



COMHAIRLE CONTAE AN CHLÁIR
CLARE COUNTY COUNCIL



Policy and Procedures for the Protection and Safeguarding of Children

September 2020

Contents

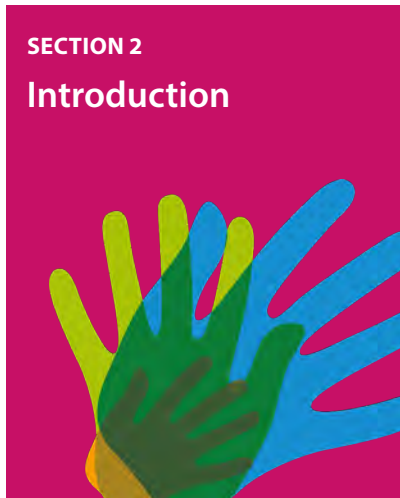
SECTION 1

Executive Summary



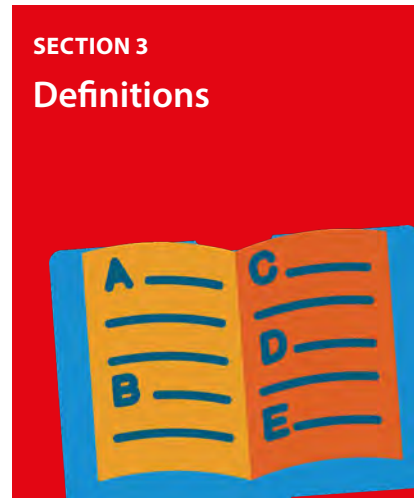
SECTION 2

Introduction



SECTION 3

Definitions



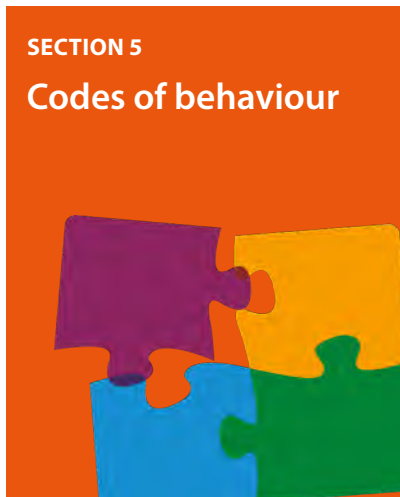
SECTION 4

Relevant legislation



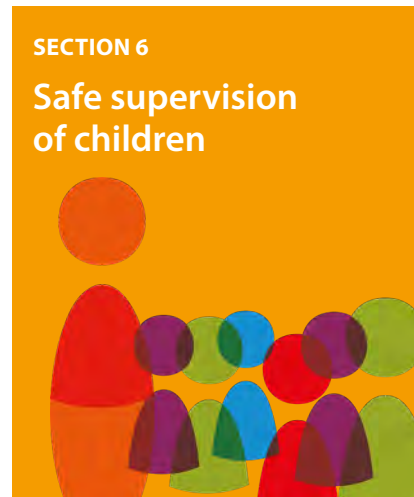
SECTION 5

Codes of behaviour



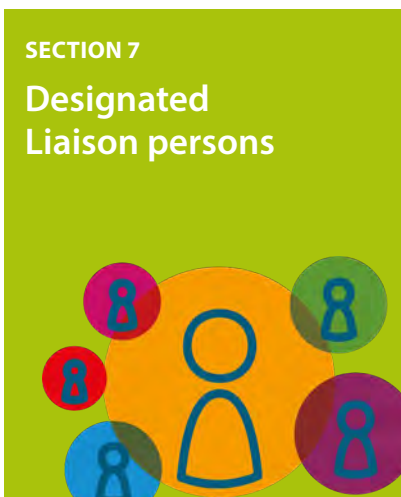
SECTION 6

Safe supervision of children



SECTION 7

Designated Liaison persons



SECTION 8

Recognising child protection and welfare concerns



SECTION 9

Responding to child protection and welfare concerns



SECTION 10

**Reporting
child protection and
welfare concerns**



SECTION 11

**Reporting
mandated concerns
of harm**



SECTION 12

Confidentiality



SECTION 13

**Recruitment and
selection of staff
members and
volunteers**



SECTION 14

**Conditions for use of
Clare County Council
property and/or
facilities by outside
bodies for events/
activities involving
children**



SECTION 15

**Safeguarding
children training plan
(including professional
development)**



SECTION 16

**Safeguarding
children
communications
plan**



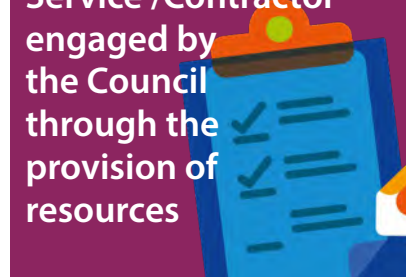
SECTION 17

**Online safety
and social media**



SECTION 18

**Safeguarding children
procedures for a
Provider of a 'Relevant
Service'/Contractor
engaged by
the Council
through the
provision of
resources**



SECTION 19

Appendices



1

Executive Summary



Clare County Council Children First compliance 2020

Clare County Council initiated a process in early 2019 to ensure that the council was compliant with the Children First Act 2015 and with the Children First National Guidelines for the Protection and Welfare of Children 2017.

A cross departmental working group was established with support being provided by an external consultant. This group agreed Terms of Reference and an Action Plan for implementing the compliance process.



Executive Summary

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

The compliance process subsequently delivered:

- i. A Clare County Council Corporate Child Safeguarding Statement as required under the Children First Act 2015
- ii. A corporate safeguarding children risk assessment, informed by risk assessments completed by all Council services
- iii. A number of relevant Council services also completed service specific safeguarding children risk assessments
- iv. Safeguarding children risk assessments were completed by each Council directorate
- v. Additional service specific staff guidance for safeguarding and protecting children was also developed by some relevant services
- vi. A revised Policy and Procedures for the Protection and Safeguarding of Children which addresses in particular the following issues:



- Guidance for staff members and volunteers in respect of recognising, responding, reporting and recording a child protection or welfare concern
- Identification of key safeguarding children personnel within the Council staff group and their respective roles
- A training plan for staff members and volunteers in respect of keeping children protected and safe
- A communications plan that ensures that the key safeguarding children messages are known internally as well as externally
- Codes of behaviour for children and adults
- Safe recruitment procedures for staff members and volunteers
- Guidance to promote safeguarding children through appropriate use of online services and social media
- Guidance in respect of the protecting and safeguarding of children responsibilities for relevant services

Clare County Council is committed to ensuring that all elements of the Child Safeguarding Statement and the revised Policy and Procedures are implemented with full compliance.

2

Introduction



2.1

Context

One of the main objectives of the Children First Act 2015, now fully implemented, is to ensure that organisations keep children safe from harm while availing of their services. In this instance that refers to services or activities provided under the auspices of Clare County Council. It is recognised that the elimination of all risk to children is not possible but Clare County Council has put in place policies and procedures to manage and reduce risk to children to the greatest extent possible.

2.2

Purpose

This policy and associated procedures has been developed in accordance with the Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children 2017.

This policy and procedures document is supported by Clare County Council's Child Safeguarding Statement and risk assessment (**Appendix 1**).

In addition, Council services that have regular and/or planned contact with children have completed, where necessary, service specific child safeguarding statements with associated risk assessments. Some services have produced additional safeguarding children procedures for their staff members and volunteers which are reflected in the appendices.

Each of the Directorates within the Council has also completed a child safeguarding risk assessment. The policy and procedures document is also supported by a number of safeguarding children specific procedures including a code of behaviour for staff members/volunteers and a code of behaviour for children and young people.

2.3

Scope

This policy and procedures shall apply to:

- All Council staff members and volunteers and any individuals undertaking work experience or internships within the County Council
- All Council functions, services, events and facilities that involve contact with children either of a planned or unplanned nature
- All users of Council services and/or facilities, in particular children and their parents/guardians

Note It is the responsibility of the external providers of relevant services who are working either jointly with the Council and/or are supported by the Local Authority through the provision of resources, to have in place their own Children First compliant policy and procedures, including in particular, a child safeguarding risk assessment, a Child Safeguarding Statement and to have a relevant person appointed.

2.4

Objectives

This policy document and associated procedures aims to create as safe an environment as possible for children and young people who engage with the services of Clare County Council. In the creation and maintenance of a safe environment the County Council will implement specific safeguarding children measures and supports to staff members and volunteers that will promote the protection and welfare of children in contact with the Council's services and/or using their facilities.

2.5

Declaration of guiding principles

Clare County Council is committed to a child-centred approach to its work with children and young people in all services and activities as operated by the Local Authority and relevant funded activities. The Local Authority has an overall corporate responsibility to safeguard the children accessing their services and activities. Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Protecting children from abuse is one part of safeguarding however children also need safeguarding to enable them to grow, develop and maximise their potential. Clare County Council makes every reasonable effort to ensure, as far as practicable, that children and young people in contact with their services are safe and that any risk of harm or abuse is minimised.

Clare County Council aims to create and maintain an environment in which children are listened to, given a sense of belonging, and kept safe; parents are supported and encouraged and staff members and volunteers who work with children and young people are supported and protected.

All of Clare County Council's activities involving children shall be guided by what is best for children. Children's activities shall be conducted in a safe, positive and encouraging atmosphere. Standards of excellence should extend to personal conduct by staff members and volunteers.

2.6

The implementation and maintenance of the following guiding principles will be required in the protection and safeguarding of children and the provision of child centred services:

- That the safety and welfare of children is everyone's business
- That the promotion of the welfare, health and safety of children is paramount
- That all children have an equal right to attend Council services or use Council facilities that will respect them as individuals and will encourage them to reach their potential, regardless of their background
- That children/young people raising concerns in respect of suspected abuse will be treated equally and listened to by staff members and/or volunteers
- That any identified child protection or welfare concern in respect of a child that becomes known to Clare County Council staff members or volunteers will be managed appropriately by Clare County Council. The responses will be in compliance with best practice as set out in Children First: National Guidance for the Protection and Welfare of Children 2017 and within the authority's own Policy and Procedures for the Protection and Safeguarding of Children 2020 document
- That Designated Liaison Persons and mandated persons in respect of safeguarding children are identified, trained and are known to all staff members and volunteers
- That Clare County Council has developed and is maintaining clear record keeping procedures in respect of child protection and welfare concerns
- That safe recruitment procedures are in place for all staff and volunteers, covering in particular recruitment selection, Garda vetting and a person's ability to work with children
- That a code of behaviour is in place for staff members/volunteers which sets out their responsibilities in their interactions with children/young people
- That a code of behaviour is in place which outlines the responsibilities of children and young people in their interactions with each other and with adults
- That a specific safeguarding children training plan is in place to ensure that all staff/volunteers are aware of their role in keeping children safe and to raise organisational awareness of this issue
- That procedures are in place to respond to any potential allegation of abuse of a child/young person against an employee/volunteer
- That procedures are in place to respond to allegations of abuse of a child by another child/young person
- That procedures are in place to ensure appropriate management, supervision and training of staff members and volunteers
- That Clare County Council recognises the importance of inter-agency working in keeping children safe from harm or abuse and therefore working relationships are in place with the relevant statutory authorities e.g. An Garda Síochána and Tusla

2.7

Actions supportive to the implementation and maintenance of the safeguarding children principles are:

- Responding in a timely manner to protection and welfare concerns in respect of children and following the guidance contained within the Clare County Council Policy and Procedures for the Protection and Safeguarding of Children 2020 document
- Reporting any child protection or welfare concerns to the Designated Liaison Person or the Deputy Designated Liaison Person and following Children First compliant procedures
- Ensuring that mandated staff members fulfil their responsibilities under the Children First Act 2015
- Ensuring appropriate management and supervision of staff members and volunteers is in place and is subject to internal review
- Ensuring a safeguarding children training plan is in place for all staff members/volunteers and for the role specific safeguarding children post holders
- When the Council is collaborating with another body in respect of a children's event there will be prior agreement on whose reporting procedures are to be followed in cases of incidents or suspected child protection or welfare concerns
- Compliance with the Council's Data Protection policy in respect of the retention, by the Designated Liaison Person (DLP), of confidential, personal and sensitive data regarding children and their parents/carers who are subject to protection and/or welfare concerns
- Keeping parents/carers informed of any issues of concern regarding their children, as appropriate to the service and the situation
- Ensuring appropriate, to the service, supervision levels (minimum of 2 adults) are in place, including gender balance, which will be dependent on the age of the child, abilities and activities being undertaken. If parents are used as volunteers in respect of achieving safe adult/child ratios then they must be supervised and supported when engaging with children other than their own
- Ensuring children, parents/guardians, visitors and facilitators are aware of the Clare County Council Policy and Procedures for the Protection and Safeguarding of Children 2020
- Being inclusive of children and young people with disabilities. A child who has a disability has the same rights as any other child, in line with the United Nations Convention on the Rights of the Child
- Ensuring that all appropriate organisations and the general public are aware of the Policy and Procedures for the Protection and Safeguarding of Children 2020 document e.g. statutory bodies, funded agencies and community groups
- Ensuring that this Policy and Procedures for the Protection and Safeguarding of Children document and appendices are available on the Clare County Council public website and the Council's internal intranet

- Attendance records with appropriate parental consent will be kept for all Council led or funded planned activities which occur on a regular basis involving children. Where the activity is a once off event a minimum of an attendance record with contact details must be kept
- It is recognised that the scale of some events e.g. concerts in public spaces, may preclude the application of this process. That will then require a risk assessment and management plan for that specific event
- Reporting/recording any incidents and accidents involving children
- Encouraging children to report any bullying concerns and staff members to be aware of the Dignity at Work Staff Policy and Procedures
- Ensuring a Protected Disclosures (“Whistle Blowing”) policy is in place which reflects the needs of children
- Evaluating Council work practices where contact with children occurs on a regular basis, in consultation with children to ensure work practices are suited to their needs
- Not photographing or recording visual images of children or permitting such actions without the written consent of the parent/guardian
- Not displaying images of children without the written consent of the parent/guardian
- When a media outlet wishes to process an image of a child it is the responsibility of that body to liaise with the parent/guardian or responsible supervisor e.g. teacher. Consent must be secured from the parent/guardian through Clare County Council if the Council was responsible for the supervision of the child when the images were created
- Ensuring that any Council led activity involving children with potentially dangerous equipment has constant adult supervision. Any equipment must be used safely and for its intended purpose
- Ensuring that safe recruitment practices, including Garda vetting, are implemented in respect of all Council staff members and volunteers
- Any observed possible breach of the County Council’s code of behaviour, related to children, by a staff member or volunteer, which is observed by a colleague, will be reported without undue delay to the relevant line manager for appropriate response
- Clare County Council will be responsible for reviewing and updating the Policy and Procedures for the Protection and Safeguarding of Children (2020) at a minimum of bi-annually or as soon as possible if there has been a material change in any national policy, legislation or procedural issues

3

Definitions

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3.1

Operational definitions and roles in respect of Clare County Council Policy and Procedures for the Protection and Safeguarding of Children 2020 are the following:

Child

A person who has not attained 18 years of age, excluding a person who is or has been married (Note from 1.1.19, under the Domestic Violence Act 2018, a person under the age of 18 can no longer apply to the Circuit Courts for permission to marry. However a person may get married if permission was granted before 1.1.19 or an application was made before 1.1.19 and permission was granted afterwards).

Safeguarding

Safeguarding children is creating and maintaining safe environments for children by:

- Protecting children from harm, abuse and neglect
- Ensuring children have access to the care and support they need
- Enabling safe and effective care by families and other carers
- Enabling children to achieve the best outcomes

Child Safeguarding Statement

The Children First Act 2015 requires that relevant services develop a Child Safeguarding Statement which sets out the services provided by the relevant service and the principles and procedures that are in place to ensure, as far as practicable, that a child availing of or in contact with the relevant service is safe from abuse or harm. This statement must also include an assessment of risk of "harm" to a child while availing of or in contact with the relevant service and procedures to manage such risks are specified.

Welfare concern

A child welfare concern experienced directly by a child, or by the family of a child, that is seen to impact negatively on the child's health, development and welfare and that warrants assessment and support, but may not require a child protection response.

Child protection

Child protection focuses on one aspect of safeguarding, the protection of a child who has suffered from, is suffering from, or has the potential to suffer from harm.

Child protection requires staff and volunteers to recognise, respond, report and record such concerns.

Harm

This refers to assault, ill treatment, neglect or sexual abuse of a child.

Definitions

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Reasonable grounds for concern

Reasonable grounds for concern exist when you have a view that a child may have been, is being, or is at risk of being abused or neglected. Such concerns shall be supported by evidence or indicators of abuse.

Staff member

Any person who works for a Local Authority under a contract for employment. This contract may be expressed or implied and be oral or in writing. A staff member may be employed full time or part time or in a temporary capacity.

Contractor/Third Party

Any individual, employer or organisation whose staff members undertake work for a fixed or other sum and who supplies the materials, labour and/or services (whether their own input or that of another) to carry out such work, or supplies the labour/service only on behalf of a local authority.

Volunteer

Any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual. This can include formal activity undertaken through public, private and voluntary organisations as well as informal community participation.

Named Person/s

In the context of Clare County Council there will be in place a Named Persons group, composed of members of the senior team, representative of the directorates. This group will be responsible for implementing and maintaining compliance with Children First both from the perspective of the Children First Act 2015 and Children First: National Guidance for the Protection and Welfare of Children 2107. This group will also take a lead in ensuring the review of the Clare County Council Policy and Procedures for the Protection and Safeguarding of Children within the agreed timeframe.

Relevant Service

A relevant service means any work or activity specified in Schedule 1 of the Children First Act 2015 (**Appendix 8**). This work or activity is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with children.

In the context of Clare County Council the following subsections apply in respect of Schedule 1:

- Work or activity which consists of the provision of 'educational, research, training, cultural, recreational, leisure, social or physical activities to children'
- Work or activity which consists of the provision of 'care or supervision of children'
- Work or activity which consists of the provision of 'formal consultation with, or formal participation by, a child in respect of matters that affect his or her life'

Definitions

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Relevant Person

The Relevant Person is the first point of contact, appointed by the relevant service Clare County Council, in relation to the Child Safeguarding Statement of Clare County Council.

In respect of Clare County Council the relevant person is Anne Haugh, Director of Social Development.

Designated and Deputy Designated Liaison Persons

The Designated Liaison Person (DLP) liaises with the relevant statutory agencies responsible for child protection and welfare and is the resource person to staff members or volunteers who have child protection and welfare concerns. This person has the responsibility to ensure that the reporting procedure within Clare County Council is followed so that suspected cases of child abuse or neglect, where reasonable grounds for concern exist, are referred promptly to Tusla or, in an emergency and the unavailability of Tusla, to An Garda Síochána.

In the event that the Designated Liaison Person is unavailable Deputy Designated Liaison Persons with delegated responsibility have been appointed by Clare County Council.

An Garda Síochána

It is the responsibility of An Garda Síochána to investigate if a crime has been committed with regard to child protection and welfare concerns. They will liaise with the Designated Liaison Person/s in respect of child protection and welfare concerns, as appropriate.

Tusla (the Child and Family Agency)

Tusla is the lead statutory organisation for safeguarding children in the Republic of Ireland and as such it has the responsibility to promote the welfare of children in Ireland who are not receiving adequate care and protection. Tusla will liaise with the Designated Liaison Person/s particularly in respect of reports of child protection and welfare concerns from Clare County Council relating to children.

Authorised persons have been appointed within Tusla, under the requirements of the Children First Act 2015. They have a responsibility to receive reports under Section 14 of the Act and to ensure an acknowledgement of receipt is sent to the mandated person or other persons who made the report.

Mandated Persons

The Children Act 2015 contains a list of classes of mandated persons (**Appendix 9**). Under this Act, mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold and to cooperate with Tusla in the assessment of such mandated reports, where requested to do so.

Clare County Council maintains a list of such persons as required by the Act.

This list is held by the designated liaison person.

4

Relevant legislation



ACT

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Relevant legislation

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

There are various Acts, national guidance, standards and codes of practice which are integral to the creation and maintenance of a safe environment for children and young people. They also provide guidance when it proves necessary for the state to intervene when a child's welfare and/or protection needs may have been compromised.

The following are the relevant examples of the legislation and guidance:

- **Child Care Act 1991**
- **Children Act 2001**
- **Child and Family Agency Act 2013**
- **Children First Act 2015**
- **Children First: National Guidance for the Protection and Welfare of Children 2017**
- **National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016**
- **Safeguarding Guidance for Organisations. Tusla 2015**
- **Criminal Justice Act (Withholding of information on Offences against Children and Vulnerable Persons) Act 2012**
- **Criminal Justice Acts 2006-2013**
- **Occupiers Liability Act 1995**
- **Data Protection Acts 1988-2003**
- **Freedom of Information Acts 1997-2014**
- **Local Government Act 2014**
- **Protected Disclosures Act 2014**
- **Equality Act 2004**
- **Protection for Persons Reporting Child Abuse Act 1998**
- **Criminal Law (Sexual Offences) Act 2017**
- **Full text of the above acts is available on www.irishstatutebook.ie and of the guidance on www.tusla.ie**

5

Codes of behaviour



5.1

Code of behaviour for staff members and volunteers in relation to children

5.1.1 Purpose

This code of behaviour outlines the conduct Clare County Council expects from all staff members and volunteers in their contacts with children. This includes agency staff, interns, students on work placements and anyone who is undertaking specific duties for the County Council, whether paid or unpaid.

