 Reporting as a member of General Public
  - 40.7 What will I be asked generally?
  - 40.8 Making a referral to Statutory Authority
  - 40.9 Do I need to tell the family I am making a report?
- 41.0 Reporting forms
- 42.0 Reporting contacts
- 43.0 Mandated Assistance
- 44.0 Withholding information
  - 44.1 Reason for Not Reporting
  - 44.2 Consequences of non-reporting
  - 44.3 Withholding of Information on Offences against Children and Vulnerable Persons
- 45.0 Protection for persons reporting Child Abuse
- 46.0 Dealing with a concern about another worker / volunteer
- 47.0 Code of Behaviour
- 48.0 Health and safety responsibilities
- 49.0 Conclusion
- 50. Risk Assessment

## *Appendix*

- Appendix I* - Incident Reporting Form
- Appendix II* - Parental / Guardian Consent Form
- Appendix III* - Consent Form To Take Photographs Or Recorded Images
- Appendix Iv* - Registration Of Designated Liaison Person
- Appendix V* - Use Of Church Premises Approval Form For Other Organizations
- Appendix Vi* - Tusla Contact
- Appendix Vii* - Cpwr Form
- Appendix Viii* - Rarf Form
- Appendix Ix* - Application Form Volunteer To Work With Activities Engaging Children
- Appendix Xi* - Relevant Person Check List
- Appendix Xii* - Schedule 2 - Mandated Persons

## **1.0 Introduction**

This manual provides guidance to all involved in youth and children's work and ministry within the Nazareth MarThoma Church in Ireland to help ensure that children and young people enjoy their activities with optimum physical safety and are free from the threat of abuse. It will also alert leaders to signs of distress which may indicate that a child has been mistreated.

Children and young people are an integral part of the church community. All of us within this community have a responsibility to uphold Gospel values by respecting the dignity and rights of all children and to work together to ensure their safety and wellbeing.

Safeguarding Children and Young is the name of the child protection policy of the Nazareth MarThoma Church in Ireland. Our aim is to create and promote a safe environment for children, young people, leaders and staff. We have a legal duty of care to look after the children who attend our activities and provide a safe environment for them as best we can.

Our Church Managing Committee will appoint a Child Protection Officer, Designated Liaison Person and Deputy Designated Liaison Person for Child Protection, follow the Recruitment and Appointment Process for those involved in relevant services which includes the vetting process according to legislation, make sure all attend Children First training and are fully aware of the reporting process in case a concern or incident were to arise.

By adopting and using these guidelines our congregation will be raising the standard of care for those entrusted to them.

## **2.0 Need for Policy**

There are three main reasons why we need to have a Safeguarding policy for our church:

### **2.1 Legal Requirement**

The Children First 2015 law & National Guidance for the Protection and Welfare of Children 2017 rightly requires us to have guidelines in place and says we have a duty of care to children and young people that we work with. The UN Convention on the Rights of the Child stipulates that "children have the right to be protected from all forms of violence. They must be kept safe from harm. They must be given proper care by those looking after them"



## **2.2 Biblical Basis**

As well as a legal imperative, there is also a Biblical one. We have our own duty of care found in the Bible. 1 Peter chapter 5 verse 2 says, “Be shepherds of God’s flock that is under your care, watching over them – not because you must, but because you are willing, as God wants you to be”. Next to proclaiming God’s Word and the love of Christ, what could be more important than keeping our children safe?

## **2.3 Our own Protection**

Sometimes we may think that aspects of the guidelines are not necessary, however it should be remembered that it is for their own protection and they should not rely on their reputation to protect them.

By having the guidelines in place, members engaged in relevant services will be more assured of their own protection in the event of false allegations.

## **3.0 Scope of Policy**

This policy applies to all Church personnel who are required to comply with it. Full understanding of and adherence to this policy should lead to a deepening in the understanding of, and respect for, the rights of children and young people to participate as people of faith in the life of the Church.

A child- means a person under the age of 18 years, who is not or has not been married.

A vulnerable adult is anyone aged 18 or over who cannot take care of themselves. This may be because they have a mental health problem, a disability, visual or hearing problems, are old and frail, or are ill.

## **4.0 Safe Guarding Policy Statement**

“Nazareth Mar Thoma Church, Dublin, Ireland is a part of the One Holy Catholic and Apostolic Church of Mar Thoma Syrian Church North America Europe Diocese and UK Europe Mar Thoma Zone, recognises and upholds the dignity and rights of all children and vulnerable adults are committed to ensuring their safety and well-being and will work in partnership with parents/ guardians to do this. Nazareth Mar Thoma Church recognises each child as a gift from God and values and encourages the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development. We are committed to ensuring that their welfare, protection and support are paramount. In keeping with this, we will work to do all in our power, in co-operation with parents, to create safe environments for our children and young people engaged in the life of the parish.”



## **5.0 Equality statement**

Nazareth Mar Thoma Church is committed to ensure that all children and young people have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

We are committed to anti-discriminatory practice and we recognize the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, especially around communication.

Nazareth Mar Thoma Church does not tolerate any form of physical abuse, neglect, emotional abuse, sexual abuse or any other form of Bullying in its premises or during any of its activities.

## **6.0 Relevant Services**

Under the Children First Act 2015, an organization that have statutory responsibilities are those, which provide a relevant service to children and young people.

Any work or activity as a minister, priest or other person involved in the advancement of any religious belief.

Any work or activity which involves providing: Educational, research, training, cultural, recreational, leisure, social or physical activities to children.

We are obliged to keep children safe from harm, carry out a periodic risk assessments, Develop a Child Safeguarding policy Statement and Appoint Designated Liaison Person(s) to ensure the policy is enacted and monitored.

## **7.0 Legal Framework**

This policy refers primarily to Children First Act, 2015 which therein refers and forms part of a suite of child protection legislation which includes,

National Guidance for the Protection and Welfare of Children 2017

Children First Act, 2015

Criminal Law (Sexual Offences) Act 2017

National Vetting Bureau (Children and Vulnerable Persons Act), 2012 -2016

Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012.

Criminal Justice Act 2006

Protection for Persons Reporting Child Abuse Act, 1998

Child Care Act, 1991

## **8.0 Risk Assessments**

Nazareth Mar Thoma Church's written risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy guidance or process documents require to alleviate these risks. All Nazareth Mar Thoma church personnel (including clergies, Church Managing Committee Members, religious, staff, Sunday School Teachers, and volunteers) have a responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment that supports their best interests and prevents abuse.

A detailed risk assessment was undertaken and considered the potential for harm may to come to children while attending our Parishes. Periodic risk assessment exercise will be carried out. Identified risk, its severity, procedure to avoid or resolve and the control has been recorded in

## **9.0 Relevant Engagement Services**

Our primary services where engagement of children are,  
Sunday school  
Parish Choir  
YuvajanaSakhyam  
Teenage Fellowship

These activities take place during a Saturday/Sunday worship service or a feast day at the operating church premises, this include hired churches, chapels or hall from other denominations or an organisation. During this time, the children will be supervised by Sunday school teachers and their parents/Carers/Volunteers remain in the main service. Occasionally family day outing or picnic may be organised in the parish in which the supervision of their parent is a must.

### **Parish Priest**

A clergy is appointed to each Parish by the Mar Thoma Metropolitan Bishop. A Parish may have one or more clergy member. Parish priest will time to time engage in relevant work with Children and Young people in the Parish. Parish priest, being a part of the clergy or pastoral care worker is a part of the mandated persons listed in the Tusla Appendix 2

## **10.0 Who might harm Children?**

Children may be abused in a family or in an institutional or community setting, by those known to them, or, more rarely, by a stranger.

They may be abused by an adult or adults, or by another child or children, including bullying and abuse through the use of digital technology.

Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm.

Most child abuse is perpetrated by an adult, male or female, who is well known to the child, often a family member.

Such trusted adults may be in the child's community; they may be trusted professionals, leaders or members of a child's church.

## **11.0 How children might be harmed?**

Children can be harmed in many ways. Maltreatment of a child occurs where: their health, physical, emotional, intellectual, sexual, spiritual or social development is damaged by other people.

An abuse is a betrayal of trust and a misuse of relationships and power.

Church communities must be particularly vigilant to identify the inappropriate use of any religious belief or practice which may harm somebody spiritually, emotionally or physically. Abuse can be an act of commission, such as sexual abuse, or omission, such as neglect or failure to protect. Child abuse affects girls and boys, babies and young people of all ages up to 18, including children with learning difficulties, children with physical disabilities and children from all kinds of family background.

It occurs in all cultures, religions and classes. Digital technology such as the internet and mobile phones are being increasingly used as a medium for abuse.

Amongst their peers children may experience 'sexting' or be enticed to have taken or send explicit photographs of themselves. With adults it may also take the form of the production and distribution of photos or video displaying abusive images of children. Children can be entrapped by these practices.

