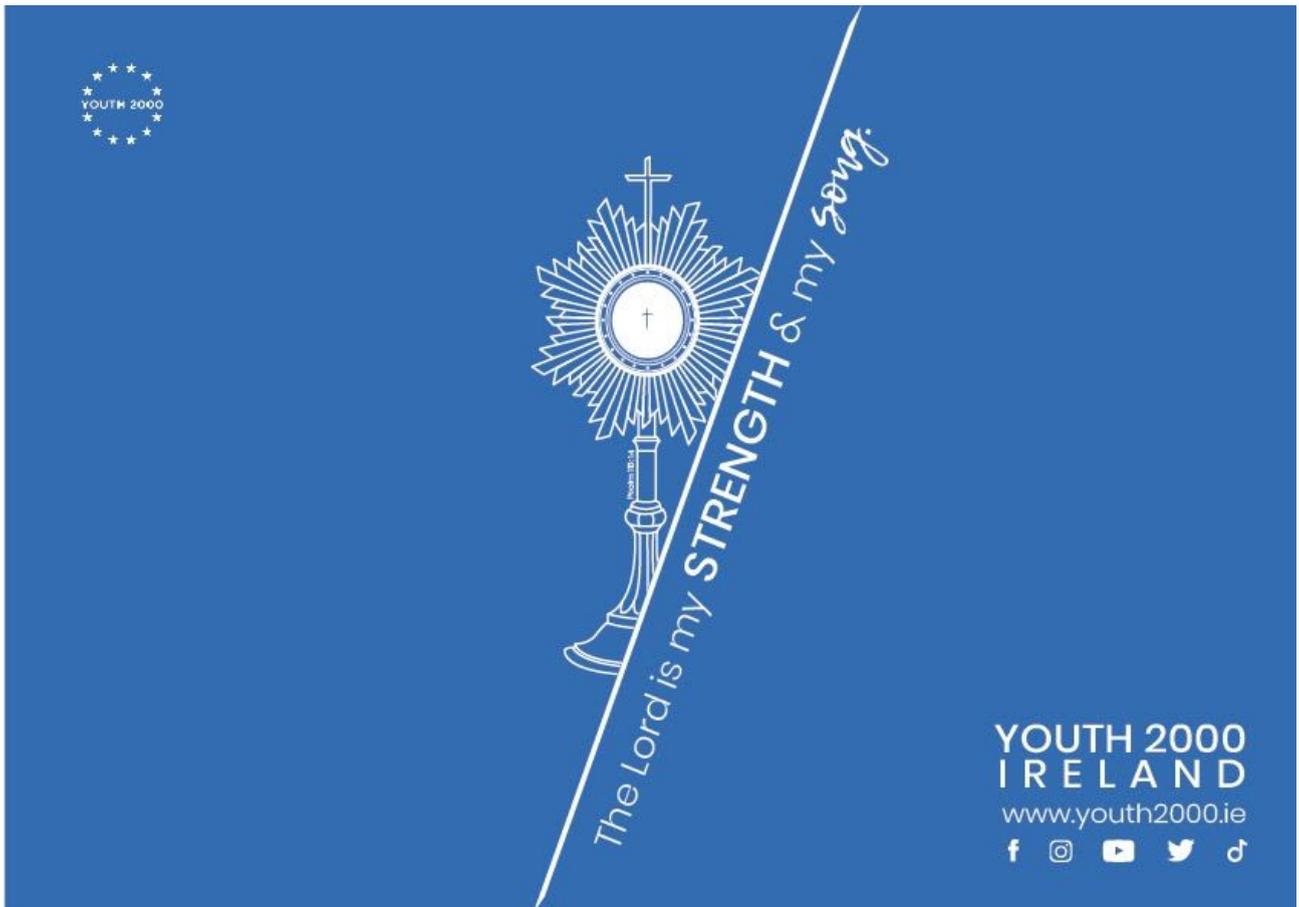


# Youth 2000 Ireland

## Safeguarding Policy and Procedures

Reviewed

Oct 2019



## **CONTENTS**

Policy Statement

Recruitment, Vetting and Selection Procedures

Support and Training

Code of Behaviour

Reporting Procedures and Role of DLP

Dealing with Allegations

Record keeping, access and storage of information

Confidentiality and sharing of information

Interagency Working

Accidents and Incidents

Complaints (not related to Safeguarding issues)

Definitions of Abuse as per Children First

Contact Phone Numbers of Health Board

Child Care Managers

Youth 2000 Leader Form

Youth 2000 Leader Reference Form

Standard Report Form

“I experienced one of the **best** weekends of my life at the Youth 2000 Summer Festival in Roscrea. I have met some amazing friends who have been such great support to me. I would really encourage other young people to go along and experience these events”

## **SECTION 1**

### **POLICY STATEMENT**

Aims and Objectives

### **YOUTH 2000'S SAFEGUARDING STATEMENT:**

*-To be actively involved in safeguarding children, young people, vulnerable adults, volunteers and staff -Providing consistency in how to respond to the issue of safeguarding.*

### **GEOGRAPHICAL BOUNDARIES OF THE POLICY**

Wherever Youth 2000 volunteers or staff members come into contact with minors or vulnerable adults.

### **KEY PRINCIPLE OF THIS POLICY**

The welfare of the child or vulnerable adult is paramount.

### **WHO THE POLICY COVERS-TARGET AUDIENCE**

This policy covers Youth 2000 staff, volunteers and young people and vulnerable adults who attend a Youth 2000 organised event.

### **PROCEDURES TO BE FOLLOWED IN LINE WITH CHILDREN FIRST**

Youth 2000's Safeguarding Policy is consistent with the principles of Children First National Guidance for the Protection and Welfare of Children 2011.

Youth 2000's Safeguarding Policy is in line with Children First and offers further elaboration to ensure local relevance and applicability.

### **ANNUAL REVIEW OF POLICY**

Youth 2000's Safeguarding Policy, Procedures and Practices is to be reviewed on an annual basis in the month of January every year by the National Safeguarding Officer, and every three years by the National Council of Youth 2000.

### **LINKED TO OTHER RELATED POLICIES**

Youth 2000's Safeguarding Policy is linked where appropriate and relevant to other Youth 2000 organisational policies.

## **SECTION 2 - RECRUITMENT, VETTING AND SELECTION PROCEDURES**

### **RECRUITMENT VETTING AND SELECTION PROCEDURES FOR EMPLOYEE'S**

It is the responsibility of the Youth 2000 National Council to adhere to relevant employment legislation and procedures in respect of the advertising process, application process, job description, interviewing process and selection process for any employment position.

### ***GARDA VETTING PROCESS AND REFERENCE CHECKING SYSTEM***

The Youth 2000 National Safeguarding Officer is responsible for processing the Garda Vetting forms for the above outlined employment position through the National Youth Council of Ireland which is the Garda Vetting consortium used by Youth 2000.

The Youth 2000 National Safeguarding Officer is responsible for carrying out two reference checks in respect of the new employee.

