



Youth 2000

Child Protection Policy

Revised February 2014

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SECTION ONE – Policy Statement

Aim's and Objectives

1.Youth 2000's Child Protection Statement:

- To be actively involved in safeguarding children, young people, volunteers and staff
- Providing consistency in how to respond to the issue of child protection

2.Geographical boundaries of the policy

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

3.Key principle of this policy

The welfare of the child is paramount.

4.Who the policy covers-target audience

This policy covers Youth 2000 staff, volunteers and young people aged 14-35 years of age who attend a Youth 2000 organised event.

5.Procedures to be followed in line with Children First

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

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

6.Annual review of policy

Youth 2000's Child Protection Policy, Procedures and Practices is to be reviewed on an annual basis in the month of January every year.

7.Linked to other related policies

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

SECTION 2 – Recruitment, Vetting and Selection Procedures

1. Recruitment vetting and selection procedures for employee's

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

2. 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 Child Protection 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 Child Protection Officer is responsible for carrying out two reference checks in respect of the new volunteers.

SECTION THREE-Support and Training

1. Supervision and support processes for new and existing staff/volunteers

It is the responsibility of the National Leader, Regional Leaders and Heads of Department to ensure the appropriate supervision and support is provided for new staff and volunteers.

2. Induction training

It is the responsibility of the National Leader, Regional Leaders and Heads of Department to ensure the appropriate induction training and child protection policy is implemented with respect to new staff and volunteers.

3. Signing of child protection policy

All staff, volunteers & students will be required to sign up to the child protection policy.

4. Child protection training

The Youth 2000 National Child Protection Officers, National Leader, Regional Leaders have responsibility for co-coordinating the training needs of all staff, volunteers & students and with specific regard to child protection and welfare.

The Youth 2000 National Child Protection 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 FOUR-Code of Behaviour

1. Appropriate adult supervision and ratio's

One adult per ten under 18's.

2. Appropriate relationships and boundaries between leaders and young people

-No leader will be on their own with under 18's.

-No leader will communicate with under 18's outside of a Youth 2000 event.

3. Appropriate physical contact

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

4. Appropriate language

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

5. Appropriate behaviour when addressing challenging behaviour

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

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

If any Youth 2000 volunteer or employee displays challenging behavior 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 behavior in an appropriate manner.

6. Procedures for dealing with bullying

If any under 18 who is a participant of a Youth 2000 event displays bullying behavior or is subject to bullying behavior, this must be brought to the attention of the Youth 2000 National Child Protection Officers. The Youth 2000 National Child Protection Officers will respond and

address in an appropriate manner.

If any adult participant of a Youth 2000 event displays bullying behavior or is subject to bullying behavior, 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 behavior or is subject to bullying behavior 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.

7. Considerations for off-site behaviour and overnight trips away

Under 18's participating in a Youth 2000 event are not allowed off sight during Youth 2000 event.

Under 18's are allocated a Youth 2000 Guardian who is trained, referenced checked and Garda Vetting for the duration of a Youth 2000 event.

Under 18's check in with their guardian throughout the day.

Under 18's are supervised at night.

No Youth 2000 Guardian to be on their own with an under 18.

8. Considerations for one to one work

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

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

9. Safe use of technology and internet

No Youth 2000 volunteer or staff member has permission to communicate with an under 18 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.

10. Safe use of transport

No Youth 2000 volunteer or staff member can transport an under 18.

In the case of a medical emergency, if an under 18 requires to be brought to the hospital or other medical services-an under 18 must not be alone with an adult. At least two adults must transport an under 18.

11. Children special needs or vulnerable young people

Youth 2000 National Child Protection Officers , Youth 2000 National Leader and Youth 2000 Regional Leaders, Prayer Group Leader and Leader of event 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.