## **12.0 What are the impacts on children?**

Child abuse can result in a child suffering significant harm and the need for court proceedings to safeguard their welfare. Abuse prevents children from achieving their full potential and undermines their dignity and rights.

The harm it causes will affect children both while it is happening and in later life.

It can be educational, emotional, psychological and relational. Historic accounts are therefore to be responded to with the same diligence. When abuse occurs within the context of the Church or by a Christian, it may affect the person's faith and spiritual development.

Children may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic violence includes any incident of threatening behaviour, violence or abuse between adults or young people, who are or who have been intimate partners, family members or extended family members, regardless of gender and sexuality.

## **13.0 What is Child Abuse?**

Child abuse is when a parent, caregiver, teacher, friend or even a stranger, whether through action or failing to act, causes injury, death, emotional harm or risk of serious harm to a child.

It is very important that abuse is stopped as soon as it is discovered for the sake of both the victim and the abuser. The sooner you take action, the more likely it is that the abuse will stop and that the child will recover from his or her experiences.

It is not only adults who abuse children. Teenage abuse is a growing concern; this is when older children abuse younger children or their peers, acknowledging that most abusers are known to their victims.

## **14.0 Categories of Child Abuse**

Child abuse does not refer solely to sexual abuse; there are four main types of child abuse. The following definitions of abuse include some of the signs which can act as clues to tell us that abuse has taken place.

There are four major categories of abuse described in Children First Act 2015.

This list is by no means conclusive nor does it mean that if a child shows one or more of the signs they have been abused.

**Physical Abuse-** occurs when an adult or other young person hurts, kicks, beats or punches a child.

Signs may include:

- Unexplained recurrent injuries or burns;
- Improbable excuses or refusal to explain injuries;
- Self-destructive tendencies;
- Fear of physical contact, a shrinking back if touched.

**Neglect-** occurs when an adult leaves a child alone, does not give them enough to eat or does not take them to the doctor when they are ill. Signs may include:

- Constant hunger;
- Inadequate clothing;
- Constant tiredness;
- Poor personal hygiene.

**Emotional Abuse-** may occur when a person communicates nasty things to a child either spoken or communicated by other means such as texting or email. Emotional abuse can also occur when an adult caring for a child doesn't have appropriate physical contact with them. Signs may include:

- Delays in physical, mental and emotional development;
- Continual belittling of oneself;
- Over-reaction to mistakes;
- Extreme fear of any new situation;
- Inappropriate response to pain;
- Neurotic behaviour.

**Sexual Abuse-** occurs when an adult or other young person interacts with a child in an inappropriate and sexual manner. This can include touching the child's private parts, asking the child to touch parts of the abusers' body or showing the child sexually explicit images or videos. All this may make the child

feel worried or unhappy – though the fact that the child is not worried or unhappy does not mean that abuse is not taking place.

Signs may include:

- Sexual Knowledge, including drawing sexually explicit pictures, or use of language inappropriate for the child's age;
- Being over affectionate in a sexual way that is inappropriate to the child's age;
- Regression to younger behavioural patterns such as thumb sucking;
- Self-mutilation, suicide attempts, running away, overdosing, anorexia;
- Sudden loss of appetite or compulsive eating.

### **15.0 Mandated Reporting Exception**

Any sexual relationship where one or both parties are under the age of 17 is illegal. Under the criminal law the age of consent to sexual intercourse is 17 years for both boys and girls. However, it may not necessarily be regarded as child sexual abuse. Further details on exemptions for mandated reporting of certain cases of underage consensual is defined **SECTION 28.3**

### **16.0 Substance Abuse**

Young people attending church are also at risk of being exposed to substance abuse. This can range from smoking to experimenting with solvents, alcohol and drugs.

### **17.0 Domestic Abuse**

Violence against women and men in the home is a serious crime, which causes enormous health and social problems and emotional and psychological damage, not only to the victims, but also to their children. Children are often witnesses and are necessarily affected by the anxiety and personal threat to themselves. Domestic violence is the most common form of interpersonal crime and also the least reported.

The impact of domestic violence on children can lead to physical, psychological and behavioural disorders and may subsequently affect them when they become parents. Many of these concerns will have a pastoral response from the church.

## **18.0 Bullying**

All kinds of bullying are wrong and should not be tolerated within our Church.

Children First 2015 defines bullying as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or a group against others. It is a behaviour that is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools. It includes behaviours such as teasing, taunting, threatening, hitting or extortion by one or more persons against a victim. Bullying can also take the form of racial abuse and with developments in modern technology.

Children First, National Guidance for the Protection and Welfare of Children 2017, emphasize bullying as a serious concern among children, children with disabilities or special educational needs and those from ethnic minority and migrant groups and children of minority religious faiths.

Children & Young people in the Church, should be made aware of the consequences of bullying and all type of bullying in any form should be reported to the Designated Liaison Person and should be dealt accordingly. In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, may need to make a referral to Tusla and/or A Garda Síochána.

## **19.0 Self Harm**

Increasingly people who work with children and young people are being faced with the issue of self-harm. It is difficult to define and to understand why someone would want to harm themselves. In very basic terms it is the inflicting of physical pain to mask an emotional imbalance.

## **20.0 Harm & its "threshold"**

The threshold of harm for each category of abuse at which mandated persons have a legal obligation to report concerns is outlined below.

“Harm” means, in relation to a child:



- (a) Assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
- (b) Sexual abuse of the child

## **Threshold Level**

The threshold of harm for each category of abuse at which mandated persons have a legal obligation to report concerns is outlined below

**Neglect** – The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached at a point where the child's health, development or welfare have been or are being seriously affected or are likely to be seriously affected.

**Emotional Abuse or Ill Treatment** – The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached - Risk of being ill-treated or at a point where the child's health, development or welfare have been or are being seriously affected or are likely to be seriously affected.

**Physical Abuse** - The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

**Sexual Abuse** - All sexual abuse falls within the category of seriously affecting a child's health, welfare or development, you must submit all concerns about sexual abuse as a mandated report to Tusla. Except, certain consensual sexual activity between teenagers.

## **21.0 Child Protection Officer & Designated Liaison Person (s)**

Nazareth MarThoma Church will appoint Child Protection Officer and Parish Designated Liaison Person (s) who will have the following responsibilities:

The Designated Person must **NOT** be the Minister **NOR** employed by the Church as a youth/children's worker or a person already heavily involved in youth/children's work within the Church.

To be familiar with the “Children First”, National Guidance for the Protection and Welfare of Children, the principles of good practice for the protection of children & young people and to have the responsibility for the implementation and monitoring of the Child safeguarding policy. To promote awareness of the Church’s child Safe guarding policies. The Designated Liaison Person provides support to staff members who are dealing with or have dealt with a child protection concern.

To receive reports of concerns or abuse and to act on these in accordance with the guidelines. Also, to build a working relationship with Tusla, Garda. To ensure that the public has ready access to contact details to report any concerns. The Designated Liaison Person need not be a paid employee, nor a professional or expert and is likely to be a lay person. He or she will be given a role specification.

All are required to declare any past criminal convictions and cases pending against them. Such information will be dealt with in a confidential manner and will not be used to discriminate against applicants unfairly.

**Every Child Protection Officer and Designated Liaison Person MUST be Garda vetted and trained in Children First.**

The name and contact details of the Child Protection Officer and Parish Designated Liaison Person (s) should be made known to everyone in the Church. Child Protection Officer and Designated Liaison Person should ensure that systems are in place for recording and retaining all relevant documentation.

The Designated Person should complete the Registration form for Designated Persons before they are formally appointed.

## **22.0 DLP’s Roles & Responsibilities**

Be fully familiar with your organisation’s duties in relation to the safeguarding of children.

Have good knowledge of your organisation’s guiding principles and child safeguarding procedures.

Ensure that the organisation'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 your 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.

Act as a liaison with Tusla and An Garda Síochána, as appropriate.

Where requested, jointly report with a mandated person.

**Designated Liaison Persons cannot report to Tusla anonymously.**

## **23.0 Garda Vetting - COMPULSORY**

Anyone in the Parish aged 16 and above, who is engaged in relevant work with Children and young people, specifically, every Sunday teacher, Designated Liaison Person, Church Managing Committee Members, Parish Choir Secretary/Choir Leader/Choir Treasurer and Parish Priest should be Garda vetted.

Under NO circumstance that a person should be allowed to undertake relevant work in any form and to engage with Children in the Parish without or before receiving an outcome of the Garda Vetting.

Fingal Volunteer Centre, Dublin 15 shall be the agency engaged in processing the initial NBV1 Garda vetting invitation form.

**This is a legal requirement for all positions and it is COMPULSORY.**

A person **MUST NOT** be allowed to engage in any form of relevant work with children or vulnerable Young people or even volunteering without obtaining the Garda Disclosure.

For a 16 or 17-year-old to be vetted they require:

1. To use a parent's email address on the application form
2. A completed parental consent form along with their application form.