The code of behaviour aims, as far as practicable, to help the County Council protect children and young people from abuse or harm.

The Named Persons Committee, drawn from the Directorates within Clare County Council, will ensure that everyone involved in the delivery of Council services has seen this code, understood and agreed to follow the code of behaviour. Staff members and volunteers will also be made aware of the possible disciplinary consequences of breaching this code of behaviour.

Staff members of Clare County Council and associated volunteers shall adhere to this code of behaviour in conjunction with the Clare County Council Child Safeguarding Statement and the Clare County Council Policy and Procedures for the Protection and Safeguarding of Children 2020.

Staff members and volunteers shall be familiar with the content of this code of behaviour. This code of behaviour applies to all staff members and volunteers who have to interact on a regular and planned basis with children in the performance of their duties and/or may have unplanned contact with children during their work activities.

Note All third parties providing services, including contractors, shall be issued with information about Clare County Council's policies regarding the Council's ethos for safeguarding children, including the Council's Customer Service Charter.

5.1.2 Behaviour checklist for staff members and volunteers, in relation to safeguarding children and maintaining a child centred approach to children accessing Council services and/or facilities:

- Treat all children and young people fairly and without prejudice or discrimination
- Listen to and respect children
- Involve children as appropriate, particularly regarding their age and level of understanding
- Provide encouragement, support and praise
- Use appropriate language (physical and verbal)
- Encourage a positive atmosphere
- Offer constructive criticism if deemed appropriate
- Treat all children as individuals
- Respect a child's personal space
- Use age appropriate teaching/learning and communication aids including specialist staff where necessary e.g. sign language practitioners
- Lead by example when engaging with children and young people
- Work towards creating an atmosphere of trust
- Respect and be aware of differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between yourself and others
- If required, translation services will be provided for children to maximise their participation in services and to ensure any possible safeguarding issues can be communicated
- Do not allow allegations or concerns in respect of possible abuse or harm to children to go unreported. Reporting includes abusive behaviour being displayed by an adult or child and directed at a child
- Staff members/volunteers should not smoke, consume alcohol or use illegal substances when interacting with children during their working hours
- Where possible avoid spending excessive amounts of time alone with children during your working hours or volunteer hours
- Do not take children, involved with Council services or funded activities, on journeys alone in a vehicle and never without the consent of the parent/guardian
- Staff members/volunteers should avoid being in a one to one situation with a child. However if a child needs to talk separately to an adult this should be done in an open environment in view of others whilst respecting the child's privacy
- Do not use or allow offensive or sexually inappropriate physical contact and or verbal language with children
- Do not single out a particular child you have contact with through your work environment for unfair favouritism, criticism or ridicule
- Do not hit or physically chastise children

- Do not socialise inappropriately with children e.g. outside of the structured activities they may be engaged with through direct services of the Council or funded services
- Where physical contact is an inherent part of an activity seek consent of the child/young person in relation to physical contact (excepting an emergency or high risk situation)
- Avoid being involved in horseplay or inappropriate touching
- Do not reveal personal information about children excepting where you may be concerned about possible protection or welfare concerns which may require contact with Tusla and/or An Garda Síochána
- Where possible do not leave children unattended/unsupervised
- Signage must be posted, particularly at open Council events that children must be supervised at all times
- If a child is left in a facility or amenity under the control of Clare County Council after closing time the person in charge is to immediately contact the parent/guardian. If no parent /guardian responds or can be contacted, An Garda Síochána are to be informed
- It is not recommended that any staff member or volunteer is left alone to engage with children. In Council locations where there is only one staff member then the individual service needs to ensure that a safeguarding children risk management plan is in place if this service has any level of contact with children, particularly of a regular, planned nature
- In the event of a staff member or volunteer being scheduled to complete an inspection on a premises or a home visit and there are known to be children present at the location, these contacts are to be planned with the resident or business owner in advance to ensure an adult will be present
- At events or within Council buildings frequented by children when requested to direct a child to the toilet, Staff members/volunteers should not accompany the child into the toilet, excepting a child that has a disability and may require or request assistance
- In a difficult situation involving a child, try and ensure another member of staff is present
- Do not accompany a child out of a Council facility or an event in search of a parent. Keep them safe until a parent or carer returns
- Contact An Garda Síochána if you have cause to believe that a child has been abandoned/forgotten or may be at possible risk of harm
- Do not make arrangements to directly contact a child either by phone or through electronic or social media
- Do not carry out tasks of a personal nature for a child that the child could do for him/herself

The following appendices provide additional guidance for staff and volunteers in specific services:

Appendix 2

Clare County Library Service Child Safeguarding Statement

Appendix 3

Child Safeguarding Statement, Housing and Homeless services

Appendix 4

Additional procedures for staff members and volunteers (Health and Safety)

Appendix 5

Additional procedures for staff members and volunteers, Ennis Leisure Complex and CCC recreational facilities

Appendix 6

Additional procedures for staff members and volunteers, Beach Ambassadors

Appendix 7

Additional safeguarding children guidance, Fire Service

Appendix 11

Human Resources Child Safeguarding Risk Register

Appendix 15

Digital Hubs Safeguarding Children Risk Assessment

Appendix 16

Additional guidance for Ennis Municipal District events

Appendix 17

Water Services Risk Assessment-Safeguarding Children

5.2

Code of behaviour for children and young people

5.2.1 Purpose

This code of behaviour aims to ensure that children and young people who interact with Clare County Council Staff members /volunteers or access Council facilities are aware of what is expected of them and feel safe, respected and valued.

5.2.2 Basic Principles:

This code of behaviour aims to:

- Identify acceptable and unacceptable behaviour
- Encourage cooperation, fairness, honesty and respect
- Encourage children and young people to recognise and respect the rights of others
- Encourage children and young people to take responsibility for their own behaviour
- To assist with conflict resolution and to give clarity as to the outcome if this code is not followed

5.2.3 Guidelines

Children and young people should:

- Cooperate with others
- Listen to others
- Treat everyone with respect
- Take responsibility for their own behaviour
- Talk to a trusted adult about anything that they may be worried or concerned about
- Follow this code of behaviour and other guidance, including the law

Children and young people should not:

- Be disrespectful to others
- Bully others whether online or offline
- Behave in an intimidating manner to others
- Be abusive to anyone either verbally or physically

5.2.4 If children and young people do not follow this code of behaviour the following will apply:

- If a child or young person acts inappropriately while accessing a Council facility or services they will be asked to comply with the code of behaviour
- If this behaviour continues after the first reminder or if it escalates the incident will be recorded and the parent/guardian will be informed
- If the behaviour is repeated on a further occasion/s the access to the service or facility may be restricted. Again the incident will be recorded and the parent/guardian will be informed
- When dealing with a disruptive child it is recommended that where possible more than one staff member or volunteer is present

5.2.5 Disruptive behaviour by a child – guidance for staff members and volunteers

It is important to deal with such situations calmly and quietly and to avoid putting yourself or others in danger. When dealing with a disruptive child it is recommended that where possible more than one staff member or volunteer be present. In extreme cases where staff have concerns about their own safety or the safety of a child, it may be necessary to call An Garda Síochána.

Positive behaviour is expected from children at all times while using Council facilities. Parents/guardians, or if in a school group, their teachers, supervisors and the school which they attend are expected to take responsibility for the behaviour and safety of children while on Council premises and/or using Council facilities.

Disruptive behaviour by children in for example libraries and similar facilities is unacceptable and if it occurs the child in question will be advised that s/he is causing a disturbance and given a warning and advised of the code of behaviour in place for children. If a young person continues to behave in an unacceptable manner, they will be asked to leave the facility immediately where appropriate and safe to do so. This will have regard to the age of the child and level of understanding.

If a child continues to misbehave s/he will be offered the opportunity to call a parent/guardian to come and collect them. If s/he refuses to do this her/his behaviour will result in the immediate withdrawal of access to the facility and/or services for that child. The child will be asked to leave where appropriate and safe to do so. This will have regard to the age of the child and level of understanding

The child's parents/guardians will be phoned (where contact details are available) and a letter will be sent to the child's parents or guardian outlining the incident and explaining why the services have been withdrawn.

Children who are asked to leave a facility or an event because of disruptive behaviour may be sanctioned in respect of future attendance at a facility or event and their parents will be informed of this by phone or in writing where contact details are available.

Staff members/volunteers may ask a child to leave the premises or event without prior warning depending upon the seriousness of the behaviour. An Garda Síochána will be called to deal with disruptive children who refuse to leave the Council facility and continue to be disruptive. Any abusive or threatening behaviour toward staff members/volunteers will result in the immediate withdrawal of access to the relevant facility or service

Instances of disruptive behaviour that require the intervention of a staff member/volunteer, and which put at risk the safety and well-being of others, must be documented.

5.2.6 The report of a disruptive incident shall describe:

The programme or activity running at the time;

What happened?

Who was involved?

Where and when it happened;

What was said, if significant?

Any injury to person or property;

How the situation was resolved;

An Incident Report Form shall be completed.

5.2.7 Unacceptable behaviour

Clare County Council aims to provide a high quality of service in a safe and secure environment. In order to achieve this, all users are asked to note that the following behaviour will not be accepted in any of our facilities:

- Behaviour which is disruptive and interferes with the use and enjoyment of the facility by others.
- Harassment of staff or members of the public by use of abusive, racist, obscene or threatening language.
- Use of violence or threat of violence toward staff and/or members of the public.
- Malicious damage to and/or theft of Clare County Council's property.
- The use of alcohol and illicit drugs while using Clare County Council's facilities.
- Smoking within Clare County Council's premises.
- Personal property being left unattended while using Clare County Council's facilities.

5.2.8 Safeguarding Children procedures

If a staff member or volunteer becomes concerned that a child's behaviour suggests that there may be child protection or welfare concerns they will follow Clare County Council Policy and Procedures for the Protection and Safeguarding of Children 2020.

This will involve raising the concern with the Designated Liaison Person (DLP) of Clare County Council or a Deputy DLP (DDL) who may then need to inform Tusla, Child and Family Agency.

If such a response is necessary best practice would support the parents/guardians being informed, unless to do so could possibly put the child further at risk or if it could interfere with a possible investigation by An Garda Síochána or it is the considered opinion that it could place the person making the report at potential risk from the family.

6



Safe supervision of children

6.1

Maintaining adequate supervision ratios of children /young people

In planning for an event, such as a parade or festival, that involves children it is important that Clare County Council reviews how many adults will be required to supervise the projected number of children due to be in attendance, in a safe manner. The appropriate ratio will be dependent on:

- whether the children have special needs or requirements
- the ages of the children
- the nature of the activity
- the duration of the activity

Note It is recommended that there should be a minimum of 2 adults present for each activity. If the activity is an overnight activity, additional staff members and/or volunteers should be considered. If the group of young people is mixed gender then a gender balance of adults should be maintained.

It is recommended that the minimum following ratios should be applied, dependent solely on the number of children:

- 0 to 1 years – 1 staff member or volunteer to 3 children
- 1 to 2 years – 1 staff member or volunteer to 5 children
- 2 to 3 years – 1 staff member or volunteer to 6 children
- 3 to 6 years – 1 staff member or volunteer to 8 children
- 7 to 12 years – 1 staff member or volunteer to 8 children
- 13 to 18 years – 1 staff member or volunteer to 10 children

(Reference NSPCC.com)

Note All relevant volunteers and staff members involved in these activities should have Garda vetting in place relevant to the activity or the event. They should have also received induction training appropriate to their role, particularly in respect of safeguarding children.

It is noted that some volunteers, for example beach ambassadors, may be in the age range 16 to 18 years. In this case they can only perform their duties under the supervision of an adult and they can be Garda vetted with the written consent of their parent/guardian and the young person concerned.

If adults who have not been Garda vetted are being counted as part of the adult-child ratios there should be a system in place, during the event or activity, of supervision of this person by another Garda vetted person

6.2

Children with special needs or disabilities

Safeguarding standards for children with special needs or disabilities are essentially the same as for all children. They have the same rights to be protected from abuse however there are certain factors that can increase their risk of being abused, these include the following:

- Due to their disability some children may be socially isolated and have fewer outside contacts
- They may have a reduced capacity to recognise, resist or avoid abuse
- They can be particularly vulnerable to bullying and intimidation
- They may have communication difficulties which may make it problematic for them to tell staff members or volunteers if something is happening to them of an abusive nature
- A possible reluctance to accept that children with disabilities can be abused
- Confusing signs and symptoms of abuse with what may be regarded as behaviour linked with a child's disability and not related to abuse
- In organising activities for children with disabilities higher adult/child ratios may be required to supervise the activity
- If a child has specific intimate care needs they should be assessed prior to involvement in an activity and an agreed action plan be put in place

6.3

Trips away with young people.

Clare County Council may fund organisations/groups that take children/young people away and/or for overnight stays. These bodies need to ensure the following measures are in place:

- That the group/organisation has a Children First compliant protection and safeguarding of children policy and procedures, including a child safeguarding statement
- That a safeguarding children risk assessment has been completed in respect of the specific activity
- That the staff members and/or volunteers are appropriately trained, qualified and vetted
- That they have appropriate and gender balanced supervision in place
- That appropriate insurance is in place
- That the parents/carers have been informed in writing and briefed in respect of the details of the trip and given written consent for their child/young person to participate

7

Designated Liaison persons



Designated Liaison persons

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

7.1**Designated Liaison Persons for Children First**

Clare County Council has appointed a Designated Liaison Person and a number of Deputy Designated Liaison Persons.

7.2**The primary functions of the Designated Liaison Person are:**

- To receive and consider, in consultation with the person making the report, child protection and welfare concerns and to consider if reasonable grounds exist for reporting to Tusla
- To ensure that reporting procedures are followed within the County Council and such child protection and welfare concerns are referred promptly to Tusla
- To ensure that all such concerns and the subsequent actions taken by the County Council are recorded. This includes recording those concerns where it is decided reasonable grounds for concern do not exist and the DLP does not make a report to Tusla
- To ensure that a secure system is in place to manage and store confidential records of concerns of a child welfare or protection nature
- To be available for advice and guidance when someone is unsure about reporting a concern
- Where necessary to carry out informal consultation with Tusla in respect of a concern
- To ensure that a working relationship is established with An Garda Síochána and Tusla in respect of liaison arrangements in respect of child protection and welfare concerns
- To develop procedures for liaison between the Designated Liaison Person, Deputy Designated Liaison Persons and the mandated persons in relation to child protection and welfare concerns. This is with particular regard to concerns that come to the notice of mandated persons
- Where requested to jointly report with a mandated person
- To inform, with the person making the report, the child's parents/guardians that a report is to be submitted to Tusla or An Garda Síochána unless:
 - Informing the parent/guardian is likely to endanger the child or young person
 - Informing the parents/guardians may place 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 or interfere with a Garda investigation
- To provide feedback to the reporter, as appropriate

Designated Liaison persons

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

7.3**Details of personnel to contact if a concern exists in respect of the protection and welfare of a child:**

The Designated Liaison Person for Clare County Council is Damien McMahon/Social Development Directorate, 065 6846422

The Deputy Designated Persons for Clare County Council are:

Finbar Tuohy/Economic Directorate, 065 6846461

Bernadette Haugh/Rural Directorate, 065 6846228

Adrian Kelly/Physical Directorate, 065 6846264

Trina Rynne/Corporate/Finance Directorate, 065 6846343

Contact details**An Garda Síochána**

Contact details

Ennis Garda Station, 065 6848100

Tusla

Contact details

Duty social worker, 061 588688

8

Recognising child protection and welfare concerns



8.1

Categories and indicators of abuse:

8.1.1 Types of child abuse and how they may be recognised

Child abuse can be categorised into four main types: *neglect, emotional abuse, physical abuse and sexual abuse*.

A child may be subjected to one or more forms of abuse at any given time. Abuse and neglect can occur within the family, in the community or in an institutional setting. The abuser may be someone known to the child or a stranger and can be an adult or another child.

In a situation where abuse is alleged to have been carried out by another child, it should be considered a child protection and welfare issue for both children and child protection procedures should be adhered to for both the possible victim and the alleged abuser.

The important factor in determining whether behaviour constitutes abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/guardian.

The definitions of neglect and abuse presented in this section are not legal definitions. They are intended to describe ways in which a child might experience abuse and how this abuse may be recognised.

8.1.2 Neglect

Ongoing chronic neglect is recognised as being extremely harmful to the development and well-being of the child and may have serious long-term negative consequences.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation, supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. These factors include the extent, if any, of positive influence in the child's life, as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with, but not necessarily caused by, poverty. It is strongly linked with parental substance misuse, domestic violence and parental mental illness and disability.

Neglect, including serious neglect, may be apparent immediately and on the basis of one engagement. An example is a child who is seriously underweight (without a medical condition) and has persistent hair and skin infections from poor hygiene. This condition is not the result of a one-off lapse on the part of a parent.

Other forms of neglect may only emerge over time as a pattern emerges. For example, a child who suffers a series of ongoing minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child who consistently misses school may be being deprived of intellectual stimulation or adequate supervision.

A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer.

The following are examples of child neglect:

- children being left alone without adequate care and supervision
- malnourishment, lacking food, unsuitable food or erratic feeding
- non-organic failure to thrive, such as, child not gaining weight due not only to malnutrition but also to emotional deprivation
- failure to provide adequate care for the child's medical and developmental needs, including intellectual stimulation
- inadequate living conditions – unhygienic conditions, environmental issues, including lack of appropriate heating and furniture
- lack of adequate clothing
- inattention to basic hygiene
- lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- persistent failure to attend school
- abandonment or desertion

8.1.3 Emotional abuse / ill treatment

Emotional abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child.

Once-off and occasional difficulties between a parent/guardian and child are not considered emotional abuse. Abuse occurs when a child's basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver. Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children's emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen.

A reasonable concern for the child's welfare would exist when the behaviour becomes typical of the relationship between the child and the parent or carer.

Emotional abuse may be seen in some of the following ways:

- rejection
- lack of comfort and love
- lack of attachment
- lack of proper stimulation (for example, fun and play)
- lack of continuity of care (for example, frequent moves, particularly unplanned)
- continuous lack of praise and encouragement
- persistent criticism, sarcasm, hostility or blaming of the child
- bullying

- conditional parenting in which care or affection of a child is made contingent on his or her behaviours or actions
- extreme over-protectiveness
- inappropriate non-physical punishment (for example locking a child in a room)
- ongoing family conflicts and family violence
- seriously inappropriate expectations of a child relative to his/her age and stage of development.

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour.

It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

8.1.4 Physical abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. This form of abuse may occur as a single incident or as a pattern of incidents.

A reasonable concern exists where the child's health and/or development is, may be or has been damaged as a result of suspected physical abuse.

Physical abuse can include the following:

- physical punishment
- beating, slapping, hitting or kicking
- pushing, shaking or throwing
- pinching, biting, choking or hair-pulling
- use of excessive force in handling
- deliberate poisoning
- suffocation
- fabricated/induced illness
- female genital mutilation

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings.

The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult. There has been no change to the reporting requirements in relation to corporal punishment.

8.1.5 Sexual abuse

Sexual abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and, in some instances, occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

Cases of sexual abuse principally come to light through disclosure by the child or his or her siblings/friends; from the suspicions of an adult and/or by physical symptoms.

Note It should be remembered that sexual activity involving a child or young person may be sexual abuse even if the child or young person concerned does not themselves recognise it as abuse.

Examples of child sexual abuse include the following:

- Any sexual act intentionally performed in the presence of a child
- An invitation to sexual touching or intentional touching or molesting of a child's body by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of a child or the involvement of a child in the act of masturbation
- Sexual intercourse with a child, whether oral, vaginal or anal
- Exposing a child to inappropriate or abusive material through information and communication technology
- Consensual sexual activity involving an adult and underage person
- Sexual exploitation of a child, which includes:
 - Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography
 - Inviting or coercing or inducing a child to participate in, or to observe, any sexual, indecent or obscene act
 - Showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse

An Garda Síochána has the responsibility to investigate any criminal aspects of a sexual abuse case under the relevant criminal justice legislation and the prosecution of a sexual offence against a child will be considered within the wider objective of child welfare and protection. The safety of the child is paramount and at no stage should a child's safety be compromised because of concern for the integrity of a criminal investigation.

In relation to child sexual abuse, it should be noted that, for the purposes of criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. Any sexual relationship where one or both parties are under the age of 17 is illegal; however, it may not necessarily be regarded as child sexual abuse.

8.1.6 Bullying

It is recognised that bullying affects the lives of an increasing number of children and can be the cause of genuine concerns about a child's welfare.