### ***VERIFICATION OF IDENTITY AND OF QUALIFICATIONS***

It is the responsibility of the Youth 2000 National Council to ask for verification of identity and of qualifications from the newly chosen employee.

### **INDUCTION AND PROBATIONARY PERIOD**

It is the responsibility of the Youth 2000 National Council to decide of the details of the induction and probationary period.

## **VOLUNTEER APPLICATIONS AND SELECTION PROCESS**

Volunteers who apply for a volunteer role or who are selected for a volunteer role are required to complete a Youth 2000 Volunteer Form and submit to the Youth 2000 National Office

### ***GARDA VETTING PROCESS AND REFERENCE CHECKING SYSTEM***

The Youth 2000 National Safeguarding Officer is responsible for processing the Garda Vetting forms for Youth 2000 volunteers through the National Youth Council of Ireland which is the Garda Vetting consortium used by Youth 2000.

The Youth 2000 National Safeguarding Officer is responsible for carrying out two reference checks in respect of the new volunteers. This may be completed by telephone and the information being stored securely (either as hard copy, electronically, or both).

## **SECTION 3 - SUPPORT AND TRAINING**

### **SUPERVISION AND SUPPORT PROCESSES FOR NEW AND EXISTING STAFF/VOLUNTEERS**

It is the responsibility of the National Council, Regional Leaders and Senior Management Team to ensure the appropriate supervision and support is provided for new staff and volunteers. This is completed through online training and volunteer weekends as well as one to one contact. The National Office should directly contact all new volunteers and brief them verbally by telephone as well as opening this avenue for support of asking questions if needed.

### **INDUCTION TRAINING**

It is the responsibility of the National Council, Regional Leaders and National Council, Regional Leaders and Senior Management Team to ensure the appropriate training and Safeguarding policy is implemented with respect to new staff and volunteers.

### **SIGNING OF SAFEGUARDING POLICY**

All staff and volunteers will be required to sign up to the Safeguarding policy.

### **SAFEGUARDING TRAINING**

The Youth 2000 National Safeguarding Officers, National Leader, Regional Leaders and National Council have responsibility for co-coordinating the training needs of all staff, and volunteers and with specific regard to Safeguarding and welfare.

The Youth 2000 National Safeguarding Officers, National Leader, Regional Leaders will coordinate any additional training should the need arise as well as communicating relevant information to all parties regarding any updated information concerning the organisations policies.

## **SECTION 4 - CODE OF BEHAVIOUR**

### **APPROPRIATE ADULT SUPERVISION AND RATIO'S**

U16s will not be allowed attend retreats unless they fulfil the following criteria:

- Their parents/legal guardians/ or a responsible guardian selected by the parent are present for the whole retreat. (Parent must provide write consent when selecting a guardian other than themselves) or
- They are related to a Leader Volunteer in Youth 2000 who will act as their guardian and their parents/legal guardians are happy for the leader volunteer to be responsible for them on the retreat.
- They are well-known by a Leader Volunteer and their parents/legal guardians are happy for the leader volunteer to be responsible for them on the retreat.
- U16s are **NOT** permitted to stay onsite over-night and parents therefore need to make alternative arrangements.
- U18s must have parental/legal guardians consent before they can attend a retreat
- U18s are obliged to remain on the premises for the full duration of the retreat. One adult per ten under 18's or vulnerable adults. For under 16s who wish to attend Youth 2000 events they must be accompanied by their own guardians, and these individuals to be accompanied by a note of parental permission for them to be the guardian if they are not the parents themselves. Alternatives are outlined above. They cannot stay onsite over night and must be appropriately supervised by their guardian at all times. If their guardians not doing this or is breaking the rules of the event, then both may be asked to leave and it is the responsibility of the guardian to take the U16 home. For this reason and more Guardians of U16s must themselves be over 18. Youth 2000 reserves the right to check this and will provide guardians to those aged 16 to 18 or considered vulnerable adults regardless of whether they come with a guardian to facilitate retreat rules and sleep arrangements.

### **APPROPRIATE RELATIONSHIPS AND BOUNDARIES BETWEEN LEADERS AND YOUNG PEOPLE OR VULNERABLE ADULTS**

- No leader will be on their own with under 18's or vulnerable adults.
- No leader will communicate with under 18's or vulnerable adults outside of a Youth 2000 event except in a public forum.

### **APPROPRIATE PHYSICAL CONTACT**

There will be no physical contact between leaders and under 18's or vulnerable adults.

### **APPROPRIATE LANGUAGE**

All leaders must use appropriate language when communicating with under 18's and participants of a Youth 2000 event.

### **APPROPRIATE BEHAVIOUR WHEN ADDRESSING CHALLENGING BEHAVIOUR**

If any under 18 or vulnerable adult who is a participant of a Youth 2000 event displays challenging behaviour, this must be brought to the attention of the Youth 2000 National Safeguarding Officers. The Youth 2000 National Safeguarding Officers will respond and address challenging behaviour in an appropriate manner.

If any adult participant of a Youth 2000 event displays challenging behaviour, this must be brought to the attention of the Youth 2000 National Leader. The Youth 2000 National Leader will respond and address challenging behaviour in an appropriate manner.

If any Youth 2000 volunteer or employee displays challenging behaviour at a Youth 2000 event, this must be brought to the attention of the Youth 2000 National Leader. The Youth 2000 National Leader will respond and address challenging behaviour in an appropriate manner.

### **PROCEDURES FOR DEALING WITH BULLYING**

If any under 18 or vulnerable adult who is a participant of a Youth 2000 event displays bullying behaviour or is subject to bullying behaviour, this must be brought to the attention of the Youth 2000 National Safeguarding Officers. The Youth 2000 National Safeguarding Officers will respond and address in an appropriate manner.

If any adult participant of a Youth 2000 event displays bullying behaviour or is subject to bullying behaviour, this must be brought to the attention of the Youth 2000 National Leader. The Youth 2000 National Leader will respond and address as appropriate.

If any Youth 2000 volunteer or employee displays bullying behaviour or is subject to bullying behaviour at a Youth 2000 event, this must be brought to the attention of the Youth 2000 National Leader. The Youth 2000 National Leader will respond and address as appropriate.

### **CONSIDERATIONS FOR OFF-SITE BEHAVIOUR AND OVERNIGHT TRIPS AWAY**

- Under 18's and vulnerable adults participating in a Youth 2000 event are not allowed off site during Youth 2000 event.
- Under 18's and vulnerable adults are allocated a Youth 2000 Guardian who is trained, reference checked and Garda Vetted for the duration of a Youth 2000 event.
- Under 18's and vulnerable adults check in with their guardian throughout the day.
- Under 18's and vulnerable adults are supervised at night.
- No Youth 2000 Guardian to be on their own with an under 18 or vulnerable adult.

### **CONSIDERATIONS FOR ONE TO ONE WORK**

- No Youth 2000 volunteer or staff member to be on their own with an under 18 or vulnerable adult.