If a person or team of people is coming from outside of the Republic of Ireland (please note this includes Northern Ireland) to work with children should be Garda vetted.

Applicants have 30 days from when they receive an email from the Garda Vetting Unit (vetting@Garda.ie) to complete the online form. After 30 days this link will expire, and the process must be started again.

## **Commitment**

Nazareth Mar Thoma Church, Dublin, Ireland shall not permit any person to undertake relevant work or activities on behalf of the organization unless we receives a vetting disclosure from the National Vetting Bureau in respect of that person.

**\*\*A person who contravenes this section of the Act shall be guilty of an offence\*\***

## **24.0Exempt from vetting?**

The Act does not apply to an individual who does work during a private arrangement for their own benefit, or for a child or vulnerable person who is a member of the individual's own family.

The Act does not apply to any work or activity undertaken during a family relationship or to persons who assist occasionally and on a voluntary basis in certain activities or events be they school, sport or community related. This recognizes the occasional but necessary involvement or assistance of parents or other persons. However, the Act will apply where such involvement includes

coaching, mentoring, counselling, teaching or training of the children or vulnerable persons.

## **25.0 Substitute persons**

If substitute persons are required from time to time, panel of vetted persons would be maintained.

## **26.0 Retention of returned vetting information**

Under the Data Protection Acts a vetting disclosure would constitute “sensitive personal information”. Section 2 of the 1988 Act requires that such data shall be kept for “no longer than is necessary”. We will discard the disclosure information within 12 months from the period the person disengages from the role. The applicant should undergo a fresh vetting if returned to the role any time thereafter.

## **27.0 Keep Child Protection on the Agenda**

To ensure that Church Managing Committee, kept up to date, Child Safe Guarding should be an item on each Church Council meeting agenda. Even if there is nothing to report, it should be recorded that this is the case.

## **28.0 Selecting & Recruiting**

Safer recruitment practices form part of a network of checks and balances which will minimize the possibility of appointing inappropriate individuals to work with vulnerable groups.

The four elements on safer recruiting are:

- Effective, clear appointment/recruitment procedures and practices
- Explicit and shared standards
- Clear, reliable supervision arrangements
- Access to appropriate training opportunities

Appointments to all roles should be in line with the Safe Guarding Children & Young Adult policy.

Each appointment to a paid or voluntary post should be subject to a recruitment process, vetting checks and a mandatory six-month probationary period.

Recruitment procedure includes, announcing the requirement in the Parish, ensuring the identified member is a regular member of the Parish, should submit an application form, and ensure Garda vetting is completed and if successful should sign in a declaration form.

## **29.0 Children First E-Learning Programme**

A universal e-learning training programme called 'Introduction to Children First' has been developed by Tusla. This training programme will help a person in any background recognizing concerns about children and reporting such concerns if they arise. The programme is based on Children First: National Guidance for the Protection and Welfare of Children and the Children First Act 2015.

<http://www.tusla.ie/children-first/children-first-e-learning-programme>

## **30.0 Confidentiality and information sharing**

The highest level of confidentiality should be maintained always in relationships with both adults at risk and children.

Concerns about abuse and ill-treatment however, must not be kept secret or deemed confidential. Where a child is suffering or likely to suffer harm information must be shared promptly in order to protect the child (advice sought / matter reported within 24 hours).

## **31.0 Consent**

It is important to ensure that children and young people can make an informed choice about whether to be involved in specific church activities.

Children and young people should be given the option at any time before or during an event or activity to say if they feel unhappy or uncomfortable with what is happening, and they must be listened to.

Parental consent must be obtained for all children and young people up to the age of 18 years, unless they are 16 years or over and living and working

independently to their parents/ guardians and are not part of the looked after system where the local authority should then be approached.

## **32.0 GDPR & Data Protection**

Nazareth Mar Thoma Church is committed to undertake serious step and precaution when handling personal data belonging to children and leaders e.g. names, phone numbers, addresses and medical information.

Organisations must only hold data which is adequate, relevant and not excessive in relation to the purpose for which it is held. They must ensure that personal data is accurate and where necessary, kept up-to-date. Organisations must do what they can to prevent unauthorised or accidental access to personal data and must hold data for no longer than necessary. Further information on GDPR policy, please ref to Parish GDPR Policy document on the Parish Website.

## **33.0 Retrospective Disclosures of Adults**

Mandated Person, Parents, Teachers or Designated Liaison Person who are working with the children and young adults may become aware of an abuse which took place during a person's childhood. Such a disclosure should be noted and recorded.

Essential consideration should be given to the current risk to any child who may be in contact of the disclosure. If any risk is deemed to exist to any child who may be in contact, a report should be made by the Designated Liaison Person to Tusla without delay.

## **34.0 Disclosures**

Dealing with a disclosure of abuse from a child

As a mandated person if you receive a disclosure of harm from a child, which is above the thresholds set out above, you must make a mandated report of the concern to Tusla.

If the concern does not meet the threshold to be reported as a mandated concern you should report it to Tusla as a reasonable concern. However, you need to inform Tusla of all risks to children above the threshold, as the removal



of a risk to one child does not necessarily mean that there are no other children at risk.

The information contained in a disclosure may be critical to Tusla's assessment of risk to another child either now or in the future.

You should deal with disclosures of abuse sensitively and professionally.

1. Take the child seriously.
2. Do not promise to keep anything secret & Do not express any opinions about the alleged abuser at any circumstances.
3. Ask questions for clarification only. Do not ask leading questions.
4. Explain and ensure that the child understands the procedures that will follow.
5. Make a written record of the conversation as soon as possible, in as much detail as possible, react calmly and Listen carefully and attentively.
6. Treat the information confidentially.

### **35.0 What to do with disclosures and concerns?**

Concerns about a child or young person may present themselves in several ways.

The core actions that should always be taken are:

Take any emergency action needed to alleviate any immediate risk to life or limb.

Discuss your concerns with your Designated Liaison Person.

Make a brief factual note of what you have seen, heard or become concerned about (within an hour when possible).

Listen, don't ask any leading questions.

Ensure safeguarding action is taken.

### **36.0 Retrospective Disclosures of Adults**

Mandated Person, Parents, Teachers or Designated Liaison Person who are working with the children and young adults may become aware of an abuse which took place during a person's childhood. Such a disclosure should be noted and recorded.

Essential consideration should be given to the current risk to any child who may be in contact of the disclosure. If any risk is deemed to exist to any child who may be in contact, a report should be made by the Designated Liaison Person to Tusla without delay.

### **37.0 Mandated persons who work with adults**

Mandated persons in the Church should seek professional assistance while engaging with persons with mental health difficulties, intellectual disability, addiction or domestic violence issues.

### **38.0 Dealing with a retrospective allegation**

On rare occasions the priest may intervene as a counsellor for adults or families and in addition to this if any mandated person may become aware of a disclosure from an adult, that they were abused as a child, you should report this information to Tusla, as the alleged abuser may pose a current risk to children.

It is recommended that you let the adult know, before the counselling starts, that if any child protection issues arise and the alleged perpetrator is identifiable, you must pass the information on to Tusla.

### **39.0 Responding to Child Abuse**

**Remember, the safety and welfare of the child is of paramount importance.**

#### **When should I report a concern about a child to Tusla?**

You should always inform Tusla if you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected.

You can report your concern in person, by telephone or in writing to the local social work duty service in the area where the child lives.

It is not necessary for you to prove that abuse has occurred to report a concern to Tusla. All that is required is that you have reasonable grounds for concern. It is Tusla's role to assess concerns that are reported to it. If you report a

concern, you can be assured that your information will be carefully considered with any other information available and a child protection assessment will be carried out where sufficient risk is identified.

Reasonable grounds for a child protection or welfare concern include:

- 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 the child being abused

If you are concerned about a child but unsure whether you should report it to Tusla, you may find it useful to contact Tusla to informally discuss your concern. This provides an opportunity to discuss the query in general and to decide whether a formal report of the concern to Tusla is appropriate at this stage. If the concern is below the threshold for reporting, Tusla may be able to provide advice in terms of keeping an eye on the child and other services that may be more suitable to meeting the needs of the child and/or family.

## **Dos & Do Not**

Where child abuse is disclosed, either by the person directly affected or by a third party, the following provides general guidance as to an immediate response:

Do:

- Listen carefully with sensitivity and openness
- Give a clear simple explanation of what will happen next.
- Reassure the complainant of your support.
- Record, date and sign an account of the meeting with the complainant.
- Report to the person designated to receive complaints.

Do not:

- Panic

- Ask leading questions.
- Promise to keep the disclosure secret.
- Ask the complainant to repeat the story unnecessarily.
- Make a judgment about the complaint.
- Start an investigation.