Bullying can be defined as repeated aggression – whether it be verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools. It includes behaviours such as physical aggression, cyber bullying, and damage to property, intimidation, isolation/exclusion, name calling, malicious gossip and extortion. Bullying can also take the form of abuse based on gender identity, sexual preference, race, ethnicity and religious factors. With developments in modern technology, children can also be the victims of non-contact bullying, through mobile phones, the Internet and other personal devices.

While bullying can happen to any child, some may be more vulnerable such as children with a disability or children who have special educational needs, those from ethnic minority and migrant groups, from the Traveller community, lesbian, gay, bisexual or transgender (LGBT) children and those perceived to be LGBT and children of minority religious faiths.

There can be an increased vulnerability to bullying amongst children with special educational needs and particularly those who do not understand social cues and/or have difficulty communicating. Some children with complex needs may lack understanding of social situations and therefore trust everyone implicitly. Such children may be more vulnerable because they do not have the same social skills or capacity as others to recognise and defend themselves against bullying behaviour.

Bullying in schools is a particular problem due to the fact that children spend a significant portion of their time there and are in large social groups. In the first instance, the school authorities are responsible for dealing with such bullying. School management boards are required to have a code of behaviour and an anti-bullying policy in place. School personnel should be aware of their school's anti-bullying policy and of the relevant procedural guidelines.

Note In cases of serious instances of bullying where the behaviour is regarded as possibly abusive, or poses a serious risk to the health, development or welfare of a child, a report may need to be made to Tusla and/or An Garda Síochána.

8.1.7 Complicating factors in child welfare and protection

The following are some of the complicating factors and circumstances that may make children more vulnerable to child protection and welfare concerns:

Age of child

Gender

Sexuality

Trafficked and/or exploited children

Children with communication difficulties

Children with mental health issues

Children with disabilities

Domestic violence

Sexual violence

Adolescent parents

Parental mental health issues

Parental substance misuse

Parental intellectual disability

Unknown male partners and their history/association with the child's family

Families who are uncooperative or hard to engage

Poverty and social exclusion

8.1.8 Outside of the above child and parental factors there may also be relevant community, environmental and motivational engagement factors with and for parents/guardians

Examples of these may include:

- Housing issues
- Children who are out of home and not living with their parents
- Bullying
- Internet and social media concerns
- Non-attendance of children at appointments
- Parents/guardians avoiding contact with services and displaying a reluctance to work with services

Note that it is important to remember that the identification of additional vulnerability to risk of abuse does not mean that a child in those circumstances or environment is being abused.

9

Responding to child protection and welfare concerns



Responding to child protection and welfare concerns

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

As stated previously in this document children have a right to be listened to and heard. The paramount issue in all matters relating to children is that they are safe as far as possible and are protected from all forms of abuse. Clare County Council aims to create and maintain a safe environment for children engaged with their services and/or accessing their facilities. This process is assisted by ensuring that all allegations and suspicions of child protection or welfare concerns are reported and that the response is timely and effective. This level of response includes internal reporting within Clare County Council safeguarding structures and externally to the statutory authorities.

Note the responsibility to safeguard children and to report any child protection or welfare concerns applies to all Clare County Council staff members and volunteers.

9.1

Reasonable grounds for concern

Tusla **must** be informed if a person has **reasonable grounds for concern** that a child may have been, is being, or is at risk of being abused or neglected.

Children First: National Guidance for the Protection and Welfare of Children 2017 lists the following as reasonable grounds for concern:

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

Wherever appropriate any issues should be checked with the parents/guardians when giving consideration as to whether a concern exists. This checking may not take place if doing so may further endanger the child or the person considering making the report or interfere with an investigation by An Garda Síochána or an assessment by Tusla.

Note that abuse may not always be due to personal contact with a child or young person. Abuse may occur through use of social media or the use of information and communication technology.

9.2

Responding to disclosures of abuse:

9.2.1 Responding to a child/young person who discloses abuse

A staff member or volunteer of Clare County Council may receive a disclosure from a child/young person that they have been or are being harmed or abused. In responding to the child's disclosure the following guidance should be taken into consideration:

- They should remain as calm as possible
- They should listen to the child and give them time to share their concerns as much as they are able
- They should try not to show any reactions such as anger or disbelief
- They should accept what the child is telling them. False disclosures by children happen rarely
- They should reassure the child that they have taken the right action in talking to them
- Leading questions by the staff member or volunteer should be avoided
- They must advise the child that such concerns cannot be kept secret and that the information will have to be told to people that can help them (Tusla and An Garda Síochána)
- A factual record of the conversation should be made, quoting the actual words used by the child, by the staff member or volunteer that received the disclosure
- The DLP should be informed immediately with a view to a direct report to Tusla as per reporting procedures under Clare County Council Policy and Procedures for the Protection and Safeguarding of Children 2020
- Appropriate confidentiality must be maintained by the employee/volunteer who received the disclosure from the child

9.2.2 Responding to adults who disclose childhood abuse

When a disclosure of retrospective childhood abuse takes place it is essential to establish whether there may be a current risk to children who may be in contact with the alleged abuser from the information contained in the disclosure. This remains the case even if the children/young people referenced in the concern have not yet been identified.

If a risk is deemed to exist to a child/young person who may be in contact with the alleged abuser the reporting procedures of Clare County Council in respect of child protection and welfare concerns must be followed. Any mandated person or DLP must report the allegation to Tusla without delay.

Staff members or volunteers receiving such concerns if they are unsure about whether to report or not should consult with the DLP or the local Tusla Duty Social Work Service. Any anonymised consultations with Tusla in respect of general advice must be recorded on the confidential file.

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

9.2.3 Responding to someone who admits abusing a child

Any Clare County Council staff member or volunteer who receives or becomes aware of information that a person is admitting an offence of an abusive nature against a child must advise that person that such information cannot be kept confidential to the recipient. Such information must be recorded and the procedures for notifying the DLP in respect of child protection and welfare concerns will be followed immediately. Any concerns with regard to an immediate ongoing risk to a child or children will be dealt with by the DLP and/or their Deputy as per procedures set out in this document.

9.2.4 Responding to allegations of child abuse made against a child

Allegations of what often is called 'peer abuse' may include:

- Bullying or cyberbullying
- Online abuse
- Emotional abuse
- Physical abuse
- Sexting
- Harmful sexual behaviour
- Sexual abuse

Staff members and volunteers need to be aware that such allegations may become evident in a variety of ways, including:

- A direct allegation of abuse may be made by a child in respect of another child or young person
- A child may disclose behaviour which they are uncomfortable with from another child. The child may not recognise that such behaviour is abusive
- A child or young person may disclose that they have harmed another child or may be likely to do so

Note If a child discloses allegations that he/she is being abused by another child / young person to a staff member or volunteer they should follow the guidance as set out in Sections 8 and 9.

9.2.5 Responding to a person who is dissatisfied with how their allegation was dealt with by Clare County Council

Clare County Council has a complaints policy in place 'Complaints and appeals procedure for general complaints' which is available on the Council's website for children and parents to access, as well as Council staff members and volunteers. Any review of a complaint in terms of how a concern was processed must involve the DLP of Clare County Council, excepting if that person or their deputy is the subject of the complaint.

This policy may also be accessed by persons who wish to make complaints in respect of children that may not be of a child protection or welfare nature. Examples of such complaints may include breaches of the codes of behaviour which are deemed not to be in respect of child protection or welfare concerns.

9.3

Responding to allegations of abuse made against staff members or volunteers

An allegation of abuse may relate to a staff member or volunteer who either works with or has/had contact with children who has:

- Behaved in a way that has or may have harmed a child/young person
- Possibly committed a criminal offence in relation to a child/young person
- Behaved towards a child/young person or children/young people in a way
- that indicated they may pose a risk of harm to a child/young person
- Behaved in a way that is contrary to Clare County Council's code of behaviour for staff members and volunteers in relation to children
- Behaved in a way that is contrary to professional practice guidelines

9.3.1 There are two separate procedures to be followed when such an allegation is made known and/ or received:

- The reporting to Tusla in respect of the concern, detailing information in respect of the child/ young person and of the alleged abuser
- The internal Human Resources procedures for dealing with the staff member or volunteer

9.3.2 Key principles to be followed in responding are as follows:

- The priority will be to protect the child/young person while at the same time taking account of the staff member or volunteer's right to due process. The fact that protective measures have been taken does not presume guilt
- The same person will not have the responsibility for dealing with the child protection reporting procedure and the employment/contractual issues
- The County Council's reporting procedures for the reporting of child protection and welfare concerns will be followed by mandated persons and the DLP
- The County Council CEO or their designate will manage procedures relating to employment issues
- Any action taken will consider the applicable employment contract and the rules of natural justice
- It is to the benefit of all concerned that a timely resolution to the allegation is achieved
- The agreed procedures for dealing with allegations of abuse against staff members or volunteers will be applied objectively and in a consistent manner
- All elements of the process will be recorded
- Clare County Council will take care to ensure that any actions or investigations by the Council do not compromise or prejudice any statutory investigation by An Garda Síochána or assessment by Tusla
- Close liaison will be maintained between Clare County Council, An Garda Síochána and Tusla, with the DLP being the key liaison person for the Council

9.3.3 Actions to be taken by Clare County Council will include:

- The Designated Liaison Person will be informed of the allegation, if not previously known
- The DLP will inform the Clare County Council CEO or the delegated person of the allegation
- The DLP will follow the agreed procedures for reporting child protection and welfare concerns
- In making an immediate decision about the employee's or volunteer's presence in the work environment the CEO/delegated person will as a matter of urgency take any measures necessary to protect the child/young person. Such measures should be proportionate to the level of risk to the child/young person and do not presume any finding of guilt
- Any action by Clare County Council will be guided by the agreed internal procedures i.e. Grievance and Disciplinary procedures, the applicable contract of employment and the rules of natural justice, where appropriate
- The Support Contact Person in Human Resources and the DLP will inform the staff member or volunteer, privately, that an allegation has been made against him/her and the nature of the allegation. The staff member or volunteer will be given an opportunity to respond to the allegation
- The CEO/delegated person should note the response and pass on this information to Tusla via the DLP if making a formal report to that statutory body
- Formal inter agency meetings will be requested by Clare County Council with Tusla and An Garda Síochána to ensure effective liaison takes place in respect of the allegation and the necessary follow up actions
- It should be noted that the requirements of fair procedure and natural justice will result in Tusla not sharing the details of any assessment against a staff member or volunteer until he/she has had an opportunity to respond fully to the allegation and any findings or decisions by Tusla

9.4**Erroneous allegations**

In working with or having contact with children, staff members and volunteers on some occasions may have been subject to erroneous or false allegations of abuse. These may be due to a misunderstanding of what took place or a genuine mistake.

It is therefore good practice that any allegation of abuse against a staff member or volunteer is dealt with sensitively. In addition support should be available for both the alleged abuser and for the person who reported the alleged abuse from Clare County Council. Throughout the process of responding to the allegation appropriate levels of confidentiality will also be maintained, in the interests of the child/young person and the alleged abuser.

9.5

Protected Disclosures (“Whistleblowing”)

Staff members and volunteers of Clare County Council have guidance available in respect of Protected Disclosures in ‘Clare County Council, Protected Disclosures 2017.’ This document provides guidance for staff members and volunteers in respect of the internal and external reporting of wrongdoing and the legal protections of reporting under the Protected Disclosures Act 2014.

In the context of safeguarding children it remains the responsibility of the individual staff member or volunteer to bring matters of concern forward to the appropriate person within the Clare County Council structures. This may prevent a child in particular from remaining in a situation where there is a risk of abuse.

10

**Reporting
child protection and
welfare concerns**

An abstract graphic consisting of several overlapping, rounded rectangular shapes in various colors including orange, red, brown, and blue, positioned in the lower half of the image.

10.1

Steps to be taken by a staff member or volunteer of Clare County Council who is aware of or suspects child protection or welfare concerns:

Step 1

- A concern that comes to the notice of a Clare County Council staff member or volunteer that a child may have been or is currently being or may in the future be at risk of being abused must be reported to the Designated Liaison Person without any undue delay. In relaying such concerns the staff member or volunteer must complete the Tusla Child protection and welfare report form for Reporting Child Protection and/or Welfare Concerns (Appendix 10). This completed form must be forwarded to the Designated Liaison Person without delay.

Step 2

- The Designated Liaison Person will consult with the person who raised the concern with a view to deciding if reasonable grounds for concern exist.

Step 3

- If reasonable grounds for concern exist the Designated Liaison Person will report the concern to Tusla. Informal consultation may take place by the Designated Liaison Person with the Tusla duty social worker to assist the DLP in coming to a view in terms of whether reasonable grounds for concern exist. This consultation should take place without the use of identifying details and any advice given must be recorded by the DLP. The report can be made to Tusla in hard copy or via the Tusla portal.

Step 4

- If it is the view of the Designated Liaison Person that a report should not be made to Tusla the employee/ volunteer with the reasonable concern must be given a clear written explanation of the reasons why the concern is not being reported to Tusla. The employee/volunteer must be advised by the DLP that if they remain concerned they are free to make a report to Tusla or An Garda Síochána. The staff member or volunteer who reports independently in this situation has protections under the Protection of Persons Reporting Child Abuse Act 1998.

Step 5

- At all stages of this process the Designated Liaison Person will ensure that a confidential file is created which is a record of all actions taken in respect of all child protection or welfare concerns received and all correspondence issued by or received by Clare County Council. This information will be kept in a secure setting by the DLP with restricted access.
This procedure will also cover those concerns which following consideration do not initially meet reasonable grounds for concern. In this situation the DLP must record the reasons for the decision as well as any actions taken. As noted above any advice received from Tusla must be recorded on this file.

Reporting child protection and welfare concerns

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Step 6

- Concerns that do not initially meet reasonable grounds for concern may upon review show patterns or trends which may raise the level of concern to the extent that the Designated Liaison Person may decide that reasonable grounds for concern do exist and Tusla should receive a report.

Note If an allegation of abuse is made in respect of a staff member or volunteer of Clare County Council the matter will be brought to the immediate attention of the Chief Executive or delegated person by the Designated Liaison Person.

The staff member or volunteer who first encounters a concern in respect of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. It is the responsibility of Tusla to assess such concerns and of An Garda Síochána to investigate whether any possible crime may have been committed.

Under no circumstances should a staff member or volunteer of Clare County Council attempt to intervene or respond to a concern alone.

10.2

Anonymous reports

Designated Liaison Persons when making a report to Tusla or An Garda Síochána must comply with the requirements of this policy and procedures thereby not report anonymously. The same principle is applied to the staff member or volunteer who makes the initial report to the DLP. Under the Freedom of Information Acts anonymity should never be promised as it cannot be guaranteed.

It is also not possible for mandated persons to submit a report of a mandated concern anonymously as to do so would not discharge the statutory obligations for a mandated person under the Children First Act 2015.

10.3

Malicious reports

Malicious reports have the potential to cause harm to the named child/young person and the person/s identified as the alleged abuser/s. The Protection of Persons Reporting Child Abuse Act 1998 has introduced an offence of false reporting of child abuse where a person makes a referral of child abuse to the appropriate authorities "knowing that statement to be false". In the event that any staff member or volunteer is concerned that a report is malicious they should initially bring it to the notice of the DLP.

10.4

Reporting concerns in an emergency or where there is an immediate risk to a child

In an emergency where the considered opinion is that there is an immediate risk to a child's health or welfare and the Designated Liaison Person or one of their Deputies or Tusla cannot be contacted a report should be made directly to An Garda Síochána. Following such an action the standard report (CPWRF) should be

forwarded to the Designated Liaison Person with a view to submission to Tusla as per normal procedures on the next working day.

The information to be provided to An Garda Síochána by the person making such an emergency report is as follows:

- Child's name, address and age
- The names and addresses of parents or guardians
- Name/s, if known, of who is allegedly harming the child or not caring for him/her appropriately
- A detailed account of the grounds for concern (e.g. details of the allegation/s, dates of incidents, location/s of incident/s, description of any injuries or possible bruising)
- Names of other children in the household
- Name of the school the child attends, if of school age
- The name of the person making the report, contact details and relationship, if any, to the child

10.5

Talking to parents/guardians about a concern.

The Children First Act 2015 does not place a legal responsibility on the person making the report to advise a family that such a report has been made under the legislation to Tusla. However it is good practice to do so and where possible the person making the report and/or the Designated Liaison Person should tell the family that a report is being made to Tusla and the reasons for doing so.

It is not necessary to inform the family that a report is being made if by so doing the child may be placed at further risk or where the family's knowledge of the report being made could impair Tusla's assessment process. In addition the family may not be informed if it is the reasonable opinion of the person making the report that they may be at risk of harm from the family if the family were advised of the reporting to Tusla.

Note If the parents are to be met to be informed about the fact that a concern has been reported the following guidance should be considered:

- Make sure, as far as practicable, that parents/guardians have prior knowledge and awareness of the County Council's guiding principles, procedures and duties to safeguard children and young people
- In contact with parents explain clearly the nature of the concern, for example, by using factual information and records of observations made
- Consider who is best placed to have this conversation with parents e.g. the person making the initial report and the DLP
- Take an approach which is positive and that everyone is working towards what is in the best interests of the child
- Ensure that the approach to the parents is supportive but also ensure the concern is made clear to all in the discussion

11

**Reporting mandated
concerns of harm**



Reporting mandated concerns of harm

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Mandated persons are persons who have ongoing 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 and young people from harm. Professionals who may not work directly with children, such as those who work in adult counselling or psychiatry, are also mandated persons.

The Children First Act 2015 contains a list of mandated persons. The full list is available in Appendix 9 of this document.

Under this Act mandated persons are required to report any concern that meets or exceeds the threshold for reporting harm to a child under the legislation. If reporting is to be made independent of the Designated Liaison Person the mandated person should inform the DLP that a report has been made.

The statutory obligation of mandated persons to report under the Children First Act 2015 must be discharged by the mandated person and cannot be discharged by the Designated Liaison Person on their behalf.

The Children First Act 2015 requires that Clare County Council maintains a list of mandated persons within the local authority (Appendix 9).

Staff members who are mandated persons under this Act should be made aware of their responsibilities at the start of their employment with Clare County Council.

11.1

Legal obligations of a mandated person

Mandated persons (defined and listed in Appendices 8 and 9) have two main legal obligations under the Children First Act 2015:

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

11.2

Mandated reporting

Mandated persons 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. They are also required, if requested, to help Tusla in assessing a concern which has been the subject of a mandated report.

The Children First Act 2015 defines harm as:

- 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,
- whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise."

11.2.1 Section 14(1) of the Children First Act 2015 states:

"where a mandated person knows, believes or has reasonable grounds to suspect,

Reporting mandated concerns of harm

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

on the basis of information he or she has received, acquired or becomes aware of in the course of his or her employment or profession as such a mandated person, that a child -

- a. has been harmed
- b. is being harmed, or
- c. is at risk of being harmed

he or she shall, as soon as practicable, report that knowledge, belief or suspicion, as the case may be, to the Agency." (Tusla)

11.2.2 Section 14 (2) of the Children act 2015 also places legal obligations on mandated persons to report any disclosures made by a child,

"Where a child believes that he or she –

- a. has been harmed
- b. is being harmed, or
- c. is at risk of being harmed

and discloses this belief to a mandated person in the course of a mandated person's employment or profession as such a person, the mandated person shall, as soon as practicable, report that disclosure to the Agency." (Tusla)

11.3

The threshold of harm for mandated persons reporting for each of the four main types of child abuse is as follows:

11.3.1 Neglect

Neglect is defined as 'to deprive a child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care'.

The threshold of harm at which a mandated person must report to Tusla under the Children First Act 2015, is reached when the mandated person knows, believes or has reasonable grounds to suspect that a child's needs have been neglected, are being neglected to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

11.3.2 Emotional Abuse/ill treatment

Ill-treatment is defined as 'to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated.' Emotional abuse is covered in the definition of ill – treatment in Part 1 section 2 of the Children First Act 2015.

The threshold of harm at which a mandated person must report to Tusla under the Children First Act 2015, is reached when the mandated person knows, believes or has reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Reporting mandated concerns of harm

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

11.3.3 Physical Abuse

Physical abuse is covered by the references to assault in the Children First Act 2015.

The threshold of harm at which a mandated person must report to Tusla under the Children First Act 2015, is reached when the mandated person knows, believes or has reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

11.3.4 Sexual Abuse

Sexual abuse to be reported under the Children First Act 2015 (as amended by Section 55 of the Criminal Law (Sexual Offences) Act 2017) is defined as an offence against the child, as listed in Schedule 3 of the Children First Act 2015.

If the mandated person knows, believes or has reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, then the mandated person must report this to Tusla under the Children First Act 2015.

Note

As all sexual abuse falls within the category of seriously affecting a child's health, welfare or development, the mandated person must submit all concerns about sexual abuse as a mandated report to Tusla.

The one exception to this is in respect of certain consensual sexual activity. The exemptions in respect of reporting underage consensual sexual activity are set out in detail under Section 14(3) of the Children First Act 2015.

