

University of Limerick Accommodation and University of Limerick Conference and Events

Policy and Procedures for the Protection and Safeguarding of Children

June 2024

Table of Contents

	Page
1. Introduction	5
1.1 UL Accommodation and UL Conference and Events, nature of service	5
2. UL Accommodation and UL Conference and Events Child Safeguarding context	6
2.1 Code of Conduct for Children	9
2.2 Code of Conduct for adults in relation to children	13
2.3 Supervision of Children	18
2.4 Children with special needs or disabilities	20
2.5 Lost or Missing children	21
3. Recognising and responding to child welfare and protection concerns	22
3.1 Recognising a concern	24
3.2 Responding to a concern	25
3.3 Responding to a child/young person who discloses abuse	26
3.4 Responding to an adult who discloses childhood abuse	27
3.5 Responding to a person who admits abusing a child	27
3.6 Responding to allegations of child abuse made against a child by another child	28
3.7 Responding to allegations of abuse of a child made against staff or volunteers	28
3.8 Responding to a person who is dissatisfied with how their allegation was dealt with	32
3.9 Talking to parents/guardians about a concern	32

4 **Responding to child welfare and protection concerns** 34
4.1 False abuse allegations 35
4.2 Protected Disclosures 36
4.3 Anonymous reports 36
4.4 Malicious reports 36
4.5 Reporting concerns in an emergency or where there is an immediate risk to a child 37
5 Recording child welfare and protection concerns 38
6 Mandated persons 38
6.1 Legal obligations of a mandated person 39
6.2 Informing a family that a mandated report is being made 44
6.3 Consequences of non – reporting by the mandated person 45
6.4 Mandated Assisting 45
6.5 Information sharing 46
6.6 Protection from civil liability 46
6.7 Confidentiality 47
7 Safe Recruitment 48
7.1 Recruitment of staff 49
7.2 Recruitment of volunteers 51
8 External contractors carrying out work at UL Accommodation and Events facilities 51
9 Safeguarding children training plan 52
10 Safeguarding children communications plan 52
11 On line safety and social media 53
12 Photography and children 54
13 Use of CCTV and video equipment in UL Accommodation and Events facilities 55
14 General health and safety considerations 56
15 UL Accommodation and UL Accommodation and Events Designated persons contact details 57
Appendices:
Appendix 1: Child Safeguarding Statement and Risk Assessment 2023 59

Appendix 2: Glossary of terms and Definitions 77

Appendix 3: Relevant legislation 83

Appendix 4: Incident Report form 88

Appendix 5: Additional Guidance for safeguarding risk assessment 89

Appendix 6: Recognising child protection and welfare concerns 93

Appendix 7: UL Accommodation and UL Conference and Events Complaints/Customer Feedback policy 102

Appendix 8: Child Protection and Welfare Report Form 103

Appendix 9: Retrospective Report form 109

Appendix 10: List of Mandated Persons 115

Appendix 11: Media Consent form 118

Appendix 12: Acceptance of Child Safeguarding Statement 120

Appendix 13: UL Accommodation and UL Conference and Events Child Safeguarding posters 121

Appendix 14: UL Accommodation Child Safeguarding Risk Assessment (Village) 123

Appendix 15: UL Conference and Events Child Safeguarding Risk Assessment 126

Appendix16: UL Conference & UL Conference and Events Contract 129

Appendix 17: UL Events Management Plan 136

Appendix 18: UL Accommodation and Conference and Events Self Declaration Form 144

INTRODUCTION

This policy document and associated procedures aims to support the University of Limerick (UL) Accommodation and the University of Limerick (UL) Conference and Events to create and maintain as safe an environment as possible for children who engage with the company. In creating and maintaining this safe environment UL Accommodation and UL Conference and Events will implement specific safeguarding children measures and will support staff and volunteers in promoting the protection and welfare of children who use our facilities.

1.1 Nature of service being provided.

UL Accommodation and UL Conference and Events is a subsidiary company of the University of Limerick that manages facilities and services on behalf of the University. UL Accommodation and UL Conference and Events is part of UL Enterprise and operates the following specific services:

- Student accommodation during the academic year to University of Limerick students, some of which are under 18 years on admission
- Summer Accommodation during May – September to visiting groups and individuals to the University of Limerick, including children
- Provision of conference and Events organisational services to groups visiting the University of Limerick which may include the attendance of children
- Visitor tours and merchandise sales via the University of Limerick visitor centre

- Oversees the commercial and catering outlets on the University of Limerick campus.

As noted above UL Accommodation and UL Conference and Events accommodate students who may be aged under 18 and also may employ personnel who may be under the age of 18. UL Accommodation and UL

Conference and Events also provide services to children which include sporting activities, summer camps, cultural activities, and many other activities, which permit children to remain on campus for periods with and without their parents.

UL Accommodation and UL Conference and Events acknowledge that while the services they provide are not applicable under either schedule of the Children First Act 2015, they are responsible for the provision of services within the grounds of the University of Limerick, which is a relevant service as set out in Schedule 1 of the Children First Act 2015.

2. UL Accommodation and UL Conference and Events Child Safeguarding context

Guiding Principles:

The guiding principles are as set out in the joint Child Safeguarding Statement of UL Accommodation and UL Accommodation and UL Conference and Events (Appendix 1). It will be the responsibility of UL Accommodation and UL Conference and Events to ensure these principles are followed to safeguard, as far as practicable, children who are using UL Accommodation and UL Conference and Events facilities.

Actions that will assist the implementation and maintenance of the safeguarding children principles include:

- Responding without undue delay to protection and welfare concerns in respect of children and following the guidance contained within UL Accommodation and UL Conference and Events Policy and Procedures for the Protection and Safeguarding of Children 2023 document.
- Ensuring that a Relevant Person and a Named Person are appointed for the purposes of the Children First Act 2015

- Ensuring that a Designated Liaison Person (DLP) and Deputy Designated Liaison Persons (DDLP) are appointed for the purposes of the 2017 National Guidance in respect of Children First
- Reporting child protection or welfare concerns/suspicions to the Designated Liaison Person or the Deputy Designated Liaison Person without undue delay and following Children First compliant procedures.
- Ensuring that identified mandated staff fulfil their responsibilities under the Children First Act 2015 and that a list is maintained by UL Accommodation and UL Conference and Events of such personnel.
- Ensuring appropriate management, recruitment and supervision of staff and volunteers is in place and is subject to regular internal audit.
- Drafting and implementing a safeguarding children training plan for all staff/volunteers and a role specific training plan for the safeguarding children post holders.
- When UL Accommodation and UL Conference and Events is partnering with another body in respect of a children's event there must be **prior** agreement on which bodies reporting procedures are to be followed in cases of incidents or suspected child protection or welfare concerns.
- Compliance with UL Accommodation and UL Conference and Events 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. Such sensitive personal information must only be shared on a 'need to know' basis.
- Ensuring, when practicable, that parents/guardians are informed of any issues or concerns regarding their children.
- Ensuring groups/organisations bringing children to UL Accommodation and UL Conference and Events facilities, on a planned basis, confirm they will have appropriate supervision ratios in place prior to accessing the facilities, i.e. adults: children. Such groups

should also confirm they have Children First compliant procedures in place at the booking stage.

- Ensuring children and parents/guardians/responsible adults are aware of the UL Accommodation and UL Conference and Events Policy and Procedures for the Protection and Safeguarding of Children 2023.

- UL Accommodation and UL Conference and Events will be inclusive of children and young people with disabilities in the provision of and access to their facilities.

- Ensuring that all appropriate organisations and the general public are aware of UL Accommodation and UL Conference and Events Policy and Procedures for the Protection and Safeguarding of Children 2023 document.

- Ensuring that the Policy and Procedures for the Protection and Safeguarding of Children document and appendices are available on the UL Accommodation and UL Conference and Events websites and on the internal shared drive.

- Encouraging children to report any bullying concerns and staff being aware of the dignity in the work place policy and procedures outlined in the UL Accommodation and UL Conference and Events Staff handbook.

- Ensuring a Protected Disclosures policy is in place which reflects the needs of children. UL Accommodation and UL Conference and Events will use the UL Protected Disclosures policy as theirs.

- Ensuring that photographing or recording identifiable visual images of children or permitting such actions will only take place with the written consent of the parent/guardian/responsible adult.

- Not displaying images of children without the written consent of the parent/ guardian/responsible adult. This will apply in particular to the UL Accommodation and UL Conference and Events web-site or social media links of the body.

- Any observed possible breach of the UL Accommodation and UL Conference and Events code of conduct, related to children, by staff or a volunteer, which is observed by a colleague, will be reported without delay to the relevant line manager for appropriate response.

- UL Accommodation and UL Conference and Events will be responsible for reviewing and updating the Policy and Procedures for the Protection and Safeguarding of Children including the Safeguarding Statement and Risk Assessment, at a minimum bi-annually or as soon as possible if there has been a material change in any national policy, legislation or relevant procedural issues.

  The review of the Policy and Procedures, including the Child Safeguarding Statement, was initiated in March 2023 and completed in June 2023

Note:

A glossary of terms and definitions in respect of UL Accommodation and UL Conference and Events Policy and Procedures for the Protection and Safeguarding of Children 2023 is referenced in Appendix 2

Relevant legislation is referenced in Appendix 3

2.1 Code of Conduct for children

This code of conduct aims to ensure that children and young people who interact with UL Accommodation and UL Conference and Events staff during access to the facilities are aware of what is expected of them and feel safe, respected, and valued.

The code of conduct 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.

The code of conduct sets out the following guidance for children and young people attending UL Accommodation and UL Conference and Events facilities in terms of:

- Cooperating with others
- Listening to others
- Treating everyone with respect
- Taking responsibility for their own behaviour
- Talking to a responsible adult about anything that they may be worried or concerned about
- Following this code of conduct 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.

If children do not follow this code of conduct the following will apply:

- If a child acts inappropriately while attending UL Accommodation and UL Conference and Events facilities, they will be asked to comply with the code of conduct.
  If this behaviour continues after the first reminder or if it escalates the incident will be recorded and the parent/guardian/responsible adult will be informed.
- When dealing with a disruptive child it is recommended that where possible more than one staff or responsible adult is present.

Engaging with a child exhibiting disruptive behaviour – guidance for staff

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 when possible more than one staff should 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 Síochana.

Positive behaviour is always expected from children while attending UL Accommodation facilities. Parents/guardians, or if in, for example, 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 accessing UL Accommodation and UL Conference and Events facilities.

An Garda Síochana should be notified to deal with disruptive children/ young people who refuse to leave the facility and continue to be disruptive.

All instances of disruptive behaviour that require the intervention of staff and which put at risk the safety and well-being of others, must be recorded.

The report of a disruptive incident shall describe:

- What happened?
- Who was involved?
- Where and when it happened?
- What was said, if significant?
- The duration of the incident?
- Any injury to person or property?
- How the situation was resolved?

Note: An Incident Report Form shall be completed (Appendix 4)

2.2 Code of Conduct for adult staff in relation to children

This code of conduct outlines the conduct UL Accommodation and UL Conference and Events requires from all staff in their contact with children accessing UL Accommodation and UL Conference and Events facilities. The code of conduct also extends to third party entities/bodies who work in partnership with UL Accommodation and UL Conference and Events to deliver services.

The code of conduct aims, as far as practicable, to assist UL Accommodation and UL Conference and Events in protecting children, in contact with their services, from abuse or harm.

The named person will ensure that everyone involved in the delivery of UL Accommodation and UL Conference and Events services has seen this code, understood, and agreed to follow the code of conduct.

All such persons will sign a declaration that they have read these procedures, associated appendices, and the child safeguarding statement. In signing this declaration, they will also agree to abide fully with the contents of the documents.

Staff will also be made aware of the possible disciplinary and/or criminal consequences of breaching this code of conduct.

This code of conduct applies to all staff who 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.

The code sets out the following guidance for staff when in contact with children attending UL Accommodation and UL Conference and Events facilities:

- That a child's welfare and safety is paramount
- That all children are to be treated fairly and without prejudice or discrimination

- That a child accessing UL Accommodation and UL Conference and Events facilities has a right to be safe and feel safe

- That a child should be able to make a complaint by using a child friendly process

- That staff should listen to and respect children

- That staff should provide positive encouragement, support, and praise to children

- That staff should have due regard to cultural differences

- That staff should be alert and tackle inappropriate behaviour in others including peer to peer behaviours

  That staff should take care that language is not open to sexual or racist connotations. If language used may have caused offence to a child, this should be addressed with them in a sensitive manner

- That staff should treat all children as individuals

- That staff should respect a child's personal space

- That staff should be aware of a child's limitations

- That staff should use age-appropriate teaching/learning and communication aids when required

- That staff should lead by positive example when interacting with children and young people

- That staff should work towards creating an atmosphere of trust with children

- That staff show respect and be aware of differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems between themselves and others

- That if staff are aware of personal information in respect of a child, this must be kept confidential and will only be shared on a need-to-know basis

Staff **should not do** the following in respect of their engagement with children:

- 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

- Smoke, consume alcohol or use illegal substances when interacting with children during working hours

- Spend excessive amounts of time alone with a child or children during working hours

- Transport children, attending UL Accommodation and UL Conference and Events facilities, on journeys alone in a vehicle without the consent of the parent/guardian/responsible adult. Excepting in an emergency situation

- Take children from the work environment to the staff member's home

- Be 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

- Use or allow offensive or sexually inappropriate physical contact and or verbal language with children

Single out a particular child they have contact with through their work environment for unfair favouritism, criticism, or ridicule

- Hit or physically chastise children
- To be involved in horseplay or inappropriate touching of children
- Reveal personal information about children where you are not concerned about possible protection or welfare concerns which may require contact with Tusla and/or An Garda Síochana
- Collude with any person to suppress child protection or welfare concerns

Staff and volunteers must also ensure that the following actions are also taken to safeguard children:

- Within UL Accommodation and Events facilities if requested to direct a child to the toilet, staff 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 outside of the UL Accommodation and Events facility in search of a parent/guardian. Keep them safe until a parent or carer returns
- Contact An Garda Síochana 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 related to work-based activities 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

- Ensure that clear child friendly guidance exists for children and their primary carers to be able to communicate with and access staff if they have a complaint

The following behaviour will not be accepted "from adults or children" at UL Accommodation and UL Conference and Events facilities:

- Behaviour which is disruptive and interferes with the safe 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 UL Accommodation and UL Conference and Events property

- The use of illicit drugs or under-age drinking of alcohol while using UL Accommodation and UL Conference and Events commercial facilities. In this context it will be the contracted provider who will have the responsibility to ensure, in particular, that under - age drinking of alcohol or use of illicit drugs does not occur on the premises.