## 40.0 Reporting

### Reporting a Concern

Children First Act 2015 differentiates the reporting of a concern into **FIVE** categories

1. **An individual** - Any person who has a concern that a child is being abused or neglected, should report that concern to Tusla.
2. **Mandated reporting** - Under the Children First Act 2015, certain categories of people who work with children have additional responsibilities. Mandated Persons are required by law to report in writing to Tusla, serious concerns in relation to child abuse or neglect.
3. **Parents Guardians** - Parents and guardians have the primary responsibility for the care and protection of their children  
While the role of parents is to protect their children.
4. **Children & Young People** - young person you have a right to be protected from harm. It is important that children and young people understand that no one should keep child abuse a secret and that everyone has a role to keep children young people safe.
5. **General Public** - Society also has a duty to promote the welfare and safety of children.

### 40.1 Reporting by an Individual

An individual working with children should inform Tusla when you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected.

Reasonable grounds may be Evidence of an injury or behaviour that is consistent with abuse, possible sexual abuse, signs of emotional or physical neglect, child saying and an account from third party

Whom to contact

1. Report your concern in person, by telephone or in writing to the local social work duty service in the area where the child lives.  
<http://www.tusla.ie/children-first/contact>

2. Tusla has published two forms for reporting child protection and welfare concerns. The forms are attached at the end of this policy document.

Note: The Child Protection and Welfare Report Form (CPWRF) - To be completed and submitted to Tusla for concerns about children under the age of 18.

The Retrospective Abuse Report Form (RARF) - To be completed and submitted to Tusla for cases of adults disclosing childhood abuse.

3. Filled form to be sent to the corresponding Social workers team. Contact details of social workers are available <http://www.tusla.ie/children-first/contact>

## **40.2 Reporting by Mandated person**

Schedule 2 of the Children First Act 2015 specifies the classes of persons as Mandated Persons, we have the following classes of personal relevant to our church activities:

### **Who is a Mandated Person?**

Class 15 in Schedule 2 describes a person employed in any of the following capacities as a Mandated Person.

(g) Member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;

(i) Safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organizations offering services to children;

A mandated person, under the legislation are required to report any knowledge, belief, or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed, to the Authorized Person within Tusla.

Mandated persons are people who have contact with children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect children from harm.

As a mandated person, under the legislation you are required to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances.

Mandated persons have two main legal obligations under the Children First Act 2015. These are:

1. To report the harm of children above a defined threshold to Tusla.
2. To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

## **Harm & its "threshold"**

The threshold of harm for each category of abuse at which mandated persons have a legal obligation to report concerns is outlined below.

“Harm” means, in relation to a child:

- (a) Assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or
- (b) Sexual abuse of the child

## **Threshold Level**

The threshold of harm for each category of abuse at which mandated persons have a legal obligation to report concerns is outlined below

Neglect – The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached at a point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Emotional Abuse or Ill Treatment – The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached - Risk of being ill-treated or at a point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Physical Abuse - The threshold of harm, at which you must report to Tusla under the Children First Act 2015, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Sexual Abuse - All sexual abuse falls within the category of seriously affecting a child's health, welfare or development, you must submit all concerns about sexual abuse as a mandated report to Tusla. Except, certain consensual sexual activity between teenagers.

### **Dealing with a disclosure of abuse from a child**

As a mandated person if you receive a disclosure of harm from a child, which is above the thresholds set out above, you must make a mandated report of the concern to Tusla.

**\*\*You are not required to judge the truth of the claims or the credibility of the child\*\***

If the concern does not meet the threshold to be reported as a mandated concern you should report it to Tusla as a reasonable concern. However, you need to inform Tusla of all risks to children above the threshold, as the removal of a risk to one child does not necessarily mean that there are no other children at risk.

The information contained in a disclosure may be critical to Tusla's assessment of risk to another child either now or in the future.

You should deal with disclosures of abuse sensitively and professionally.



1. Take the child seriously.
2. Do not promise to keep anything secret & Do not express any opinions about the alleged abuser at any circumstances.
3. Ask questions for clarification only. Do not ask leading questions.
4. Explain and ensure that the child understands the procedures that will follow.
5. Make a written record of the conversation as soon as possible, in as much detail as possible, react calmly and Listen carefully and attentively.
6. Treat the information confidentially.

### **Mandated persons who work with adults**

By all means mandated persons in the Church should seek professional assistance while engaging with persons with mental health difficulties, intellectual disability, addiction or domestic violence issues.

### **Dealing with a retrospective allegation**

On rare occasions the priest may intervene as a counsellor for adults or families and in addition to this if any mandated person may become aware of a disclosure from an adult, that they were abused as a child, you should report this information to Tusla, as the alleged abuser may pose a current risk to children.

It is recommended that you let the adult know, before the counselling starts, that if any child protection issues arise and the alleged perpetrator is identifiable, you must pass the information on to Tusla.

### **Exemptions from requirements to report**

If ALL of the BELOW criteria are met, you as a mandated person do not have to report consensual sexual activity between older teenagers as sexual abuse to Tusla.

1. The young person(s) concerned are between 15 and 17 years old
2. The age difference between them is not more than 24 months
3. There is no material difference in their maturity or capacity to consent
4. The relationship between the people engaged in the sexual activity does not involve intimidation or exploitation of either person
5. The young persons concerned state clearly that they do not want any information about the activity to be disclosed to Tusla

Under the Criminal Law (Sexual Offences) Act 2006 the legal age of consent is 17 years. While a sexual relationship where one or both parties is under 17 years of age is illegal, when making a mandated report to Tusla, it might not be regarded as child sexual abuse.

## **Making a Mandated Reporting**

Being a mandated person and have a concern about a child, it is a legal responsibility to make a decision as to whether the concern meets the “threshold” for a mandated report under the Children First Act 2015 or not. If you are satisfied that this threshold has been reached, you should clearly identify on the report that it is a mandated report made under the Children First Act. The Children First Act 2015 requires mandated persons to report a mandated concern to Tusla “as soon as practicable”.

A Mandated Person should submit a report of a mandated concern to Tusla using the required report form, on which you should indicate that you are a mandated person and that your report is about a mandated concern. The reporting person should include as much relevant information as possible in the report as this will aid effective and early intervention for the child and may reduce the likelihood of Tusla needing to contact you for further information. Report form and contact details on the Tusla website.

## **Joint reporting**

A mandated person may make a report jointly with any other person, whether that person is also a mandated person or not.

## **Informing the family**

Children First Act 2015 does not require you to inform the family that a report under the legislation is being made to Tusla. However, it is good practice to tell the family that a report is being made and the reasons for the decision.

## **Informing the designated liaison person**

It is however recommended to keep the designated liaison person informed and updated. The Children First Act does not prevent a Mandated Person from either making a mandated report jointly with a designated liaison person or

providing a copy of the mandated report you have submitted to Tusla for the information of the designated liaison person.

### **Still not sure**

If you are unsure whether your concern reaches the legal definition of harm for making a mandated report, you can discuss the concern with a Tusla social worker.

If you feel urgent intervention may be required to make the child safe, you can alert Tusla of the concern in advance of submitting a written report. You must then submit a mandated report to Tusla on the report form or via the web portal within three days.

## **40.3 Making a Mandated Report Out of Hours**

Mandated reporters can now access Tusla's emergency out-of-hours social work service. If you are a mandated reporter and wish to report a case of child harm to Tusla, you can contact our out-of-hours social work service on 0818 776 315 between 6pm and 6am every night and between 9am and 5pm on Saturdays, Sundays and bank holidays.

If you cannot contact Tusla and have an immediate concern about the safety of a child, please contact An Garda Síochána.

## **40.4 Reporting by Parents / Guardians**

If a parent or guardian has reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected, you should report to TUSLA.

It is not necessary for you to prove that abuse has occurred to report a concern to Tusla. It's Tusla's duty to investigate and assess your concern.

### **Whom to contact**

1. Report your concern in person, by telephone or in writing to the local social work duty service in the area where the child lives.  
<http://www.tusla.ie/children-first/contact>
2. Tusla staff will assess your reasonable concern and will ask for as much information as possible.

Note: A parent or Guarding has the option to remain anonymous, it is possible to report a concern without giving your name, and it may make it difficult for Tusla to assess your concern.

#### **40.5 Reporting as Child & Young person**

A child or young person have absolute right to be protected from harm. If a child is harmed or abused by someone, they should be aware of where, what and how to report.

Whom to contact

1. Report your concern in person, by telephone or in writing to the local social work duty service in the area where the child lives.  
<http://www.tusla.ie/children-first/contact>
2. You should talk to your local Gardaí by calling 999.

#### **40.6 Reporting as a member of General Public**

Whom to contact

1. Report your concern in person, by telephone or in writing to the local social work duty service in the area where the child lives.  
<http://www.tusla.ie/children-first/contact>
2. Tusla staff will assess your reasonable concern and will ask for as much information as possible.

Note: A parent or Guarding has the option to remain anonymous, it is possible to report a concern without giving your name, and it may make it difficult for Tusla to assess your concern.