11.4

Steps to be taken by a mandated person in making a mandated report to Tusla:

1. A concern that a child may have been harmed, is currently being harmed or may be harmed becomes known to the mandated person. The mandated person is of the view that the threshold for making a mandated report is met or exceeded
2. A child protection and welfare report form is completed in respect of the concern and forwarded to Tusla, as soon as practicable, indicating clearly that this is a mandated report. The mandated person may also first consult with Tusla if the mandated person is in doubt that the concern meets the threshold for a mandated report. Such consultation must be recorded by the mandated person
3. The mandated person should receive a response from the authorised person within Tusla formally acknowledging receipt of the report.
4. Once the report form is received by Tusla a child protection assessment will commence if sufficient risk is identified.
5. This mandated report must be copied internally to the Designated Liaison Person of Clare County Council as per procedures.

Reporting mandated concerns of harm

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Note

- As stated above, it will be best practice within Clare County Council that mandated reports when made are brought to the attention of the Designated Liaison Person
- It is important also to note that the statutory obligation of mandated persons to report under the Children First Act 2015 must be discharged by the mandated person and cannot be discharged by the Designated Liaison Person on their behalf
- Mandated persons can make a joint report with the Designated Liaison Person or another person, mandated or otherwise
- If Clare County Council or the DLP do not wish to report to Tusla, the mandated person should still proceed with the report as the defined threshold for reporting has been met or exceeded. In this case the provisions of the Protection of Persons Reporting Child Abuse Act 1998 applies
- If the mandated person has a concern that they believe does not reach the threshold for a mandated report they must consider whether the concern meets reasonable grounds for concern. The concern will then be reported to the DLP if the mandated person is of the view that reasonable grounds for concern exist
- The right to report independently is retained by the mandated person should the DLP choose not to report the concern. In this situation the provisions of the Protection of Persons Reporting Child Abuse Act 1998 applies
- If a mandated person is in doubt as to whether the concern reaches the legal definition of harm for making a mandated report, Tusla can be approached to give advice in this regard. The decision to report however remains the individual responsibility of the mandated person
- Mandated persons who receive a disclosure of harm from a child/young person which meets or exceeds the thresholds set out in Children First: National Guidance for the Protection and Welfare of Children 2017 are required to make a mandated report to Tusla. It is not required of the mandated person that they would assess the accuracy or credibility of the child's claims
- Under no circumstances should a child be left in a situation that exposes him or her to harm or risk of harm pending intervention by Tusla. If the mandated person is of the view that the child is in immediate danger and Tusla cannot be contacted, An Garda Síochána should be contacted. A mandated report should then be made to Tusla on the next working day by the mandated person
- The same concern should not be reported more than once. If additional information comes to the attention of the mandated person in respect of the reported concern this should be considered forwarded to Tusla without undue delay in the form of a further report
- The legal obligation to report under the Children First Act 2015 applies only to information that a mandated person acquires in the course of their professional work or employment. It does not apply to information acquired outside of their employment, or information given to them in respect of a personal rather than a professional relationship.
Reporting requirements under the Children First Act 2015 only apply to information that a mandated person has received or become aware of since the Act came into force, irrespective of whether the harm occurred before or after the commencement of the section related to mandated reporting.

Reporting mandated concerns of harm

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

- Reasonable concerns about past abuse where information came to the notice of the professional prior to the Act where there is a possible continuing risk to children can be reported to Tusla under Children First: National Guidance for the Protection and Welfare of Children 2017
- Mandated persons cannot report a concern anonymously and if they do so they are not in compliance with obligations under the Act

11.5

Informing a family that a mandated report is being made

The Children First Act 2015 does not place a legal responsibility on the person making the mandated report to advise a family that such a report has been made under the legislation to Tusla. However it is good practice to do so and where possible the person making the mandated report plus a second person, if it was a joint report, should tell the family that a report is being made to Tusla and the reasons for doing so.

It is not necessary to inform the family that a mandated report is being made if it is the reasonable opinion of the reporter that by so doing the child may be placed at further risk or where the family's knowledge of the report being made could impair Tusla's assessment process or a criminal investigation by An Garda Síochána. In addition the family may not be informed if it is the reasonable opinion of the person making the report that they may be at risk of harm from the family if the family were advised of the reporting to Tusla.

11.6

Consequences of non-reporting by the mandated person

The Children First Act 2015 does not impose criminal sanctions on mandated persons who fail to make a report to Tusla. However mandated persons should be aware that there are possible consequences for a failure to report. If after an investigation by Tusla it emerges that the mandated person did not make a mandated report and a child was subsequently left at risk and harmed, Tusla may:

- Make a complaint to the Fitness to Practise Committee of a regulatory body of which the mandated person is a member
- Pass information about the mandated person's failure to make a report to the National Vetting Bureau of An Garda Síochána. This information can therefore be disclosed to the mandated person's current employer or a future employer when that person is next vetted

Note

- Clare County Council may consider a failure to report a child protection concern as a disciplinary matter for an employee
- The Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) 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 An Garda Síochána. Failure to report under this Act is a criminal offence. This obligation is in addition to any obligations placed on mandated persons under the Children First Act 2015

Reporting mandated concerns of harm

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

11.7

Mandated Assisting

As noted in section 16(1), the Children First Act 2015 places a statutory requirement on mandated persons to assist Tusla in the assessment of risk of mandated reports, where requested to do so. Such assistance should be as deemed necessary and proportionate, with a view to assisting Tusla in assessing the risk to a child arising from the mandated report. A mandated person must comply with this request from Tusla, regardless of who made the mandated report.

Mandated assistance may include, for example, a request to provide further information or attend a meeting in relation to a mandated report.

Information may be shared by Tusla with the mandatory reporter in order to enable their assistance. This information cannot be shared by the mandatory reporter with any third parties, and such disclosure is subject to criminal sanction.

11.8

Sharing Information

The Data Protection Acts of 1998 and 2003 do not prevent the sharing of information on a reasonable and proportionate basis for the purposes of child protection. Tusla has the authority to share information concerning a child who is undergoing a risk assessment with a mandated person who has been asked to provide assistance. In doing so, Tusla must only share with the mandated person what is necessary and proportionate in the circumstances of each individual case.

Note

Section 17 of the Children First Act 2015 makes it an offence if a mandated person discloses information to a third party which has been shared by Tusla during the course of an assessment, unless Tusla has given the mandated person written permission to do so.

Failure to comply with this section may make the mandated person liable to a fine or imprisonment for up to six months or both. This offence can also be applied to the mandated person's employer.

11.9

Protection from civil liability

If a mandated person is required to share information with Tusla when assisting in the assessment of risk to a child, the mandated person is protected from civil liability.

Section 16 (3) of the Children First Act 2015 states:

'If a mandated person furnishes any information (including a report) document or thing to the Agency (Tusla) pursuant to a request made under subsection (1), the furnishing of that information, document or thing shall not give rise to any civil liability in contract, tort or otherwise and nor shall the information, document or thing be admissible as evidence against that person in any civil or criminal proceedings'

12

Confidentiality



Clare County Council is committed to protecting a person's right to confidentiality.

However with regard to child protection and welfare the County Council undertakes that:

- Where child protection and welfare concerns arise, information will be shared on a 'need to know' basis, in the best interests of the child, with the relevant statutory authorities and the parents/guardians
- No undertakings regarding secrecy will be given. Those staff members and volunteers engaged with or in contact with children should make this clear to parents/guardians and the children themselves
- The provision of information on a proportionate basis to the statutory agencies necessary for the protection of a child is not a breach of confidentiality or data protection
- Children and young people and parents/guardians have a right to know if personal information is being shared, unless it is the considered opinion that doing so could put the child/young person at further risk or may place the reporter at risk
- Records generated in respect of child protection and welfare concerns will be kept in accordance with Data Protection legislation, in a secure setting, by the DLP
- Any breaches by staff members or volunteers in respect of the sharing of confidential information which is not related to child protection or welfare concerns may be regarded as a disciplinary matter

13

Recruitment and selection of staff members and volunteers



Clare County Council is committed to the recruitment of staff members and volunteers through the application of safe recruitment procedures.

Safe recruitment requires that Clare County Council will:

- Ensure that all reasonable steps are taken to ensure that all relevant applicants who may pose a risk to children are identified and that an appropriate HR response is initiated prior to any appointment
- Ensure that persons involved in the recruitment of staff members and volunteers are trained appropriately and have the experience to undertake this role
- Ensure that Clare County Council's recruitment procedures are transparent, comply with best practice standards and also comply with the principles of natural justice, data protection compliant record keeping and human resource management
- Ensure that the recruitment procedures of Clare County Council are inclusive and treat all applicants as having equal status

13.1

The following procedures will apply to the appointment of staff members:

- The relevant HR application form, including reference requests will be completed by the applicant. This will include a declaration relating to any criminal records (**Appendix 13**).

Garda vetting of potential staff members will be sought in accordance with the National Vetting Bureau Acts 2012 to 2016 (as amended). The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. Garda vetting is conducted in respect of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons. The required information will be forwarded by the Council's Authorised Signatory as appointed under the Garda vetting procedure.

The Council will also carry out a periodic audit of existing services and staff members to ensure that National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 requirements are met. This will include in particular Council staff who regularly volunteer to steward/support regular Council run events that involve children and vulnerable people such as festivals and parades.

- The successful applicant will be offered employment, post interview, subject to:
 - Appropriate suitable references (minimum of two references)
 - Signing relevant employment application form and contract of employment
 - Where applicable, proof of qualifications
 - Appropriate Garda vetting
 - Positive proof of identification

- A recruitment and selection checklist will be used to ensure that agreed practices are followed (**Appendix 12**)
- The relevant HR application form, including reference requests will be completed by the applicant. This will include a declaration relating to any previous criminal records (**Appendix 13**)
- When staff are being re-assigned internally the checklist for reassignment of staff will be followed by HR (**Appendix 14**)

13.2

Recruitment of volunteers

For volunteers and groups that are directly linked with Clare County Council it will be established by the Council if there is a possibility of their activities involving regular and/or planned contact with children. If that is the case then all relevant volunteers and staff members must be Garda vetted, through the Garda Vetting Bureau, and a statement of suitability to work with children must be secured in respect of each relevant individual.

14

**Conditions for use of
Clare County Council
property and/or facilities
by outside bodies for
events/activities
involving children**

A decorative graphic at the bottom of the page. It features a light blue cloud shape behind several overlapping geometric shapes: a large purple trapezoid on the right, a blue rectangle in the center, a dark purple rectangle to the right of the blue one, a red rectangle on top of the blue one, and a green rectangle at the bottom center. There are also some orange and yellow shapes at the very bottom.

Conditions for use of Clare County Council property and/or facilities by outside bodies for events/activities involving children

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

- It is the responsibility of any group using Council property or a Council facility to run activities for children to ensure that they comply with all applicable national child safeguarding procedures and legislation
- The group or body need to evidence to the Council that they have a child protection and safeguarding of children policy and procedures in place. The group or body have the responsibility to liaise with Tusla to ensure their policy and procedures are Children First compliant
- The group or body need to confirm in writing to Clare County Council that such a child protection and safeguarding of children policy and procedures is in place and a Child Safeguarding Statement.
- The group or body must also complete a Safeguarding Children risk assessment relevant to the specific activity
- The group or body should have in place the appropriate insurance for the proposed activity or event.

15

**Safeguarding children
training plan
(including professional
development)**

A decorative graphic at the bottom of the page features a teal rectangle with a dark teal shadow, positioned behind the text. Surrounding and overlapping this rectangle are several large, semi-transparent circles in various colors: orange, green, blue, and purple. The background of the entire page is a solid dark blue.

Clare County Council is committed to the following actions in respect of training staff members and volunteers in respect of safeguarding children:

- That all key post holders within the safeguarding children structure will receive training commensurate with their roles
- That the induction programme for all staff members and volunteers will include as a minimum a briefing in respect of the Clare County Council Child Safeguarding Statement, the Council's Policy and Procedures for the Protection and Safeguarding of Children 2020 plus completion of the Tusla E learning module
- That the Clare County Council Policy and Procedures for the Protection and Safeguarding of children will be available on the Council website to facilitate access by all staff and volunteers
- That all staff members and volunteers will be facilitated to access the Tusla Children First E learning module by end of March 2021
- That practice and policy in respect of safeguarding children training will be Children First compliant
- That a training needs analysis in respect of safeguarding children training needs for all staff members and relevant volunteers will be initiated with a view to completion by the end of March 2021. This will inform and help to frame the future training plan
- That the Council's Policy and Procedures for the Protection and Safeguarding of Children will be integrated within the Professional Development Plans of all relevant staff members and as a standing agenda item at all levels of team meetings to ensure continuous presence and awareness

16

Safeguarding children communications plan



Clare County Council is committed to the following actions to ensure that staff members, volunteers and the public are aware of the Council's commitment to safeguarding children:

- The Child Safeguarding Statement and the Policy and Procedures for the Protection and Safeguarding of Children 2020 will be placed on the County Council's website
- All Council buildings that have public offices will display a safeguarding children notice which notes in particular the contact details for the Designated Liaison Persons and details of how to access the Child Safeguarding Statement
- All relevant groups in County Clare, including statutory bodies, will be given details in respect of the internet links for accessing the Child Safeguarding Statement and the related policy and procedures
- All Council facilities that are accessed regularly by children e.g. leisure centres, libraries, sports facilities will have signage in respect of safeguarding children
- Feedback systems need to be developed with children, parents/guardians, staff members and volunteers to advise the County Council as to whether the safeguarding children communication process is working

17

Online safety and social media

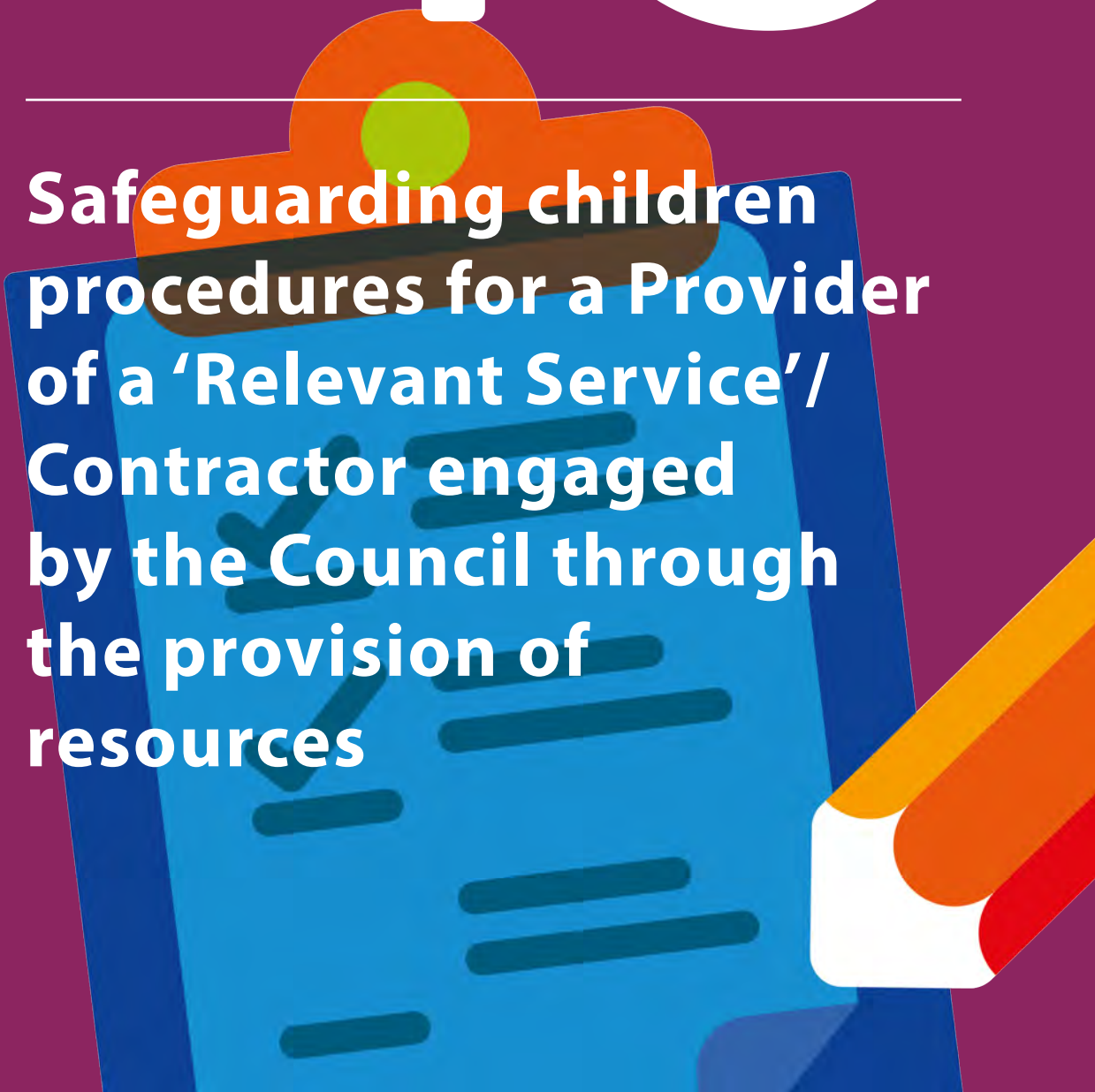


Information technology, of some form or another, is now an integral part of the lives of most children. If however this technology is used inappropriately it can present possible child safeguarding risks. These risks may lead to abuse concerns both online and offline.

The following are key actions for Clare County Council staff members and volunteers to implement in maintaining a safe environment for children when online and when using social media:

- Ensure there are online safety policies and procedures in place as part of creating a safe environment for children
- Be aware of the signs of online abuse and harm
- Respond to any concerns immediately and follow the Clare County Council procedures for reporting child protection or welfare concerns
- Ensure that in an employee's or volunteer's work based communication with a child/young person personal accounts should never be used as a form of communication and any such communication has secured parental/guardian consent in advance
- A Council mobile or tablet must be used if communication with a young person is necessary
- Any such communication with a child should include a reference for the young person to unsubscribe to any further communications
- Ensure that parental controls are on all devices that children may access
- Ensure that if young people are provided with access to live streaming this can only be done in an open area which can be supervised by a staff member or volunteer and with the prior consent of a parent/guardian
- See additional guidance in Appendix 2 for Clare Library services in respect of online safety.

18



**Safeguarding children
procedures for a Provider
of a 'Relevant Service'/
Contractor engaged
by the Council through
the provision of
resources**

It is the responsibility of each Provider of a 'Relevant Service' /Contractor supported by the Council through the provision of resources to undertake an assessment of any potential for harm to a child while providing the service.

It is the responsibility of each Provider of a 'Relevant Service' /Contractor, engaged by the Council for the provision of resources, to confirm they have a written Child Safeguarding Statement in place specifying the service being provided and outlining the procedures that in place to:

- Manage any child safeguarding risk identified
- Investigate an allegation against any staff member or volunteer about any act, omission or circumstance in respect of a child availing of the service
- Select and recruit staff members and/or volunteers who are suitable to work with children
- Provide information and training to staff members on child protection and safeguarding issues
- Enable staff members/volunteers, whether a mandated person or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the Minister
- Maintain a list of persons in the organisation who are mandated persons under the Act
- Appoint a relevant person in the organisation for the purposes of the Act

The Service Specific Child Safeguarding Statement should provide an overview of the measures that the service has in place to ensure that children are protected from harm.

The Provider of a 'Relevant Service' /Contractor supported by the Council through the provision of resources should also have in place appropriate child protection policies and procedures or alternatively they should agree in writing to comply with Clare County Council's Policy and Procedures for the Protection and Safeguarding of Children.

The Council shall seek a signed declaration from the provider of a 'Relevant Service' /Contractor supported by the Council through the provision of resources, that they have read and understand the particulars outlined in the Children First Act, 2015, Children First: National Guidance 2017 and additional Tusla Guidance.

The signed declaration should confirm the undertaking of a risk assessment and preparation of a Child Safeguarding Statement, and that the Provider/Contractor agrees to follow the guidelines on procedures and practices contained within.

The signed declaration should confirm that a vetting disclosure has been received in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act, 2012 to 2016 for any staff member and/or volunteer carrying out 'regular work or activities' that is any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults.

19

Appendices



Contents

APPENDIX 1

Clare County Council Child Safeguarding Statement September 2020



APPENDIX 2

Clare County Library Service Child Safeguarding Statement



APPENDIX 3

Child safeguarding statement Housing and homeless services



APPENDIX 4

Additional procedures for staff members and volunteers (Health and Safety)



APPENDIX 5

Additional procedures for staff members and volunteers, Ennis Leisure Complex and CCC recreational and amenity areas



APPENDIX 6

Additional procedures for staff members and volunteers, beach ambassadors



APPENDIX 7

Additional procedures for the Fire Service in respect of safeguarding children



APPENDIX 8

Schedule 1 of Children First Act 2015



APPENDIX 9

List of mandated persons under Children First Act 2015



APPENDIX 10

Tusla child protection and welfare report form for Reporting Child Protection and/or Welfare Concerns (CPWRF)



APPENDIX 11

Human Resources Child Safeguarding Risk Register



APPENDIX 12

Checklist for Appointments



APPENDIX 13

HR Application form for recruitment, including criminal record declaration



APPENDIX 14

Checklist for Reassignment of Staff in Clare County Council



APPENDIX 15

Digital Hubs Safeguarding children risk assessment



APPENDIX 16

Specific additional safeguarding children guidance – Ennis Municipal District Events



APPENDIX 17

Water Services - Risk Assessment- Safeguarding children



APPENDIX

1

Clare County Council Child Safeguarding Statement September 2020



Contents:

1. Introduction	3
2. Legislative basis for Clare County Council completing a Child Safeguarding Statement.....	3
3. The Organisation.....	4
4. Nature of Service.....	4
5. Principles to Safeguard Children and keep them safe from harm	5
6. Clare County Council's child-centred approach	6
7. Risk Assessment	6
8. Procedures.....	13
9. Implementation	13

1. Introduction

This Child Safeguarding Statement is in compliance with the requirements of the Children First Act 2015 and of Children First National Guidelines for the Protection and Welfare of Children 2017. As such it sets out the services being provided by Clare County Council and the principles and procedures that are in place to ensure, as far as practicable, that a child availing of or in contact with Council services is safe from abuse or harm. This statement also includes an assessment of risk of "harm" to a child while availing of or in contact with Council services and procedures to manage such risks are specified.