- Smoking, except in designated areas

2.3 Supervision of children

UL Accommodation and UL Conference and Events recommends that organised groups of children using their facilities should apply the following adult to child ratios:

- 0 to 1 year - 1 staff or responsible adult to 3 children
- 1 to 2 years - 1 staff or volunteer to 5 children
- 2 to 3 years - 1 staff or volunteer to 6 children
- 3 to 6 years - 1 staff or volunteer to 8 children
- 7 to 12 years- 1 staff or volunteer to 8 children
- 13 to 18 years 1 staff or volunteer to 10 children

(Additional detail on NSPCC.com: https://learning.nspcc.org.uk/researchresources/briefings/recommended-adult-child-ratios-working-with-children#article-top)

(It should be noted that the above ratios are based as a minimum standard)

Taking into account the following factors the number of supervising adults required may increase:

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

UL Accommodation and UL Conference and Events receives bookings from groups such as language schools to use their facilities, such bodies need to ensure the following measures are in place:

That the body has in place a Children First compliant protection and safeguarding of children policy and procedures

That a safeguarding children risk assessment has been completed in respect of the activity

That the staff and/or volunteers are appropriately trained, qualified, and vetted.

That they have appropriate and gender balanced supervision in place

That they have appropriate ratios of adults to children to maintain safe supervision levels (see above)

That appropriate insurance is in place.

That the parents/carers have been informed in writing and briefed in respect of the details of the activity and given written consent for their child / young person to participate

NOTE: An Event Booking form must be completed in all such circumstances where organised groups of children under the age of 18 will be using UL Accommodation and UL Conference and Events facilities.

2.4 Children with special needs or disabilities

Safeguarding standards for children with special needs or disabilities are 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 or volunteers if something is happening to them which is 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 by the relevant body

2.5 Lost or Missing children

If a child participating in activities/sessions/camps at a UL Accommodation and UL Conference and Events facility, gets lost or goes missing UL Accommodation and UL Conference and Events will initiate and apply the following procedure:

- Ensure that all other persons involved in the activity are fully accounted for and continue to be supervised appropriately while a search for the child concerned is carried out
- Notify the person responsible for the activity
- Notify the Line Manager and UL & Village Security, as appropriate
- Immediate action is required in the event of a missing child. Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by An Garda Síochána if they need to be notified
- Follow Garda guidance if further action is recommended
- Maintain close and ongoing contact with the parents / guardian / carer, An Garda Síochána and UL Accommodation and UL Conference and Events staff and Security to aid the early and safe recovery of the lost/missing child
- Complete an incident report form (Appendix 4)

- Ensure that all involved including the parents / guardian / carer, searchers and Gardai shall be informed immediately if at any stage the child is located.

Note: Each facility and event should have a sign- posted area for lost/missing children so a child can present themselves or adults can go to if their child goes missing or becomes lost

3. RECOGNISING AND RESPONDING TO CHILD WELFARE AND PROTECTION CONCERNS

Managing abuse or welfare concerns at UL Accommodation and UL Conference and Events

If a staff/volunteer becomes concerned that a child's behaviour or presentation suggests that there may be child protection or welfare concerns they will follow UL Accommodation and UL Conference and Events Policy and Procedures for the Protection and Safeguarding of Children 2023.

In summary this will involve initially contacting the Designated Liaison Person (DLP) of UL Accommodation and UL Accommodation and Events or the Deputy DLP (DDLP) who may then need to inform Tusla, Child and Family Agency.

In this situation 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 Síochana or it is the considered opinion that it could place the person making the report at potential risk from the family.

UL Accommodation and UL Conference and Events has in place a Designated Liaison Person and Deputy Designated Liaison Person for Children First.

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 UL Accommodation and UL Conference and Events and such child protection and welfare concerns are referred promptly to Tusla

- To ensure that all such concerns and the subsequent actions taken by UL Accommodation and UL Conference and Events are recorded and retained in a confidential file. This includes recording 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 the Tusla duty social work service in respect of a concern
- To ensure that a working relationship is established with An Garda Síochana and Tusla in respect of liaison arrangements for child protection and welfare concerns
- To develop procedures for liaison between the Designated Liaison Person, Deputy Designated Liaison Person and the mandated persons, if applicable, 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 Síochana **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

The necessary elements of managing a concern are:

- **Recognising a concern**
- **Responding to a concern**
- **Reporting a concern**
- **Recording a concern**

3.1 Recognising a concern

Child abuse is categorised as four main types: Neglect, Emotional Abuse/Ill Treatment, Physical Abuse and Sexual Abuse.

Neglect is where a child is deprived of adequate food, warmth, clothing, hygiene, supervision, safety, or medical care. The threshold of harm for neglect is where a child's health, development or welfare have been or are being seriously affected or are likely to be seriously affected.

Ill treatment is defined as to abandon or cruelly treat a child, or to cause or procure or allow a child to be abandoned or cruelly treated. Emotional abuse is the systematic emotional or psychological ill treatment of a child as part of the overall relationship between a care giver and a child. The threshold of harm for emotional abuse is reached when a child's health, development or welfare have been or are being seriously affected or are likely to be seriously affected.

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. This may occur as a single incident or as a pattern of incidents. The threshold of harm for physical abuse is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being or is at risk of being assaulted and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Sexual abuse 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 or exposing the child to sexual activity directly or through pornography. The threshold of harm for sexual abuse is any concern where reasonable grounds for concern exist that a child has been, is being, or is at risk of being sexually abused. In this context the concern must be reported to Tusla under the Children First Act 2015.

Note that 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 be made to Tusla and/or An Garda Síochana.

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

Appendix 6 references, in detail, recognising child protection and welfare concerns.

3.2 Responding to a concern

- The responsibility to safeguard children and to report child welfare or protection concerns, without undue delay, is shared by all UL Accommodation and UL Conference and Events staff and volunteers.
- 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.
- Unless it is an emergency such reports will not be made without a consultation with a DLP.
- If a report is made by a mandated person, the DLP must be informed of the action.

Children First national guidance 2017 lists the following as reasonable grounds for concern:

- Evidence, for example of an injury or behaviour, which 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.

3.3 Responding to a child/young person who discloses abuse.

In responding to a disclosure of abuse by a child the following guidance should be followed:

- Remain as calm as possible.
- Listen to the child and give them time to share their concerns.
- Try not to show any feelings such as anger or disbelief.
- Accept the child's story. <u>False disclosures by children are rare.</u>
- Reassure the child that they have taken the right step in disclosing.
- Avoid asking leading questions.
- Advise the child that you cannot guarantee to keep confidentiality as you may need to share information with Tusla and/or An Garda Síochána
- Keep a record of the conversation and record the actual words used by the child.

- Reflect back to child what you think you have heard, and, in the words, they used to you.

- Do not make any comments about the alleged abuser.

- Do not make any attempt to confront the alleged abuser.

- Ensure the child is aware of what may need to happen next in terms of the process.

- Inform the DLP immediately with a view to appropriate notifications to the statutory authorities.

3.4 Responding to an adult who discloses childhood abuse.

In responding to a disclosure of childhood abuse by an adult the following guidance should be followed:

- Establish whether there is any current risk to children from the alleged abuser e.g., is this person still alive and do they have contact with children.

- Advise that you cannot guarantee to keep confidentiality as you may need to share information with Tusla and/or An Garda Síochana

- Reports of retrospective child abuse are assessed by Tusla. **(See appendix 9 for Reporting Retrospective Abuse Report Form)**

- Inform the DLP immediately with a view to appropriate notifications to the statutory authorities.

3.5 Responding to a person who admits abusing a child.

In responding to a person who admits abusing a child the following guidance should be followed:

- This information cannot be kept confidential.

- Inform the DLP immediately with a view to appropriate notifications to the statutory authorities.

3.6 Responding to allegations of child abuse made against a child by another child.

In responding to an allegation of child abuse made against a child by another child the following guidance should be followed:

- Note that this type of abuse may be called peer abuse.
- Inform the DLP immediately with a view to appropriate notifications to the statutory authorities.
- If reports are to be made, they should be made in respect of both children individually.

3.7 Responding to allegations of abuse of a child made against staff or volunteers

The following issues should be taken into consideration when responding to allegations made against staff or volunteers:

- The concern may relate to possible harm to a child.
- The concern may relate to a possible criminal offence.
- An adult's behaviour may suggest that person may pose a risk of harm to a child.
- The adult's behaviour may be a breach of the code of conduct for adults in respect of children.
- The behaviour may be contrary to professional practice guidelines.

Note that in such cases the reporting system to Tusla is to be followed with the DLP and the internal HR procedures will also be initiated. The

DLP is to ensure that the UL Accommodation and UL Conference and Events Group Chief Operations Officer (COO) or their designate is advised of such concerns.

The key principles to be followed in responding are as follows:

- Priority will be given to protecting the child/young person while at the same time taking account of the staff or volunteer's right to due process. The fact that protective measures may have been taken does not presume guilt

- The same person in UL Accommodation and UL Conference and Events should not have the responsibility for dealing with the child protection reporting procedure and the employment/contractual issues

- The UL Accommodation and Events reporting procedures for the reporting of child protection and welfare concerns will be followed by the DLP and/or deputy DLP

- The UL Accommodation and UL Conference and Events Chief Operations Officer (COO) or their designate will oversee procedures relating to employment issues

- Any action taken will consider the applicable employment contract and the rules of natural justice

It will be to the benefit of everyone concerned that a timely resolution to the allegation is achieved

- The agreed procedures for dealing with allegations of abuse against staff or volunteers should be applied objectively and in a consistent manner

- All elements of the process will be recorded, including any liaison with the statutory agencies

- UL Accommodation and UL Conference and Events will ensure that any actions or investigations by them do not compromise or prejudice any statutory investigation by An Garda Síochana or assessment by Tusla

- Close liaison will be maintained between UL Accommodation and UL Conference and Events, An Garda Síochana and Tusla. The DLP will be the liaison person for UL Accommodation and Events with the statutory agencies

Responses by UL Accommodation and UL Conference and Events will include:

- The DLP will be informed of the allegation, if not previously known

- The DLP will inform the COO of UL Accommodation and UL Conference and Events or their designate 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

COO/designate 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 taken by UL Accommodation and UL Conference and Events 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 and the DLP will inform the staff or volunteer, privately, that an allegation has been made against him/her and the nature of the allegation. The staff or volunteer will be given an opportunity to respond to the allegation both verbally and in writing. The timing of such a meeting and the level of information sharing may be dependent on the status of any possible criminal investigation by An Garda Síochana or assessment by Tusla in particular

- The COO /delegate should record the response of the member of staff to the allegation 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 UL Accommodation and UL Conference and Events with Tusla and An Garda Síochana 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

3.8 Responding to a person who is dissatisfied with how their allegation was dealt with by UL Accommodation and UL Conference and Events

UL Accommodation and UL Conference and Events has a complaints policy in place, **(Appendix 7)** which is available on the UL Accommodation and UL Conference and Events website for children and parents to access, as well as staff and volunteers. Any review of a complaint in terms of how a child abuse allegation was processed must involve the DLP of UL Accommodation and UL Conference and Events, 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 conduct which are deemed not to be child protection or welfare concerns.
If necessary, the DLP will consult with HR and/or Tusla if it is deemed necessary during the management of such a complaint.