- All Youth volunteers and staff members must have another adult present when with an under 18 or vulnerable adult.

#### **SAFE USE OF TECHNOLOGY AND INTERNET**

- No Youth 2000 volunteer or staff member has permission to communicate with an under 18 or vulnerable adult directly outside of a Youth 2000 event or through the internet or phone without the permission of the legal guardian.
- No under 18 can be photographed without the permission of their legal guardian.

#### **SAFE USE OF TRANSPORT**

- No Youth 2000 volunteer or staff member can transport an under 18 or vulnerable adult except in exceptional or extreme circumstances. In such an event an under 18 or vulnerable adult must not be alone with an adult. At least two adults must transport an under 18 or vulnerable adult.
- In the case of a medical emergency, if an under 18 or vulnerable adult requires to be brought to the hospital or other medical services-an under 18 or vulnerable adult must not be alone with an adult. At least two adults must transport an under 18 or vulnerable adult.

#### **CHILDREN SPECIAL NEEDS OR VULNERABLE YOUNG PEOPLE OR ADULTS**

The Youth 2000 National Safeguarding Officers, Youth 2000 National Leader, National Council and Youth 2000 Regional Leaders, Prayer Group Leaders and Leaders of events are to be informed of any children with special needs or vulnerable young people who attend.

The parties mentioned above must assess whether a child with special needs or a vulnerable young person is able to appropriately participate in a Youth 2000 event.

If a child with special needs or a vulnerable young person is not able to appropriately participate in a Youth 2000 event for health and safety reasons, the above listed parties must explain the reasons to the child with special needs or vulnerable young person, make contact with their legal guardian and explain these reasons and ask for them to be collected from the event.

Guardians will be present for the duration of the weekend and will also be onsite but not present in dormitories with their designated young people and vulnerable adults, however, they must never be on their own with children. The guardians and group guardians must also sleep at the venue overnight. Males and females will sleep in separate accommodation, therefore both male and female guardians must be available to sleep at the venue and male guardians will be assigned to male attendants and vice versa for females.

External guardians will not be permitted to sleep in the same dorms as children or vulnerable adults. If a vulnerable adult requires a person to sleep in the same room as them then this could cause a potential safeguarding issue, and will be accommodated where possible by other volunteers sleeping in that room, but where this is not possible the guardian of that vulnerable adult or child will be asked to make immediate arrangements for them as they will not be able to stay on site at the Youth 2000 retreat. If a vulnerable adult attends with their guardian, Youth 2000 may seek a doctor's note to ensure that this is a safe place for the person to be as well as the note from the person in guardianship. This will be at the discretion of the Regional Leader or person of highest authority. U16s are not permitted to stay onsite overnight. It is a NECESSITY that all attendees, including children and vulnerable adults, disclose any medication they are taking and medical conditions they have. To not do so is considered severe negligence. It should be

ticked on the Registration form that all children and vulnerable adults, where the parents are guardians cannot be reached, give permission to the Regional Leader of the person in highest authority to give permission to medical staff to conduct medical activities and administer medicine as deemed necessary to help that child or vulnerable adult. It is also recognised that children or vulnerable adults who as fostered or in care must state so on the registration form. This is essential as permission to attend the event must also then be sought from Social Services that the child or vulnerable adult may attend. Not to declare this, or to declare deliberate inaccuracies on the registration form removes responsibility from Youth 2000 and is considered a grave negligence.

The name of the group guardian must be included on the booking form, so that the parents of the child have signed in agreement that this adult will be responsible for their child during the residential. The booking form used for Youth 2000 festivals has been approved so as to ensure the young people come with a specified group guardian and that the parents have consented to this arrangement. For this reason, the wording on the form must NOT be changed and where, as noted, no guardian is provided, Youth 2000 will provide.

Male children will sleep in accommodation designated for them. Guardians are never to be on their own with an U18. Male vulnerable adults will be designated their own room in similar fashion. Female children will sleep in accommodation designated for them. Guardians are never to be on their own with an U18. Female vulnerable adults will be designated their own room in similar fashion. Security are on patrol all night to make sure people don't break this rule. Also if this rule is broken all attendees are required to report this to their guardian or security immediately. Guardians or security may enter an U18 or vulnerable adult bedroom but only in twos or more and are not permitted to sleep or loiter there and should be there with an intended purpose, i.e. to wake up attendees with noise (not touch) or to check that persons are in the room and where they are meant to be etc. This is the arrangement Youth 2000 has put in place, parents who send their children or vulnerable adults to Youth 2000 understand this to be the case. Should a situation arise on site that a person does not subscribe to either sex (male or female as assigned at birth), then that person will be helped in the most sensitive manner. The parents or guardians of this young person will be contacted to help address the situation, to highlight that this may not be able to be accommodated at this Youth 2000 event but that we will endeavour to accommodate this young person at the next one and therefore in the interim that they are welcome to attend the event but can they collect their child or vulnerable adult as onsite sleeping arrangements that accommodate this sensitive situation are not possible and we wish to care for the young person in a manner that doesn't embarrass them or in any way make them feel unwanted or unloved. If possible Youth 2000 will move to accommodate this young person or vulnerable adult, in a manner that they, their parents, guardians and Youth 2000 Leaders are happy with, i.e. the provision of an adequate different and possible mixed sex room with suitable supervision. But as we do not own our own retreat venues we realise that this may not be possible. At the same time we have a responsibility to those other parents who understood that their children would be staying in single sex dorms and that to break this would be a breach of their trust and policy. Therefore the issue will be given more thorough consideration and a plan of action put in place for the next Youth 2000 event.

The same will apply to adults in this sensitive situation, they are welcome to attend but may not be able to stay over night. Youth 2000 is investigating the possibility of additional accommodation

to accommodate such instances where a mixed sex sleeping room is offered however this will be done on an event by event basis depending on the availability of rooms in the accommodation we are guests in and therefore it cannot be guaranteed. However all individuals can be guaranteed to be treated in a sensitive manner, with care and love for them as a person.

Youth 2000 reserves the right to have guardians sleeping in the same accommodation as U18s and vulnerable adults. This may be done where the intention is the safeguarding of other young people in the room from those who may break retreat rules. However there must always be two guardians at LEAST in the room for this to take place and NEVER just one. Security will be patrolling this rooms all night to ensure rules are maintained.

Disabled individuals are not recognised as vulnerable adults, as despite physical disabilities they are still capable of governing themselves. This is different where there is a mental disability and the person is in the guardianship of another adult.

Youth 2000 uses many different sites for its events, these are churches for prayer groups, schools for retreats and fields and marquees for festivals.