#### **40.7 What will I be asked generally?**

To help Tusla staff assess your reasonable concern, they need as much information as possible. You should provide as much relevant information as you can about the child, his/her home circumstances and the grounds for concern. These could include:

- The child's name, address and age
- Names and addresses of parents or guardians
- Names, if known, of who is allegedly harming the child or not caring for them appropriately

- A detailed account of your grounds for concern (e.g. details of the allegation, dates of incidents, and description of injuries)
- Names of other children in the household
- Name of school the child attends
- Your name, contact details and relationship to the child

You should give as much information as possible to social workers at an early stage so that they can do a full check of their records. For instance, they can see if the child and/or a sibling have been the subject of a previous referral, or if an adult in the household had previous contact with the child protection services. It also helps social workers to prioritise cases for attention, as they are not able to respond immediately to all cases. However, they will always respond where a child is in immediate danger or at high risk of harm. It will also help Tusla to decide if another service would be more appropriate to help meet the needs of the child, i.e. a community or family support service rather than a social work service.

Where child abuse is observed, intervene immediately and take steps to provide a safe environment for the child.

#### **40.8 Making a referral to Statutory Authority**

If it is agreed that a referral should be made to your local Social Care office (Garda, HSE or Tusla), this would be normally performed by the Designated Liaison Person.

The following points should be kept in mind:

- Give the social worker as much detail as possible: descriptions, dates, times, and what was said.
- Distinguish between fact and opinion and between what you have seen and what others have told you.
- Follow up your contact with the children's social care by a letter confirming what you have said to them (within 24 hours).
- Keep a record.
- Be prepared to have further discussions with the social services, Tusla, Garda investigation team. Continue to support the child.

#### **40.9 Do I need to tell the family I am making a report?**

It is best practice to tell a family you are making a report. Families have a right to know what is being reported about them. It also helps them understand the reasons for reporting and what information is being reported. However, in exceptional circumstances you may be concerned that telling the family will put the child at further risk, could impact on Tusla's ability to carry out an assessment or could place you at risk of harm from the family. In these exceptional circumstances it is not necessary for you to tell the family you are making a report.

Make sure parents/guardians have prior awareness of your guiding principles, procedures and duties to safeguard children.

Be straight forward and clearly explain the nature of the concern or issue, e.g. by using facts and records of observations made.

Think about the time and place to have the conversation.

Find a time when parents/guardians are not in a hurry.

Find a place that is quiet and allows privacy.

Consider arranging to meet parents/guardians.

Consider who the best person and who are the best people to have the conversation with the parents/guardians.

Use a calm and gentle tone, consider the language used.

#### **41.0 Reporting forms**

Tusla has two forms for reporting child protection and welfare concerns – the Child Protection and Welfare Report Form (CPWRF) and the Retrospective Abuse Report Form (RARF).

Both the CPWRF and RARF are included in this policy and may be downloaded at [www.tusla.ie](http://www.tusla.ie)

#### **42.0 Reporting contacts**

Any complaint regarding child abuse taking place in the course of Parish activities, should be reported to each of the following:

Contact a Social Worker of TUSLA in the Area - phone numbers are in the "Children First" summary booklet and in your area phone book.

List of **TUSLA CONTACTS** are given APPENDIX VI or  
<http://www.tusla.ie/children-first/report-a-concern>

HSE customer care 1800 520520, for advice on whom to contact - duty social workers etc.

Any query or concern in relation to children out of hours should be reported immediately to An Garda Síochána Confidential Line - 1800 666111 or in emergency always dial 999/112

### **43.0 Mandated Assistance**

It is a requirement that all mandated persons can be asked by Tusla to provide any necessary and proportionate assistance to aid Tusla in assessing the risk to a child arising from a mandated report. All mandated person must comply with this request, regardless of who made the report.

During the course of mandated assistance TUSLA may request to supply further information over the phone, produce a verbal or written report or attend a meeting.

### **44.0 Withholding information**

#### **44.1 Reason for Not Reporting**

If a Designated liaison person (s) of a Parish, decides not to report a concern to Tusla, the following steps should be taken.

The reasons for not reporting should be recorded

Any actions taken because of the concern should be recorded

The employee or volunteer who raised the concern should be given a clear written explanation of the reasons why the concern is not being reported to Tusla.

The employee or volunteer should be advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána



## **44.2 Consequences of non-reporting**

Failure to report a concern being aware in any form is considered to be a disciplinary matter.

There are several administrative actions that Tusla could take if, after an investigation, it emerges that you did not make a mandated report and a child was subsequently left at risk or harmed.

The Children First Act 2015 does not impose criminal sanctions on mandated persons who fail to make a report to Tusla. However, you should be aware that there are possible consequences for a failure to report.

## **44.3 Withholding of Information on Offences against Children and Vulnerable Persons**

The Criminal Justice Act 2012 requires that any person who has information about a serious offence against a child, which may result in charges or prosecution, must report this to A Garda Síochána. Failure to report under the Act is a criminal offence under that legislation.

## **45.0 Protection for persons reporting Child Abuse**

Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to the HSE or An Garda Síochána. Section 3(1) of the Act states:

“A person who, apart from this section, would be so liable shall not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that”

1. A child has been or is being assaulted, ill-treated, neglected or sexually abused, or
2. A child’s health, development or welfare has been or is being avoidably impaired or neglected,

Unless it is proved that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person”.

## **46.0 Dealing with a concern about another worker / volunteer**

It is important that if a worker or volunteer has a concern about the behaviour of another worker/volunteer that they report these concerns to the Designated Liaison Person. Where the concern relates to the DLP, reports should be made to another senior manager within the organisation.

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

**Bring it to the attention of the DLP or Child Protection Officer** - If the concern relates to poor practice it should be discussed with the DLP. If the concern involves suspected or witnessed abusive behaviour, this should be reported without delay to the DLP

**Keep a record of the concern** - The DLP or Child Protection Officer will consider if the concern constitutes a child protection concern, if so he/she must follow the reporting procedures.

## **47.0 Code of Behaviour**

It is the policy & the responsibility of the Nazareth MarThoma Church in Ireland to set & maintain standards for the welfare of all children & Young People participating in its ministry with a view to protecting them from physical, sexual and emotional harm within its premises & activities.

**Church workers or Coordinators should familiarize themselves with this Code of Behaviour.**

### **General Conduct:**

Physical punishment of children is not permissible under any circumstances. Verbal abuse of children or telling jokes of a sexual nature in the presence of children can never be acceptable. Great care should be taken if it is necessary to have a conversation regarding sexual matters with a child or young person. Being alone with a child or young person is not always wise or appropriate practice. If a situation does arise where it is necessary to be alone with a child, another responsible adult should be informed immediately, by telephone, if necessary. A diary notes that the meeting with the young person took place, including the reasons for it, should be made.

Best practice in relation to travel with children and young people should be observed. Personnel should not undertake any car or minibus journey alone with a child or young person. If, in certain circumstances, only one adult is available there should be a minimum of two children or young people present for the entire journey. In the event of an emergency, where it is necessary to make a journey alone with a child, a record of this should be made and the child's parent or guardian should be informed as soon as possible.

Children or young people should not be permitted to work or remain in churches, parish property or schools unless there are at least two adults present.

All children and young people must be treated with equal respect; favouritism is not acceptable.

Personnel should not engage in or tolerate any Behaviour, verbal, psychological or physical, that could be construed as bullying or abusive.

A disproportionate amount of time should not be spent with any child or group of children.

Under no circumstances should Church personnel give alcohol, tobacco or drugs to children or young people.

Alcohol, tobacco or drugs must not be used by personnel while they are supervising or working with children or young people.

Only age-appropriate language, material or media products (camera phones, internet, and video) and activities should be used when working with children and young people. Sexually explicit or pornographic material is never acceptable.

### **Taking and use of photographs and/or video footage**

Photographs/video of young people from the Church should not be posted on any social networking site or elsewhere on the Internet, unless they have written parental/guardian consent.

Parental/guardian consent should specify what the photographs/video will be used for, for example, as part of a PowerPoint display in advance of a church service.

Furthermore, if the photographs/video are to be posted on the Internet, the consent form should specify which websites and/or social media that will be used for, for example, the church website and/or the church Facebook page.

If a parent or guardian has not given written consent, then leaders need to be aware of this and ensure that those children are not in any photographs/video that are taken by, and posted on behalf of, the organisation.

### **Respect for physical integrity:**

The physical integrity of children and young people must be respected at all times.

Personnel must not engage in inappropriate physical contact of any kind, including tough physical play, physical reprimand and horseplay (tickling, wrestling). This should not prevent appropriate contact in situations where it is necessary to ensure the safety of a child.

### **Respect for privacy:**

The right to privacy of children and young people must be respected at all times.

Particular care regarding privacy must be taken when young people are in locations such as changing areas, swimming pools, showers and toilets.