This document has been developed with reference to the following:

Children First Act 2015

"Children First National Guidelines for the Protection and Welfare of Children." DYCA 2017.

Local Government Management Agency "Draft National Template, Policy and Procedures for the Protection and Safeguarding of Children" February 2018.

"Guidance on Developing a Child Safeguarding Statement" (tusla.ie)

"What is a risk assessment?" (tusla.ie)

2. Legislative basis for Clare County Council completing a Child Safeguarding Statement

Under Section 10 of the Children First Act 2015 **a provider of a relevant service** "shall ensure, as far as practicable, that each child availing of the service from the provider is safe from harm while availing of that service."

Provider means in relation to a relevant service, a person

"(a) who provides a relevant service, and

(b) who, in respect of the provision of such relevant service –

- i. employs (whether under contract of employment or otherwise) one or more than one other person to undertake any work or activity that constitutes a relevant service,
- ii. enters into a contract for services with one or more than one person for the provision by the person of a relevant service, or
- iii. permits one or more than one person (whether or not for commercial or other consideration and whether or not as part of a course of education or training, including an internship scheme) to undertake any work or activity, on behalf of the person, that constitutes a relevant service."

(Reference Schedule 1 Children First Act for a full definition and list of relevant services and Appendix 8 in Clare County Council Policy and Procedures for the Protection and Safeguarding of Children 2020)

Such relevant services are **required** under Section 11 (2) of the Act to ensure to:

- a. Undertake an assessment of any risk including the potential for harm to a child while availing of the service
- b. Prepare in accordance with subsection (3) a child safeguarding statement, and
- c. Appoint a relevant person as the first point of contact in relation to the Child Safeguarding Statement.

Clare County Council Child Safeguarding Statement September 2020

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Section 11(3) of the act states that such a “child safeguarding statement shall include a written assessment of the risk and, in that regard, specify the procedures that are in place:

- a. To manage any risks identified
- b. In respect of any member of staff (employee) who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child availing of the relevant service
- c. For the selection or recruitment of any person as a member of staff (employee) of the provider with regard to that person’s suitability to work with children
- d. For the provision of information and, where necessary, instruction and training, to members of staff (staff members) of the provider in relation to the identification of the occurrence of harm
- e. For reporting to the Agency (Tusla, Child and Family Agency) by the provider or a member of staff (staff member) of the provider (whether a mandated person or otherwise) in accordance with this act or the guidelines issued by the Minister under Section 6 (Children First National Guidelines, 2017)
- f. For maintaining a list of persons (if any) of the relevant service who are mandated persons, and
- g. For appointing a relevant person for the purposes of this part of the Act.”

The relevant person for Clare County Council is Anne Haugh, Director of Social Development.

Note Children First national guidance also states that relevant services should appoint a named person to lead the implementation of guiding principles and child safeguarding procedures. This person is also responsible for ensuring that the policies and procedures are aligned with best practice as set out in Children First national guidance 2017. In view of the organisational structure Clare County Council decided that it would establish a named persons committee with overall governance responsibility for Children First implementation, monitoring and review.

the named person committee is the senior team of Clare County Council.

3. The Organisation

Clare County Council services cover an area of 3,400 square kilometres and at the last national census (2016) had a population of 118,817 people living within its boundaries, of which 30,625 were under 18 years.

The services are provided in multiple locations across County Clare with the headquarters of the local authority located in Ennis. The local authority employs approximately 800 staff members delivering services in teams and/or as lone workers e.g. some library locations are lone worker sites.

4. Nature of Service

Clare County Council directly provides and also resources a wide range of services and activities including housing, roads, parks, libraries, sports/leisure centres, museums, lifeguards, community groups and grant aided bodies.

The level of contact with children for some of these services is daily during working hours, while for others it may be occasional or unplanned contact. There is also a level of funding that is provided to community groups and grant aided bodies who provide services and activities for children either directly or indirectly such as through public events.

Clare County Council has completed this corporate child safeguarding statement to cover all Council services. Each Directorate has also completed a safeguarding children risk assessment. In addition individual service based safeguarding children risk assessments and additional staff guidance have been completed by those Council services with regular and/or planned contact with children.

It will be the responsibility of the providers of relevant services who are working either in partnership with the Council and/or are supported by the local authority through the provision of resources, to have in place Children First compliant policy and procedures. These should include in particular: a safeguarding children risk assessment, a Child Safeguarding Statement and the appointment of a relevant person.

5. Principles to Safeguard Children and keep them safe from harm

Clare County Council is committed to a child centred approach in the provision of services and related funded activities. The authority has an overall corporate responsibility to safeguard the children accessing the authority's services and activities. The authority makes every reasonable effort to ensure, as far as practicable, that such children and young people are safe and that any risk of protection or welfare concerns is minimised, as far as practicable.

Clare County Council is committed to the following principles in safeguarding children and maintaining child centred services

- That the safety and welfare of children is everyone's business
- That the promotion of the welfare, health and safety of children is paramount
- That all children have an equal right to attend Council services or use Council facilities that will respect them as individuals and will encourage them to reach their potential, regardless of background
- That children/young people raising welfare or abuse concerns will be treated equally and listened to by staff members and/or volunteers
- That any identified protection or welfare concern of a child that becomes known to Clare County Council staff members will be managed appropriately by the Council and in compliance with best practice as set out in Children First national guidance (2017) and within Clare County Council's Policy and Procedures for the Protection and Safeguarding of Children document
- That safe management procedures are in place for all staff members and volunteers, covering in particular recruitment selection, Garda vetting and a person's ability to work with children
- That designated persons and mandated persons in respect of child safeguarding are identified, trained and are known to all staff members and volunteers
- That procedures are in place to respond to an allegation of abuse of a child/young person against an employee/volunteer
- That procedures are in place to respond to an allegation of abuse of a child by another child/young person
- That a specific safeguarding children training plan is in place to ensure that all staff members/volunteers are aware of their role in keeping children safe and to raise organisational awareness of this issue
- That Clare County Council has developed and is maintaining clear record keeping procedures in respect of child protection and welfare concerns
- That a code of behaviour is in place for staff members/volunteers which sets out their responsibilities in interacting with children and young people
- That a code of behaviour is in place which outlines the responsibilities of children and young people in their interactions with each other and adults
- That Clare County Council recognises the importance of multi-agency working in keeping children safe and therefore has developed working relationships with the relevant statutory agencies e.g. An Garda Síochána and Tusla

6. Clare County Council's child-centred approach

In taking a child-centred approach Clare County Council expects staff members and volunteers to:

- Treat all children and young people fairly and without prejudice or discrimination
- Listen to and respect children and young people
- Involve children when appropriate, particularly regarding their age and level of understanding
- Provide encouragement, support and praise (regardless of ability)
- Use appropriate language (verbal and physical)
- A positive atmosphere should be encouraged
- Offer constructive criticism if deemed appropriate
- Treat all children and young people as individuals
- Respect a child's personal space
- Use age appropriate teaching/learning and communication aids including support staff where necessary e.g. sign language practitioners
- Lead by example when engaging with children and young people
- Recognise children and young people may have other time commitments when scheduling activities
- Work towards creating an atmosphere of trust
- Respect, and be aware of differences of ability, culture, religion, race and sexual orientation of children and young people
- If required translation services will be provided for children to maximise their participation in services and to ensure any possible safeguarding issues can be communicated
- Staff members and volunteers will be offered access to equality/diversity training in relation to cultural issues
- Ensure that information in respect of children will be treated confidentially, and for the purposes which it was given, in situations where a child may be at risk of harm

7. Risk Assessment

Safeguarding children risk assessments have been completed by all Directorates/Services within Clare County Council to consider and evaluate the potential for abuse or harm to come to a child while availing of the services provided by the authority. In view of the complexity of the service provision an overarching corporate risk assessment and plan for managing any identified risks has been completed. Individual services and Directorates are in the process of reviewing their safeguarding children risk assessments and developing their plans within the context of the overarching corporate plan.

Below is a table of the identified potential risks to the safety of children and young people involved with Clare County Council services and the steps taken to manage the risks of abuse or harm.

"Harm is defined in the Children First Act 2015 as, 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 a child,

whether caused by a single act, omission or circumstance or a series of combination of acts, omissions or circumstances, or otherwise"

A child is anyone under 18 years of age, excluding a person who is or has been married.

Risk Assessment Framework Part 2

The table below sets out the identified risks to the safety of children and young people, involved with or in contact with, Clare County Council services and the steps taken to minimise the risk of harm. These risks are relevant to Council services.

Responsibility is placed on the external providers of relevant services either working in partnership with or who are resourced by the Council and in contact with children, to manage the risk issues relevant to them and to take steps to minimise the risk of harm to children.

*Rank: L = Low, M =Medium, H = High

Potential risk/harm to children identified	*Rank: L,M,H	Current controls- procedure in place to manage risk identified	Future actions required-by corporate level
1. A named person is not appointed to ensure implementation of the Act (Children First Act 2015)	L	A named persons group has been identified. The details of these persons are known to all Clare County Council (CCC) Staff members and volunteers, contractors and funded groups and agencies	Ensure the named persons group is aware of their responsibilities and that they provide 6 monthly reports to the Council's management team on implementation and compliance with the Act and the Children First national guidance
2. A declaration of guiding principles in safeguarding is not in place	L	The guiding principles for safeguarding children are contained within the CCC Child Safeguarding Statement and within the CCC Policy and Procedures for the Protection and Safeguarding of Children September2020	Ensure all staff members, volunteers and contracted individuals or bodies are aware of the guiding principles
3. Key child safeguarding personnel are not in place, including designated liaison persons (DLP) and mandated persons	L	Designated liaison persons and Deputy liaison persons are in place. Mandated persons are also known and identified	Ensure the safeguarding structure is established and populated by appropriately trained and experienced personnel
4. Contact details for DLPs and mandated persons are not known	L	Contact details for DLPs and mandated persons are within the CCC Policy and Procedures for the Protection and Safeguarding of Children document and on line on the CCC website under Safeguarding Children	Ensure the safeguarding children communications plan is implemented

Clare County Council Child Safeguarding Statement September 2020

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Potential risk/harm to children identified	*Rank: L,M,H	Current controls- procedure in place to manage risk identified	Future actions required-by corporate level
5. DLP roles are not clearly understood by all Staff members	L	All staff members and volunteers have received briefing information in respect of the role and function of DLPs	Ensure the safeguarding children training plan is implemented
6. Mandated persons roles are not clearly understood by all Staff members	L	All staff members and volunteers have received briefing information in respect of the role and function of the mandated persons	As above in 5
7. A procedure for maintaining a list of mandated persons is not in place	L	A procedure for maintaining a list of mandated persons is in place and is held by the DLP	The relevant person will oversee this process
8. Children First compliant procedures are not in place for reporting child protection or welfare concerns – allegations, suspicions, concerns or knowledge in respect of child abuse are not reported appropriately	L	A revised version of the CCC Safeguarding Children Policy and Procedure document is in place which is Children First compliant. The revised document is CCC Policy and Procedures for the Protection and Safeguarding of Children September 2020	Ensure that the management team receives regular 6 monthly reports in respect of the status of compliance with Children First
9. All staff members are not aware of the need to inform Tusla if reasonable grounds for concern are deemed to exist in respect of a child	L	All staff members have access to the CCC Policy and Procedures for the Protection and Safeguarding of Children September 2020. In addition they have completed the E learning Children First module on the Tusla.ie website	Ensure the safeguarding children training plan is implemented
10. Children First compliant procedures are not in place for information sharing and recording all child protection or welfare concerns, including those which initially do not meet reasonable grounds for concern	L	Children First compliant procedures are in place for information sharing and recording all child protection or welfare concerns in respect of children and young people. This process is managed by the named persons group	Ensure regular 6 monthly reports are received from the named persons group
11. A policy is not in place for responding to information requests on behalf of children/ young people referenced in protection and welfare reports	M	A policy will be in place for responding to information requests on behalf of children/young people referenced in protection and welfare reports	Ensure this policy is established by end of Quarter 1 2021

Clare County Council Child Safeguarding Statement September 2020

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Potential risk/harm to children identified	*Rank: L,M,H	Current controls- procedure in place to manage risk identified	Future actions required-by corporate level
12. A clear policy on confidentiality is not in place	L	A policy in respect of confidentiality is in place	Ensure the relevance of this policy to safeguarding children is reviewed at a minimum every 2 years
13. Guidance on responding to children who disclose abuse is not included in guiding principles and child safeguarding procedures	L	Guidance is in place within CCC Policy and Procedures for the Protection and Safeguarding of Children September2020 document on responding to children who disclose abuse	Ensure all staff members , volunteers and contracted individuals or bodies are aware of the guidance
14. Clear procedures are not in place for responding to adult disclosures of childhood abuse where it is identified there may be a current risk to a child	L	Procedures are in place in CCC Policy and Procedures for the Protection and Safeguarding of Children September2020 document for responding to adult disclosures of childhood abuse where it is identified there may be a current risk to a child	Ensure all staff members, volunteers and contracted individuals or bodies are aware of the guidance
15. Clear procedures are not in place for responding to allegations of child abuse against staff members and volunteers	L	These procedures are in place and referenced within the CCC Policy and Procedures for the Protection and Safeguarding of Children September2020 document	Ensure all staff members , volunteers and contracted bodies are aware of the procedures
16. There is not a written procedure for responding to allegations made against a child or young person who is in contact with the organisation	L	These procedures are in place and referenced within the CCC Policy and Procedures for the Protection and Safeguarding of Children September2020 document	Ensure all staff members , volunteers and contracted individuals or bodies are aware of the procedures
17. A “whistleblowing” policy is not in place for Staff members / volunteers to report concerns externally if they are inhibited, for any reasons, in reporting a concern internally	L	A Protected Disclosures of Information Policy is in place	Ensure that the relevance of this policy in respect of safeguarding children should be reviewed at a minimum of every 2 years

Clare County Council Child Safeguarding Statement September 2020

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Potential risk/harm to children identified	*Rank: L,M,H	Current controls- procedure in place to manage risk identified	Future actions required-by corporate level
18. A Children First compliant recruitment and selection procedure is not in place with regard to a person's suitability to work with children /young people	L	Safe recruitment procedures are in place	Ensure that HR provide regular 6 monthly updates on the status of their compliance with Children First and safe recruitment procedures
19. The organisation does not have a training strategy for child safeguarding training based on a training needs analysis	M	An interim training plan for Child Safeguarding training is in place for CCC. A training needs analysis in respect of safeguarding children is still outstanding	Ensure that a safeguarding children training needs analysis is completed by end of first quarter 2021
20. Child safeguarding training provided is not consistent with Children First national guidance 2017 and the Children First Act 2015	L	The Child Safeguarding training made available to staff members and volunteers is consistent with Children First national guidance 2017 and the Children First Act 2015	Ensure that all elements of the safeguarding children training plan are fully implemented
21. All staff members /volunteers have not received child safeguarding training relevant to their role in the organisation	L	By the end of June 2021 all staff members and volunteers will have received Child Safeguarding Training relevant to their role in the organisation. This process will be tracked by the relevant person and the HR service	Ensure that the relevant person and HR provide regular updates
22. A record of attendees of child safeguarding training is not held by the organisation	L	A record of attendees of Child Safeguarding training is held jointly by the named persons group and the HR service	As above in 21
23. There are not policies and procedures in place to support the safe management of activities in involving children	L	CCC Policy and Procedures for the Protection and Safeguarding of Children document September2020 references procedures to support the safe management of activities involving children. Health and Safety risk assessments are also completed for some activities, reference Libraries	Ensure this is implemented internally and with external individuals and /or groups associated with Council services or facilities
24. An accident/incident procedure is not in place for children/young people	L	Reference CCC Policy and Procedures for the Protection and Safeguarding of Children September2020	As above in 23

Clare County Council Child Safeguarding Statement September 2020

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Potential risk/harm to children identified	*Rank: L,M,H	Current controls- procedure in place to manage risk identified	Future actions required-by corporate level
25. There is not a code of behaviour in place for staff members and volunteers which specifies acceptable and unacceptable practice with regard to interacting/working with children/ young people	L	Reference CCC Policy and Procedures for the Protection and Safeguarding of Children September2020. In addition some of the services with regular contact with children and young people ,on a regular and/ or planned basis, have developed additional guidance and/or safeguarding children risk assessment plans for staff members and volunteers in their service area	Ensure all directorates are aware of the requirement to comply with this code of behaviour
26. There is not a code of behaviour in place for children/young people, in contact with services, which states the roles and responsibilities in place to encourage positive behaviour	L	Reference CCC Policy and Procedures for the Protection and Safeguarding of Children September2020	As above in 25
27. The responsibility for all staff members/volunteers /contractors to report concerns that they have about a colleague's practice with children/young people is not clearly stated in policy	L	Reference CCC Policy and Procedures for the Protection and Safeguarding of Children September2020	Ensure that all staff members, volunteers, contracted individuals or bodies are aware of these procedures
28. A disciplinary procedure is not in place	L	Disciplinary and Grievance procedure in place.	Ensure that this policy is reviewed at least every 2 years in respect of relevance to safeguarding children
29. A lone workers policy is not in place	L	Reference CCC Policy and Procedures for the Protection and Safeguarding of Children September2020	Ensure that this policy is reviewed at least every 2 years in respect of relevance to safeguarding children
30. A procedure to provide a copy of the child safeguarding policy declaration to parents/guardians upon request is not in place	M	This procedure will be in place before end of March 2021	Ensure this information is available in soft and/ or hard copy across all Council services and facilities

Clare County Council Child Safeguarding Statement September 2020

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Potential risk/harm to children identified	*Rank: L,M,H	Current controls- procedure in place to manage risk identified	Future actions required-by corporate level
31. Children and young people have not been made aware of their right to be protected, consulted and treated with respect	M	Children and young people will be made aware of their right to be protected, consulted and treated with respect	Ensure this process is initiated before the end of March 2021
32. An anti-bullying policy in respect of children and young people has not been developed	L	An anti -bullying policy in respect of children and young people has been developed and is referenced within the CCC Policy and Procedures for the Protection and Safeguarding of Children September2020	Ensure this policy will be reviewed as part of the regular safeguarding children review process
33. A communications policy in respect of Child Safeguarding has not been developed	L	A communications policy in respect of Child Safeguarding is in place	Ensure this is implemented and reviewed at least every 2 years
34. A policy for working in partnership with parents/guardians has not been developed	M	A policy for working in partnership with parents/guardians is being developed.	Ensure this is completed by end of March 2021
35. A complaints policy is not in place	L	A complaints policy is in place	Ensure this is reviewed at a minimum of every 2 years in respect of relevance to safeguarding children
36. A child safeguarding plan is not in place to ensure implementation, monitoring and review of the guiding principles and child safeguarding procedures	L	A 3 year Child Safeguarding plan is being developed and led by the named persons group	Ensure this plan is completed by end of first quarter 2021 and is subject to 6 monthly review

8. Procedures

The Child Safeguarding Statement has been developed in line with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children (2017) and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice.

The following procedures support Clare County Council's intention to safeguard children and young people while they are availing of our services:

- CCC 's Policy and Procedures for the Protection and Safeguarding of Children (September 2020)
- CCC 's procedures for the management of abuse allegations against staff members and/or volunteers of a child availing of a Council service
- CCC 's Corporate Child Safeguarding Statement (September 2020)
- CCC 's Corporate Child Safeguarding Risk Assessment and Plan (September 2020)
- CCC 's procedures for reporting child protection or welfare concerns to Tusla/An Garda Síochána
- CCC anti-bullying policy
- CCC Online Safety for Children policy
- CCC CCTV policy
- CCC safe recruitment procedures including national Garda vetting procedures
- CCC procedure for maintaining a list of mandated persons
- CCC procedure for appointing a relevant person and named persons for the Children First Act
- CCC Code of Behaviour for staff members and volunteers with regard to their interactions with children and young people
- CCC Code of Behaviour for children and young people for when they are in contact with or availing of Council services and activities
- CCC Protected Disclosures of Information policy

- CCC Safeguarding Children training strategy and action plan
- CCC Safeguarding Children Communication plan
- CCC lone worker policy
- CCC confidentiality policy

All procedures and policies listed above are available on request or are available on Clare County Council's website.