3.9 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 the view of UL Accommodation and UL Accommodation and Events that 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/guardians 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 UL Accommodation and UL Conference and Events guiding principles, procedures and duties to safeguard children and young people

- In contact with parents/guardians clearly explain the nature of the concern, for example, by using information and records of observations made

- Consider who is best placed to have this conversation with the parents/guardians e.g., good practice requires that it should be 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/guardians is supportive but also ensure the concern is made clear to all in the discussions

4 Responding to child welfare and protection concerns

The following steps will be taken by UL Accommodation and UL Conference and Events in responding to and reporting child protection and welfare concerns:

Step 1

- On receipt of a concern a staff member or volunteer will immediately report the details to the UL Accommodation and Events DLP or Deputy DLP
- This information should be relayed to the DLP or Deputy DLP using the Tusla Child Protection and Welfare Report Form. (Appendix 8)
- If there is an immediate risk to a child, the safety and welfare of the child is paramount. The DLP or Deputy DLP in that situation may after consultation with the initial reporter make an immediate report to Tusla or the Gardaí, if Tusla are unavailable

Step 2

- The DLP or Deputy DLP will consult with the person who raised the concern with a view to deciding if reasonable grounds for concern exist to report. Informal consultation can take place between the DLP or Deputy DLP and the Tusla duty social work service (Such a consultation must be recorded by the DLP or Deputy DLP). This consultation will be with a view to assisting the DLP or Deputy DLP in terms of deciding whether reasonable grounds for concern exist to report to Tusla

Step 3

- If reasonable grounds for concern are deemed to exist, the DLP or Deputy DLP will report the concern to Tusla without any undue delay

Step 4

- If the DLP or Deputy DLP is of the view that a report should not be made to Tusla then the staff member/volunteer must be given a written explanation for this decision. In this situation the staff member/volunteer can still make their own report to Tusla or An Garda Síochana if they are of the view that reasonable grounds for

concern do exist. They have protections from the Protection of Persons Reporting Child Abuse Act 1998 in making such an independent report in good faith

Step 5

- A confidential file will be created and held securely by the DLP in respect of any child welfare or protection concern/suspicion that comes to the attention of UL Accommodation and UL Conference and Events. This file will be a record of all actions taken and all relevant correspondence issued and received by UL Accommodation and UL Conference and Events in respect of the concern

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 DLP may decide that reasonable grounds for concern do now exist and that Tusla should receive a report

4.1. False abuse allegations

In working with or having contact with children, staff and volunteers on some occasions can be subject to 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 made available by UL Accommodation and UL Conference and Events for both the person against whom the allegation has been made and for the person who reported the alleged abuse.

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 person against whom the allegation has been made.

4.2 Protected Disclosures

Staff and volunteers of UL Accommodation and UL Conference and Events have guidance available in respect of protected disclosures in the UL Accommodation and UL Conference and Events Protected Disclosures Policy. This document provides guidance for staff 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 UL Accommodation and UL Conference and Events structures. This may prevent a child in particular from remaining in a situation where there is a risk of abuse.

4.3 Anonymous reports

Designated Liaison Persons when making a report to Tusla or An Garda Síochana must comply with the requirements of this policy and procedures, thereby not report anonymously. The same principle is applied to the staff or volunteer who makes the initial report to the DLP/Deputy 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.

4.4. Malicious reports

Malicious reports have the potential to cause harm to the named child 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 or volunteer in concerned that a report is malicious they should initially bring it to the notice of the DLP

4.5. 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 their Deputy, or Tusla, cannot be contacted a report should be made directly to An Garda Síochana. Following such an action the standard report (CPWRF) (Appendix 8) 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 Síochana 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)
- Current location of the child
- Names of other children in the household ,if known
- Name of the school the child attends, if of school age, if known

5. Recording child welfare and protection concerns

When child abuse or neglect is suspected, it is essential that a written record of all the information created is maintained by UL Accommodation and UL Conference and Events. Therefore staff or volunteers reporting a concern to the DLP or Deputy DLP shall be expected to provide as detailed an account as possible of the concern by completing the TUSLA Child Protection and Welfare Report form (Appendix 8).
All written records created must be factual and objective. The name, contact details and relationship to the child of the person bringing the concerns must be included in the written record.
All records shall include the name of the person bringing the concerns, be signed and dated. All records must then be passed onto the DLP for secure storage and appropriate action.

Note: The reporter and DLP or Deputy DLP may subsequently be invited to attend a child protection conference or any proceedings where the matter is being assessed by TUSLA and/or being investigated by An Garda Síochana as to whether a crime may have been committed.

6. MANDATED PERSONS

Reporting mandated concerns of harm

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 10 of this document.

Under the Children First Act 2015 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 a

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 a Designated Liaison Person on their behalf.
The Children First Act 2015 requires that UL Accommodation and UL Conference and Events maintains a list of mandated persons on the staff, if applicable.

Note: Staff who are mandated persons under this Act should be made aware of their responsibilities at the start of their employment with UL Accommodation and UL Conference and Events.

6.1 Legal obligations of a mandated person

Mandated persons 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

The Children First Act 2015 requires that mandated persons 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."

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

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

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)

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

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.

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.

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.

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.

The following steps are 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 submitted to the Tusla portal , 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.
The mandated person should receive a response from the authorised person within Tusla formally acknowledging receipt of the report.
Once the report form is received by Tusla a child protection assessment will commence if a sufficient level of risk is identified.

3. The mandated report must be copied internally to the Designated Liaison Person of UL Accommodation and UL Conference and Events as per procedure

Note:

- As stated above, it will be best practice within UL Accommodation and UL Conference and Events that mandated reports when made are brought to the attention of the Designated Liaison Person

- 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 a Designated Liaison Person on their behalf

- Mandated persons can make a joint report with a Designated Liaison Person or another person, mandated or otherwise

- If UL Accommodation and UL Conference and Events or the DLP/Deputy DLP does not feel it is appropriate to report to Tusla, the mandated person should still proceed with the report if the defined threshold for reporting

has been met or exceeded. In this case the provisions of the Protection for Persons Reporting Child Abuse Act 1998 apply

- 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

- If a mandated person is in doubt as to whether the concern reaches the legal definition of harm for making a mandated report, the Tusla duty social work service can be approached to give advice in this regard. The decision to report remains the individual responsibility of the mandated person. Any advice received must be recorded on the confidential file which will have been created by the DLP

- 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

- As noted previously in this document 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 Síochana 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, however, additional information comes to the attention of the mandated person in respect of the reported concern this should be considered and 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. However 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 their obligations under the Children First Act

6.2 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 UL Accommodation and UL Conference and Events regard it as 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 meet the family to advise them that a report is being made to Tusla and the reasons for doing so.

It is not deemed 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 Síochana. A family may also 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.

6.3. 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 Practice 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 Síochana. This information can therefore be disclosed to the mandated person's current employer or a future employer when that person is next vetted by the National Vetting Bureau

Note:

- UL Accommodation and UL Conference and Events may consider a failure to report a child protection or welfare concern as a disciplinary matter for a member of staff

- 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 Síochana. 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

6.4 Mandated Assisting

As noted earlier, the Children First Act 2015 also places a statutory requirement on mandated persons to assist Tusla in the assessment of risk of mandated reports, when 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.

6.5. Information sharing

The Data Protection Acts of 1998 - 2018 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:

As noted above 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.

6.6 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.'

6.7 Confidentiality

UL Accommodation and UL Conference and Events is committed to protecting a person's right to confidentiality. However, considerations in respect of confidentiality will not overrule a child's right to be protected. It is not a breach of data protection or confidentiality to provide information with the intention of protecting a child. On that basis UL Accommodation and UL Conference and Events undertakes to:

- Where child protection and welfare concerns arise, to share personal information on a 'need to know' basis, in the best interests of the child, with the relevant statutory authorities and the parents/guardians. Such sharing may require attendance at formal meetings organised by Tusla e g child protection conferences or strategy meetings

- Not to give undertakings regarding secrecy. Those staff members and volunteers engaged with or in contact with children should make this clear to parents/ guardians and the children themselves

- To provide information on a proportionate basis to the statutory agencies necessary for the protection of a child

- To advise children and parents/guardians that personal information is being shared, unless it is the considered opinion that doing so could put the child at further risk or may place the reporter at risk

- To retain records generated in respect of child protection and welfare concerns in accordance with Data Protection legislation, in a secure setting, managed by the DLP

- To respond to breaches by staff or volunteers in respect of the sharing of confidential information which is not related to child protection or welfare concerns which may be regarded as a disciplinary matter

Note:
The Protection for Persons Reporting Child Abuse Act 1998 provides immunity from civil liability and from possible disciplinary action by an employer to persons who report child protection concerns "reasonably and in good faith "to the authorised persons in Tusla or An Garda Síochana.

7. SAFE RECRUITMENT

UL Accommodation and UL Conference and Events will take all steps to ensure that people in contact with children on UL Accommodation and UL Conference and Events programmes, are suitable and appropriately qualified. Recruitment and selection procedures are therefore necessary and these procedures apply to all persons recruited including those with substantial access to children.

Safe recruitment requires that UL Accommodation and UL Conference and Events 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 and volunteers are trained appropriately and have the experience to undertake this role

- Ensure that UL Accommodation and UL Conference and Events 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 UL Accommodation and UL Conference and Events are inclusive and treat all applicants as having equal status

7.1 Recruitment of Staff

The following procedures will apply to the appointment of Staff:

- The relevant interview process, including 2 reference requests will be completed by the Company. This will include a declaration relating to there being no reason why a person would be considered unsuitable to work with or near children and/or vulnerable persons.

- **This declaration should also be in place for volunteers at UL Accommodation and UL Conference and Events facilities.**

- The successful applicant will be offered employment, post interview, subject to:

  -Appropriate suitable references
  -Completed relevant interview scoring sheet
  -Signing relevant employment contract of employment
  -Where applicable, proof of qualifications
  -Appropriate Garda vetting, where relevant
  -Positive proof of identification

Note:
Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.

Under these Acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The Acts create offences and penalties for persons who fail to comply with its provisions. Service level agreements **(SLA)** have been signed previously between UL Accommodation and UL Conference and Events with the University of Limerick for service use

and data processing of the vetting application system for the National Vetting Bureau of An Garda Síochana.

NOTE: UL Accommodation and UL Conference and Events considered the applicability of the legislation to this organisation and following that review decided to take a conservative approach to the interpretation of the legalisation. This resulted in UL Accommodation and UL Conference and Events deciding to vet all staff who had any potential contact with children or vulnerable adults. The Garda National Vetting bureau rejected the applications to Garda vet staff on the basis that UL Accommodation and UL Conference and Events activities are not applicable under the Children Act 2001 or Child Care Act 1991.

To ensure that the recruitment process is as supportive of this policy as possible, UL Accommodation and UL Conference and Events will ensure that the following steps are taken for positions that have interaction with children:

- UL Accommodation and UL Conference and Events obtains references of suitability of character **and**
- UL Accommodation and UL Conference and Events requires a declaration from candidates that they are not known to Gardai or Child Protection Services in Ireland or any other jurisdiction for behaviours that would deem them unsuitable to be involved in services for children or vulnerable persons.
- UL Accommodation and UL Conference and Events requests a police clearance certificate from those who have spent significant time in other jurisdictions.

Note: In terms of other persons providing a relevant service at UL Accommodation and UL Conference and Events facilities from a third-party organisation , that body is responsible for the relevant Garda vetting of their relevant employees. If the service provider or volunteer is not associated with a body registered with the National Vetting Bureau for Garda vetting, it may not be possible for UL Accommodation and UL Conference and Events to allow their engagement with children only relevant activities. They may however provide or be involved with

activities to groups where the presence of children is incidental to the presence of people in general.

7.2 Recruitment of volunteers

For volunteers and adult students on work placements a statement of suitability to work with children and or vulnerable persons must be secured in respect of each individual person.

8. External contractors carrying out work at UL Accommodation and UL Conference and Events facilities.

UL Accommodation and UL Conference and Events will seek a signed declaration from a contractor that they have read and understand the particulars outlined in UL Accommodation and UL Conference and Events Policy and Procedures for the Protection and Safeguarding of Children.

The signed declaration will confirm that they agree to comply with UL Accommodation and UL Conference and Events Policy and Procedures for the Protection and Safeguarding of Children. e. g. cleaners, maintenance contractors

Note: Garda vetting of such persons will not normally be required as they will tend not to be involved in work or activities, a necessary and regular part of which consists mainly of them having access or contact with children or vulnerable persons.

9. Safeguarding children training plan

UL Accommodation commits to the following actions in respect of training staff in respect of safeguarding children:

- That all post holders within the safeguarding children structure will receive training commensurate with their roles

- That the induction programme for all UL Accommodation and UL Conference and Events staff will include a briefing in respect of the UL Accommodation and UL Conference and Events Policy and Procedures for the Protection and Safeguarding of Children 2023 plus completion of the Tusla E learning Children First module

- That all relevant UL Accommodation and UL Conference and Events staff will be facilitated to access the Tusla Children First E learning module when they are due to do so.

- That a training needs analysis in respect of safeguarding children training needs for all staff will be initiated with a view to completion by the end of September 2023. This will inform and help to frame any future training plans

10. Safeguarding children communications plan

UL Accommodation and UL Conference and Events commits to the following actions to ensure that staff, volunteers and the general public are aware of the company's commitment to safeguarding children:

The child safeguarding statement and the Policy and Procedures for the Protection and Safeguarding of Children will be placed on the UL Accommodation and UL Conference and Events web- site and the shared drive.

All UL Accommodation and UL Conference and Events facilities will display a child safeguarding notice which references in particular the

contact details for the Designated Liaison Persons and the website link for the child safeguarding statement.

All UL Accommodation and UL Conference and Events facilities will display child friendly safeguarding information

All relevant agencies, 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.

Feedback systems will be developed with children, parents/guardians, staff and volunteers to advise UL Accommodation and UL Conference and Events as to whether the safeguarding children communication process is working.

Safeguarding children will be a standing agenda item for all planned staff meetings within UL Accommodation and UL Conference and Events. Safeguarding children is now a weekly standing agenda point in the management meeting with the COO and the Deputy COO.

11. 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 UL Accommodation and UL Conference and Events staff 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 UL Accommodation and UL Conference and Events procedures for reporting child protection or welfare concerns.

- Ensure that in any employees' or volunteers' work-based communication with a child/young person, personal accounts should never be used as a form of communication. Any such communication must have secured parental/guardian consent in advance.

- A UL Accommodation and UL Conference and Events mobile phone or tablet must be used if a work-related communication with a young person is essential.