SECTION 5-Reporting procedures and role of the DLP

1. A named designated liaison person and their role

Name of two Designated Liaison Person's:

1. Ann-Marie Gallagher
2. Pauline O'Meara

Contact Details of Designated Liaison Person's:

1. Ann-Marie Gallagher
Youth 2000 National Child Protection Officer
Youth 2000 National Office
St. Mary's
Avila
Donnybrook
Dublin 4

Telephone Number: 01-6753690

2. Pauline O'Meara
Youth 2000 National Child Protection Officer
Youth 2000 National Office
St. Mary's
Avila
Donnybrook
Dublin 4

Telephone Number: 01-6753690

2. Role of National Child Protection Officer

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

The Child Protection officer will:

- Operate within the Youth 2000 Child Protection Policy and Government guidelines concerning Child Protection.

- Report suspicions and allegations of child abuse to the statutory authorities, i.e. the Health Board or An Garda Síochána.
- 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 Child Protection 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 Child Protection Officer should report to the National Co-ordinator on a regular basis and keep him/her informed on any Child Protection concerns which may arise.

3. Role of Designated Liaison Person

As it may not be possible for the Youth 2000 Child Protection Officer to be present at each Youth 2000, it is essential that during every Youth 2000 event, there should be one Youth 2000 Child Protection 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 Child Protection Policy and pass on any referrals to the Youth 2000 National Child Protection 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 child protection policy.

4. Information on definitions of abuse as per Children First

Child abuse can be categorised into four different 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.

Definition of 'neglect'

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

Definition of 'emotional abuse'

Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's 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.

Definition of 'physical abuse'

Physical abuse of a child 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.

Definition of 'sexual abuse'

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

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

5. 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.

6. 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.

7. Reporting procedures with clear role and responsibilities for all involved

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

The National Child Protection Officer then reports these concerns or disclosures to the local Duty Social Work Department of the under 18. The Youth 2000 National Child Protection 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.

8. Guidelines in relation to dealing with a disclosure

If a person, including third parties, reports suspected child abuse to the Youth 2000 National Child Protection 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 Child Protection Officers will be reporting the information.
- If the Youth 2000 National Child Protection 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 child 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.

9. Reference to verbal & written reports being made to the HSE without delay

If you identify a child 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 and for the public to recognise child protection concerns and share those with the agencies responsible for assessing or investigating them, not to determine whether the child protection concerns are evidenced or not'. In the first instance, The Youth 2000 Designated Liaison Person (Youth National Child Protection 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 Child Protection 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 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 that give rise to the concern.

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

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

10. Informing parents/guardians that a report is being made to the HSE

If child abuse or neglect is suspected, the Youth 2000 National Child Protection 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.

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

11. Relevant documentation in appendix section

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

12. Out of hours duty social work department and emergency situations

The Youth 2000 National Child Protection 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 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 be left in a situation that exposes him or her to harm.

13.Procedure for reporting retrospective disclosures of child abuse by an adult

Any information given to the Youth 2000 National Child Protection Officers regarding retrospective disclosures of child 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.

14.Procedure for reporting concerns that may not need to be reported to the HSE

Where the Youth 2000 National Child Protection 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 SIX-Dealing with Allegations

1.Procedure for responding to allegations

Any allegations against Youth 2000 staff, volunteers or young people are to be reported to the Youth 2000 Child Protection Officers.

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

The Youth 2000 Child Protection 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 Child Protection Officers will inform parents/guardians and young people of actions planned and taken.

The Youth 2000 National Child Protection 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 SEVEN-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 child protection 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 Child Protection Officers and the National Leader having access to them.

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

Only the National Child Protection 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.

SECTION EIGHT-Confidentiality and sharing of information

Limits of confidentiality are communicated to Youth 2000 staff, volunteers and under 18's.

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

Limits of confidentiality are communicated to under 18's during the share group time of a Youth 2000 retreat. Limits of confidentiality are also communicated to under 18's if they start to share personal information to a Youth 2000 volunteer.

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

Youth 2000 volunteers are aware that sharing information re child protection 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 Child Protection Officer shares with parents and under 18's any information that they need to know.