9. Implementation

This Child Safeguarding Statement has now been provided to:

- All staff members/volunteers, contractors and relevant groups and agencies funded by Clare County Council
- On request it will be provided to a parent/guardian of a child availing of the relevant services or activities
- Or to Tusla, child and family agency

This Statement is also available on Clare County Council's website.

Clare County Council is committed to the implementation of the Child Safeguarding Statement and of the procedures that will support our intention to keep children and young people safe from abuse or harm while availing of or in contact with our services and activities.

This Child Safeguarding Statement will be reviewed no later than 2 years from the date of issue of this document or as soon as possible if there has been a material change in any matter to which this statement refers.

Signed 

CEO Pat Dowling

Dated: 28th September, 2020

APPENDIX

2

Clare County Library Service Child Safeguarding Statement



Clare County Library is committed to a child-centred approach. Staff in public libraries aim to create an environment where children are listened to, given a sense of belonging and kept safe, parents are supported and encouraged and staff members and volunteers who work with children and young people are supported and protected. In order to meet these aims we have carried out an assessment of any potential for harm to a child while availing of our services. This safeguarding statement, specific to County Clare Library Service, has been developed in accordance with Clare County Council's Child Safeguarding Statement and the CCC Policy and Procedures for the Protection and Safeguarding of Children September 2020.

See risks identified below and procedures for managing these risks.

Risk identified	Procedure in place to manage risk
Child left at the library following a library event	<p>Start and finish times of activities in libraries should be clearly stated as part of a specific pick up/drop off policy specific to that service point. Booking sheets will be kept for events that are not attended by school classes. Contact numbers for parents will be requested.</p> <p>In the event of evacuation any unaccompanied children shall be led by staff to the assembly point where the booking sheet should be used to determine whether all children attending the event have been safely evacuated.</p>
Suitability of events for children and young people	Publicity shall specify the age range of the children at which the event is aimed.
Photography	Photographs recording activities must not include images of identifiable children. Photos of the performer facing an audience taken from behind the children and of art/craft activities created during workshops are permitted.
Audience size at events	A maximum attendance figure based on staff, space and type of activity will be decided in advance of all events.
Unaccompanied Children	Children under the age of eight years must be accompanied by an adult at all time in the library for the child's safety. All libraries must display a sign stating this.
Overcrowding in library branches after school	Due to the large numbers using the library after school closing time it may be necessary to restrict the amount of time that children remain in the library unless accompanied by a parent or guardian.
Children who may be truanting from school	Library staff will try to establish which school the child is attending. The school will be contacted to inform the principal that a child may be truanting and staff will request that a school staff member escorts the child back to school if the child is out of the school without permission.

Risk identified	Procedure in place to manage risk
Disruptive behaviour by young people at the Library	<p>In dealing with disruptive children whose services are withdrawn, he/she will not be allowed use the library for one month.</p> <p>After this time he/she will be asked to sign a behaviour statement agreeing to behave as per Clare County Council's Code of Conduct for children on re-admittance to the library. A copy of this statement will be sent to parents. Parents must accompany minors when signing the form and the child will be advised that their behaviour will be monitored by staff.</p> <p>Further misbehaviour will result in an indefinite barring and parents will be contacted by the County Librarian. The child will not be permitted to use the library during this barring unless accompanied by a parent or guardian.</p> <p>Library staff may ask a library user to leave the premises without prior warning depending on seriousness of a violation.</p> <p>An Garda Síochána will be called at the librarian's discretion and any abusive or threatening behaviour will result in the immediate withdrawal of all library privileges.</p>
Awareness of adult's behaviour in the children's library area	<p>Staff will ensure that the behaviour of adults in the children's area is appropriate at all times. Adults acting in ways which may threaten a child's safety and/or welfare will be asked to leave the library. Any such incidences will be documented and referred to the relevant line manager and the DLP</p>
Use of Library toilets by children	<p>A child should be accompanied by a parent/guardian/responsible adult who accompanies them at the library if he/she needs to use the toilet facility. Library staff will not accompany a child. The safety and welfare of a child with disabilities in using all library facilities is the responsibility of the parent/guardian or school if the child is on a class visit.</p>
Lone worker/ lone child	<p>Blinds will remain open and staff member will ensure that they are visible at all times in an open area in their interaction with the child.</p> <p>A lone worker will remain in an open clearly visible space with a child with library blinds open if a child is awaiting collection on their own at the library.</p>
Children's access to and use of print and digital library resources	<p>See additional guidance below for the management of this risk.</p>

Child safety for online events and activities

Clare County Library facilitators and staff will be familiar with Clare County Council's child safeguarding policies and statement and follow best practice.

Clare County Library facilitators and staff undertake as part of the Policy and Procedures for the Protection and Safeguarding of Children to report any child protection or welfare concerns to the designated liaison person for Children First in Clare County Council. This may relate to a child/ young person in the location in which they are working, physically or virtually.

The facilitation and participation in online programmes should closely reflect that of a physical setting i.e. workshop in a library space, including the number of designated responsible adults required to be present.

Consent/permission forms must be signed by parent/guardian in advance of a child participating in online events. Links will be shared with schools and other relevant organisations for pre-arranged events and it is that organisation's responsibility to ensure adherence to their own Child Protection guidelines.

All workshops, meetings and facilitator-young person interaction must take place using parent/guardian email addresses and an organisational email address that is provided and controlled by Clare County Library.

It is the duty of parents/guardians to supervise children while they are participating online and to ensure any content which they are submitting, or audio visual contribution they are making is appropriate.

Families, children, library facilitators and staff are expected to behave in an appropriate, safe, respectful and kind manner online.

It must be clearly stated if the event is going to be recorded and parents / guardians must consent to recording of an online event in advance. The young person or young person's parent/guardian may not record the sessions or workshops.

Management tools on these online apps & platforms will be utilised to moderate chat, control screen saving, control access and take whatever steps are necessary to ensure security.

The reasonable grounds for concern for reporting a child welfare or protection concern, set out in Clare County Council's Policy and Procedures for the Protection and Safeguarding of Children, will apply in all workshops /events delivered on line and shall apply to all children in the young person's home.

This will include possible concerns viewed or heard in the background or off camera.

If a parent/guardian has any protection or welfare concerns re the online process or with the facilitator they should contact the link in the Library service or the Clare County Council DLP.

APPENDIX

3

Child safeguarding statement Housing and homeless services



1. PRINCIPLES TO SAFEGUARD CHILDREN FROM HARM

- The Housing Department is committed to safeguarding all children whom our staff members come into contact with
- Our service believes that the welfare of the children is paramount
- We are committed to upholding the rights of every child and young person who come into contact with our staff members, including the rights to be kept safe and protected from harm
- Our policy and procedures to protect and 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
- All staff members/volunteers and students must agree to abide by Clare County Council's Policy and Procedures for the Protection and Safeguarding of Children September 2020
- It is the responsibility of the external providers of relevant services who are working either in partnership with the Council and/or are supported by the local authority through the provision of resources, to have in place Children First compliant policy and procedures, including in particular a Safeguarding children risk assessment for the service concerned, a Child Safeguarding Statement and to have a relevant person appointed
- We will review our child safeguarding statement and accompanying child safeguarding policies and procedures every 2 years or sooner if necessary, due to service issues or changes in legislation or national policy
- Designated Liaison Officers for Child Protection are available to staff members who have concerns about a child

2. RISK ASSESSMENT

Child Safeguarding Risk Assessment – Housing Department				
Risk identified	Risk rating	Risk owner	Procedures in place to manage the risk identified	Further action required facilitated by
Housing Department staff members potentially causing deliberate harm to children	L	Housing Senior Executive Officers (SEO)	Implement standard procedures for staff members, once adopted by Clare County Council	Relevant Section Manager
Staff members from contracted services potentially causing deliberate harm to a child	L	Housing SEO	Implement standard procedures for staff members of a contracted service	
Harm or potential harm to a child being unrecognised by Housing Department or contracted Staff members	L	Housing SEO	Implement standard procedures for staff members of Clare County Council and contracted service	Relevant Section Manager

Child Safeguarding Risk Assessment – Housing Department

Risk identified	Risk rating	Risk owner	Procedures in place to manage the risk identified	Further action required facilitated by
Maintenance/Estate Management/Rent Collectors/Housing Welfare: Risk of staff members conducting site visits on housing estates where there may be children playing	L	Housing SEO Relevant Section Manager	Implement standard procedures for staff members, once adopted by Clare County Council	Relevant Section Manager
Maintenance Contractors – Risk of contractors being on housing estates where there are children present or playing and where children could come into contact with machinery	L	Housing SEO Relevant Section Manager	Implement standard procedures for providers of relevant services, once adopted by Clare County Council	Relevant Section Manager
Maintenance/Estate Management/Rent Collectors/Housing Welfare: Risk of staff members doing works/Inspections/ house visits where there may be children present	L	Housing SEO Relevant Section Manager	Implement standard procedures for staff members, once adopted by Clare County Council	Relevant Section Manager
Maintenance Contractors: Risk of contractors doing a house visit where there may be children present	L	Housing SEO Relevant Section Manager	Implement standard procedures of providers of relevant services	Relevant Section Manager
Property – Risk of staff members who are conducting House/Site visits on Council/Public property encountering unaccompanied child	M	Housing SEO Relevant Section Manager	Where the staff member encounters unaccompanied children on a site, they are not to proceed with the site visit. Staff members to be fully aware of the requirements of the safeguarding children policy and procedures	Relevant Section Manager
Property – Risk of Contractors who are conducting House/Site visits on Council/Public property encountering unaccompanied child	M	Housing SEO Relevant Section Manager	Where the contractor encounters unaccompanied children on a site, they are not to proceed with the site visit. Contractors to be fully aware of the requirements of the safeguarding children policy and procedures	Relevant Section Manager

Child Safeguarding Risk Assessment – Housing Department

Risk identified	Risk rating	Risk owner	Procedures in place to manage the risk identified	Further action required facilitated by
Onsite client Meetings: Risk of families presenting with children when attending meetings with Housing Staff members	L	Housing SEO Relevant Section Manager	Implement standard procedures for staff members, once adopted by Clare County Council	Relevant Section Manager
Social Directorate Funded Agencies- Risks where organisations funded to provide a service for the Social Directorate may come into contact with children	L	Housing SEO Relevant Section Manager	Ensure appropriate measures are in place within Service Level Agreements that evidence the provider of the relevant service is compliant with Children First. Ensure compliance is embedded within review process	Relevant Section Manager
Private Emergency Accommodation – Risk of children in Emergency Accommodation coming into contact with other clients who have complex needs within Homeless Services	H	Housing SEO Relevant Section Manager	<p>Private emergency providers are to be fully aware of the requirements of Clare County Council's safeguarding children policy and procedures</p> <p>In instances where a client may present as a risk with respect to sexualised/violent behaviour Clare Homeless Action Team will not place them in accommodation where Homeless families may be accommodated</p> <p>Relevant Social Care staff members who are linked with Homeless families in Private Emergency Accommodation are advised to follow the provider of the relevant service's child protection policy that explains how to report concerns about a child's welfare or safety to the local duty Tusla social work department</p> <p>The manager of Homeless Action Team is to be informed of any concerns/referrals made with regards to any homeless clients. Whereby appropriate protective actions will be taken if necessary with respect to alleged perpetrator/s of abuse against children</p>	Relevant Section Manager

Child Safeguarding Risk Assessment – Housing Department

Risk identified	Risk rating	Risk owner	Procedures in place to manage the risk identified	Further action required facilitated by
Housing/Homeless – public counter – Risk of children coming to the public counter in the planning department (either accompanied or un-accompanied)	M	Housing SEO Relevant Section Manager	Implement standard procedures for staff members, once adopted by Clare County Council	Relevant Section Manager
A child may be subject to abuse or harm perpetrated by an adult, who is not related to the child in Private Emergency Accommodation	H	Housing SEO Relevant Section Manager	<p>Private emergency providers are to be fully aware of the requirements of Clare County Council's safeguarding children policy and procedures</p> <p>In instances where a client may present as a risk with respect to sexualised/violent behaviour Clare Homeless Action Team will not place them in accommodation where Homeless families may be accommodated.</p> <p>Relevant Social Care staff members who are linked with Homeless families in Private Emergency Accommodation are advised to follow the relevant organisations child protection policy that explains how to report concerns about a child's welfare or safety to the local duty Tusla social work department</p> <p>The manager of Homeless Action Team is to be informed of any concerns/referrals made with regards to any homeless clients. Whereby appropriate protective actions will be taken if necessary with respect to alleged perpetrator/s of abuse of children</p>	Relevant Section Manager

Child Safeguarding Risk Assessment – Housing Department

Risk identified	Risk rating	Risk owner	Procedures in place to manage the risk identified	Further action required facilitated by
A child may be subject to abuse or harm perpetrated by their parent or guardian in Private Emergency Accommodation	H	Housing SEO Relevant Section Manager	<p>Private emergency providers are to be fully aware of the requirements of Clare County Council's safeguarding children policy and procedures</p> <p>Relevant Social Care staff members who are linked with Homeless families in Private Emergency Accommodation are advised to follow the relevant organisations child protection policy that explains how to report concerns about a child's welfare or safety to the local duty Tusla social work department</p> <p>The manager of Homeless Action Team is to be informed of any concerns/referrals made with regards to any homeless clients. Whereby appropriate protective actions will be taken if necessary with respect to alleged perpetrator/s of abuse of children</p>	Relevant Section Manager
A child may be subject to abuse or harm perpetrated by Private Emergency Accommodation Staff members	H	Housing SEO Relevant Section Manager	<p>Private emergency providers are to be fully aware of the requirements of Clare County Council's safeguarding children policy and procedures</p> <p>Relevant Social Care staff members who are linked with Homeless families in Private Emergency Accommodation are advised to follow the relevant organisations child protection policy that explains how to report concerns about a child's welfare or safety to the local duty Tusla social work department</p> <p>The manager of Homeless Action Team is to be informed of any concerns/referrals made with regards to any homeless clients. Whereby appropriate protective actions will be taken if necessary with respect to alleged perpetrator/s of abuse of children</p>	Relevant Section Manager

Child Safeguarding Risk Assessment – Housing Department

Risk identified	Risk rating	Risk owner	Procedures in place to manage the risk identified	Further action required facilitated by
Homeless Parents in Emergency Accommodation may be afraid or unsure of how to report a child protection concern	M	Housing SEO Relevant Section Manager	All parents and guardians to be fully aware of the requirements of Clare County Councils safeguarding children policy and procedures	Relevant Section Manager
Children may be harmed by exposure to domestic abuse being accommodated in Private Emergency Accommodation. This harm includes physical harm during an assault by the violent partner and emotional/psychological harm caused by witnessing violence perpetrated by a parent/guardian	H	Housing SEO Relevant Section Manager	<p>All incidences of domestic violence and intimate partner abuse should be reported to HAT, and An Garda Síochána</p> <p>Where children are part of the family unit, a report should be made to the local Tusla Duty social work department of the concern regarding the presence of suspected domestic abuse within the family</p> <p>Private emergency providers are to be fully aware of the requirements of Clare County Council's safeguarding children policy and procedures</p> <p>Relevant Social Care staff members who are linked with Homeless families in Private Emergency Accommodation are advised to follow the relevant organisations child protection policy that explains how to report concerns about a child's welfare or safety to the local duty Tusla social work department</p> <p>The manager of Homeless Action Team is to be informed of any concerns/referrals made with regards to any homeless clients. Whereby appropriate protective actions will be taken if necessary with respect to alleged perpetrator/s of abuse of children</p>	Relevant Section Manager
Harm or potential harm to a child not being reported to Tusla – Child & Family Agency by Housing Department or contracted Staff members	M	Housing SEO	Implement standard procedures for Staff members once adopted by Clare County Council. Including that all staff members are trained to the desired level	Relevant Section Manager

3. Procedures

This Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the *Children First: National Guidance*, and Tusla's *Child Safeguarding: A Guide for Policy, Procedure and Practice*.

Our policies in relation to Child Safeguarding are:

- Clare County Council's Policy and Procedures for the Protection and Safeguarding of Children September 2020
- Clare County Council Child Safeguarding Statement September 2020
- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service
- Procedure for the safe recruitment and selection of workers and volunteers to work with children
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child protection or welfare concerns to Tusla
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons
- Procedure for appointing a relevant person

4. Implementation

Implementation is an ongoing process. The Housing Department is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.

5. Review

The Housing Department's Child Safeguarding Statement will be reviewed no later than August 2021.

APPENDIX

4

Additional procedures for staff members and volunteers (Health and Safety)



1. Unsupervised/Unaccompanied Children in Council facilities and/or at events

Children are the legal responsibility of their parents/guardians. Clare County Council does not take responsibility for and cannot provide supervision for children left unattended within the Council's public buildings or other facilities such as leisure areas. Children, while unattended could become lost, sick, distressed, leave the facility or area, or be at risk of harm or abuse.

All children aged eight and under visiting Clare County Council public buildings and other areas must be accompanied by a parent/guardian or responsible adult. This is for the child's safety.

If an staff member and/or volunteer becomes aware of a very young child (under 8 years of age) or a child whom they feel is not competent to be alone in the building or area they will try to ascertain from the child where their parent/guardian is and when he/she is expected to return. Staff members and/or volunteers may also be approached by a child who is distressed or alone.

Where possible they will try to avoid being left alone with a child. The employee/volunteer will make every effort to ensure colleagues are present when they are dealing with unaccompanied children.

The child will be encouraged to remain in the building or area until a parent/guardian has been contacted

In attempting to contact the parent/guardians staff members/volunteers will see if the child can give them an address or telephone number.

If unable to contact the parent/ guardian, staff members/volunteers should either approach the parent when they come to pick up the child and explain the guidance in respect of unaccompanied children or send a letter home with the child explaining that they cannot be left unaccompanied in the building or area and that if they continue to do so, the staff members/volunteers have been advised to contact the Gardaí.

If attempts to contact the parent/carer fail, staff members/volunteers will see if the child can give them the details of a relative or close family friend to contact. The child will only be released to a parent/guardian.

Note If all attempts to contact the parent/ guardian are unsuccessful the following actions will be taken:

Immediate contact with An Garda Síochána

Reporting of the incident to the Designated Liaison Person or if unavailable a deputy Designated Liaison Person

2. Procedure for responding to unaccompanied children at closing time of Council facilities

If children are awaiting collection outside Council facilities or amenity areas that have closed it is not the responsibility of staff members to wait with them. All children availing of Council facilities will be advised of closing times and signs will be clearly visible in all Council locations showing opening and closing times. Parents should familiarise themselves with opening and closing hours of Council facilities. If a young child is left in a Council building or amenity area after closing time, the staff members/volunteers will:

- Ask the child if he/she is waiting for a parent/guardian to collect them, or are they expected to go home alone.
- Staff members/volunteers will telephone the child's parent/guardian to clarify the situation if necessary.
- Wait with the child with another staff member present where possible.
- Only in emergency circumstances, such as a medical emergency, should a child be escorted home by an employee/volunteer alone.

When the parent does arrive he/she will be informed of Clare County Council's Code of Behaviour and the Policy and Procedures for the Protection and Safeguarding of Children and advised that the incident will be referred to the Designated Liaison Person

If all attempts to contact the parent/guardian fail:

- An Garda Síochána will be contacted immediately
- The incident will be reported to the Designated Liaison Person

If a particular child has been left unattended on previous occasions, it is important that staff members/volunteers, as is their responsibility under Children First 2017, report their concerns to the Designated Liaison Person

3. Organised Council events/ activities for children in Council facilities and public areas

General health and safety considerations must be borne in mind. Refer to:

- Clare County Council's Health and Safety Risk Assessment/Safe Systems at Work for Event Management.
- Obligations under the Employment Equality Acts (1998-2011) and Equal Status Acts (2000-2012) shall also be taken into consideration. In providing services staff members shall not discriminate against any child on the basis of the nine grounds detailed in the Acts.
- Obligations under the Disability Act 2005 shall also be taken into consideration.
- Ensure there is compliance with the requirements of the relevant fire certificate and any recommendations or requirements of the fire authority and the premises' insurers.
- Ensure there is awareness of the facility's first aid arrangements.
- Ensure there is an awareness of the emergency evacuation procedures relevant to the location and ensure that children are also aware of what to do if there is an emergency.

4. Guidance for planned County Council events involving groups of children:

Suitable numbers of vetted adults shall be available to supervise the event.

If a class or group is visiting, teachers and Special Needs Assistants (SNAs) shall stay with the group and assume responsibility for the supervision of the group.

When using outside speakers/entertainers at an event, a Garda vetted staff member shall remain with the group.

Determine a maximum attendance figure, based on staff, space and the type of activity. If there is any doubt about the ability to control numbers, a ticketing system shall apply.

Pre-registration/booking forms shall be used for organised events for children.

Pre-registration/booking forms for events shall include a column to state if photographs may be taken

Publicity shall specify the age range of the children at which the event is aimed. It shall clearly state starting and finishing times. All publicity should note that photographs may be taken and a Consent Form shall need to be completed.