Photographs of children or young people must never be taken while they are in changing areas (e.g., in a locker room or bathing facility).

Tasks of a personal nature (e.g. helping with toileting, washing or changing clothing) should not be done for children or young people if they can undertake these tasks themselves.

### **Meetings with children and young people:**

If the pastoral care of a child or young person necessitates meeting alone with them, such meetings should not be held in an isolated environment. The times and designated locations for meetings should allow for transparency and accountability. (Example - be held in rooms with a clear glass panel or window, in buildings where other people are present, and with the door of the room left open).

Both the length and the number of meetings should be limited.

Parents or guardians should be informed that the meeting(s) took place, except in circumstances where to do so might place the child in danger.

Visits to the home or private living quarters of church personnel should not be encouraged, nor should meetings be conducted in such locations.

When the need for a visit to the home of a child or young person arises, professional boundaries must always be observed .

## **Children with special needs or disability**

Children with special needs or disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.

Where it is necessary to carry out tasks of a personal nature for a child with special needs, this should be done with the full understanding and consent of parents or guardians.

In an emergency where this type of help is required, parents should be fully informed as soon as is reasonably possible.

## **Vulnerable children**

Since especially vulnerable children may depend on adults more than other children for their care and safety, sensitivity and clear communication are of utmost importance.

Church workers should be aware that vulnerable children may be more likely than other children to be bullied or subjected to other forms of abuse, and May also be less clear about physical and emotional boundaries.

## **Parental consent**

A signed consent form should be obtained from parents or guardians prior to the participation of children and young people in events, activities or groups.

Parents should be asked to indicate if their children have any specific dietary requirements, medical needs or special needs.

## **Record Keeping**

An accurate record should be kept for each child and young person participating in activities, including, but not limited to attendance, programme details and medical information. This record should include a copy of the consent form or letter signed by the parent or guardian. It should also contain details of emergency contact numbers.

## ***Training***

Any one engaging in any relevant work with children and young person, in the Church should undergo the Children First Training. Training is delivered in house periodically by an external accredited organization.

## ***Children First E-Learning Programme***

A universal e-learning training programme called 'Introduction to Children First' has been developed by Tusla. This training programme will help a person

in any background recognizing concerns about children and reporting such concerns if they arise. The programme is based on Children First: National Guidance for the Protection and Welfare of Children and the Children First Act 2015.

<http://www.tusla.ie/children-first/children-first-e-learning-programme>

### ***Taking children and young people on outings***

It is good practice when organizing journeys/visits/trips to adhere to, or remember, the following:

The organizers of journeys/visits should plan and prepare a detailed programme of activities for the children who are involved in the project.

Parish Child Protection representative & the organizers are responsible for the welfare and safety of the children for the whole time they are away from home.

Young people should not be left to their own devices, e.g. in a town for the evening or on shopping expeditions.

All children should be adequately supervised and engaged in suitable activities at all times.

Each supervising adult should have a list of the children he/she will have charge of.

Parish Child Protection representative should obtain, in writing, parental consent to children joining an organized trip.

Parents should be given full information about a trip, including details of the programme of events, the activities in which the children will be engaged and the supervision ratios.

### ***Adopt a child protection policy and review it regularly***

It is the responsibility of Church to formally adopt a child safe guarding policy and to carry out a review of the policy every three years.

### **Discipline Guidelines**

If a young person breaks the code of conduct or agreed rules then sanctions need to be put in place and carried out to ensure a safe environment for all. When disciplining children of all ages the following guidelines need to be adhered to:

#### **Never**

Use force (smack, hit)

Discipline out of anger (but out of love)  
Use a “put-down” with children/young people  
Humiliate a child or young person  
Reject the child, just the behaviour  
Allow some children to take all your time and energy  
Compare children with each other

## **Always**

Ask God for wisdom, discernment and understanding  
Pray for and with the children  
Work on each individual child’s positive characteristics  
Be a good role model and set a good example  
Take care to give quieter and well-behaved children attention  
Be consistent and work together as a team  
Ensure other leaders know what you have said – this avoids manipulation

## **Accidents**

### **Serious Accidents**

If a child, young person or adult at risk suffers any injury that appears to be serious, you must contact the emergency services immediately by dialling 999 or 112.

Appropriate first aid should be given (preferably by the qualified first aider) until help arrives, following any instructions given over the telephone when applicable. If a child/young person/adult has been injured, their parents/carers must be contacted as soon as possible. Record the details in the accident book at the earliest opportunity (within an hour).

### **Minor Accidents**

If basic first aid needs to be administered to a vulnerable person, a second adult should be present where possible. If this isn’t possible, another adult must be aware of what you are doing. Parents/carers must always be informed when first aid has been administered as soon as appropriate. Ensure that all details are entered the accident book before the end of the session.

### **Accident Book**

It is a requirement that an accident book is kept on all premises.

Full details of any accidents must be entered in here. An accident book should also be taken on any off-site activities.

### Taking children and young people on outings

It is good practice when organizing journeys/visits/trips to adhere to, or remember, the following:

The organizers of journeys/visits should plan and prepare a detailed programme of activities for the children who are involved in the project. Parish Designated Liaison Person & the organizers are responsible for the welfare and safety of the children for the whole time they are away from home. Young people should not be left to their own devices, e.g. in a town for the evening or on shopping expeditions.

All children should be adequately supervised and engaged in suitable activities at all times. Each supervising adult should have a list of the children he/she will have charge of. Parish Designated Liaison Person obtain, in writing, parental consent to children joining an organized trip. Parents should be given full information about a trip, including details of the programme of events, the activities in which the children will be engaged and the supervision ratios.

### **Coach Travel**

When planning an outing, organizers from Church must exercise discretion as to who the drivers of the vehicles will be. A driver transporting other people's children must be aware of his/her responsibility towards the passengers and drive carefully within the national speed limit. A driver should know what to do in the event of a breakdown or accident and must ensure that they have adequate and up-to-date insurance cover. Only coaches fitted with seat belts should be used.

Every passenger must have a seat. Seat belts must be worn throughout the journey.

Care should be taken when assisting children or adults at risk when boarding / alighting coaches, both to ensure safety on the road and in considering any physical contact.



A person driving a minibus must have a full category D driving licence for which they must sit a theory and practical test. It is the driver's responsibility that seatbelts are worn for all passengers under 17 years old.

### **General Safety**

Safety is of prime importance during any activity. Always check the premises that you are using to highlight any obvious hazards or potential risks. Do your best to have anything removed that should not be there and may cause a significant risk to the members of the group. Adequate supervision should be provided at all times and extra care should be taken when using sports equipment. Areas where maintenance work is taking place should never be used and must be screened off.

The leader in charge should have:

- Access to a phone in case of emergency (make sure there is adequate mobile phone reception if there is no landline on church premises)
- Accident Report Forms readily available
- Contact details for all children and young people
- Knowledge of how many people are present at each event (in case of an evacuation)

### **48.0 Health and safety responsibilities**

Nazareth Mar Thoma Church will ensure that:

Any buildings being used are safe and meet required standards

There is sufficient heating and ventilation

Food preparation areas, where they exist, are sanitary and meet food safety requirements

Toilets, shower areas and washing facilities are to standard and meet the accessibility requirements of all members

Fire precautions are in place

First aid facilities and equipment are adequate

There is access to a phone

Equipment is checked regularly

Insurance cover is adequate

### **49.0 Conclusion**

This policy document is intended to all engaging in relevant works with the children and young people in the Parish, ensuring a healthy and safer environment for our children.

## 50.0 Statement Risk Assessment

### RISK ASSESMENT

Child Protection Officer& Designated Liaison Person (s) of

CPO:Name.....Mob .....Email.....

Primary DLP: Name.....Mob .....Email.....

Deputy DLP: Name.....Mob.....Email.....

#### List of activities

1. Participation of Children in Holy Liturgy
2. Sunday School Classes and its related activities in Parish
3. Participation in Choir
4. Outdoor activities such as Picnics and Family Day out programs
5. Competitions, Family conference, Sunday School Conferences and VBS

#### Policy Checklist

- ☐ Has the Safeguarding Children & Young People Policy Adopted in Parish
- ☐ Has the Policy and Policy statement included in the Parish Managing Committee Meeting Agenda and agreed.
- ☐ Has the Policy statement displayed in the Church Premises & Policy document made available to all working with Children?
- ☐ Has the DLP attended available child protection training?
- ☐ Has the Deputy DLP attended available child protection training?
- ☐ Have any members of the Managing Committee attended child protection training?
- ☐ Are there both a DLP and a Deputy DLP currently appointed?
- ☐ Are the relevant contact details (Tusla and An Garda Síochána) to hand?