As we do not own these sites or have access to all areas of these it is therefore not possible for Youth 2000 to ensure disabled access as all times. Youth 2000 will endeavour in every way possible that there is disabled access but this may simply not be possible where Youth 2000 does not own the building it is using. Therefore, all help will be given but Youth 2000 cannot accept responsibility for this, nor can they request their volunteers to lift, carry, accompany or make adjustments that might in any way cause them harm. Youth 2000 does not expect this from its volunteers. If volunteers do help then this is a kindness that is done via their own responsibility and they are not acting as Youth 2000 volunteers therefore the organisation cannot accept responsibility for their well being when engaged in such kindnesses. Therefore Youth 2000 is not liable for making adjustments for disabled access or requests, volunteers may help of their own accord and disabled persons should make provision and bring help with them to over come the obstacles they may encounter at a Youth 2000 event, i.e that there are stairs and Youth 2000 does not have access to the part of the building where there is a stair lift meaning that that person may not be able to attend that part of the event, but all other provision as is possible will be made.

This is an unfortunate situation, but until such time as Youth 2000 owns its own retreat venues then this will have to be the case.

Furthermore, Youth 2000 operates a 'supervising system'. This means that only those volunteers who are vetted can be in regulated activity with children or vulnerable adults. Whilst volunteers are advised to never be on their own with a young person or vulnerable adult an additional layer of security is in place were by Youth 2000 will supervise other, gusts, Retreatants or attendees. For example, if a person is kindly helping Youth 2000, they may do so but only if they are supervised by a vetted volunteer thus never placing them in regulated activity. Another example would be sacramental ministries like a priest hearing confession. This is done in a visible space and under the visible supervision or a vetted volunteer. This system is known the the NYCI and the Dioceses we work with.

Youth 2000 also strives to meet the individual requirements of the Dioceses we work with regarding Priestly ministry at our events.

## SECTION 5 - REPORTING PROCEDURES AND ROLE OF THE DLP

### A NAMED DESIGNATED LIAISON PERSON AND THEIR ROLE

*Name of two Designated Liaison Person's:*

**Mary Crowley:**        **T:** 00353 (0) 861765433    **E:** marycrowley17@gmail.com

**Mary Scott:**        **T:** 00353 (0) 894438330    **E:** mscott111283@gmail.com

**A:** Youth 2000 National Office, Divine Word Missionaries,  
Moyglare Road, Maynooth, Co. Kildare

### ROLE OF NATIONAL SAFEGUARDING OFFICER

The Safeguarding Officer is the title given to the designated person appointed within Youth 2000 to deal with Safeguarding concerns reported by volunteers or young people.

The Safeguarding officer will:

- Operate within the Youth 2000 Safeguarding Policy and Government guidelines concerning Safeguarding.
- Report suspicions and allegations of abuse to the statutory authorities, i.e. the Health Board or An Garda Siochana.
- Liaise between Youth 2000, young people and the statutory authorities where necessary.
- Create and maintain links with the statutory authorities and other relevant agencies and resource groups.
- Facilitate the provision of support to any victim or volunteer making a referral and also to the person against whom an allegation has been made (in the case of allegation against a Youth 2000 volunteer/event attendee.
- Advise the National Leader and at his/her discretion the National Council will be advised of a case or suspicion of abuse.
- Advise on good practice.
- Facilitate training on guidelines in Safeguarding to Leader Volunteers
- Maintain proper records on all cases referred to him/her in a secure and confidential manner.
- Keep up to date on current developments regarding provision, practice, support services, legal obligations/requirements and policy.
- The Safeguarding Officer should report to the National Co-ordinator on a regular basis and keep him/her informed on any Safeguarding concerns which may arise.

## **ROLE OF DESIGNATED LIAISON PERSON**

As it may not be possible for the Youth 2000 Safeguarding Officer to be present at each Youth 2000, it is essential that during every Youth 2000 event, there should be one Youth 2000 Safeguarding Designated Liaison Person.

All matters relating to the safety of the children should be dealt with through this person. He/she may consult with one Regional Leader present at the event (or person of highest authority) to aid discernment in particular cases.

He/she should be familiar with the Youth 2000 Safeguarding Policy and pass on any referrals to the Youth 2000 National Safeguarding Officers who will report as appropriate to the statutory bodies. It is also the responsibility of the Designated Liaison Person to ensure that all volunteers helping at an event are aware of the Safeguarding policy.

## **INFORMATION ON DEFINITIONS OF ABUSE AS PER CHILDREN FIRST**

**Abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child or vulnerable adult may be subjected to one or more forms of abuse at any given time:**

### **NEGLECT**

Neglect can be defined in terms of an omission, where the child or vulnerable adult suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

### **EMOTIONAL ABUSE**

Emotional abuse is normally to be found in the relationship between a parent/carer and a child or vulnerable adult rather than in a specific event or pattern of events. It occurs when a child's or vulnerable adults developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

### **PHYSICAL ABUSE**

Physical abuse of a child or vulnerable adult is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

## **SEXUAL ABUSE**

Sexual abuse occurs when a child or vulnerable adult is used by another person for his or her gratification or sexual arousal, or for that of others.

\*Please refer to **Appendix One** for more detailed definitions of abuse as per Children First.\*

## **INFORMATION ON REASONABLE GROUNDS FOR CONCERN**

The HSE Children and Family Services should always be informed when a person has reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected.

## **PROCEDURE FOR SEEKING ADVICE FROM HSE WHEN UNCLEAR WHETHER TO REPORT**

The HSE Children and Family Services should always be contacted to advise of concerns for a child.

## **REPORTING PROCEDURES WITH CLEAR ROLE AND RESPONSIBILITIES FOR ALL INVOLVED**

The Youth 2000 Designated Safeguarding Liaison Person at a Youth 2000 event is to report any concerns or disclosures regarding an under 18 to the Youth 2000 National Safeguarding Officers.

The National Safeguarding Officer then reports these concerns or disclosures to the local Duty Social Work Department of the under 18 or vulnerable adult. The Youth 2000 National Safeguarding Officers are the designated liaison people who are responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the HSE Children and Family Services' Duty Social Worker. In the event of an emergency where you think a child is in immediate danger and you cannot get in contact with the HSE Children and Family Services' Duty Social Worker, you should contact An Garda Síochána.

## **GUIDELINES IN RELATION TO DEALING WITH A DISCLOSURE**

If a person, including third parties, reports suspected abuse to the Youth 2000 National Safeguarding Officers, it is their responsibility to;

- To establish, in consultation with the individual who has raised the concern, if reasonable grounds for concern exist.

- The information given should be forwarded to the HSE Children and Family Services' Duty Social Worker if reasonable grounds for concern exist, regardless of whether the source wishes to be identified or not. The source should be made aware that Youth 2000 National Safeguarding Officers will be reporting the information.
- If the Youth 2000 National Safeguarding Officers are unsure whether the concern constitutes reasonable grounds for concern, they may consult informally with the Duty Social Worker.
- Where they decide not to pass on the concern brought to their attention, they must inform the person of this and also tell them that they may report directly to Children and Family Services and that the provisions of the Protection for Persons Reporting Child Abuse Act would pertain.
- Any professional who suspects abuse or neglect should inform the parents/carers if a report is to be submitted to the HSE Children and Family Services or to An Garda Síochána, unless doing so is likely to endanger the child or vulnerable adult. This decision will be made under the direction of the relevant authorities.