- 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 UL Accommodation and UL Conference and Events devices that children may access.

- Ensure that if young people are provided with access to live stream within a UL Accommodation and UL Conference and Events facility that this can only be done in an open area which can be supervised by staff and with the prior consent of a parent/guardian

12. Photography and children

The following guidelines are to be followed by staff in respect of photography and children:

- If UL Accommodation and UL Conference and Events wishes to use an identifiable photograph of a child for promotional publicity, then written permission must be sought from the parents/guardians via the media consent form **(Appendix 11).** Such consent must be further approved by the Line Manager of the facility in advance of the Events

- Photographs of children at UL Accommodation and UL Conference and Events facilities will not be taken by staff using their own

cameras, except for specified official reasons authorised by the Line Manager

- Professional photographs for official Events should have an appropriate accreditation which must be provided to the Line Manager in advance of the events

- The names of children whose photographs are used for promotional activity will not be made public

- Inappropriate use of children's images by staff or volunteers will be reported to the DLP and may be considered a breach of the code of practice

- Where possible UL Accommodation and UL Conference and Events aims to use professional models or illustrations when promoting an activity and will avoid the use of identifiable photographs of children. This will also include the UL Accommodation and UL Conference and Events website and social media. The content of any photographs must focus on the activity not on a particular child

- The use of a phone's camera function in UL Accommodation and UL Conference and Events dressing areas and toilet facilities is prohibited

13. Use of CCTV and video equipment in UL Accommodation and UL Conference and Events facilities

- UL Accommodation and UL Conference and Events has Closed Circuit Television Camera (CCTV) located throughout its facilities, covering buildings and internal areas. UL Accommodation and UL Conference and Events CCTV system is implemented in a proportionate manner as necessary to protect UL Accommodation property against theft, pilferage or damage and for the safety and security of staff, students and visitors to the UL Accommodation and UL Conference and Events facilities (to protect their vital interests).

- CCTV footage is monitored by UL Accommodation and UL Conference and Events staff however access to recorded footage is strictly limited to authorised personnel. Footage is retained for 3 weeks, except where incidents or accidents have been identified in which case such footage is retained specifically in the context of an investigation of that issue

- CCTV footage is not disclosed to third parties except where disclosure is required by law (such as for the purpose of preventing, detecting or investigating alleged offences) and in such instances disclosure is based on a valid request. Signage indicating that CCTV is in use is displayed prominently throughout the UL Accommodation and UL Conference and Events facilities

14 General health and safety considerations

General Health and Safety considerations referenced for children accessing UL Accommodation and UL Conference and Events facilities include:

- Obligations under the Employment Equality Acts (1998 – 2011) and Equal Status Acts (2000 – 2012) must be taken into consideration. In providing services, staff 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.

- UL Accommodation and UL Conference and Events must ensure there is compliance with the requirements of the relevant fire certificates and any recommendations or requirements of the fire authority and the facilities' insurers.

- UL Accommodation and UL Conference and Events must ensure that there is awareness of each UL Accommodation and UL Conference and Events facility's first aid arrangements.

- UL Accommodation and UL Conference and Events must ensure there is an awareness of the emergency evacuation procedures relevant to each facility and ensure that children are also aware of what to do if there is an emergency.

15. UL Accommodation and UL Conference and Events designated persons' contact details and statutory agencies contact details.

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

The Designated Liaison Person (DLP) for UL Accommodation and UL Conference and Events is:

Lee Gregson
Contact details Telephone number 061 202085
Email Lee.Gregson@ul.ie

The Deputy Designated Liaison Person (DDLP) for UL Accommodation and UL Conference and Events is:

Aishling Casey
Contact details 061 061202202
Email Aishling.Casey@ul.ie

An Garda Siochána

Protective Services Unit,

Henry Street Garda Station,
Limerick.

061 212448

Limerick.psu@garda.ie

TUSLA, Child and Family Agency

Limerick dedicated contact point for reporting a concern about a child or to discuss a concern:

Child and Family Agency
Tusla Building,
St Joseph's Campus
Mulgrave Street
Limerick
Telephone number 061588688

Tusla operates an out-of-hours social work service, which is available by contacting An Garda Síochána. This service deals with any emergencies that occur outside of office hours. If there are concerns for the immediate safety of a child, please contact An Garda Síochána in an out-of-hours situation. The out-of-hours service deals with cases that come to the attention of An Garda Síochána, where a child is at immediate risk of harm.

APPENDICES

Appendix 1

University of Limerick Accommodation and University of Limerick Conference and Events Child Safeguarding Statement

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. The statement sets out the services being provided by and the principles and procedures that are in place to ensure, as far as practicable, that a child/young person availing of, or in contact with, UL Accommodation services is safe from abuse or harm. This statement includes an assessment of risk of "harm" to a child/young person while attending or in contact with UL Accommodation and UL Conference and Events services. Procedures to manage and mitigate such risks are specified.

Note:

The first statement and safeguarding children risk assessment were reviewed and updated in February 2023.

This statement and risk assessment were reviewed and updated again in June 2023

This updated 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

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

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

Legal framework

Section 11(3) of the Children First Act 2015 states that 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 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 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 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 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 UL Accommodation and UL Conference and Events is John O'Rourke

Named Persons

Children First national guidance states that providers of relevant services should appoint a named person or persons to lead the implementation of guiding principles and child safeguarding procedures. This person/s is/are also responsible for ensuring that the policies and procedures are aligned with best practice as set out in Children First national guidance 2017.

The named persons for UL Accommodation and UL Conference and Events are Lee Gregson and Aishling Casey

Name of Service being provided

UL Accommodation and UL Conference and Events is a subsidiary company of the University of Limerick that manages facilities and services on behalf of the University. UL Accommodation and UL Conference and Events is part of UL Enterprise and operates the following specific services:

- Student Accommodation during the academic year to University of Limerick students, some of which are under 18 years on admission
- Summer Accommodation during May – September to visiting groups and individuals to the University of Limerick , including children
- Provision of conference and events organisational services to groups visiting the University of Limerick which may include the attendance of children
- Visitor tours and merchandise sales via the University of Limerick visitor centre

- Oversees the commercial and catering outlets on the University of Limerick campus.

Nature of Service

UL Accommodation and UL Conference and Events accommodate students who may be aged under 18 and employs personnel who may be under the age of 18. UL Accommodation and UL Conference and Events also provides services to children which include sporting activities, summer camps, cultural activities, and many other activities, which permit children to remain on campus for periods without their parents.

UL Accommodation and UL Conference and Events recognise that the welfare of the child is paramount, that children should be protected, treated with respect, listened to, and have their views taken into consideration.

UL Accommodation and UL Conference and Events recognise its responsibility to promote and safeguard the welfare of children, young people and vulnerable persons.

UL Accommodation and UL Conference and Events acknowledge that all children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

UL Accommodation and UL Conference and Events is committed to adopting and upholding the highest possible standards in child protection and shall take all reasonable steps in relation to the protection and welfare of children, young people and vulnerable persons who may be present within its facilities.

UL Accommodation and UL Conference and Events acknowledge that while the services they provide are not applicable under either schedule of the Children First Act 2015, they provide services within the grounds of the University of Limerick, which is a relevant service as set out in Schedule 1 of the Children First Act 2015.

Principles to Safeguard Children and keep them safe from harm

UL Accommodation and UL Conference and Events is committed to a child centred approach in the provision of services and the use of its facilities by all persons under 18 years.

UL Accommodation and UL Conference and Events is committed to the following principles in safeguarding children/young people and maintaining child centred relevant services:

- That the safety and welfare of children/young people is everyone's responsibility
- That the promotion of the welfare, health and safety of children/young people is paramount
- That children/young people attending and using UL Accommodation and Events facilities are to be respected as individuals and encouraged 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 welfare or protection concern of a child/young person that becomes known to UL Accommodation and Events taff or volunteers will be managed in a safe manner by the company. The response will be in compliance with best practice as set out in Children

First National Guidance 2017 and will adhere to UL Accommodation and UL Conference and Events Policy and Procedures for the Protection and Safeguarding of Children 2023

- That safe management procedures are in place for all staff and volunteers, covering in particular; recruitment, relevant Garda vetting and a person's suitability to work with children
- That designated liaison persons and mandated persons in respect of child safeguarding are identified, trained and are known to all staff members and volunteers
- That UL Accommodation and UL Conference and Events retains and maintains a list of staff who are mandated persons
- That safe procedures are in place and implemented, to respond to an allegation of abuse of a child/young person against a staff member or 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 are aware of their role in keeping children safe and to raise organisational awareness of this issue
- That UL Accommodation and UL Conference and Events has developed and is maintaining clear and secure record keeping procedures in respect of child protection and welfare concerns. Such records are held by the Designated Liaison Person.
- That a code of conduct is in place for staff and volunteers which sets out their responsibilities in their engagement with children and young people
- That a code of conduct is in place which outlines the responsibilities of children in their interactions with each other and adults whilst attending a UL Accommodation and UL Conference and Events facility or engaging with its services
- That UL Accommodation and UL Conference and Events recognises the importance of multi-agency working in keeping children safe and on that basis working relationships have been developed with the relevant statutory agencies e.g. An Garda Síochana and Tusla

RISK ASSESSMENT

UL Accommodation and UL Conference and Events acknowledges that while the services they provide are not applicable under either schedule of the Children First Act 2015, they provide services within the grounds of the University of Limerick, which is a relevant service as set out in Schedule 1 of the Children First Act 2015. On that basis UL Accommodation and UL Conference and Events completed a safeguarding children risk assessment. This was with a view to having a safeguarding plan in place which minimised the risk, as far as practicable, to any children attending their facilities and/or having contact with the services.

The updated and revised risk assessment framework completed in June 2023 is set out below.

NOTE

Section 11(1) (a) of the Children First Act 2015 defines risk as 'any potential for harm to a child while availing of the service'

Section 2 of the Act defines harms as 'harm means in relation to a child:

a) Assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
b) Sexual abuse of the child, whether caused by a single act, omission or circumstances or a series or combination of acts omissions or circumstances or otherwise"

The table below sets out the identified risks to the safety of children and young people, involved with or attending UL Accommodation and UL Conference and Events facilities and the steps taken to manage and minimise the risk of harm. These risks are relevant to UL Accommodation and UL Conference and Events services.

The risk rating rationale is as follows:

L-Low – Such risks are mitigated and are in the direct control of UL Accommodation and UL Conference and Events. These risks can be monitored and controlled effectively on an ongoing basis

M-Medium – While the risk is mitigated and policies and procedures are in place, the risk may not be in direct control of UL Accommodation and UL Conference and Events entirely and reliance on other third parties may be required and demonstrable for control measures to be fully effective

H-High – While the risk may have control measures in place and supported by policies and procedures, the risk is still vulnerable and the likelihood for an occurrence is high

Responsibility is placed on relevant services contracted by UL Accommodation and UL Conference and Events, in contact with children, to manage the risk issues relevant to them and to take steps to minimise the risk of harm.

Potential area of risk	Mitigating response	Evidence of action	Status of Risk	Responsible person
Risk of harm to	Child Safeguarding	Shared drive	Low	Company

children by adults	Statement available to all staff on shared drive with contact details of DLP. Staff responsibilities detailed in statement.	accessed . Staff details updated and signed off		Administrator
	Risk assessment by all departments.	Risk assessments integrated within corporate risk assessment	Low	GMs UL Accommodation and UL Conference and Events
	Regular Children First training for all staff.	Training log accessed Tusla E learning training to complete by 30.6.23	Low	GMs UL Accommodation and UL Conference and Events
	Child safeguarding controls in event management plans where children are involved.	Sample of relevant event management plans accessed – included in the client contract.	Low	GMs UL Accommodation and UL Conference and Events
	All child protection or welfare concerns must come to the DLP and follow agreed procedures	Evidence of a potential concern and response	Low	DLP
Risk of harm to a child by another student resident	Public display of DLP details and statement details in hard and soft copy	Location of notices evidenced	Low	GMs UL Accommodation and UL Conference and Events
	Relevant child safeguarding information in the student handbook	Copy of the student licence agreement reviewed	Low	GMs UL Accommodation and UL Conference and Events
Risk of harm to a	Events management	Sample of Events		GMs UL

child by public access of UL Accommodation and UL Conference and Events properties	plans to be in place. Events organisers to be made aware that the UL Child Safety Statement is relevant for these buildings	management plans reviewed	Low	Accommodation and UL Conference and Events

Risk of harm during the use of village halls/toilet facilities	Facilities allocated for each gender – Where single facilities are only available, signage is present to advise user that only one person should access at a time. Statement available for all staff on shared drive	Visual evidence reviewed.	Low Low	GMs UL Accommodation and UL Conference and Events Company Administrator
Children under 18 years drinking alcohol in UL bars	Controls to be inserted in Events management plans	Sample of Events management plans reviewed	N/A	Bar Operators are licence holders and are responsible for this themselves.
Risk of harm to students under 18 years	Safe recruitment procedures in place for staff and volunteers including declarations Statement on shared drive for all staff and volunteers to access	Events booking form and contract state that it is the organisers' responsibility that their relevant staff and volunteers are Garda vetted.	Low Low	Company Administrator, GMs UL Accommodation and UL Conference and Events Residence Life Manager Company Administrator
Child protection	DLP, Dep DLP	Training log reviewed		GMs UL

training for relevant personnel	identified as requiring Children First training DLP responsible for staff attendance at training and retention of records All relevant staff must complete Tusla e learning.	Training to be delivered by 30.6.23 by ofarrell safeguarding Actioned Evidence of certificates reviewed. Completion 30.6.23. Further review of Tusla E learning took place May 2024	Low Low Low	Accommodation and UL Conference and Events GMs UL Accommodation and UL Conference and Events GMs UL Accommodation and UL Conference and Events