5. Evacuation of County Council buildings and facilities

Refer to Clare County Council's Health and Safety Risk Assessment/Safe systems at work for evacuation.

A site map clearly displaying the location of the assembly point shall be displayed in all Clare County Council buildings and Council run public areas. All staff members and volunteers shall be familiar with fire evacuation guidelines and a nominated staff member should be responsible for checking that no children remain in the event area or related spaces (e.g. open meeting rooms, toilets) if the building or area has to be evacuated.

In the event of an evacuation any unaccompanied children shall be led by staff to the assembly point. Following the evacuation staff members should attempt to contact the parent/guardian of any unaccompanied children to collect their children.

In the event of an evacuation during an organised activity for children staff members/volunteers must lead children to the assembly point where the booking sheet will be used to determine whether all children attending the event have been safely evacuated.

Note Further advice in respect of health and safety can be secured from the health and safety officers within Council departments.

APPENDIX

5

**Additional procedures
for staff members and
volunteers, Ennis Leisure
Complex and
CCC recreational and
amenity areas**



Staff members are required to ensure compliance with the following safeguarding children procedures which are additional to the requirements of the Clare County Council Policy and Procedures for the Protection and Safeguarding of Children September 2020:

- Outside groups who hire council facilities to provide activities for children should demonstrate to the Council that they are compliant with Children First in terms of their policies and procedures
- For Ennis Leisure Complex and Sports Centres controlled and supervised by Clare County Council, phones, cameras or any other recording equipment cannot be used in the complexes to take visual images of any user, without prior consent. Prior permission can be sought at relevant reception offices through the completion of photo permission forms
- If children are part of a school or other organised group it is the responsibility of the teacher or other responsible adult to ensure written permission has been secured from parents/guardians prior to a child attending swimming lessons
- Parents are to be encouraged to spectate from the swimming pool gallery. Relevant permission needs to be given from the Senior Pool Lifeguard if they are to be poolside
- When children need a toilet break the pool lifeguards should ensure they return to their swimming class or the pool. Children should be accompanied to the toilet area by either a teacher or a responsible adult
- Staff members should always seek verbal permission before they enter toilet or changing areas. They should only enter without permission if they are concerned that an emergency may be ongoing or disruptive behaviour may be occurring
- Children who are part of a school group must be accompanied by a teacher to the changing village area of Ennis Leisure Complex and/or other relevant Council facilities such as the John O'Sullivan Park, Lees Road, Ennis
- When teaching in the swimming pool instructors must make contact with the child but it will only be relevant to their instruction. This teaching should only take place with the understanding and consent of the child
- When teaching from the deck of the swimming pool instructors must carry a safety aid at all times
- Staff members should note that a child may have difficulty hearing a lifeguard or instructor from the deck therefore hand signals may be required as a more effective means of communication
- If the class is a school group they must be accompanied by a teacher who also supervises from the deck
- Pool lifeguards will work in pairs where possible
- If manual support is needed in the leisure centre, be it swim lessons or gym work, this must be carried out in an open space
- Children under 8 years must be accompanied by an adult in the main pool
- Children under 6 years must be accompanied by an adult in the children's pool
- Staff members must be aware of and follow the Ennis Leisure Complex procedures for responding to accidents, incidents and complaints

APPENDIX

6

**Additional procedures
for staff members and
volunteers, beach
ambassadors**



Staff members and volunteers are required to ensure compliance with the following safeguarding children procedures which are in addition to the requirements of the Clare County Council Policy and Procedures for the Protection and Safeguarding of Children September 2020:

- Irish Water Safety Child Protection Policy
- Operational Guidelines with specific reference to beach ambassadors aged 16 to 18 years
- Particular responsibility is placed on an adult beach ambassador to ensure that such a young person follows safe procedures in their dealing with children whilst on duty
- A duty should be shared by a young person with at least one adult beach ambassador
- In the event of a child needing attention and there is only one beach ambassador on duty then the attention must be given in an open environment
- A beach ambassador must never place themselves in a situation where they are alone in an enclosed space with a child/ young person

APPENDIX

7

Additional procedures for the Fire Service in respect of safeguarding children



Staff members are required to ensure compliance with the following safeguarding children procedures which are in addition to the requirements of the Clare County Council Policy and Procedures for the Protection and Safeguarding of Children September 2020:

- Clare County Fire and Rescue Service School and Group Visits Policy
- Where physical contact is an inherent part of an activity it is important to seek consent of a child/young person in relation to physical contact (except in an emergency or a high risk situation)
- While it is intended that fire-fighters deliver Primary Schools Home Fire Safety Programme in pairs it is expected that the class teacher will remain in the classroom for the duration of the visit

APPENDIX

8

Schedule 1 of Children First Act 2015



RELEVANT SERVICES

1. Any work or activity which is carried out by a person, a necessary and regular part of which consists mainly of the person having access to, or contact with, children in—
 - a. an establishment which provides early years services within the meaning of Part VIIA of the Child Care Act 1991,
 - b. a school or centre of education, both within the meaning of the Education Act 1998,
 - c. any hospital, hospice, health care centre or other centre which receives, treats or otherwise provides physical or mental health services to children,
 - d. a designated centre within the meaning of section 2 of the Health Act 2007, in so far as it relates to an institution at which residential services are provided in accordance with the Child Care Act 1991 or to children with disabilities in relation to their disabilities,
 - e. a special care unit provided and maintained in accordance with section 23K of the Child Care Act 1991,
 - f. a children detention school within the meaning of section 3 of the Children Act 2001,
 - g. a reception or accommodation centre which provides residential accommodation services to applicants for asylum under contract to the Department of Justice and Equality where children may be accommodated, or
 - h. a centre which provides residential accommodation services to victims of domestic violence where children may be accommodated.
2. Any work or activity which consists of the inspection of a service provided to a child under the Child Care Act 1991, the Education Act 1998, the Children Act 2001 or the Health Act 2007.
3. Any work or activity which consists of the inspection, examination or investigation by the Office of the Ombudsman for Children under the Ombudsman for Children Act 2002.
4. Any work or activity which consists of treatment (including assessment which may lead to treatment), therapy or counselling provided to a child.
5. Any work or activity which consists of the provision of—
 - a. educational, research, training, cultural, recreational, leisure, social or physical activities to children,
 - b. care or supervision of children, or
 - c. formal consultation with, or formal participation by, a child in respect of matters that affect his or her life,

[No. 36.] SCH.1
whether or not for commercial or any other consideration.
6. Any work or activity which consists of the provision of advice or guidance services (including by means of electronic interactive communications), a necessary and regular part of which consists, mainly, of the person having access to, or contact with, children.
7. Any work or activity as a minister or priest or any other person engaged in the advancement of any religious beliefs which would or could bring that minister, priest or other person, as the case may be, into contact with a child.
8. Any work or activity as a driver of, or as an assistant to the driver, or as a conductor, or as a supervisor of children using a vehicle which is being hired or used only for the purpose of conveying children who are unaccompanied by a parent or guardian.
9. Any work or activity which is carried out by a member of An Garda Síochána, a necessary and regular part of which consists mainly of the person having access to, or contact with, children.

APPENDIX

9

List of mandated persons under Children First Act 2015



MANDATED PERSONS

The following classes of persons are specified as mandated persons for the purposes of this 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
 - h. (howsoever described) of a church or other religious community;
 - i. director of any institution where a child is detained by an order of a court;
 - j. safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child protection and welfare function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children;
 - k. child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;
 - l. 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—
 - 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 the Agency.
18. A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.


APPENDIX

10

**Tusla child protection
and welfare report form
for Reporting Child
Protection and/or Welfare
Concerns (CPWRF)**



The form can be downloaded from https://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.pdf (accessed 11 November 2020)



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

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

1. Tusla Area (this is where the child resides)*	
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2. Date of Report*	
---------------------------	--

3. Details of Child

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

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 parent 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 making a report to Tusla

5. Type of Concern

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

6. Details of Reporter

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address	Organisation		
	Position Held		
	Mobile No.		
	Telephone No.		
Eircode		Email Address	



Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

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

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

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

First Name		Surname	
Address if reporting in a professional capacity, please use your professional address		Organisation	
		Position Held	
		Mobile No.	
		Telephone No.	
Eircode		Email Address	

8. Parents Aware of Report

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

9. Relationships

Details of Mother			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Details of Father			
First Name		Surname	
Address		Mobile No.	
		Telephone No.	
		Email Address	
Eircode			



Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

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

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		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	

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		Organisation	
Position Held			

Relationship to Child	
Address at time of alleged incident	
If name unknown please indicate reason	



Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

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 Concerns 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 & 2000. 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. 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



Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

First Name		Surname		Date Sent	
Authorised Person Signature*					
Date*					
Child Previously Known	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Allocated Case No					

SPECIMEN

APPENDIX

11

Human Resources Child Safeguarding Risk Register

Abstract geometric shapes in the bottom right corner, including a large yellow rounded rectangle, a purple triangle, a brown triangle, and a pink triangle, all overlapping each other.

Human Resources Child Safeguarding Risk Register

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Human Resources Child Safeguarding Risk Register

Potential risk/harm to children identified	*Rank: L,M,H	Current controls- procedure in place to manage risk identified – if this information is not known please respond as n/k	Future actions required- by service and/or corporate level- if this information is not known please respond as n/k
Recruitment – Applicant under 18	L	No recruitment of Under 18's except Beach Lifeguards. In such cases appointment is dependent on a Garda Vetting application, which requires parental consent	
Recruitment – Interview applicant under 18	L	Interview Board consists of 2 adults at a minimum	
Training Course – under 18	L	Training takes place in groups and at least 2 adults are always present	
Unaccompanied child/ children in Interview/ Training room	L	Seek assistance from Customers Service Officers	
Failure to Vet Staff	M	All new recruits and transfers to be risk assessed for vetting requirement	Line Management to pro-actively review roles to ensure compliance with Child Safeguarding Statement
House Visit – home of staff member	L	Any Officer on a home visit to a staff member will phone in advance and only proceed with visit if staff member present	
Failure to train staff	L	All staff undergo Tusla eLearning module and assessment. Training needs analysis conducted in respect of all grades to identify specific training needs exceeding this level	Line Management to pro-actively review roles to ensure compliance with Child Safeguarding Statement
Failure to manage staff	L	Child Safeguarding training will be included in formal review by Line Managers in PMDS	
Inappropriate behaviour by staff	L	Complaint processes in place for staff, contractors & volunteers	
Non acceptance of whistle blower complaint relating to Child Safeguarding	L	Council's Whistle blower Policy amended to specifically include complaints relating to Child Safeguarding issues	
Failure to investigate complaint	L	Oversight audits of complaints process in place	

APPENDIX

12

Checklist for Appointments



Checklist for Appointments

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

CHECKLIST FOR APPOINTMENTS

Name:

Grade:

Section:

Temporary or

Permanent:

Employee No:

Duration of

temp contract:

Initial letter including:**Date sent****Date received**

Medical Examination

My Pay Form

Employee Verification Form

Paypath Form

ASC 10

Agresso Set Up Form

Garda Vetting Form (if applicable)

Communication Policy

Applicant Declaration Form

Declaration under Section 159(5) of Local
Government Act 2001

Record of Health & Safety Completed

Medical Receipt from GP

Original Birth Certificate

Certified & copied

Qualifications

Certified & copied

References requested x 2

Ref 1**Ref 2**

Contract

Report for Duty Letter

Staff Extranet Log-in & (Employee Declaration on
Policies)

F.1 SPS.RDF (section 51 form)

Start Date Confirmed

Added to Probation List

HR/Agresso Team informed by email

APPENDIX

13

**HR Application form
for recruitment,
including
criminal record
declaration**





CLARE COUNTY COUNCIL APPLICATION FORM

POST OF: _____

Closing Date for receipt of application form (4 copies):

4.00 p.m. _____, 2020.

4 x Hard copies only, applications are not accepted by e-mail.

SECTION A – PERSONAL DETAILS

COMPLETE IN BLOCK CAPITALS

Surname:	
Forename(s):	
Address for correspondence purposes:	Home Telephone:
	Work Telephone:
	Mobile Tel Number:
	E-mail Address:
Eircode:	

SECTION B – EDUCATION, QUALIFICATIONS and TRAINING

General Education:

Dates From: _____ To: _____	Dates From: _____ To: _____
Name of Secondary School:	Name of Secondary School:
Examinations Taken:	Examinations Taken:
Subjects:	Subjects:
Results:	Results:

Academic, Professional or Technical Qualifications:

Date obtained:

Full Title of Degree(s) /

Qualifications held:

Level on National Framework
of Qualification:Subject(s) taken in
Final Examination:Grade Obtained
e.g.: 1, 2.1, 2.2, Pass, etc.:University College or
Examining Authority:

Date obtained:

Full Title of Degree(s) /

Qualifications held:

Level on National Framework
of Qualification:Subject(s) taken in
Final Examination:Grade Obtained
e.g.: 1, 2.1, 2.2, Pass, etc.:University College or
Examining Authority:

Date obtained:

Full Title of Degree(s) /

Qualifications held:

Level on National Framework
of Qualification:Subject(s) taken in
Final Examination:Grade Obtained
e.g.: 1, 2.1, 2.2, Pass, etc.:University College or
Examining Authority:**Training Courses Undertaken:**

membership of professional institutions:

SECTION C – EMPLOYMENT RECORD

Please give below, in date order (**starting with your current employer**) full particulars of all employment, including any periods of unemployment, between the date of leaving school or college and the present date. Please do not leave any period between these dates unaccounted for. **If necessary, continue on a separate sheet, setting out the information in the same manner as below.**

Employer:

Address:

Nature of Business:

Position Held:

Grade (if applicable):

Permanent, Temporary
or Acting:

Part time or Full Time:

Dates

From:

To:

Duration in months:

Description of main duties
and responsibilities:

Reason for leaving:

Employer:

Address:

Nature of Business:

Position Held:

Grade (if applicable):

Permanent, Temporary
or Acting:

Part time or Full Time:

Dates

From:

To:

Duration in months:

Description of main duties
and responsibilities:

Reason for leaving:

Employer:

Address:

Nature of Business:

Position Held:

Permanent, Temporary
or Acting:

Dates

From:

To:

Grade (if applicable):

Part time or Full Time:

Duration in months:

Description of main duties
and responsibilities:

Reason for leaving:

Employer:

Address:

Nature of Business:

Position Held:

Permanent, Temporary
or Acting:

Dates

From:

To:

Grade (if applicable):

Part time or Full Time:

Duration in months:

Description of main duties
and responsibilities:

Reason for leaving:

SECTION D – RELEVANT EXPERIENCE – RANGE AND DEPTH:

In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas set-out hereunder. A summary definition of each of the competency areas is specified in the Candidate Information Booklet. **Maximum 300 words per competency.**

Any Short-listing will be primarily based on the information supplied in Section D of the application form.

Management and Change

In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given.

Delivering Results

In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given.

Performance Through People

In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given.

Personal Effectiveness

In the space below, please give an example(s) of specific achievements, contributions or expertise you have developed from your career to date which demonstrate your ability in this area. One or more examples may be given.

SECTION E – ADDITIONAL INFORMATION

ACHIEVEMENTS /SUPPORTING INFORMATION:

Please outline any particular achievements or supporting information you consider relevant to your application:

[illegible]

REFEREES:

Give names and addresses of two responsible persons, to whom you are well known but not related (if you are or have been in employment, referees should be existing or former employers).

Please complete in BLOCK CAPITALS

1. Name:

Position Held:

Nature of
Relationship:

Address:

Contact Tel Number:

2. Name:

Position Held:

Nature of
Relationship:

Address:

Contact Tel Number:

Have you any objections to the County Council contacting your present and/or previous employers?

Yes

☐

No

☐

If successful, when
could you take up duty?

Are you in receipt of superannuation allowance in respect of previous employment in the Public Service?

Yes

☐

No

☐

If yes, please give details
of pension and date granted:

Have you ever accepted voluntary redundancy/early retirement from the local authority or other Public Service Organisation by which you were employed?

Yes

☐

No

☐

If yes, please give details:

Do you hold a current full Driving Licence?

Yes

☐

No

☐

If yes, please specify classes:

Do you have a valid Safe Pass card?

Yes

☐

No

☐

If yes, please specify expiry date:

Clare County Council welcomes applications from disabled people and information about disability is only requested on the application form in order that appropriate arrangements for an interview can be made if necessary.

Do you consider yourself disabled?

Yes

☐

No

☐

Please give details if you need arrangements made for you,
should you be called for interview, eg. Sign Language:

General Data Protection Regulation:

Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Clare Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including e-mail address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and / or interview board. If, following the competition you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Storage Period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances, panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Clare County Council will not be able to progress your application form for the competition for which you are applying.

Clare County Council's privacy statement can be accessed at [http://www.clarecoco.ie/\[info\]/privacy-statement/](http://www.clarecoco.ie/[info]/privacy-statement/).

Garda Vetting:

Successful candidates may be subject to Garda Vetting in advance of appointment to the position in accordance with the requirements of the National Vetting Bureau Act 2012 to 2016 (as amended). This legislation provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons.

Garda Vetting is conducted in respect of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons.

Criminal Convictions:

I declare that if I am in receipt of any convictions/prosecutions it is my responsibility to bring this to the attention of the Human Resources Officer without delay.

Confidentiality:

Subject to the provisions of the Freedom of Information Act 2014, applications will be treated in strict confidence.

Declaration

I hereby declare that I have complied with all the requirements on the attached checklist and all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed. I hereby authorise Clare County Council to seek any additional information they may require in connection with my application for the post.

Failure to sign this application form will render it invalid.

Signature of Applicant:

Date:

Checklist for applicants prior to submitting completed application form.

CHECKLIST

Please check that you have completed / provided / noted the following:

1. Fully completed application form (x4). Please return the application form, together with 3 copies.
Hard copies only, applications are not accepted by e-mail.
2. Check that you have signed and dated the completed application form.
3. Copy of full driver's license (x4)
(Not original – original will be required prior to any appointment)
4. Provided a copy of documentary evidence in respect of any qualifications required/claimed (x4).
(Not original(s) – original(s) will be required prior to any appointment)
5. All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
6. All information must be provided on the formal application form. Additional information provided via Letter, Curriculum Vitae, etc. **will not** be considered (unless specifically requested).
7. Candidates who send their applications by post should allow sufficient time to ensure delivery **not later** than the latest time for acceptance. **The responsibility rests with the applicant to ensure that the application form, in full (x4), is received on time by the Human Resources Department of Clare County Council.**
8. Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of Postage is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
9. Please notify the Human Resources Department of any change of address.
10. **Applications can be submitted within the deadlines advertised via the following:**
 - An Post or any other delivery courier.
 - Delivery to the Customer Service Desk or to the Human Resources Department, Áras Contae an Chláir.
 - Delivery to the post box at the front of Áras Chontae an Chláir.
E-mail applications will NOT be accepted.
11. Four (4) hard copies of applications with attachments (x 4) must be sent to:
Human Resources Officer,
Clare County Council,
Áras Chontae an Chláir,
New Road,
Ennis,
Co. Clare.
Closing date for receipt of completed applications in the Human Resources Department, Clare County Council is **4.00 p.m.** on _____.
12. Applications received after the closing date and time will not be considered.
If these requirements are not met, applications will be deemed invalid and therefore ineligible to proceed any further in the recruitment process.
Note PLEASE RETURN **ONLY** THE APPLICATION FORM SECTION AND RETAIN THE INFORMATION BOOKLET FOR YOUR OWN RECORDS.



**COMHAIRLE CONTAE AN CHLÁIR
CLARE COUNTY COUNCIL**

FOIRM IARRATAIS - APPLICATION FORM

Only fully completed application forms will be accepted.
4 x Hard copies only, applications are not accepted by e-mail.

Closing Date: 4.00 p.m. on _____

POST / POSITION: _____

1.

Ainm iomlán (i mBloc Litreacha):

Name in full (Block Letters):

2.

Seoladh Poist (i mBloc Litreacha):

Postal Address (Block Letters):

3.

Uimh. Ghutháin / Telephone No's

Obair / Work:

Fón Phóca/ Mobile:

Seoladh Ríomhphoist / E-Mail Address:

4.

An bhfuil áiseanna/socruithe speisialta ag teastáil uait don agallamh/áit oibre?

(Má tá, tabhair sonraí le do thoil)

Do you require any special facilities/arrangements for interview/workplace?

(If yes, please specify)

**DÍCHÁILEOFAR IARRTHÓIRÍ A DHÉANANN STOCAIREACHT NÓ A NDÉANTAR
AR A S(H)ON.**

CANVASSING BY OR ON BEHALF OF THE APPLICANT WILL DISQUALIFY

5.

OIDEACHAS GINEARÁLTA/GENERAL EDUCATION

Scoil nó Coláiste a fhreastal tú/ School or College attended	Tréimhse/Period	Scrúdaithe déanta Examinations Taken (with dates)/(le dátaí)	Tortha/Result (Pas nó Onóracha)/ (Pass or Honours)

6.