#### **REFERENCE TO VERBAL & WRITTEN REPORTS BEING MADE TO THE HSE WITHOUT DELAY**

If you identify a child or vulnerable adult as being at risk of harm – you must act. Paragraph 3.7.3 of Children First:

National Guidance (2011) states that 'It is the responsibility of all agencies working with children [or vulnerable adults] and for the public to recognise Safeguarding concerns and share those with the agencies responsible for assessing or investigating them, not to determine whether the Safeguarding concerns are evidenced or not'. In the first instance, The Youth 2000 Designated Liaison Person (Youth National Safeguarding Officers) where possible, make telephone contact with the Duty Social Worker, or if out-of hours or in an emergency with the Gardaí.

#### **THE FOLLOWING PROCEDURE SHOULD BE FOLLOWED:**

Youth 2000 Designated Liaison Person (Youth 2000 National Safeguarding Officers) should make a referral to the HSE Children and Family Services' Social Work Service by using the Standard Report Form (See Appendix section for Standard Report Form).

If the concern is urgent and that there is imminent risk to a child, make the report by telephone and then follow it up with the completed form. The quality of the information you provide will influence the ability of the Social Work Service to respond.

The completed Standard Report Form must contain as much of the following as possible:

Accurate identifying information – including all known full names and surnames, addresses, date of birth, age, disability if applicable, ethnicity, first language (need for interpreter, if known) of the child or vulnerable adult and all the known members of his or her family and other adults living in

the household. In cases of suspected abuse and neglect, family members should not be used as interpreters.

Details of the concern, allegation or incident – outline exact nature of concern; include dates, times and names of persons present. It is important to describe any observed injuries or behaviours that may be linked to the incident. In cases where neglect or abuse is indicated over time, the reporter should be encouraged to provide a chronology of the evidence or symptoms in the child or vulnerable adult that give rise to the concern.

Views of the parent/carer and views of the child or vulnerable adult (where age-appropriate) – the reporter must provide any accounts of the parents' or child or vulnerable adults views about the concern that are known to them.

Keep a copy for your own records and send original to Social Work Service.

### **INFORMING PARENTS/GUARDIANS THAT A REPORT IS BEING MADE TO THE HSE**

If child abuse or neglect is suspected, the Youth 2000 National Safeguarding Officers should inform the parents/carers if a report is to be submitted to the HSE Children and Family Services or to An Garda Síochána, unless doing so is likely to endanger the child or vulnerable adult. This decision will be guided by the relevant authorities.

Youth 2000 Designated Liaison Person to discuss with the HSE Children and Family Services' Social Work Service if unsure.

### **RELEVANT DOCUMENTATION IN APPENDIX SECTION**

- Please find a copy of Standard Reporting Form to the HSE in Appendix.
- Please find relevant contact details for the local HSE Duty Social Work Departments and an Garda Síochána.

### **OUT OF HOURS DUTY SOCIAL WORK DEPARTMENT AND EMERGENCY SITUATIONS**

The Youth 2000 National Safeguarding Officers are to be aware of local area Emergency Services arrangements since different arrangements are in place across HSE health areas.

In the event of an emergency where a child or vulnerable adult is in immediate danger and cannot get in contact with the HSE Children and Family Services' Duty Social Worker, the Youth 2000 Designated Liaison Person should contact the Gardaí.

Under no circumstances should a child or vulnerable adult be left in a situation that exposes him or her to harm.

### **PROCEDURE FOR REPORTING RETROSPECTIVE DISCLOSURES OF CHILD ABUSE BY AN ADULT**

Any information given to the Youth 2000 National Safeguarding Officers regarding retrospective disclosures of abuse should be forwarded to the HSE Children and Family Services' Duty Social Worker through using the Standard Report Form.

The source should be made aware that you will be reporting the information.

**PROCEDURE FOR REPORTING CONCERNS THAT MAY NOT NEED TO BE REPORTED TO THE HSE**

Where the Youth 2000 National Safeguarding Officers decide not to pass on the concern brought to their attention, they must inform the person of this and also tell them that they may report directly to Children and Family Services and that the provisions of the Protection for Persons Reporting Child Abuse Act would pertain.

**SECTION 6 -DEALING WITH ALLEGATIONS**

**PROCEDURE FOR RESPONDING TO ALLEGATIONS**

Any allegations against Youth 2000 staff or volunteers are to be reported to the Youth 2000 Safeguarding Officers.

The Youth 2000 Safeguarding Officers will respond to the allegations in an appropriate manner and make a referral to the relevant HSE Duty Social Work Department where necessary.

The Youth 2000 National Safeguarding Officers along with the Youth 2000 National Council will implement a proportionate response in relation to protective action/supervision/suspension of worker/volunteer pending assessment and investigation allegation.

The Youth 2000 Safeguarding Officers will inform the person whom the allegation is made against of the allegation and enable them the right to respond.

Where appropriate the Youth 2000 National Safeguarding Officers will inform parents/guardians and young people of actions planned and taken.

The Youth 2000 National Safeguarding Officers along with the Youth 2000 National Leader will provide the appropriate support measures for volunteers/staff/young people against whom an allegation has been made.

## **SECTION 7 - RECORD KEEPING, ACCESS AND STORAGE OF INFORMATION**

All Youth 2000 records are regularly reviewed to monitor concerns and all information is monitored to ensure it is up to date.

The HSE Standard Reporting Form is used to record any Safeguarding concerns which are then submitted to the relevant local HSE Duty Social Work Department area.

Any actions to be followed up will be detailed. Outcome of concerns/situation recorded. This is then filed and locked away.

Recording systems are safe and confidential. They are securely locked away with only the National Safeguarding Officers and the National Leader having access to them. This includes both hard and electronic copies.

Information is stored in the Youth 2000 National Office and securely locked away or securely stored electronically.

Only the National Safeguarding Officers and the National Leader are permitted to access information.

Procedure in place for archiving old information. Old information is stored and locked away in National Youth 2000 office. This will then be destroyed. The suggested period is ten years.

## **SECTION 8 – CONFIDENTIALITY AND SHARING OF INFORMATION**

Limits of confidentiality are communicated to Youth 2000 staff, volunteers and attendees.

Limits of confidentiality are communicated to Youth 2000 staff and volunteers through the Safeguarding training that is delivered to them for their roles.

Limits of confidentiality are communicated to attendees at the start of a Youth 2000 retreat. Limits of confidentiality are also communicated to attendees if they start to share personal information to a Youth 2000 volunteer.

Where Safeguarding concerns arise, information is shared on a 'need to know' basis.

Youth 2000 volunteers are aware that sharing information re Safeguarding confidentiality is not a breach of confidentiality.

Parents/guardian and under 18's have a right to know if personal information is being shared or a report is being made to the HSE unless doing so could put the young person at further risk.