Safe recruitment of staff	Safe procedures in place but not Garda vetting in the recruitment process. Self-declaration forms in used for relevant staff members.	Access to recruitment policy and procedures Access to recruitment policy and procedures	Low Low	Company Administrator Company Administrator,
Retrospective Garda vetting	Gardai have confirmed that Garda Vetting is not required for UL Accommodation and UL Conference and Events staff	Declaration signed by staff and volunteers on recruitment	Low	Company Administrator
Children on campus with organised	Local risk assessment to be completed by	Sample of local risk assessments to be		GMs Accommodation

	groups or Events	programme organiser	reviewed **Guidance in revised policy and procedures**	Low Low	and Conference & Events GMs Accommodation and Conference & Events
	Volunteers involved in activities in UL Accommodation and UL Conference and Events facilities	Event management plans to be completed and submitted to Buildings and Estates Department for insurance and impact assessment on the campus e.g. security, health and safety purposes. Volunteers must have completed child protection training and must be provided with a copy of the UL Accommodation and UL Conference and Events Child Safeguarding statement	Events Management Plan Reviewed UL Conference & Events Contract Reviewed.	Low Low	GM Conference & Events GM Conference & Events

	Use of camera/mobile phone camera	Members of UL Accommodation and UL Conference and Events are forbidden from photographing or recording images in changing rooms, toilet areas or locker rooms Parental consent is	Evidence of notices in place	Low	GMs Accommodation and Conferences & Events

		required for the sharing of any images of children	UL Accommodation and UL Conference and Events staff do not take photos of children attending their facilities	Low	GMs Accommodation and Conferences & Events
	Posting of images of children	Staff have received GDPR training – Department heads are currently coordinating this.	Evidenced in training records	Low	GMs Accommodation and Conference and Events
		Prior approval is to be sought from parents before any images can be shared on line	UL Accommodation and UL Conference and Events staff do not take photos of children attending their facilities.	Low	GMs Accommodation and Conference & Events
	Use of information and communication technology by UL Accommodation and UL Conference and Events staff to access child pornography	UL Acceptable usage policy in place	Reviewed a copy of this policy	Low	Company Administrator
		To be discussed on a quarterly basis at Data Protection working group.	Actioned as part of an agenda for the Data Protection working group	Low	Company Administrator

	Use of UL Accommodation and UL Conference and Events personnel to support sporting events involving children	Safe recruitment procedures in place Child Safeguarding statement in place All staff **are requested** to complete Tusla e	Accessed a random sample of event management plans where UL Accommodation and UL Conference and Events staff were involved Accessed staff training records.	Low Low	GMs Accommodation and Conference & Events GMs Accommodation and
		learning training in Children First (Finance and head office team should not work with children as they do not have this training).			Conference & Events
	Use of UL Accommodation and UL Conference and Events personnel to support field trips involving children	As above	As above	Low	GMs Conference & Events and Accommodation
	Record keeping	Responsibility of			GMs Conference

	of child protection training	Heads of Department to ensure appropriate staff and students complete child protection training. The Heads hold soft copies of the Tusla e learning certificates The GM Student Living maintains staff records of Child Protection training courses completed All relevant Accommodation and Conference and Events staff to complete relevant Child Protection Training courses by 30.6.23	Training records Reviewed	Low Low Low Low	& Events and Accommodation GMs Conference & Events and Accommodation GM Accommodation GMs Conference & Events and Accommodation
	Records of mandated and non-mandated reports	All concerns to be reported to the DLP. Such records are to be stored in a safe and secure manner	As the organisation did not have any reports, evidence of same was not available.	Low Low	DLP DLP

		The records are to be held according to GDPR policy.		Low	DLP
	Public access to UL	Documents stated to be	Accessed both	ow	GM s

	Accommodation and UL Conference and Events safeguarding information	on shared drive and **web site.**	locations		Accommodation and Conference and Events Company Administrator
	Statement adopted by UL Accommodation and UL Conference and Events and signed off by COO		The revised document will be reviewed and signed.	Low	COO
	Record held of any complaints or suggestions for improvement of the UL Accommodation and UL Conference and Events Safeguarding Children Risk assessment	All feedback is processed through the company Quality Management Process.	QMP to be informed of Child Safeguarding issues	Low	Company Administrator
	Annual review of the statement by each department	This to be tracked by relevant GMs	Actioned	Low	GM Accommodation and GM Conference and Events . Company Administrator
	Action plan in place as a response to issues raised by the annual review of the risk assessment	To be actioned by relevant GMs	Actioned	Low	GMs Accommodation and Conference and Events Company Administrator
	Safeguarding children to be a standing agenda item in all management and	To be actioned by relevant GMs	Has been actioned in weekly management meeting with senior management	Low	GMs UL Accommodation and UL Conference and Events

	supervisory meetings				
	UL Enterprise Management team to receive 6 monthly updates re safeguarding children activity and child protection activity	To be actioned by relevant GMs	Actioned	Low	GMs UL Accommodation and UL Conference and Events

Procedures for Managing Risks

In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- UL Accommodation and UL Conference and Events child safeguarding statement (June 2023)
- UL Accommodation and UL Conference and Events child safeguarding risk assessment and plan (June 2023)
- UL Accommodation and UL Conference and Events policies and procedures for the protection and safeguarding of children (June 2023)
- University of Limerick Equality, Diversity, Dignity and Respect in the Workplace Policy
- UL Accommodation and UL Conference and Events online safety for children guidance
- UL Accommodation and UL Conference and Events CCTV policy
- UL Accommodation and UL Conference and Events safe recruitment procedures.
- UL Accommodation and UL Conference and Events code of conduct for staff, volunteers with regard to their interactions with children and young people
- UL Accommodation and Events code of conduct for children and young people for when they are availing of UL Accommodation services and facilities
- UL protected disclosures of information policy
- UL Accommodation and UL Conference and Events Grievance and Disciplinary process
- UL Accommodation and Events safeguarding children training strategy and action plan 2023
- UL Accommodation and Events safeguarding children communication plan 2023
- UL Accommodation and UL Conference and Events lone worker policy and lone incident procedure
- UL Accommodation and UL Conference and Events confidentiality guidance in respect of safeguarding children

All procedures and policies listed above are available on request or are available on the UL Accommodation and UL Conference and Events websites, Studentliving.ul.ie or Conference.ul.ie

Implementation

This revised Child Safeguarding Statement has now been provided to;

- all staff, contractors and agencies linked with UL Accommodation and UL Conference and Events.
- On request it will be provided to a parent/guardian (primary carer) of a child/young person availing of the relevant services or activities
- Or to TUSLA, child and family agency.

This statement is also available on line on the UL Accommodation and UL Conference and Events websites; Studentliving.ul.ie or Conference.ul.ie

UL Accommodation and UL Conference and Events is committed to the implementation of this child safeguarding statement and to the policies and procedures that will support our intention to keep children and young people (under 18 years) safe from abuse or harm, as far as practicable, while attending our facilities and/or services.

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

Signed

Date

Chief Operations Officer

Appendix 2

Glossary of terms and definitions

Age of Consent: The age of consent is 17 years. It is a criminal offence to engage or attempt to engage in a sexual act with a child under 17 years of age

Agency: In the Children First Act, 2015 "agency" means the Child and Family Agency (Tusla)

An Garda Síochana:
It is the responsibility of An Garda Síochana 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.

Assault: see physical abuse

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.

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).

Child Abuse: Where the words "child abuse" are used in these procedures they should be taken to include all four categories (neglect, emotional abuse, physical abuse and sexual abuse) as outlined in chapter 2 of Children First: National Guidance for the Protection and Welfare of Children 2017

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 to **recognise, respond, report** and **record** such concerns.

Child Safeguarding Statement: A Child Safeguarding Statement is a statement prepared in accordance with section 11 of the Children First Act, 2015.

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 who have child protection and welfare concerns. This person has the responsibility to ensure that the reporting procedure within UL Accommodation and UL Conference and Events is followed so that suspected cases of child abuse or neglect, where reasonable grounds for concern exist, are referred without undue delay to Tusla or, in an emergency and the unavailability of Tusla, to An Garda Síochana.
In the event that the Designated Liaison Person is unavailable a Deputy Designated Liaison Person with delegated responsibility has been appointed by UL Accommodation and UL Conference and Events.

Digital Age of Consent: the digital age of consent is 16 years

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

Employee: a full time, part time or voluntary employee of UL Accommodation and UL Conference and Events

Harm: Harm in relation to a child has the meaning assigned to it under section 2 of the Children First Act, 2015,"

> "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."

Mandated Persons
A Mandated Person is a person specified in schedule 2 of the Children First Act, 2015.The Act contains a list of classes of mandated persons **(Appendix 10).** 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

Member(s) of A person who is involved in the operation of UL Accommodation and Events , including all UL Accommodation and UL Conference and Events staff, contractors, students and voluntary workers.

Named Person/s:
In the context of UL Accommodation there is a named person nominated to this role. This person is 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 2017. This person will also take a lead in ensuring the review of the UL Accommodation and UL Conference and Events Policy and Procedures for the Protection and Safeguarding of Children occurs within the agreed timeframe.

The named persons for UL Accommodation and UL Conference and Events are Lee Gregson and Aishling Casey

Neglect: In relation to a child, to deprive the child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care.

Parent : A birth parent, a foster parent, a legal guardian appointed under the Guardianship of Children Acts, 1964 to 1997, as amended by the Children and Family Relationships Act 2015 or other person acting in *loco parentis* who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside the State, means the adopter or adopters or the surviving adopter.

Physical abuse: Deliberate physical hurt to a child or action/s that puts them at risk of being physically hurt. It 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 affected as a result of suspected physical abuse.

Provider: Provider has the meaning assigned to it under section 8 of the Children First Act, 2015.

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.

Relevant Person: Relevant person has the meaning assigned to it under section 8 of the Children First Act, 2015 and is a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider's child safeguarding statement.

The Relevant person for UL Accommodation and UL Conference and Events is John O'Rourke

Relevant Service: Relevant service means any work or activities specified in schedule 1 of the Children First Act, 2015.

Responsible adult:
This is a person of or above the age of 18 years who, in relation to a person under the age of 18 years (the child/young person), belongs to one of the following classes of persons:

(a) Parent, step-parent or guardian of the child/young person

Or

(b) A person who, for the time being, has parental rights, duties and responsibilities for the child/young person

Risk Assessment: Risk assessment as used in the Children First Act, 2015 means an assessment of any potential for harm to a child while availing of the provider's services

Safeguarding: Safeguarding children/young persons' involves creating and maintaining safe environments for children by:

- Protecting children/young persons 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

Scheduled Offence : an offence as specified in Schedule 1 or Schedule 2 of the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012**.**

Sexual Abuse : in relation to a child

a) an offence against the child, specified in Schedule 3 of the Children
First Act 2015,
b) wilful exposure of the child to pornography, or
c) wilful sexual activity in the presence of the child;

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.

Vulnerable adult:
a person (a) who:
(i) is suffering from a disorder of the mind, whether as a result of mental illness or dementia, or (ii) has an intellectual disability, which is of such a nature or degree as to severely restrict the capacity of the person to guard himself or herself against serious exploitation or abuse, whether physical or sexual, by another person, or

(*b*) Who is suffering from an enduring physical impairment or injury, which is of such a nature or degree as to severely restrict the capacity of the person to guard himself or herself against serious exploitation or abuse, whether physical or sexual, by another person or to report such exploitation or abuse to the Garda Síochána or both

In certain cases, and pursuant to certain offences under law, this definition can apply to a child aged 17 and over.

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

Appendix 3:

Relevant Legislation

Child Care Act 1991

Under this act, Tulsa has a statutory responsibility to promote the welfare of children who are not receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children. The Child Care act also sets out the statutory framework for receiving children into care, if necessary.

Non-Fatal Offences against the Person Act 1997

This act codifies the criminal law on offences against a person and includes the offences of assault causing harm, endangerment and abduction. Generally speaking, the act does not limit in terms of age and can apply to offences against a person perpetrated by a child and an offence suffered by a child. The defence of assault was previously defendable by virtue of a common law defence of reasonable chastisement, and this defence was removed in the children first act.
It is worth noting that a number of offences, such as assault causing harm, are scheduled offences under the criminal justice (withholding of information on offences against children and vulnerable persons) act 2012 and accordingly information on such an offence must be notified to An Garda Síochána.

Protections for Persons Reporting Child Abuse Act 1998

This act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. Designated officers also include persons authorised by the chief executive officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the children first act 2015.

This legal protection means that even if a person reports a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. A person who makes a report in

good faith and in the child's best interests, may also be protected under common law by the defence of qualified privilege.

The act created an offence of false reporting of child abuse where a person makes a report of child abuse to a designated officer of Tusla or of the Health Service Executive (HSE) or to a member of an Garda Síochána "knowing that statement to be false". This is a criminal offence designed to protect innocent persons from malicious reports.

A full list of persons in Tusla and the HSE, who are designated officers under the 1998 Act, can be found on the website of each agency (www.tusla.ie and www.hse.ie).