**CÁILÍOCHTAÍ ACADÚLA, PROIFISIÚNTA NÓ TEICNIÚLA (MÁS AON CHÁILÍOCHT)
ACADEMIC, PROFESSIONAL OR TECHNICAL QUALIFICATIONS (IF ANY)**

(Note Documentation in support of qualification (s) must be submitted)

Céim nó Cáilíocht eile atá agat/ Degree or other Qualification held	An institúid a bhronn ancháilíocht seo ort / By what Body was this qualification conferred on you	Dáta ar a bhronnadh an cháilíocht seo ort/ Date qualification was conferred on you & duration of course	Príomh ábhair a rinne tú staidéar orthu/ Major subjects	Sonraí Eile/ Other Particulars

7.

**SONRAÍ FAOIN gCEAPACHÁN REATHA NÓ FAOIN gCEAPACHÁN DEIRIDH
PARTICULARS OF PRESENT OR LAST APPOINTMENT**

Fostóir/ Employer:	
Teideal Poist/ Position Title:	
Seoladh/Address:	
Dáta an Cheapacháin/ Date of Appointment:	Permanent/Temporary Buan/Sealadach:

8.

SONRAÍ FAOI FHOSTAÍOCHTAÍ ROIMHE SEO

PARTICULARS OF CURRENT & PREVIOUS APPOINTMENTS

(In ord dátaí ag tosú leis an bhfostaíocht atá agat faoi láthair, ní leor tagairt a dhéanamh d'iarratas eile)

(In sequence starting with your current employment, it is not sufficient to refer to another application).

[illegible]

Luaigh taithí áirithí nó inniúlachtaí nó éachtaí atá bainte amach agat a bhaineann leis an bpost seo i do thuairim, le do thoil.

Please indicate any particular experience, competencies or achievements you consider relevant to this post.

9.

TEISTIMÉIREACHTAÍ/REFERENCES:

Tabhair ainm agus seoladh beirt fostaithe roimhe a bhfuil aithne mhaith acu ort, nach bhfuil gaol agat leo: Give names and addresses of two previous employers to whom you are well known, but not related:

Ainm/Name:

Seoladh/Address:

Gairm/Occupation:

Ainm/Name:

Seoladh/Address:

Gairm/Occupation:

10.

An bhfuil tú anois nó an raibh tú le dhá mhí dhéag (12) anuas thoghadh mar chomhalta d'Údarás Áitiúil nó Údarás Cuain?

Yes

☐

Are you now, or have you been within the past 12 months an elected Member of a Local Authority or a Harbour Authority?

No

☐

11.

An bhfuil aoisliúntas (Pinsean) á fháil agat i ndáil le hOifig faoi Údarás Áitiúil nó Údarás Calaidh?

Yes

☐

Are you in receipt of a superannuation allowance (Pension) in respect of an office under a Local Authority or a Harbour Authority?

No

☐

12.

Údarú agus Dearbhú an Iarrthóra**Authorisation & Declaration by the Candidate**

Sula síníonn tú an fhoirm seo, bí cinnte go bhfuil tú tar éis freagra a thabhairt ar na ceistanna go léir. Bí cinnte leis go bhfuil tú incháilithe faoi na rialacháin. Ní féidir leis an gComhairle gealltanais a thabhairt go ndéanfaidh sí incháilitheacht iarratasóirí a iniúchadh roimh an agallamh/scrúdú; mar sin, d'fhéadfadh daoine nach bhfuil incháilithe, ach a chuireann isteach ar phost pé scéal é, coasta a chur orthu féin gan gá.

DEARBHÚ - Déan cinnte go léann tú an dearbhú seo go cúramach agus go síníonn tú thíos é.

Dearbhaím chomh maith agus is eol dom nach bhfuil aon ábhar maidir le m'iompar, mo charactar nó mo chúlra pearsanta d'aon sórt a chuirfeadh isteach go diúltach ar an bpost iontaoibhe ina gcuirfí mé de bhua ar **Part-time Cleaner (Library) Panel (Confined)**, a dhéanamh díom. Daingním leis seo m'aontú neamh-inchúlghairthe le Comhairle Contae an Chláir chun fiosrúcháin a mheasann siad is gá a dhéanamh maidir le m'oiriúnacht mar, a bhfuil an t-iar **Part-time Cleaner**, ratas seo déanta ina leith. Glacaim agus dearbhaím leis seo teidlíocht ar Chomhairle Contae an Chláir m'iarratas a dhiúltiú sa chás nár thug mé eolas a bhaineann leis an iarratas do Chomhairle Contae an Chláir agus sa chás gur thug mé ráiteas nó uiríoll bréagach a bhaineann leis an iarratas seo.

Ina theannta sin, deimhnímse leis seo go bhfuil an t-eolas ar fad tugtha ar an bhfoirm iarratais seo cruinn. Tuigim go bhféadfadh dícháiliú uathfheidhmeach a dhéanamh orm de bharr eolas bréagach nó míthreorach atá tugtha agam.

Dearbhaím freisin má chiontófar nó má ionchúiseofar sa todhchaí mé, beidh sé mar fhreagracht orm, an fhírce seo a chur ar shúile Oifigigh um Acmhainní Daonna, gan mhoill.

Before signing this form, please ensure that you have replied fully to all questions asked. You should also satisfy yourself that you are eligible under the regulations. The Council cannot undertake to investigate the eligibility of Candidates in advance of the interview/examination, and hence persons who are ineligible but nevertheless enter may thus put themselves to unnecessary expense.

DECLARATION – It is important that you read this declaration carefully and then sign below.

I declare to the best of my knowledge that there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of becoming placed on a **Part-time Cleaner (Library) Panel (Confined)**, I hereby confirm my irrevocable consent to Clare County Council to making such enquiries, as they deem necessary in respect of my suitability as a Part-time Cleaner in respect of which this application is made. I hereby accept and confirm the entitlement of Clare County Council to reject my application if I have omitted to furnish Clare County Council with any information relevant to my application where I have made false statement or misrepresentation relevant to this application.

Furthermore, I hereby declare that all the particulars furnished on this application form are true. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification.

I also declare that if I am in receipt of any convictions / prosecutions in the future it is my responsibility to bring this to the attention of the Human Resources Officer without delay.

Siniú an Iarrthóra / Signature of Applicant:

Dáta / Date:

NOTE

In the event of a large volume of applications a short-listing process may apply. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.

I gcás lion mór na foirmeacha iarratais is féidir le próiseas gearrliostaithe i bhfeidhm. Mar sin, is ar mhaithe do leas féin mionchuntas agus cuntas cruinn do do cháilíochtaí/thaithí a thabhairt ar an bhform iarratais.

Seol 4 chóip den fhoirm iarratais seo chuig: An tOifigeach um Acmhainní Daonna, Roinn na nAcmhainní Daonna, Comhairle Contae an Chláir, Áras Contae an Chláir, Bóthar Nua, Inis, Co. an Chláir agus í a bheith againn roimh **4 p.m. Dé Luain, 23ú Meán Fómhair, 2020. Ná cuir C.V. san áireamh.**

I gcás lion mór na foirmeacha iarratais is féidir le próiseas gearrliostaithe i bhfeidhm. Mar sin, is ar mhaithe do leas féin mionchuntas agus cuntas cruinn de do cháilíochtaí/ thaithí a thabhairt ar an bhfoirm iarratais.

Please return 4 no. copies of this application form to the Human Resources Officer, Human Resources Dept, Clare County Council, Áras Contae an Chláir, New Road, Ennis, so as to arrive not later than **4 p.m. on Monday 23rd September, 2020.**

Please do not include a C.V.

In the event of a large volume of applications a short-listing process may apply. It is therefore in your own interest to provide a detailed and accurate account of your qualifications / experience on the application form.

Fostóir comhionannas deiseanna is ea Comhairle Contae an Chláir.

Clare County Council is an equal opportunities employer.

General Data Protection Regulation: Basis for Processing your Personal Information

The basis for processing your personal data is to progress your application for the position you have applied for with Clare Council under the Terms of the Employment (Information) Act 1994 and Human Resources Department policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including e-mail address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

Sharing of Information

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied for, with a designated short-listing and / or interview board. If, following the competition you are placed on a Panel and offered a position, the information provided in your application form will form part of your Personnel File.

Storage Period

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances, panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, Clare County Council will not be able to progress your application form for the competition for which you are applying.

Clare County Council's privacy statement can be accessed at [http://www.clarecoco.ie/\[info\]/privacy-statement/](http://www.clarecoco.ie/[info]/privacy-statement/).

Garda Vetting

Successful candidates may be subject to Garda Vetting in advance of appointment to the position in accordance with the requirements of the National Vetting Bureau Act 2012 to 2016 (as amended). This legislation provides a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons.

Garda Vetting is conducted in respect of any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable persons.

Criminal Convictions

I declare that if I am in receipt of any convictions/ prosecutions it is my responsibility to bring this to the attention of the Human Resources Officer without delay.

Checklist for applicants prior to submitting completed application form.

CHECKLIST

Please check that you have completed / provided / noted the following:

- 13.** Fully completed application form (x4). **Please return the application form, together with 3 copies. Hard copies only, applications are not accepted by e-mail.**
- 14.** Check that you have signed and dated the completed application form
- 15. Copy of full driver's license (x4)**
(Not original – original will be required prior to any appointment)
- 16.** Provided a copy of documentary evidence in respect of any qualifications required/claimed (x4).
(Not original(s) – original(s) will be required prior to any appointment)
- 17.** All **incomplete applications** will be returned as **invalid** after the closing date and will not be included in the competition.
- 18.** All information must be provided on the formal application form. Additional information provided via Letter, Curriculum Vitae, etc. **will not** be considered (unless specifically requested).
- 19.** Candidates who send their applications by post should allow sufficient time to ensure delivery **not later** than the latest time for acceptance. **The responsibility rests with the applicant to ensure that the application form, in full (x4), is received on time by the Human Resources Department of Clare County Council.**
- 20.** Claims that any application form or letter relating to it has been lost or delayed in the post will not be considered unless a Post Office Certificate of Postage is produced in support of such claims. The responsibility to make contact with An Post regarding any delays rests with the applicant.
- 21.** Please notify the Human Resources Department of any change of address.
- 22. Applications can be submitted within the deadlines advertised via the following:**
 - An Post or any other delivery courier.
 - Delivery to the Customer Service Desk or to the Human Resources Department, Áras Chontae an Chláir.
 - Delivery to the post box at the front of Áras Chontae an Chláir.**E-mail applications will NOT be accepted.**
- 23.** Four (4) hard copies of applications with attachments (x 4) must be sent to:
Human Resources Officer,
Clare County Council,
Áras Chontae an Chláir,
New Road,
Ennis,
Co. Clare.
Closing date for receipt of completed applications in the Human Resources Department, Clare County Council is **4.00 p.m. on Monday 23rd September, 2020.**
- 24.** Applications received after the closing date and time will not be considered.
If these requirements are not met, applications will be deemed invalid and therefore ineligible to proceed any further in the recruitment process.

APPENDIX

14

Checklist for Reassignment of Staff in Clare County Council



Checklist for Reassignment of Staff in Clare County Council

Clare County Council Policy and Procedures for the Protection and Safeguarding of Children

Checklist for Reassignment of Staff in Clare County Council

1. on receipt of a request from a staff member to be reassigned, the Transfer List is populated.
2. on receipt of a request for a staff member in a particular section, the Transfer List is consulted to see if a transfer request can be accommodated.
3. when decision is made to reassign staff member, senior line managers and immediate line managers are notified of impending reassignment.
4. staff member to be reassigned contacted by HR Department to be informed of reassignment
5. if Garda Vetting required for new role/section, staff member will be invited to complete Garda Vetting process. Letter issues to staff member enclosing notification of disclosure from National Vetting Bureau.
6. letter issues to staff member and copied to relevant line managers, with details of reassignment, i.e. reassignment date, section, reporting arrangements etc.
7. cost allocation form is forwarded to line manager for completion.
8. transfer list updated to reflect recent reassignment.

APPENDIX

15

Digital Hubs Safeguarding children risk assessment



Digital Hubs - Kilrush, Feakle, Miltown Malbay

Potential risk/ harm to children Ref identified	*Rank risk: L,M,H	Current controls – procedure in place to manage risk identified – if this information is not known please respond as n/k	Future actions required – by service and/or corporate level – if this information is not known please respond as n/k	Responsible
1 Under 18s could avail of hot-desks (e.g. Students/ school/3 rd level) and share the space with adult service users. The spaces are not supervised. Risk for contractors/staff of coming into contact with under 18s during on-site visits/while carrying out work	M	3 rd level students are permitted to avail of the hot-desk facilities	1.1. Update terms to specify that only 3 rd level students over 18 can use the facilities. Put controls in place to ensure this	Head of Information Systems
			1.2.Improve procedures Put controls in place to ensure that only those over 18 can avail of the services and access the premises	Head of Information Systems
			1.3. Ensure that students submit proof of age and attendance at third level and that this is validated before being allowed to access the facilities	Head of Information Systems
			1.4. Add rule that authorised service users should not bring minors to the premises excepting as in 2.1	Head of Information Systems
2 Authorised service users could bring children into the premises while other adult service users are present	H	Users are discouraged from bringing children to the spaces	2.1. Update terms and conditions e.g. in exceptional circumstances where minors are present, they must be supervised at all times by a parent or guardian	Head of Information Systems

Potential risk/ harm to children Ref identified	*Rank risk: L,M,H	Current controls – procedure in place to manage risk identified – if this information is not known please respond as n/k	Future actions required – by service and/or corporate level – if this information is not known please respond as n/k	Responsible
3 Risk of children/ minors being left unattended on the premises	M		3.1. Update terms e.g. that service users are forbidden from leaving minors unattended in the hubs	Head of Information Systems
			3.2. CCC staff members must not handle a situation alone but must liaise with a colleague regarding action to be taken. In as far as it is possible, the minor should be approached by two CCC staff members when enquiries are being made about their unaccompanied status	Head of Information Systems
			3.3 Advise service users that they must immediately notify CCC if they suspect that a child has been left unaccompanied	Head of Information Systems
4 Risk of trespass onto premises by unaccompanied minors	L	Fobs in place to restrict access to authorised users	Same as 3.2. Put procedures in place for approaching / dealing with unauthorised / unaccompanied minors	
5 CCC departments avail of the conference/training rooms to host/run events and in some cases under 18s may be present at these events	M	CCC department that avails of the training room/conference room for an event where children may be present follows the CCC policy and procedures for the Protection and Safeguarding of Children and the additional guidance provided by the safeguarding children risk assessment completed by the Economic Development Directorate to ensure children are not at risk		

Potential risk/ harm to children Ref identified	*Rank risk: L,M,H	Current controls – procedure in place to manage risk identified – if this information is not known please respond as n/k	Future actions required – by service and/or corporate level – if this information is not known please respond as n/k	Responsible
6 Other organisations may avail of the conference/training rooms to host/run events and in some cases under 18s may be present at these events	M	External organisations are responsible for complying with Children First and having appropriate safeguarding measures in place for children	6.1. Update terms and conditions and provide link when available to CCC publicly available Policy and Procedures for the Protection and Safeguarding of Children	Head of Information Systems
7 Risk of equipment (printers /WiFi/ broadband) being used in any way in relation to child pornography	L	Filters are in place on the WiFi network	<i>Knowingly producing, distributing, printing, publishing or showing child pornography or possessing it for any of these purposes is a criminal offence under Child Trafficking and Pornography Act 1998</i>	
		Existing protocol/ existing council policy: if a CCC staff member is concerned that child pornography images are being downloaded, this should be reported as soon as possible to the Designated Liaison Person (DLP). The DLP is then responsible for ensuring that suspicions or allegations are referred to the Tusla/Gardai and managed as per the CCC Policy and Procedures . If the CCC member is a Mandated Person she/he has a statutory obligation to report to Tusla, if applicable, this should be done in accordance with the joint reporting procedures in the CCC Policy and Procedures	7.1. Update terms and conditions to say that if a ccc staff member or service user is concerned that child pornography images are being downloaded/or on a device/viewed on a device, this should be reported as soon as possible to the DLP. The DLP is then responsible for ensuring that suspicions or allegations are referred to the Tusla/Gardai and managed as per the CCC Policy and Procedures. If the CCC member is a Mandated Person, she /he has a statutory obligation to report to Tusla, if applicable, this should be done in accordance with the joint reporting procedures in the CCC Policy and Procedures	Head of Information Systems

Potential risk/ harm to children Ref identified	*Rank risk: L,M,H	Current controls – procedure in place to manage risk identified – if this information is not known please respond as n/k	Future actions required – by service and/or corporate level – if this information is not known please respond as n/k	Responsible
		Existing policies in place for CCC staff – CCC staff must not send, save, print out or move from one device to another any explicit content involving minors	7.2. Update terms to add that service users must not send, save, print out or move from one device to another any explicit content involving minors	Head of Information Systems

Specific additional safeguarding children guidance – Ennis Municipal District Events

*i.e. St. Patrick's Day/Christmas Events
& Ennis MD GMA funding applications.*



Employees are required to ensure compliance with the following safeguarding children procedures which are in addition to the requirements of the Clare County Council Policy and Procedures for the Protection and Safeguarding of Children September 2020:

- For all Ennis Municipal District organised events, including St Patrick's Day and Christmas Events, all Ennis Municipal District employees and other County Council employees are required to have completed the Children First e-learning course
- It is recommended that the adult/child ratio for groups participating in EMD events should be not less than 1:8 for every child under the age of 18 years
- Where physical contact is an inherent part of an activity, it is important to seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation)
- Signage must be posted, particularly at open Council events, that children must be supervised at all times by a responsible adult i.e. Áras Contae an Chláir prior to St. Patrick's Day Parade
- Outside groups who hire council facilities to provide activities for children i.e. Market Building, should demonstrate to the Council that they are compliant with Children First in terms of their policies and procedures
- All organisations/groups/festivals who apply for grant funding from Ennis Municipal District, for events/activities focused on the involvement of children, should provide evidence that they are compliant with Children First. Such requirements have been included in EMD funding application forms

APPENDIX

17

Water Services - Risk Assessment- Safeguarding children



Water Services - Risk Assessment- Safeguarding children			
Potential risk/harm to children identified	*Rank: L,M,H	Risk Owner	Current controls- procedure in place to manage risk identified – if this information is not known please respond as n/k
Water Services Public Office: Risk of children coming to the public counter in the Water Services Department in Water Park House (either accompanied or unaccompanied)	L	Water Services Senior Management Team	Implement standard procedures for members of the public, attending public offices, once adopted by Clare County Council
Water Services - offices, carpark and park area Drumbiggle: risk of children being present and or playing (either accompanied or unaccompanied) in the car park and park area where water services staff, other LA staff, contractors, IW personnel and members of the public may be present	M	Water Services Senior Management Team	Implement standard procedures for members of the public attending public offices, carparks and park areas, where WS staff work once adopted by Clare County Council
Water Services Operations: Water & Waste Water Teams- liaison with members of the public in their own homes: risk of children being present and or playing (either accompanied or unaccompanied) in the house or property when calling to advise that they are working locally on a water/ waste water issue	M	Water Services Senior Management Team Relevant function Manager	Implement standard procedures for operations teams working in public areas, once adopted by Clare County Council
Water Services Operations Water & Waste Water: in garden/within curtilage of private dwellings: risk of children being present and or playing (either accompanied or unaccompanied) in the garden or curtilage of private dwelling when responding to water & waste water issues/complaints	M	Water Services Senior Management Team Relevant function Manager	Implement standard procedures for Water & Waste Water Operations teams working in private locations once adopted by Clare Co Council
Water Services Operations Water & Waste Water: Requiring access to garden via private dwelling where there may be no other access available: risk of children being present and or playing (either accompanied or unaccompanied) in a private dwelling when responding to water & waste water issues/complaints.	L	Water Services Senior Management Team Relevant function Manager	Implement standard procedures for water and waste water operations teams, once adopted by Clare County Council

Water Services - Risk Assessment- Safeguarding children			
Potential risk/harm to children identified	*Rank: L,M,H	Risk Owner	Current controls- procedure in place to manage risk identified – if this information is not known please respond as n/k
Water Services - Rural Water Programme: Risk of children being present when staff conducting site visits on private property (Bored Wells and or Group Water Schemes- GWS) where there may be children present as they are accompanying the adult(s) who may be meeting WS staff on that property	L	Water Services Senior Management Team Relevant function Manager	Implement standard procedures for water and waste water operations teams, once adopted by Clare County Council. Staff member does not call on site without prior arrangement with the Secretary of the GWS
Water Services - surveying/non domestic leak detection (lone working): risk of children being present and or playing (either accompanied or unaccompanied) in public or private locations	M	Water Services Senior Management Team Relevant function Manager	Staff member does not call on site without prior arrangement with the complainant and engages with the adults on site only
Water Services Capital Projects: Public Consultations: risk of children being present accompanying adults attending public consultations re capital projects	L	Water Services Senior Management Team Relevant function Manager	Implement standard procedures for public consultations, once adopted by Clare County Council
Water Services - staff visit on site (water services offices) with children: Maternity Leave and children on site waiting for parent after school	L	Water Services Senior Management Team Relevant function Manager	