The National Safeguarding Officer shares with parents and under 18's or vulnerable adults any information that they need to know.

Systems of communication involve the Youth 2000 Safeguarding Officer liaising with parents, under 18's, vulnerable adults and volunteers involved with under 18's or vulnerable adults and the local HSE Duty Social Work Departments where the needs arise.

## **SECTION 9 - INTERAGENCY WORKING**

The Youth 2000 National Safeguarding Policy covers;

- the welfare of under 18's and vulnerable adult at Youth 2000 events

As mentioned in other parts of this Safeguarding Policy, it is the Youth 2000 National Safeguarding Officer who liaises with other agencies relating to Safeguarding issues.

Similarly, as mentioned in other parts of this Safeguarding Policy, it is the Youth 2000 National Safeguarding Officer who completes the HSE Stand Reporting Form and submits to the local HSE Duty Social Work Department of the minor involved.

The sharing of information with other agencies is only done on a 'need to know basis'.

## **SECTION 10 - ACCIDENTS AND INCIDENTS**

The accident and incident procedure for under 18's or vulnerable adult involves the recording of the incident/accident and following it up as necessary.

The Youth 2000 National Safeguarding Officer informs the parents/guardian of any accident/incident that their under 18 or vulnerable adult is involved in.

At a Youth 2000 event, there is a designated First Aid person with access to a First Aid. No emergency numbers are displayed as there is a continuous presence of volunteers and security during a Youth 2000 event although emergency services are available for contact. Participants at a Youth 2000 retreat are advised to speak to a volunteer or a member of security if there is anything they need.

When an under 18 or vulnerable adult attends a Youth 2000 event they bring along a booking form that is signed by their parent/guardian with their parent/guardian details included.

Youth 2000 has its own insurance policy.

## **SECTION 11 - COMPLAINTS (NOT RELATED TO SAFEGUARDING ISSUES)**

All Youth 2000 complaints that are not related to Safeguarding issues are dealt with the Youth 2000 National Leader who responds to the complaints.

## **APPENDIX ONE-DEFINITIONS OF ABUSE AS PER CHILDREN FIRST**

Abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child or vulnerable adult may be subjected to one or more forms of abuse at any given time. More detail on each type of abuse is given in Appendix 1.

2.1.2 In the Children First: National Guidance, 'a child' means a person under the age of 18 years, excluding a person who is or has been married.

### **2.2 Definition of 'neglect'**

2.2.1 Neglect can be defined in terms of an omission, where the child or vulnerable adult suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

2.2.2 Harm can be defined as the ill-treatment or the impairment of the health or development of a child or vulnerable adult. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age.

2.2.3 Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child or vulnerable adult who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child or vulnerable adult whose height or weight is significantly below average may be being deprived of adequate nutrition. A child or vulnerable adult who consistently misses school may be being deprived of intellectual stimulation.

2.2.4 The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

### **2.3 Definition of 'emotional abuse'**

2.3.1 Emotional abuse is normally to be found in the relationship between a parent/carer and a child or vulnerable adult rather than in a specific event or pattern of events. It occurs when a child or vulnerable adults developmental need for affection, approval, consistency and security are not

met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples may include:

- (i) the imposition of negative attributes on a child or vulnerable adult, expressed by persistent criticism, sarcasm, hostility or blaming;
- (ii) conditional parenting in which the level of care shown to a child or vulnerable adult is made contingent on his or her behaviours or actions;
- (iii) emotional unavailability of the child or vulnerable adults parent/carer;
- (iv) unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child or vulnerable adult;
- (v) premature imposition of responsibility on the child or vulnerable adult;
- (vi) unrealistic or inappropriate expectations of the child or vulnerable adults capacity to understand something or to behave and control himself or herself in a certain way;
- (vii) under- or over-protection of the child or vulnerable adult;
- (viii) Failure to show interest in, or provide age-appropriate opportunities for, the child' or vulnerable adults cognitive and emotional development;
- (ix) Use of unreasonable or over-harsh disciplinary measures;
- (x) Exposure to domestic violence;
- (i) Exposure to inappropriate or abusive material through new technology.

2.3.2 Emotional abuse can be manifested in terms of the child or vulnerable adults behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child or vulnerable adult and the parent/carer.

## **2.4 Definition of 'physical abuse'**

2.4.1 Physical abuse of a child or vulnerable adult is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

### **Physical abuse can involve:**

- (i) severe physical punishment;
- (ii) beating, slapping, hitting or kicking;
- (iii) pushing, shaking or throwing;
- (iv) pinching, biting, choking or hair-pulling;
- (v) terrorising with threats;
- (vi) observing violence;
- (vii) use of excessive force in handling;
- (viii) deliberate poisoning;
- (ix) suffocation;
- (x) fabricated/induced illness (see Appendix 1 for details);

(xi) allowing or creating a substantial risk of significant harm to a child or vulnerable adult.

## **2.5 Definition of 'sexual abuse'**

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

- (i) exposure of the sexual organs or any sexual act intentionally performed in the presence of the child or vulnerable adult;
- (ii) intentional touching or molesting of the body of a child or vulnerable adult whether by a person or object for the purpose of sexual arousal or gratification;
- (iii) masturbation in the presence of the child or vulnerable adult or the involvement of the child or vulnerable adult in an act of masturbation;
- (iv) sexual intercourse with the child or vulnerable adult, whether oral, vaginal or anal;
- (v) Sexual exploitation of a child or vulnerable adult, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child or vulnerable adult is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children or vulnerable adults, which is often a feature of the 'grooming' process by perpetrators of abuse;

**Chapter 2:** Definition and Recognition of Child Abuse (VI) consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.

2.5.2 It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

## **APPENDIX TWO - CONTACT PHONE NUMBERS OF HEALTH BOARD CHILD CARE MANAGERS**

These contact numbers may be updated from time to time. Please check HSE website for latest information.

### **HSE AREAS ADDRESSES AND TELEPHONE NUMBERS**

#### **DUBLIN NORTH**

Health Centre, Cromcastle, Coolock, Dublin 5 (01) 816 4200  
(01) 816 4244

#### **DUBLIN NORTH CENTRAL**

Social Work Office, 22 Mountjoy Square, Dublin 1 (01) 877 2300  
Social Work Office, Ballymun Health Centre, Dublin 11 (01) 846 7236

#### **DUBLIN NORTH WEST**

Health Centre, Wellmount Park, Finglas, Dublin 11 (01) 856 7704  
Social Work Department, Rathdown Road, Dublin 7 (01) 882 5000

#### **DUBLIN SOUTH EAST**

Social Work Department, Vergemount Hall, Clonskeagh, Dublin 6 (01) 268 0320  
(01) 268 0333

#### **DUBLIN SOUTH CITY**

Duty Social Work Carnegie Centre, 21-25 Lord Edward Street, Dublin 2 (01) 648 6555  
Public Health Nursing, 21-25 Lord Edward Street, Dublin 2 (01) 648 6730  
Family Support Service, 78B Church House, Donore Avenue, Dublin 8 (01) 416 4441