Criminal Justice Act 2006

Reckless Endangerment

Section 176 of this act created an offence of reckless endangerment of children. This offence may be committed by a person who has authority or control over a child or abuser who intentionally or recklessly endangers a child by:

1. Causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse; or
2. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

Criminal Justice (Withholding Of Information On Offences Against Children And Vulnerable Persons) Act 2012

Under this act, it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for that offence, but fails without reasonable excuse to disclose that information, as soon as it is practicable to do so, to a member of an Garda Síochána.

The provisions of the withholding legislation are in addition to any reporting requirements under the children first act 2015. Accordingly, it is very important to note that - The fact that a member of UL has dealt with a child protection or welfare concern in accordance with these procedures and/or reported it under the children first act, 2015

does not absolve that person of his or her statutory obligation to disclose information to an Garda Síochána under the criminal justice (withholding of information on offences against children and vulnerable persons) act 2012 where that person has information that falls within the scope of that act **or**
The fact that a member of UL has disclosed information to An Garda Síochána does not absolve that person of his or her obligations to report concerns to Tusla in accordance with the requirements of these procedures and/or in accordance with requirements of the children first act, 2015.

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016

Under these acts, it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the national vetting bureau (children and vulnerable persons) acts 2012–2016.

Children First Act 2015

This act places a number of statutory obligations on specific groups of professionals and on particular organisations providing services to children.
A full schedule of Mandated Persons under the children first act 2015 is contained in Appendix 10 of these procedures.

Through the provisions of the act, it is intended to:

- Raise awareness of child abuse and neglect or harm against a child;
- Provide for mandatory reporting of instances of harm by key professionals;
- Improve child safeguarding arrangements in organisations providing services to children; Provide for cooperation and information-sharing between agencies when Tusla – child and family agency, is undertaking child protection assessments.

The Children First Act 2015 will help to ensure that child protection concerns are brought to the attention of Tusla without delay.

Criminal Law (Sexual Offences) Act 2017

This act addresses the sexual exploitation of children and targets those who engage in this criminal activity. It creates offences relating to the obtaining or providing of children for the purposes of sexual exploitation. It also creates offences of the types of activity which may occur during the early stages of the predatory process prior to the actual exploitation of a child, for example, using modern technology to prey on children and making arrangements to meet with a child where the intention is to sexually exploit the child. The act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative.

Freedom of Information Acts 1997, 2003 & 2014

Any reports which are made to Tusla may be subject to the provisions of the freedom of information acts, which enable members of the public to obtain access to personal information relating to them which is in the possession of public bodies. However, the freedom of information acts also provide that public bodies may refuse access to information obtained by them in confidence.

The exemptions and exclusions which are relevant to child protection include the following:

(a) protecting records covered by legal professional privilege;
(b) protecting records which would facilitate the commission of a crime;
(c) protecting records which would reveal a confidential source of information.

UL Accommodation and UL Conference and Events notes that records forwarded to a public body by all members of UL Accommodation and UL Conference and Events and held by that body may be subject to the provisions of the freedom of information acts.

The Data Protection Acts, 1998 and 2003

The data protection acts are designed to protect the rights of individuals with regard to personal data. The law defines personal data

as “data relating to a living individual who is or can be identified from the data or from the data in conjunction with other information that is in, or is likely to come into, possession of the data controller”.
The acts give a right to every individual, irrespective of nationality or residence, to establish the existence of personal data, to have access to any such data relating to him or her and to have inaccurate data rectified or erased. It requires data controllers to make sure that the data they keep are collected fairly, are accurate and up-to-date, are kept for lawful purposes, and are not used or disclosed in any manner incompatible with those purposes. It also requires both data controllers and data processors to protect the data they keep, and imposes on them a special duty of care in relation to the individuals about whom they keep such data.

GDPR (General Data Protection Regulation)

Is a regulation in EU law on data protection and privacy for all individuals within the European Union . It also addresses the export of personal data outside the EU. It came into force on May 25th 2018, giving individuals more control over how our data is used, and putting more responsibility on businesses who use it.

Appendix 4

INCIDENT REPORT FORM:

Name: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Contact No: _ _ _ _ _ _ _ _ _ _ _ _

What was happening at time of incident:_____

_____

_____

Where did the incident take place:

_____

Details of the incident:

_____

_____

___

_____

___

_____

___

_____

___

_____

___

Who dealt with the incident: _____

What was the outcome: _____

Signed _____ Date _____

Appendix 5:

Additional Child Safeguarding Risk Assessment Template for UL Accommodation and UL Conference and Events Departments.

Carrying Out a Risk Assessment

In order to comply with the statutory obligations all UL Accommodation and UL Conference and Events Departments are required to contribute to the UL Accommodation and UL Conference and Events Child Safeguarding Risk Assessment process. The company will ensure a suitably qualified person will lead a review on a 24 month basis of the overarching UL Accommodation and UL Conference and Events Safeguarding Children Risk Assessment which will include :

- identifying additional risks (not already identified in the overarching UL Accommodation and UL Conference and Events Child Safeguarding Risk Assessment) and the procedures / policies that are in place in UL Accommodation and UL Conference and Events Departments to manage those risks

- notifying the DLP of the additional risks and the procedures / policies that are in place to manage those risks.

The DLP must then include additional risks identified and the procedures to manage them in the overarching UL Accommodation and UL Conference and Events Child Safeguarding Risk Assessment. The risk assessment process is intended to enable UL Accommodation and UL Conference and Events Departments to:

- Identify potential risks;
- Develop policies and procedures to minimise risk by responding in a timely manner to potential risks;
- Review whether adequate precautions have been taken to eliminate or reduce these risks.

Activity / Practice	**Risk of harm identified in respect of this activity /practice**	**Procedures / policy in place to mitigate the risks of harm identified in this activity / practice**

Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk.

This additional risk assessment has been completed by _____ (insert name of person) on behalf of the Department on ..... ……[date].

It shall be reviewed as part of the annual review of its Child Safeguarding Statement.

Signed _____ Date _____

NOTE: Risk Assessments for UL Accommodation and UL Conference and Events have been completed and are referenced in Appendices 14 & 15

Appendix 6

Recognising child protection and welfare concerns

Categories and indicators of abuse:

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 institution. The abuser may be 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.

Neglect

Ongoing chronic neglect is recognised as being extremely harmful to the development and wellbeing 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.

Emotional abuse/ill treatment

Emotional abuse/ill treatment 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.

Physical abuse

Physical abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It 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;

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.

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 have 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.

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 disabled children 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 conduct 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.

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 o
- Parental mental health issues
- Parental substance misuse o
- 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

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:

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

Appendix 7

Complaints / Customer feedback policy

At UL Accommodation and UL Conference and Events receipt of any complaint will be addressed within 3 working days.

Complaints or any customer feedback is addressed as follows:

On receipt of the complaint/feedback, assess corrective action required with the relevant department manager. Complaints/feedback may be received in writing, in person or over the telephone.

If the complaint is received in person or over the telephone ensure to record all details of the complaint and note the full name and contact details of the complainant.

1. Log the complaint/feedback on the UL Accommodation and UL Conference and Events Customer Feedback Log located on the UL Accommodation and UL Conference and Events shared drive

2. If the complaint requires a straightforward corrective action, implement same and close the feedback loop by reverting to the complainant advising of your corrective actions.

3. If the complaint requires consultation with UL Accommodation and UL Conference and Events management, escalate the matter to your line manager for urgent review. The line manager will assess the complaint, consult with other members of the UL Accommodation and UL Conference and Events management team if necessary and agree corrective action required. At this point the line manager is responsible for closing the customer feedback loop and deciding the necessary action to address the complaint.

4. While corrective actions may address the complaint, all complaints and customer feedback will be reviewed at the UL Accommodation and UL Conference and Events monthly Quality Meetings where Quality Improvement Action Plans may be necessary to address complaints/feedback of a repetitive nature and evolve operating processes in accordance with the UL Accommodation and UL Conference and Events Continual Improvement Process.

Appendix 8

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)*	

2. Date of Report*	

3. Details of Child

First Name*		**Surname***	
Male*	☐	**Female***	☐
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 parents and child's view, if known. Please attach additional sheets, if necessary
Please see **'*Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns*' for additional assistance on the steps to consider in making a report to Tusla**

5. Type of Concern

Child Welfare Concern	☐		
Emotional Abuse	☐	**Physical Abuse**	☐
Neglect	☐	**Sexual Abuse**	☐

6. Details of Reporter

First Name		**Surname**	

Address If reporting in a		**Organisation**	
		Position Held	

professional capacity, please use your professional address		**Mobile No.**	
		Telephone No.	
Eircode		**Email Address**	

Is this a Mandated Report made under Sec 14, Children First Act 2015?*	Yes	☐	No	☐
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	☐	No	☐
If the parent/carer does not know, please indicate reasons:				

9. Relationships

Details of Mother			
First Name		**Surname**	
Address		**Mobile No.**	

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

Is the Father a Legal Guardian?*	Yes	☐	No	☐

		Telephone No.	
		Email Address	
Eircode			

Is the Mother a Legal Guardian?*	Yes	☐	No	☐

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

10. Household Composition

11. Details of Person(s) Allegedly Causing Harm

		Mobile No.	

First Name*		**Surname***	
Male*	☐	**Female***	☐
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*	☐	**Female***	☐
Address		**Date of Birth**	
		Estimated Age	

		Telephone No.	
Eircode		**Email Address**	
Occupation		**Organisation**	
Position Held			

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

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

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

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

Please ensure you have indicated if this is a mandated report in section 6. Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose.

That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children.

Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána.

Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie.

As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

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

Report Received by					
First Name		**Surname**		**Date**	

Mandated Report Acknowledgement by					
First Name		**Surname**		**Date Sent**	

Authorised Person Signature*	
Date*	

Child Previously Known	Yes	☐	No	☐
Allocated Case No				

Appendix 9

Retrospective Abuse 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 person subject to allegations of abuse resides (PSAA))*	

2. Date of report*	

3. Date information was received by reporter*	

4. Reporter details if third party*

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**	

Reporter's relationship to adult complainant	

Is this a mandated report made under Sec 14, Child en First Act 2015?*	Yes	☐	No	☐
Mandated person's type				

5. Details of other persons where a joint report is being made

First Name		**Surname**	
Address If reporting in a professional		**Organisation**	
		Position Held	
		Mobile No.	

capacity, please use your professional address		**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**	

6. Details of person disclosing abuse (adult complainant)*

First name		**Surname**			
Address		**Female**	☐	**Male**	☐
		Date of birth			
		Estimated age			
		Previous address, if known			
Telephone No.					
Eircode					

7. Type of abuse being reported*

Emotional abuse	☐	**Physical abuse**	☐
Neglect	☐	**Sexual abuse**	☐

8. Details and description of alleged abuse*

Date of alleged abuse		**Period of alleged abuse**	
Location of alleged abuse		**Reason for report at this time**	

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

9. Details of person subject to allegations of abuse (PSAA)

First name*		**Surname***	
Male*	☐	**Female***	☐
Address		**Date of birth**	
		Estimated age	
		Mobile no.	
		Telephone no.	
Eircode		**Email address**	
Occupation			

10. Details of PSAA's social and employment status

11. PSAA household composition

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

12. Does the PSAA have contact with children?*	Yes	☐	No	☐

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

Details of child			
First name		**Surname**	

Address		**Mobile no.**	
		Telephone no.	
		Email address	
		Date of birth	
Eircode		**Age**	
Parent/carers' names		**Parent/carers' names**	
Relationship to adult complainant		**Relationship to PSAA**	
Frequency of contact, if known			

Male	☐	Female	☐	Unknown	☐

Please attach additional sheets for additional children, if necessary.

13. Based on information known at this time, is the PSAA known to the Tusla Social Work Department?	Yes	☐	No	☐
If yes, please provide detail:				

14. Based on information known at this time, is the adult complainant known to the Tusla Social Work Department?	Yes	☐	No	☐
If yes, please provide detail:				

15. Based on information known at this time, has a report been made to An Garda Síochána?			Yes	☐	No ☐
Garda name:		**Telephone no.**			
Garda district:		**Email:**			
Address:		**PULSE ID number:**			
		Date notification made:			
Eircode		**Date report made**			

16. Is the PSAA aware of this report?	Yes	☐	No	☐
If yes, please provide further details:				

17. Any additional information	Yes	☐	No	☐
Please provide any further information that will assist Tusla in assessing and prioritising this report:				

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

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

---

18. For completion by Tusla authorised person on receipt of report

Report received by					
First name		Surname		Date	

Mandated report acknowledgement by					
First name		Surname		Date sent	

Authorised person signature*	
Date*	

Child previously	Yes	☐	No	☐

known					
Allocated case no					

Appendix 10

List of mandated persons as specified by 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 (howsoever described) of a church or other religious community;

(h) director of any institution where a child is detained by an order of a court;

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

(j) child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991;

(k) person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001.

16. Youth worker who—

(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.

(a) A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991.

Appendix 11

Media consent form

Parent/Guardian Release Form for Media Recording

I, the undersigned, do hereby grant or deny permission to UL Accommodation and UL Conference and Events to use the image of my child (aged under 18 years), _____, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the UL Accommodation and UL Conference and Events web sites.

Deny permission to use my child's image at all.

Grant permission to use my child's image in the following ways (mark all that apply):

I. Limited usage: I consent to my child's image being used <u>within</u> the UL Accommodation and UL Conference and Events setting only (not in the larger community).

II. Limited usage: I consent to my child's image being used for <u>educational</u> materials only (not marketing). This could be either within UL Accommodation and UL Conference and Events or in the larger community.

III. Unrestricted usage: I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by UL Accommodation and UL Conference and Events for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.