#### Risk Assessment

SL NO	RISK	PROCEDURE / POLICY / ACTION TAKEN
1.	Identified personals teaching in Sunday School before receiving the disclosure from Vetting agency.	Those you hasn't completed Garda vetting are requested to step aside from their existing roles to complete Garda vetting according to Section 6.0
2	Has the Primary & Deputy DLP attended available child protection training?	First session of Child Protection Awareness Training was rolled out, Further sessions are planned in next Quarter. Online training session from Tusla is recommended to complete.
3	Inappropriate usage of images	All personals uploading photos to Parish website has to adhere to Code of Behaviour & Appropriate usage of digital media - - section 47.0
4	Failure to identify peer bullying	All associated personals to adhere to procedure in section 18.0 – Bullying. Training
5	Possible chance of an abuse of a child attending the provided activities, or by those in a position of trust or authority, as a result of inappropriate selection of staff	Strict adherence to Selecting & Recruiting section 28.0 & Garda vetting section 23.0

	or volunteers	
6	Trips, falls, Hot water in the Tea table in the refreshment area	Health Safety procedure of each parish and hired location to follow. Encouraging Parents not allow children to handle hot water in their absence, an adult supervision is always required in such places.
7	Possible change of incidents not being reported or coming to an agreement on personal basis	Strict adherence to filling up the incident form Informing DLP Identifying the category of abuse Appropriate reporting by mandated personal as stated in Reporting concern
8	Mishandling of Censor in altar by young acolyte	Elder's supervision is a must in altar Health & Safety measures to be followed.
9	Possible chances of improper reporting, documentation and storage of confidential documentation due to lack of permanent place of worship	Should follow the procedures in sections 40.0 Record Keeping: 40.8 Making a referral to Statutory Authority 40.2 Mandated Reporting 41.0 Reporting forms
10	Organizing cultural activities practice session for children at individual homes.	Practice sessions at private individual homes falls beyond the scope of this policy.
11	Ensuring Training - (In house & E learning of Children First Program by Tusla)	Any one engaged in any form of relevant work should complete Introduction to Children First – Section 29.0

## **APPENDIX I**

### **INCIDENT REPORTING FORM**

1. Name of child -

2. Date of birth -

3. Address -

4. Telephone -

5. Parent/guardian name -

6. Event/meeting and location -

7. Date of event/meeting -

8. Details of accident/incident -

.....  
.....

9. Names of witnesses -

10. Action taken (details of first-aid, medical or police involvement)

.....  
.....

Position – Designated Liaison Person – (Name &Signature).....

Position – Designated Liaison Person - (Name &Signature).....

Parish Priest – Mandated Reporter – (Name &Signature).....

Date -

Time -

**Signature of parent (if applicable)**

***A copy of the completed form should be provided to the panel***

## APPENDIX II

### PARENTAL / GUARDIAN CONSENT FORM

Name \_\_\_\_\_ of \_\_\_\_\_ Event \_\_\_\_\_ /  
Activity:.....

Date/s \_\_\_\_\_ of \_\_\_\_\_ Event \_\_\_\_\_ /  
Activity:.....

Type & Duration of Event (Day Event / Residential/ Pilgrimage)  
.....

Name of  
Participant:.....

Address:.....  
.....

Telephone:.....  
.....

Names & Addresses of Parents / Guardians

.....  
.....

Daytime Phone No..... Daytime Phone No.....

Mobile..... Mobile.....

If the young person in your care has any specific medical conditions or requirements, suffers from any allergies or has certain dietary requirements please state so here.

I am satisfied that I have been sufficiently informed about the activity to be undertaken.

I understand that the young person named above is being allowed to partake in the activity on the condition that all of the requirements of participation as have been outlined to me will be adhered to by him / her and that failure to do so could result in immediate withdrawal from the activity named above.

Signed – Parent / Guardian:.....

Relationship to young person:.....

Date:.....

Time - .....

## APPENDIX III

### **CONSENT FORM TO TAKE PHOTOGRAPHS OR RECORDED IMAGES**

The parish of .....,  
Recognizes the need to ensure the welfare and safety of all children/young people. In accordance with our Safeguarding policy, parents/guardians and young people are asked to sign a consent form for the taking of photographs and recorded images on the understanding that photographs and recorded images may be used in a range of hardcopy, online publications and social media by the parish. They may also be retained for continued use by the parish.

#### **Young person's consent (if at secondary level age)**

I consent to photographing or recording of my involvement in activities run by

Name of parish/diocese:

Yes .....

No .....

I understand that my consent may be withdrawn at any time.

Signed:

Date:

#### **Parent/guardian consent**

I consent to photographing or recording of

Name of child/young person:

While involved in activities run by

Name of parish:

Yes .....

No .....

I understand that my consent may be withdrawn at any time.

Signed:

Date:

## APPENDIX IV

### REGISTRATION OF CPO & DESIGNATED LIASION PERSON

Name of the  
Parish:.....

#### Applicant Details

Name of Applicant	
Address	
Contact No	
Role – Primary / Deputy	
Are you Garda vetted	

Please outline any:

Any previous role or experience of working with children:

Knowledge of Safeguarding policy or Training :

Knowledge of Child Safeguarding issues:

All stated above information are accurate to the best of my knowledge.

Signature:.....  
Dated:.....

## APPENDIX V

### USE OF CHURCH PREMISES APPROVAL FORM FOR OTHER ORGANIZATIONS

<b>Name of the Church</b>	
<b>Denomination</b>	
<b>Person in Charge</b>	
<b>Email address</b>	
<b>Contact No</b>	
<b>Reason / Activity</b>	
<b>Timing</b>	
<b>Do you have Child Protection Policy</b>	
<b>Name of the DLP</b>	
<b>General Conditions</b>	The organization



## **APPENDIX VI**

### **TUSLA CONTACT**

**Website – [www.tusla.ie](http://www.tusla.ie)**

### **DISCUSS OR REPORT A CONCERN**

#### **Co. Dublin**

Child and Family Agency,  
Bridge House,  
Cherry Orchard Hospital,  
Dublin 10

### **CHILDREN FIRST INFORMATION AND ADVICE**

#### **Co. Dublin Mid Leinster**

Dublin South City, Dublin South West, Dublin West, Kildare, West Wicklow

Jan Perrin

Children First Information and Advice Officer,  
Child and Family Agency, Block B, Civic Centre,  
Main St,  
Bray,  
Co Wicklow

Phone: (01) 2744245

Fax No: (01) 2744287

Mobile: 086 3803926

E-mail: [jan.perrin@tusla.ie](mailto:jan.perrin@tusla.ie)

Edwina Flavin

Children First Information and Advice Officer,  
Child and Family Agency, Block Clane Primary Care Centre,  
Abbey Lands, Clane,  
Co Kildare.

Phone: (045) 986332

Mobile: 086 3803925

E-mail: [edwina.flavin@tusla.ie](mailto:edwina.flavin@tusla.ie)

## APPENDIX VII

### CPWR FORM

Use block letters when filling out this form.

Fields marked with an \* are mandatory.

<b>1. Tusla Area (this is where the child resides)*</b>	
---	--

<b>2. Date of Report*</b>	
---------------------------	--

#### 3. Details of Child

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address*</b>		<b>Date of Birth*</b>	
		<b>Estimated Age*</b>	
		<b>SchoolName</b>	
		<b>SchoolAddress</b>	
<b>Eircode</b>			

#### 4. Details of Concerns\*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see *'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns'* for additional assistance on the steps to consider in making a report to Tusla

#### 5. Type of Concern

<b>Child Welfare Concern</b>	<input type="checkbox"/>		
<b>Emotional Abuse</b>	<input type="checkbox"/>	<b>Physical Abuse</b>	<input type="checkbox"/>
<b>Neglect</b>	<input type="checkbox"/>	<b>Sexual Abuse</b>	<input type="checkbox"/>

#### 6. Details of Reporter

<b>First Name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organisation</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	

<b>Is this a Mandated Report made under Sec 14, Children First Act 2015?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Mandated Person's Type</b>				

#### 7. Details of Other Persons Where a Joint Report is Being Made

<b>First Name</b>		<b>Surname</b>	
-------------------	--	----------------	--

<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organisation</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	

<b>First Name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organisation</b>	
		<b>Position Held</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	

## 8. Parents Aware of Report

<b>Are the child's parents/carers aware that this concern is being reported to Tusla?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>If the parent/carer does not know, please indicate reasons:</b>				

## 9. Relationships

<b>Details of Mother</b>			
<b>First Name</b>		<b>Surname</b>	
<b>Address</b>		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
		<b>Email Address</b>	
<b>Eircode</b>			

<b>Is the Mother a Legal Guardian?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

<b>Details of Father</b>			
<b>First Name</b>		<b>Surname</b>	
<b>Address</b>		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
		<b>Email Address</b>	
<b>Eircode</b>			

<b>Is the Father a Legal Guardian?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

## 10. Household Composition

First Name	Surname	Relationship	Date of Birth	Estimated Age	Additional Information e.g. school, occupation, other