#### **DUBLIN SOUTH WEST**

Milbrook Lawn, Tallaght, Dublin 24 (01) 452 0666

#### **DUBLIN WEST**

Social Work Department, Bridge House, Cherry Orchard (01) 427 5000  
Hospital, Ballyfermot, Dublin 10 (01) 620 6387

#### **DUBLIN SOUTH**

Social Work Department, Our Lady's Clinic, Patrick Street,  
Dun Laoghaire, Co. Dublin (01) 663 7300

#### **CARLOW**

Carlow Social Work Office, Ground Floor, St. Dymphna's Hospital, (059) 913 6587  
Athy Road, Co. Carlow

## **CAVAN**

HSE Community Child and Family Services, Drumalee Cross, Co. Cavan (049) 437 7305  
(049) 437 7306

## **CLARE**

Clare Duty Social Worker, River House, Gort Road, Ennis, Co. Clare (065) 686 3935

Social Work Department, Shannon Health Centre, Shannon, Co. Clare (061) 718 400

Social Work Department, Kilrush Health Centre, Kilrush, Co. Clare (065) 905 4200

## **CORK**

North Cork Social Work Department, 134 Bank Place, Mallow, Co. Cork (022) 54100  
North Lee Child Lee Social Work Department, (adjacent to Shopping

Centre), Blackpool, Co. Cork (021) 492 7000

South Lee Social Work Department, St. Finbarr's Hospital, Douglas Road, Cork (021) 492 3001  
West Cork Social Work Department, Coolnagarrane, Skibbereen, Co. Cork (028) 40447

## **DONEGAL**

Links Business Centre, Lisfannon, Buncrana, Co. Donegal (East Team) (074) 932 0420

Euro House, Killybegs Road, Donegal, Co. Donegal (West Team) (074) 972 3540

Social Work Department, Millennium Court, Pearse Road, Letterkenny, (074) 912 3672

Co. Donegal (East Central Team and West Central Team) (074) 912 3770

## **GALWAY**

Galway City, Social Work Department, Local Health Office, 25 Newcastle Road, Galway, Co. Galway. (091) 546366

Galway County, Tuam Social Work Department, Health Centre, Vicar Street, Tuam, Co. Galway. (093) 37200

Loughrea Social Work Department, Health Centre, Loughrea, Co. Galway. (091) 847820

Ballinasloe Social Work Department, Health Centre, Brackernagh, Ballinasloe Co. Galway. (090) 964 6200

Oughterard Social Work Department, Health Centre, Oughterard, Co. Galway (091) 552 20076

## **KERRY**

Social Work Department, HSE Community Services, Rathass, Tralee, Co. Kerry (066) 712 1566

Killarney Social Work Department, St. Margaret's Road, Killarney, Co. Kerry (064) 663 6030

## **KILDARE**

Social Work Department, St Mary's Craddockstown Road, Naas, Co.Kildare (045) 873200  
(045) 882 400

## **KILKENNY**

Social Work Office – Child Care Department, Child Youth and Families, Carlow/Kilkenny, HSE South, St. Canice's Hospital, Dublin Road, Kilkenny, (056) 778 4057  
(056) 778 4532  
Co. Kilkenny

## **LIMERICK**

Social Work Department, Ballynanty Health Centre, Ballynanty, Limerick (East Team), Co. Limerick (061) 457 100

Social Work Department Rixtown Health Centre, Rixtown Terrace,  
Old Clare Street, Limerick (East Team) , Co. Limerick (061) 417 622

(061) 483 091

Parkbeg Social Work Department, Parkbeg House, 2 Elm Drive,  
Caherdavin Lawns, Ennis Road, Limerick, Co. Limerick (061) 206 820

Social Work Department, Southill Health Centre, O'Malley Park,  
Southill, Limerick, Co. Limerick (061) 209 985

Newcastlewest Social Work Department, Newcastlewest Health Centre,  
Newcastle West, Co. Limerick. (069) 621 55

#### **LAOIS**

Social Work Department, Child and Family Centre, Portlaoise, Co. Laois (057) 869 2567  
(057) 869 2568

#### **LEITRIM**

Social Work Department, Community Care Office, Leitrim Road,  
Carrick on Shannon, Co. Leitrim (071) 965 0324

#### **LONGFORD**

Social Work Department, Tivoli House, Dublin Road, Co. Longford (043) 335 0584

#### **LOUTH**

Social Work Department, Local Health Care Unit, Wilton House,  
Stapleton Place, Dundalk, Co. Louth. (042) 939 2200

Ballsgrove Health Centre, Ballsgrove, Drogheda, Co. Louth (041) 983 8574

(041) 983 3163

## **MAYO**

Ballina Social Work Team, Ballina Health Centre, Mercy Road, Ballina, (096) 21511

Co. Mayo (096) 248 41

Castlebar Social Work Team, St. Mary's Headquarters, Castlebar, Co. Mayo (094) 902 2283

Swinford Social Work Team, Swinford Health Centre, Aras Attracta, (094) 905 0133

Swinford, Co. Mayo

## **MEATH**

Community Social Work Services, Enterprise Centre, Navan, Co. Meath (046) 909 7817

Community Social Work Services, Child and Family Centre, Navan, Co. Meath (046) 907 8830

Community Social Work Services, Dunshaughlin Health Care Unit (01) 802 4102

Dunshaughlin, Co. Meath

## **MONAGHAN**

Social Work Department, Local Health Care Unit, Rooskey, Co. Monaghan (047) 30426  
(047) 30427

## **OFFALY**

Social Work Department, Derry Suite, Castlebuildings, Tara Street, (057) 937 0700  
Tullamore, Co. Offaly

## **ROSCOMMON**

Social Work Team, Abbeytown House, Abbey Street, Roscommon, (090) 662 6732  
Co. Roscommon

Social Work Team, Roscommon PCCC, Lanesboro' Road, Roscommon, (090) 663 7529  
Co. Roscommon (Roscommon Area) (090) 663 7528

Social Work Team, Health Centre, Elphin Street, Boyle, Co. (071) 966 2087

## Roscommon (Boyle Area)

Social Work Team, New HSE Offices, Knockroe, Castlerea, Co. Roscommon (090) 663 7851

(Castlerea Area) (090) 663 784277

## SLIGO

Sligo Town and surrounding areas: Markievicz House, Barrack Street, Sligo, (071) 915 5133  
Co. Sligo

South County Sligo: One Stop Shop, Teach Laighne, Humbert Street, (071) 912 0062  
Tubercurry, Co. Sligo

## NORTH TIPPERARY

North Tipperary Duty Social Work Team, Civic Offices, Limerick Road, (067) 46 636  
Nenagh, Co. Tipperary

North Tipperary Safeguarding Services: Social Work Department, (067) 41 934  
Annbrook, Nenagh, Co. Tipperary