Parent/guardian/other signature _____ Date

<u>Child's consent (if of secondary level age)</u>

I consent to photographing or recording of my involvement in activities run by UL Accommodation and UL Conference and Events for use on the UL Accommodation and UL Conference and Events web sites, publications, media releases and associated social media channels. I understand that my consent may be withdrawn at any time.

Signed: _____ Date: _____

For completion by UL Accommodation and UL Conference and Events:

Recording Name/Subject: _____

Recording Type (e.g. Audio/Video): _____

Recording requested by:_____

Date: _____

WITHDRAWAL OF CONSENT

I can withdraw consent regarding the above use of my personal data at any time by emailing UL Accommodation and UL Conference and Events. I acknowledge and understand that this will not apply to material already published as UL Accommodation and UL Conference and Events cannot control such material.

In line with Data Protection regulations, UL Accommodation and UL Conference and Events is committed to protecting the personal information given on this form. By providing the information requested, you are giving UL Accommodation and UL Conference and Events permission (consent) to use this information for safeguarding, legal or regulatory purposes and we will use it for no other purpose without further consent unless mandated or required to do so under the Data Protection Act 2018 or equivalent legislation. If you have any questions about how we process your personal data, please contact the UL Accommodation Data Controller Deidre Ryan at Deirdre.ryan@ul.ie

Appendix 12

Acceptance of UL Accommodation and UL Conference and Events Child Safeguarding Statement

I have read UL Accommodation and UL Conference and Events Child Safeguarding Statement and agree to abide by its contents. There is no reason why I would be considered unsuitable to work with or have contact with children or young people

Signature:_____

Print Name:_____

Date:_____

This form must be retained by UL Accommodation and UL Conference and Events

Appendix 13

UL Accommodation and UL Conference and Events child safeguarding Posters



Child Safeguarding Statement

UL Accommodation wishes to ensure that it maintains the highest possible safeguarding standards in all its interactions with children

This statement is in compliance with the requirements of the Children First Act 2015 and of the Children First National Guidelines for the Protection and Welfare of Children 2017.

The services provided by UL Accommodation are set out in the UL Accommodation Policy and Procedures for Child Safeguarding. The principles and procedures that are in place ensure, as far as practicable, that a child/young person visiting or in contact with UL Accommodation is safe from abuse and harm.

An assessment of risk of harm to a child/young person while accessing UL Accommodation facilities or having contact with UL Accommodation staff/volunteers has been completed. Procedures to manage such identified risks have also been specified. A full version of the UL Accommodation Child Safeguarding Statement and the risk assessment is available on the UL Accommodation website www.studentliving.ul.ie. The relevant person for any enquiries in respect of the child safeguarding statement is John O'Rourke, Plassey Campus Centre Designated Liaison Person.

If you have a protection or welfare concern in respect of a child/young person, please contact John O'Rourke, Plassey Campus Centre Designated Liaison Person. Telephone number 061 202433

Signed: Date: 28 February 2022

Michael Foley,
Chief Operations Officer, UL Enterprise



Child Safeguarding Statement

UL Conference and Events wishes to ensure that it maintains the highest possible safeguarding standards in all its interactions with children

This statement is in compliance with the requirements of the Children First Act 2015 and of the Children First National Guidelines for the Protection and Welfare of Children 2017.

The services provided by UL Conference and Events are set out in the UL Conference and Events Policy and Procedures for Child Safeguarding. The principles and procedures that are in place ensure, as far as practicable, that a child/young person visiting or in contact with UL Conference and Events is safe from abuse and harm.

An assessment of risk of harm to a child/young person while accessing UL Conference and Events facilities or having contact with UL Conference and Events staff/volunteers has been completed. Procedures to manage such identified risks have also been specified. A full version of the UL Conference and Events Child Safeguarding Statement and the risk assessment is available on the UL Conference and Events website www.conference.ul.ie. The relevant person for any enquiries in respect of the child safeguarding statement is John O'Rourke, Plassey Campus Centre Designated Liaison Person.

If you have a protection or welfare concern in respect of a child/young person, please contact John O'Rourke, Plassey Campus Centre Designated Liaison Person. Telephone number 061 202433

Signed: Date: 28 February 2022

Michael Foley,
Chief Operations Officer, UL Enterprise

Appendix 14

Village Operations Child Safeguarding Risk Assessment

Risk	Level (Low, Medium, High)	Control in place
UL Accommodation staff potentially causing deliberate harm to children	Low Low Low	All relevant Staff are aware of the Child Safeguarding policy. The UL Accommodation and UL Conference and Events Child Safeguarding policy is available on the shared company T drive and on the website. Recruitment procedures such as references and self-declaration processes are in place.
Adult staff or volunteers from contracted bookings causing deliberate harm to children	Low Low	The contracted groups have been issued the UL Accommodation and UL Conference and Events Child Safeguarding Statement. The terms and conditions of their responsibility for their staff and volunteers in respect of child safeguarding are outlined in the Conference and Events contract and event management plan.
Harm or potential harm not being recognised by UL Accommodation staff	Low Low	Types of harm are outlined in the Child Safeguarding policy for UL Accommodation and UL Conference and Events. Staff to be aware of content. All relevant Village Operations and Conference and Events staff will complete the Tusla Children First training so that they are aware of harms and risks.
Staff encountering an unaccompanied and lost child	 Low	All staff will acknowledge that they have read and understand the UL ACCOMMODATION Child Safeguarding policy and that they understand what to do should an incident occur.
A child may be subject to harm or	Low	The reporting process for these

abuse perpetrated by their parent or guardian	Low Low	incidents are outlined in the UL Accommodation and UL Conference and Events Child Safeguarding policy. All UL Accommodation Staff will be aware of the types of harm or potential harm as outlined in the policy. All relevant Accommodation and Events staff will complete the Tusla Children First training
Users of Accommodation may be unsure of how to report a child protection concern	Low Low Low	All contracted groups will be aware of the reporting process via their contract and Event management plan. Posters informing users of Accommodation on the reporting process will be posted in Accommodation receptions. The UL Accommodation and UL Conference and Events Child Safeguarding Policy, with the reporting process included, will be accessible on the www.studentliving.ul.ie website.
Harm or potential harm to a child may not be reported by UL ACCOMMODATION staff to Tusla	Low Low Low	All relevant UL Accommodation staff are aware of the requirements to report the issue to Tusla as they will have read and understood the UL Accommodation and UL Conference and Events Child Safeguarding Policy. All relevant Accommodation and Conference and Events staff will understand the reporting requirements as they will have completed the Tusla Children First Training. The Designated Liaison Person and their Deputy(s) will be aware of the reporting process as they will have completed the relevant DLP/ Deputy DLP training with ofarrell safeguarding

UL ACCOMMODATION staff do not complete Tusla Children First E learning	Low	The General Manager for Accommodation and the General Manager for Conference and Events are responsible for ensuring that their team members have completed the relevant Tusla Children First Training.
	Low	The General Manager for Accommodation retains the Children First training records of the completed training courses for relevant staff

Appendix 15

Conference and Events Child Safeguarding Risk Assessment

Risk	Level (Low, Medium, High)	Control in place
Children left unaccompanied following an Events	Low	All staff will acknowledge that they have read and understand the UL Accommodation and UL Conference and Events Child Safeguarding policy and that they understand what to do should an incident occur.
Photography during an Event	Low	All staff are aware that they are prohibited from capturing images/footage which in include persons under 18 years of age.
Status of stewards	Low Low	The contracted groups have been issued with the UL Accommodation and UL Conference and Events Child Safeguarding Statement. The terms and conditions of their responsibility for their staff and volunteers in respect of child safeguarding are outlined in the Conference and Events contract and Events management plan.
Missing Child	Low	All contracted groups will be aware of the 'Missing Child' process via their event management plan. All UL Accommodation staff will acknowledge that they have read and understand the UL Accommodation and UL Conference and Events Child Safeguarding policy and that they understand what to do should an incident occur.
Seriously disruptive thre /or behaviour by a child	 Low	All staff will acknowledge that they have read and understand the UL Accommodation and UL Conference and Events Child Safeguarding policy and that they understand what to do should an incident occur.
Lack of awareness by staff of	Low	All relevant Village Operations and

inappropriate behaviour by adults towards a child		Conference and Events staff will complete the Tusla Children First E-learning training so that they can identify inappropriate behaviour by adults towards a child.
Use of toilets by children	Low	The contracted groups have been issued the UL Accommodation and UL Conference and Events Child Safeguarding Statement. Appropriate posters re single usage of toilets are in place. The terms and conditions of their responsibility for their staff and volunteers in respect of child safeguarding are outlined in the Conference and Events contract and Events management plan.
Tusla e learning re Children First completed by all relevant staff	Low Low	The General Manager for Accommodation and the General Manager for Conference and Events are responsible for ensuring that their relevant team members have completed the Tusla Children First Training. The General Manager for Accommodation retains the training records of the completed training courses.
Inappropriate behaviour by UL		All relevant staff are aware of the

Accommodation and UL Conference and Events staff or staff of contracted groups towards children	Low	UL Accommodation and UL Conference and Events Child Safeguarding policy.
	Low	The UL Accommodation and UL Conference and Events Child Safeguarding policy is available on the shared company T drive and on the website.
	Low	Recruitment procedures such as references and self-declaration processes are in place.
	Low	The contracted groups have been issued the UL Accommodation and UL Conference and Events Child Safeguarding Statement.
	Low	The terms and conditions of their responsibility for their staff and volunteers in respect of child safeguarding are outlined in the Conference and Events contract and Events management plan.

Appendix 16

UL Conference & Events Contract

DATED June 2023

UL Enterprise

AND

-

_____

_____

THIS CONTRACT is made June 2023

(A) **PLASSEY TRUST COMPANY CLG** (Company Number 121026) having its registered office at University of Limerick, Castletroy, Limerick (the "**Provider**"); and

(B) **XXXXX** (the **"Client"**) having its registered office/address at XXXXX

IT IS AGREED AS FOLLOWS:

1. ACCOMMODATION

1.1 The Provider shall supply the Client with the necessary guest room Accommodation to comply with the number of guest rooms as set out in Schedule 1.

1.2 The Client shall deliver to the Provider a rooming list, detailing the names and room requirement for each guest, no later than 14 days prior to the day of arrival.

1.3 The Provider shall ensure that the guest rooms are clean and tidy on the day of arrival and ensure that each guest room shall be furnished to the acceptable industry standard.

1.4 Guestrooms will be available from 15h00 on the day of arrival and must be vacated by 10h00 on the day of departure.

1.5 Early arrivals and late departures (should they be required) are available but may incur additional charges.

2. DEPOSIT AND PAYMENTS

2.1 The Client shall make payments to the Provider in the manner set out in Schedule 2

2.2 Any final balance owed for unexpected costs in excess of the deposits paid must be paid within four weeks of the departure date.

2.3 All deposits and monies due for the reservation should be paid into the Provider's bank account (detailed below). The client shall remit all monies for services due in Euro, and will pay all bank charges (receiver and sender) on all EFT's.

Bank of Ireland, University of Limerick Plassey Trust Company CLG
A/C No: 10698238
IBAN: IE37BOFI90430910698238
BIC/SWIFT: BOFIIE2D

3. CANCELLATION POLICY

3.1 Should the Client cancel the reservation, all deposits as set out in Schedule 2, received up to that point will be retained by the Provider.

3.2 Should the reservation be cancelled due to COVID-19 with travel restrictions preventing delegates from travelling to the Events or circumstances that can be verified as relating to Covid-19, PTC will agree that the deposits paid up until that point will be refunded.

4. INCIDENTS, ACCIDENTS OR DAMAGES

4.1 The Client shall be entirely liable for any damages caused to our property or injury to persons, which occurs during, or arises during the duration of the reservation.

4.2 Neither Plassey Trust Company CLG, nor its employees or agents shall be liable for any damage or loss to property, valuables or money of whatever description unless such loss or damage is caused by either deliberate or negligent act of one of our employees.

4.3 The Client shall report to the Provider any incident, accident or injury which may have or did take place in or on the guest Accommodation as soon as possible.

4.4 The Client shall take all reasonable steps not to cause, suffer or permit a nuisance to take place in or on the guest Accommodation or not to do any act or thing to cause nuisance, annoyance, disturbance, inconvenience, injury or damage, including noise pollution to University of Limerick, the Provider or its tenants, managers, or the users, owners and occupiers of the University Campus.

5. PARKING

5.1 Vehicles parking in unauthorised spaces, (e.g. outside of designated spaces, on campus roads or vehicles causing obstructions to other vehicles, emergency access routes, emergency exit doors or footpaths) may be clamped or removed.

5.2 Only vehicles displaying (on front windscreen) a valid UL parking permit may park in staff car parks. Any other vehicle, with the exception of a vehicle displaying an EU recognised disabled drivers permit (parked in a disabled driver's space), is liable to be clamped.

6. DATA PROTECTION

6.1 The Provider will retain the Client's data in accordance with the Data Protection Act 2018

7. SMOKING AND VAPING

7.1 University of Limerick is a smoke and vape free campus.

8. VISA LETTERS

8.1 Should the Client or any of their guests require a letter from the Provider in support of their Visa application to enter the country, it will be issued upon receipt of 100% of the payment for the reservation.

9. CHILDREN FIRST

9.1 The Client will have full responsibility for all members of the party who are under the age of 18 years. It is the Client's responsibility to ensure that all necessary child safeguarding measures are in place and to ensure that everyone connected to the reservation complies with our policy and procedures on the protection and safeguarding of children, a copy of which can be sent to you on request.