### 11. Details of Person(s) Allegedly Causing Harm

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address</b>		<b>Date of Birth</b>	
		<b>Estimated Age</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	
<b>Occupation</b>		<b>Organisation</b>	
<b>Position Held</b>			

<b>Relationship to Child</b>	
<b>Address at time of alleged incident</b>	
<b>If name unknown please indicate reason</b>	

<b>First Name*</b>		<b>Surname*</b>	
<b>Male*</b>	<input type="checkbox"/>	<b>Female*</b>	<input type="checkbox"/>
<b>Address</b>		<b>Date of Birth</b>	
		<b>Estimated Age</b>	
		<b>Mobile No.</b>	
		<b>Telephone No.</b>	
<b>Eircode</b>		<b>Email Address</b>	
<b>Occupation</b>		<b>Organisation</b>	
<b>Position Held</b>			

<b>Relationship to Child</b>	
<b>Address at time of alleged incident</b>	
<b>If name unknown please indicate reason</b>	

### 12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

Profession	First Name	Surname	Address	Contact Number	Recent Contact e.g. 3/6/9 months ago
Social Worker					
Public Health Nurse					
GP					
Hospital					
School					
Gardaí					
Pre-school/ crèche					
Other					

**13. Any Other Relevant Information, Including any Previous Contact with the Child or Family**

**Please ensure you have indicated if this is a mandated report in section 6.**

**Thank you for completing the report form.**

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, [www.tusla.ie](http://www.tusla.ie). As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

**14. For Completion by Tusla Authorised Person on Receipt of Report**

Report Received by			
First Name		Surname	Date

Mandated Report Acknowledgement by			
First Name		Surname	Date Sent

Authorised Person Signature*	
Date*	

Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Allocated Case No				

## APPENDIX VIII

### RARF FORM

Use block letters when filling out this form.  
Fields marked with an \* are mandatory.

<b>1. Tusla Area (this is where the person subject to allegations of abuse resides (PSAA))*</b>	
---	--

<b>2. Date of report*</b>	
---------------------------	--

<b>3. Date information was received by reporter*</b>	
--	--

#### 4. Reporter details if third party\*

<b>First name</b>		<b>Surname</b>	
<b>Address</b> If reporting in a professional capacity, please use your professional address		<b>Organisation</b>	
		<b>Position held</b>	
		<b>Mobile no.</b>	
		<b>Telephone no.</b>	
<b>Eircode</b>		<b>Email address</b>	

<b>Reporter's relationship to adult complainant</b>	
---	--

<b>Is this a mandated report made under Sec 14, Children First Act 2015?*</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Mandated person's type</b>				

#### 5. Details of person disclosing abuse (adult complainant)\*

<b>First name</b>		<b>Surname</b>	
<b>Male</b>	<input type="checkbox"/>	<b>Female</b>	<input type="checkbox"/>
<b>Address</b>		<b>Date of birth</b>	
		<b>Estimated age</b>	
		<b>Previous address, if known</b>	
<b>Eircode</b>			

#### 6. Type of abuse being reported\*

<b>Emotional abuse</b>	<input type="checkbox"/>	<b>Physical abuse</b>	<input type="checkbox"/>
<b>Neglect</b>	<input type="checkbox"/>	<b>Sexual abuse</b>	<input type="checkbox"/>

#### 7. Details and description of alleged abuse\*

<b>Date of alleged abuse</b>		<b>Period of alleged abuse</b>	
<b>Location of alleged abuse</b>		<b>Reason for report at this time</b>	

Further detail (include, if known, age of adult complainant at time of abuse, age of PSAA at time of abuse). Please attach additional sheets if necessary.

--

### 8. Details of person subject to allegations of abuse (PSAA)

First name*		Surname*	
Male*	<input type="checkbox"/>	Female*	<input type="checkbox"/>
Address		Date of birth	
		Estimated age	
		Mobile no.	
		Telephone no.	
Eircode		Email address	
Occupation			

### 9. Details of PSAA's social and employment status

--

### 10. PSAA household composition

First name	Surname	Relationship	Date of birth	Estimated age	Additional information, e.g. school, occupation, etc.

### 11. Does the PSAA have contact with children?\*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If Yes, please complete information below. If No, proceed to 11.

Details of child					
First name		Surname			
Address		Mobile no.			
		Telephone no.			
		Email address			
		Date of birth			
Eircode		Age			
Parent/carers' names		Parent/carers' names			
Relationship to adult complainant		Relationship to PSAA			
Frequency of contact, if known					
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Unknown	<input type="checkbox"/>

Please attach additional sheets for additional children, if necessary.

### 12. Based on information known at this time, is the PSAA known to the Tusla Social Work Department?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

If yes, please provide detail:

**13. Based on information known at this time, is the adult complainant known to the Tusla Social Work Department?**

Yes

☐

No

☐

If yes, please provide detail:

**14. Based on information known at this time, has a report been made to An Garda Síochána?**

Yes

☐

No

☐

**Garda name:**

**Telephone no.**

**Garda district:**

**Email:**

**Address:**

**PULSE ID number:**

**Date notification made:**

**Eircode**

**Date report made**

**15. Is the PSAA aware of this report?**

Yes

☐

No

☐

If yes, please provide further details:

**16. Any additional information**

Yes

☐

No

☐

Please provide any further information that will assist Tusla in assessing and prioritising this report:

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, [www.tusla.ie](http://www.tusla.ie). As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

Please ensure you have indicated if this is a mandated report in section 2.  
Thank you for completing the report form.

**16. For completion by Tusla authorised person on receipt of report**

Report received by

First name

Surname

Date



<b>Mandated report acknowledgement by</b>					
<b>First name</b>		<b>Surname</b>		<b>Date sent</b>	

<b>Authorised person signature*</b>	
<b>Date*</b>	

<b>Child previously known</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Allocated case no</b>				

## APPENDIX IX

### SUNDAY SCHOOL TEACHER OR APPLICATION FORM VOLUNTEER TO WORK WITH ACTIVITIES ENGAGING CHILDREN

Name:.....

Known in any other name:.....

Address:.....  
.....

Contact No:.....

Email Address:.....

Date of Birth:.....Nationality:.....

Occupation:.....

Please describe what motivates you to become a Teacher / volunteer (*include any special interests or activities*)

Details of previous experience/ training/involvement in volunteering

**Please provide the names and addresses of two people whom we can contact to confirm your suitability for this position(not relatives)**

Name	Name
Address	Address
Tel	Tel
E-Mail	E-Mail

**For those working directly with children:**

Have you previously received any training for working with children or young people?

Yes                      No

*If yes, please give details:*

Do you suffer from any illness/disability/medical condition that may at times affect your ability to work with children & young people?

Yes                      No

*If yes, please give details:*

## Declaration

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a Caution?

Yes

No

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

Date of offence:

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity?

Yes

No

If yes, please give details including date(s) :

### For office use only

Remarks by

Vicar -

Sunday School Head Teacher-

Has the Garda Vetting Completed?

Is made aware of Safeguarding Children & Young Policy document?

## APPENDIX XI

### RELEVANT PERSON CHECK LIST

(Check list to be maintained in every Parish to record the list of person engaged with relevant activities with Children & Young People)

Sl. No	Name	Role	Garda Vetting Status	Children First Training	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Verified By – Name & Signature of DLP -  
.....

Initial verified Date.....

Further Updated Dated ...../...../.....

## APPENDIX X

### **Schedule 2 of the Children First Act 2015 specifies the following classes of persons as mandated persons for the purposes of the Act:**

1. Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007.
2. Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011.
3. Physiotherapist registered in the register of members of that profession.
4. Speech and language therapist registered in the register of members of that profession.
5. Occupational therapist registered in the register of members of that profession.
6. Registered dentist within the meaning of section 2 of the Dentists Act 1985.
7. Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession.
8. Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession.
9. Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession.
10. Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000).
11. Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983.
12. Teacher registered with the Teaching Council.
13. Member of An Garda Síochána.
14. Guardian *ad litem* appointed in accordance with section 26 of the Child Care Act 1991.
15. Person employed in any of the following capacities:
  - (a) manager of domestic violence shelter;
  - (b) manager of homeless provision or emergency accommodation facility;
  - (c) manager of asylum seeker accommodation (direct provision) centre;
  - (d) addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas;
  - (e) psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies;
  - (f) manager of a language school or other recreational school where children reside away from home;
  - (g) member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community;
  - (h) director of any institution where a child is detained by an order of a court;
  - (i) safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;
  - (j) child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
  - (k) person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.
16. Youth worker who—

90

- (a) holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline, and
  - (b) is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001.
17. Foster carer registered with Tusla.
18. A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

## *SAFE GUARDING CHILDREN & YOUNG*

<i>Document</i>	<i>Version No</i>	<i>Date</i>	<i>Updates</i>
<i>Initial</i>	<i>01</i>	<i>30-01-2018</i>	