St. Mary's Health Centre, Parnell Street, Thurles, Co. Tipperary (0504) 24 609

## SOUTH TIPPERARY

South Tipperary Safeguarding Services: Social Work Team, (052) 617 7302  
South Tipperary

Community Care Services, Western Road, Clonmel, Co. Tipperary (052) 617 7303

## WATERFORD

Waterford: Social Work Service, Waterford Community Services, (051) 842827  
Cork Road, Co. Waterford

Dungarvan and surrounding areas: Social Work Department, Dungarvan (058) 20906  
Community Services, St. Joseph's Hospital, Dungarvan, Co. Waterford

## WESTMEATH

Social Work Department, Athlone Health Centre, Coosan Road, (090) 648 3106  
Athlone, Co. Westmeath

Social Work Department, Child and Family Centre, St. Loman's, (044) 934 4877  
Springfield, Mullingar, Co. Westmeath

## WEXFORD

Gorey Health Centre, Hospital Grounds, Gorey, Co. Wexford (053) 943 0100  
Enniscorthy Health Centre, Millpark Road, Enniscorthy, (053) 923 3465  
Co. Wexford  
New Ross Health Centre, Hospital Grounds, New Ross, Co. Wexford (053) 912 3522 Ext. 201  
Social Work Department, Ely House, Ferrybank, Co. Wexford

**WICKLOW**

Social Work Department, HSE Glenside Road, Wicklow Town, (0404) 60800  
Co. Wicklow  
Bray: Social Work Department, The Civic Centre, Main Street, Bray, (01) 274 4180  
(01) 274 4100  
Delgany: Social Work Department, Delgany Health Centre, Delgany, (01) 287 1482  
Co. Wicklow

**Appendix 3:**



**YOUTH 2000 LEADER VOLUNTEER FORM**

**Full Name (Mr./Mrs./Ms./Miss.) :**

---

**Any other name previously known as**

---

**Date of Birth:** \_\_\_\_\_

**Place of Birth:** \_\_\_\_\_

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

**Home Tel. No:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Diocese:** \_\_\_\_\_

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

**Please outline why you wish to become a Youth 2000 leader volunteer:**

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---

---

---

**Please give details of youth training/any previous experience/involvement in youth activity/clubs:**

---

---



**Do you suffer from any illness/disability/medical condition, which may at times affect your ability to work with young people? If so please give details.**

---

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---

**Is there any reason why you might not be considered suitable to work with children of vulnerable adults?**

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---

**Name of Youth 2000 Leader who nominated you:**

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**Signature of Youth 2000 Leader who nominated you: (May be signed in absentia via telephone)**



## REFERENCES

Please supply the name, address, telephone numbers and position of two members of your local community, outside Youth 2000, who we can contact by telephone), who know you well and can provide us with a reference:

### REFERENCE 1:

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

Address:

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

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

Position / Occupation: \_\_\_\_\_

### REFERENCE 2:

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

Address:

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

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

Position / Occupation: \_\_\_\_\_



**DECLARATION: (CONFIDENTIAL)**

Have you ever been convicted of a Criminal Offence or been the subject of a Caution or of a Bound Over Order?

Yes

No

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

**Nature of Offence:**

**Date of Offence:**

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I confirm that nothing within my personal or professional background deems me unsuitable for a role which involves working with children.

I declare that the above information is true and agree that I will abide and accept the terms and conditions of participation.

**Signed:**

---

**Date:**

---

---

**F or Group/Office Use Only**

Checked by phone \_\_\_\_\_ Visit \_\_\_\_\_ Letter \_\_\_\_\_

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX 11:**



**YOUTH 2000 LEADER VOLUNTEER  
REFERENCE FORM – CONFIDENTIAL  
(MAY BE COMPLETED VIA TELEPHONE)**

\_\_\_\_\_ has expressed an interest in / been asked to become a voluntary youth leader with Youth 2000 and has given your name as a referee.

This role involves access to Young People and Vulnerable Adults and as an organisation committed to the welfare and protection of Young People and Vulnerable Adults, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people.

Yes

No

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference form, all information contained on the form will remain confidential. We would appreciate your being extremely candid in your evaluation of this person.

How long have you known this person?

\_\_\_\_\_

In what capacity?

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

What attributes does this person have which you would consider makes them a suitable volunteer/leader?

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

How would you describe their personality?

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



Please rate this person on the following (please tick)

|                      | Poor | Average | Good | V. Good | Excellent |
|----------------------|------|---------|------|---------|-----------|
| Responsibility       |      |         |      |         |           |
| Maturity             |      |         |      |         |           |
| Self-Motivation      |      |         |      |         |           |
| Motivation of others |      |         |      |         |           |
| Energy               |      |         |      |         |           |
| Trustworthiness      |      |         |      |         |           |
| Reliability          |      |         |      |         |           |

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Occupation \_\_\_\_\_

Can we contact you by phone with any further queries we may have?

Yes  No

**APPENDIX 12:**



**FORM FOR REPORTING SAFEGUARDING AND /  
OR WELFARE CONCERNS**

THIS FORM IS TO BE COMPLETED BY THE YOUTH 2000 DESIGNATED Safeguarding OFFICER FOLLOWING A THE REPORTING OF A Safeguarding CONCERN AT A YOUTH 2000 ULSTER EVENT.

**PRIVATE AND CONFIDENTIAL**

In case of emergency or outside Social Service hours, contact should be made with the PSNI.

**Details of Child:**

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

**Male**  **Female**  (Please tick)

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

**Age/D.O.B:** \_\_\_\_\_

**School:** \_\_\_\_\_

1a. Name of Parent with parental responsibility (and relationship):  
\_\_\_\_\_

**Address of Parent with parental responsibility:**  
\_\_\_\_\_

\_\_\_\_\_

Telephone Number of Parent with parental responsibility::

\_\_\_\_\_

Name of Second Parent with parental responsibility (and relationship):

\_\_\_\_\_

Address of Second Parent with parental responsibility: (if different to Child):

\_\_\_\_\_

\_\_\_\_\_

Telephone Number of Second Parent with parental responsibility::

\_\_\_\_\_

**1b. Care and custody arrangements regarding child if known:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Details of concern(s), allegation(s) or incident(s) dates, times, those present, description of any observed injuries, parents' view(s), child's view (s) if known.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Details of person(s) allegedly causing concern in relation to the child:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_\_

Male  Female  (Please tick)

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

Relationship to Child \_\_\_\_\_

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

Name and Address of other personnel or agencies involved with this child:

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

Social Services:

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

School – Name and Address

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

PSNI / Gardai:

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

G.P- Name and Address

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

Youth Clubs

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

Hospital \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other (specify)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are Parents/ legal Guardians aware of this referral to the Social Work Department?

Yes  No

**DETAILS OF PERSON REPORTING CONCERNS:**

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

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

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

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

Telephone Number: \_\_\_\_\_

Nature and extent of contact with child family:

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**Details of Person completing form:**

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

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

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

(Following referral this form will be kept in locked and secure cabinet with access only by designated persons)