9.2 It is the Client's responsibility to comply in full with the obligations as set out under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 and 2016 while on the premises.

9.3 It is the Client's responsibility to ensure that its staff members have completed Children First training and have compliant documentation for same.

9.4 Guests who are under the age of 18 years of age can only check in with a parent or official Guardian.

Will participants include persons 18 years or younger:	YES		NO	
If you have indicated YES to the above question you MUST answer the following questions:				
Have all staff/contractors/volunteers whose work or activity involves access to children or vulnerable adults been Garda vetted?				
Do you have a detailed Child Safeguarding Risk Assessment in place to safeguard children before, during and after events?				
Do you have a Lost/Missing Child Policy in place for the events?				
Have all events staff/contractors/volunteers been provided with appropriate Child Safeguarding Training?				
Name of Safeguarding Contact Person				
Contact details for Child Safeguarding Contact Person				
Please attach a copy of the current Child Safeguarding Statement for your organisation				

10. TERMINATION

10.1 The Provider may alter or cancel any reservation that cannot be kept for any reason beyond the Provider's control. If this happens, the Provider will make all reasonable efforts to offer the Client an alternative reservation or offer a full refund.

10.2 The Provider may cancel the reservation if the Client fails to transfer the deposit amounts on time in accordance with the agreed schedule.

10.3 The Provider may terminate the reservation contract immediately by informing the Client in writing if:

i. The Client fails to comply with the terms and conditions of the reservation

ii. We believe that the reservation may lead to a breach of the peace and is considered by Plassey Trust Company CLG to be unsuitable to take place within the facilities

10.4 If the Provider alters or cancels any reservation under this Clause we will not accept any liability for any loss or consequential loss that the Client, any member of the party or any visitors may suffer.

11. ENTIRE CONTRACT

11.1 This Contract constitutes the entire contract between the parties and supersedes and extinguishes all previous drafts, contracts, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to the subject matter.

12. VARIATION

12.1 No variation of this Contract shall be effective unless it is in writing and signed by the parties (or their authorised representatives).

13. GOVERNING LAW

13.1 This Contract and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the laws of Ireland.

To confirm this reservation, please sign one full copy of the contract and return one original full signed copy by **XX/01/2023 .** The individual signing on behalf of the event should be a leadership member of XXXXX

For and on behalf of: XXXXX

Print name:

Signed: .. ..
Position: . .. .
Date: . . . .

For and on behalf of: UL Enterprise

Print name: . . . .
Signed: . . . .
Position: 4
Date: . . . .

SCHEDULE 1
Details

Accommodation Basis	Self Catering
Arrival Date	XX June 2023
Departure Date	XX July 2023
Number of Guests	XXX
Total Number of Bednights	XXX
Rate Per Person Per Night (Incl. VAT)	€42.50
Catering	XXXX

Total Net	xxx
Total Gross	xxx

SCHEDULE 2

Deposit Schedule

- 25% of overall cost to be received into the Provider's Bank Account (details given in Section 2, above) by 04/02/2023
- Further 25% of overall cost to be received into the Provider's Bank Account (details given in Section 1, above) by 04/04/2023
- Balance of overall cost to be received into the Provider's Bank Account (details given in Section 3, above) by 17/06/2023

Any increase in numbers (the above is based on XXX bed nights), will be charged for in the settlement post event .

Any final balance owed for unexpected costs in excess of the deposit total paid above, must be paid within four (4) weeks of the departure date.

Appendix 17

UL Events Management Plan

Events Management Plan

Events Name

Events Date

1.1. Key Management Contacts..... 101

1.2. Key Events contacts – other 101

1.3. Designated Liaison Person contacts 102

1.4. Staffing 102

1.5. Organisational matrix 102

1.6. Programme schedule 102

1.7. Run sheet ..... Error! Bookmark not defined.

Saturday ..... Error! Bookmark not defined.

2. Health and safety 103

2.1. Responsibility for health and safety 103

2.2. Traffic Management 103

2.3. Events Security/Stewarding 104

2.4. Emergency procedures 105

2.5. First aid / medical cover 105

2.6. Fire safety 105

3. Communications 105

4. Lost children 105
5. Insurance 105
6. Provision of food 106
7. Provision of alcohol 106
8. No Smoking Campus 106
9. Insurances 106

1. Introduction

The XXXXX Events is being held in the University of Limerick, from XXX to XXXX 2023

This Events will take place at XXXXX. (see Events schedule in section 1.6 below).

Key Management Contacts

Name	Role	Responsibility	Contact

Key Events contacts – other

Organisation	**Contact**	**Service**	**Contact details**	**Notes**
First Aid/Ambulance				
Part Time				

Organisation				**Notes**
Campus Security Supervisor				
Fire Brigade				
Ambulance				
University Emergency Number				

Designated Liaison Person contacts

Organisation	**Contact**	**Service**	**Contact details**	**Notes**
Event Organiser				
UL Accommodation and/or UL Conference and Events				

Staffing

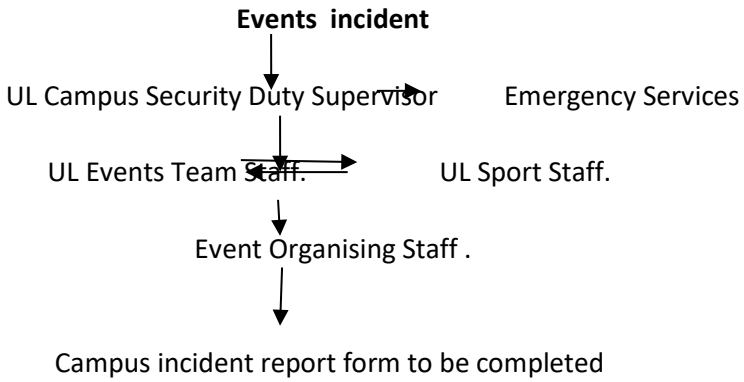
Staffing is as per Key Management Contacts and Key Event Contacts (1.). Campus Security is the security provider for the University of Limerick.

Organisational matrix

Emergency response procedure/Escalation process		
Events Team		
Campus Security Duty Supervisor UL Campus Security		
UL Sport Personnel	Stewards	Village team

Events organisers must follow guidelines set out by UL Campus Security

Example escalation chart:



Events schedule

**Concise Function Sheet from KX to be embedded here*

Health and safety

Responsibility for health and safety

The Safety Health and Welfare at Work Act 2005 is the primary piece of legislation that covers health and safety at work. The event organiser will take reasonable and practicable steps to ensure that the Events is safe and complies with all health and safety law and guidelines.

Traffic Management

**To be completed if applicable.*

2.3 Risk assessments and management

The following is a risk assessment pertaining to the event.
The risk rating is expressed as the multiple of consequence and probability and is assessed according to the following table.

PROBABILITY	CONSEQUENCE	RISK

Probable 3	Critical 3	High 6 – 9
Possible 2	Major 2	Medium 4
Unlikely 1	Minor 1	Low 1 - 3

Activity/Element of Events /Incidents	*Hazard*	*Risk Rating P x C*	**Amelioration measures to be put in place**	**Res. Risk P X C**
Public Disorder	Public Safety		Events Management Structure in place	
Temporary Structures - Collapse - Partial collapse	Public Safety			
Crowd Congestion	Public Safety			
Site Conditions	Trip Hazard/ Accidental Falls			
Catering facilities	Fire		Fire extinguishers/blankets shall be on site with exact location provided for all vendors. Exits are clearly marked.	

Loss of Minors	Public Safety		Events Management Structure in place	
Risk of Abuse to Children	Public Safety		……	

All policies procedures and induction documentation are to be made available for the records of UL Accommodation (UL Accommodation and UL Conference and Events)

Event Security/Stewarding

**To be included if applicable.*

The event organisers (XXXX) are responsible for the stewarding of the event:

RESPONSIBILITY OF STWARDING AND STEWARDS:

- Public order within the event , queue area, etc
- Responsibility for orderly control of crowds and public safety at event.
- Ensuring that there is no obstruction along emergency routes e.g. cars, casual traders etc
- Ensure the attendance of the full complement of steward staff as agreed with the Events Coordinator and the Events Safety Officer
- Prior to the commencement of the event, in conjunction with the Event Safety Officer, allocate specific responsibilities to event security staff.
- Cooperate and work closely with the Event's Safety Officer in all matters to ensure the safety, health and welfare of the attendees.
- Are aware of the missing child process.
- Hold Children First knowledge where an event involves children under the age of 18 years of age.
- Assigned security personal shall work with designated members of event management team regarding all event security issues.
- Event stewards shall ensure all visitors to the campus have parked in one of the designated car parks. Any vehicle found to be blocking or impeding any of the security or safety routes may be removed. Vehicles owners will be liable for costs incurred.

Emergency procedures

2.7.1 In the event of an emergency the public will be instructed by XXXX who will be under the direction of the XXXX.

First aid / medical cover

2.8.1 St. John's Ambulance shall provide first aid service along with trained volunteers.

2.8.2 A first aid station shall be erected at an agreed location.

2.8.3 Members of the first aid team shall be positioned at various predetermined locations around the site.

2.8.4 Members with relevant training and certification shall have the location of defibrillators closest to them in case of requirement (UL Sport Arena).

Fire safety

Location of fire extinguishers shall be known by all members of security, steward, and health & safety members along with event management and production teams. It shall be the requirement of each team leader to ensure that all members of his or her team knows the location of fire extinguishers.

On the discovery of a fire:

- Immediately inform a member of the event management or production management team.
- Raise the alarm by warning people close to the fire and instruct them to evacuate to a safe place.
- Phone 999 or 112 for the Fire Brigade
- If the fire is small and contained stewards should consider using the nearest appropriate appliance provided, ensuring that the extinguisher is compatible with the fire e.g. **do not use water on electrical or flammable liquid fires.**
- Evacuate everyone too one of the safe assembly areas.

Communications

Mobile phones will be also used to facilitate means of communications between the Organising Committee / Events Manager / Buildings & Estates and Campus.

Campus Security Supervisor shall be informed of any incident / emergency services required during the event. University incident report form to be completed & submitted to Campus security following each event.

Lost children

If a child participating in activities/sessions/camps or an event , gets lost or goes missing UL Accommodation and UL Conference and Events will initiate and apply the following procedure:

- Ensure that all other persons involved in the activity are fully accounted for and continue to be supervised appropriately while a search for the child concerned is carried out
- Notify the person responsible for the activity
- Notify the Events Manager and UL & Village Security
- Immediate action is required in the event of a missing child. Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by An Garda Síochána if they need to be notified
- Follow Garda guidance if further action is recommended
- Maintain close and ongoing contact with the parents / guardian / carer, An Garda Síochána and all UL Accommodation staff and Security staff to aid the early and safe recovery of the lost/missing child

- Complete an incident report form
- Ensure that all involved including the parents / guardian / carer, searchers and Gardai shall be informed immediately if at any stage the child is located.

Insurance

Insurance details for all service providers will be submitted before the event.
Campus security to be contacted immediately in the event of any unauthorised casual traders attempting to operate on Campus.

Provision of food

**To be included if relevant
Include venue details and timings.
Each provider will be responsible to ensure the safety of their staff and members of the public from fire or cooking related incidents where applicable.

Provision of alcohol

In compliance with law, alcohol should only be served to those of the legal age and ID provided where in doubt. Bar staff employees hold the right to refuse alcohol to those whom they believe to be a danger to themselves or others around them.
The University of Limerick is an advocate of Drink Aware. In the case of a situation where patrons appear to have consumed too much alcohol and may be of danger to themselves or others, members of the security/steward team should take measures to reduce this risk and ensure both worker and public safety. The emergency activation plan/escalation process will be implemented.

No Smoking Campus

The University of Limerick is now a designated no smoking and vape free campus.

Insurances

Provided to UL for inspection

Appendix 18



Self-Declaration Form

Private and Confidential

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.

Part One

For completion by the organisation:		
Name:		
Address and Postcode:		
Telephone/Mobile No:		
Date of Birth:		
Identification *(To be completed by line manager):*		
	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	
Either		
Passport Number and Issuing Office		
Driving Licence Number (*with picture*)		
Signature of authorised Employing Officer:		
Print name:		

Part Two

For completion by the individual (named in Part one):	
Have you ever been known to any Social Work department as being a risk or potential risk to children?	YES / NO *(if Yes, please provide further information below)*:
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	*YES / NO* *(if Yes, please provide further information below):*
Have you ever lived in a jurisdiction, outside of this jurisdiction (Ireland) for longer than 6 months since the age of 18?	YES / NO (if Yes, please attach a foreign police clearance certificate (dated in the last 6 months) for each of the jurisdictions you have lived in for longer than 6 months since the age of 18.
Have you ever been convicted of a criminal offence? YES / NO If you answered yes to any of the above questions, please state the nature and date(s) of the offence(s):	

NATURE OF OFFENCE	DATE OF OFFENCE

Confirmation of Declaration *(tick box below)*

	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

Signature:	
Print name:	

Revision History

Version	DATE OF ISSUE	DESCRIPTION OF CHANGE	OWNER
1	10-12-19	Initial Release	Ellen Fitzmaurice
2	12-1-20	Internal Review – No changes required	Ellen Fitzmaurice
3	3-3-22	Process update – Full Review by consultant Kevin O' Farrell and amendments	Ellen Fitzmaurice
4	30.6.23	Process update – Full Review by consultant Kevin O ' Farrell	Lee Gregson
5	24.5.23	Internal review – No changes required	Lee Gregson