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

SECTION NINE-Interagency Working

The Youth 2000 National Child Protection Policy covers;

1. the welfare of under 18's at Youth 2000 events

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

Similarly, as mentioned in other parts of this Child Protection Policy, it is the Youth 2000 National Child Protection 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 TEN-Accidents and Incidents

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

The Youth 2000 National Child Protection Officer informs the parents/guardian of any accident/incident that their under 18 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. 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 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 ELEVEN-Complaints (not related to child protection issues)

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

2.

APPENDIX ONE-Definitions of Abuse as per Children First

Child abuse can be categorised into four different 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. 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 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. 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 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 whose height or weight is significantly below average may be being deprived of adequate nutrition. A child 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 rather than in a specific event or pattern of events. It occurs when a child’s 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, expressed by persistent criticism, sarcasm, hostility or blaming;
- (ii) conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- (iii) emotional unavailability of the child’s parent/carer;
- (iv) unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child;
- (v) premature imposition of responsibility on the child;
- (vi) unrealistic or inappropriate expectations of the child’s capacity to understand something or to

behave and control himself or herself in a certain way;
(vii) under- or over-protection of the child;
(viii) failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development;
(ix) use of unreasonable or over-harsh disciplinary measures;
(x) exposure to domestic violence;
(xi) exposure to inappropriate or abusive material through new technology.

2.3.2 Emotional abuse can be manifested in terms of the child's 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 and the parent/carer.

2.4 Definition of 'physical abuse'

2.4.1 Physical abuse of a child 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.

2.5 Definition of 'sexual abuse'

2.5.1 Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal,

or for that of others. Examples of child sexual abuse include:

- (i) exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- (ii) intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- (iii) masturbation in the presence of the child or the involvement of the child in an act of masturbation;
- (iv) sexual intercourse with the child, whether oral, vaginal or anal;

(v) sexual exploitation of a child, 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 is involved in the exhibition, modeling 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, which is often a feature of the 'grooming' process by perpetrators of abuse;

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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 2-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) 2680333

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
(01) 427 5000

DUBLIN WEST

Social Work Department, Bridge House, Cherry Orchard 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, Athy Road, Co. Carlow (059) 913 6587

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) 55220076

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, (056) 778 4057
(056) 778 4532

Carlow/Kilkenny, HSE South, St. Canice's Hospital, Dublin Road, Kilkenny, Co. Kilkenny

LIMERICK

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

Social Work Department Roxtown Health Centre, Roxtown 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) 62155

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, Co. Mayo (096) 21511
(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, Swinford, Co. Mayo (094) 905 0133

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, Dunshaughlin, Co. Meath (01) 802 4102

MONAGHAN

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

OFFALY

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

ROSCOMMON

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

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

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

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

(090) 663 784277

SLIGO

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

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

NORTH TIPPERARY

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

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

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

SOUTH TIPPERARY

South Tipperary Child Protection Services: Social Work Team, South Tipperary Community Care Services, Western Road, Clonmel, Co. Tipperary (052) 617 7302
(052) 617 7303

WATERFORD

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

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

WESTMEATH

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

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

WEXFORD

Gorey Health Centre, Hospital Grounds, Gorey, Co. Wexford (053) 943 0100

Enniscorthy Health Centre, Millpark Road, Enniscorthy, Co. Wexford (053) 923 3465

New Ross Health Centre, Hospital Grounds, New Ross, Co. Wexford Ely House below

Social Work Department, Ely House, Ferrybank, Co. Wexford

(053) 912 3522 Ext. 201

WICKLOW

Social Work Department, HSE Glenside Road, Wicklow Town, Co. Wicklow

(0404) 60800

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

1. Name (Mr./Mrs./Ms) _____
2. Any other name previously known as _____
3. Address _____
email address _____
Tel. No. (Daytime) _____ (Evening) _____
4. Date of Birth _____ Place of Birth _____
5. Occupation _____
6. Please outline why you wish to become a Youth 2000 leader volunteer:

7. Please give details of youth training/any previous experience/involvement in youth ` activity/clubs:

8. 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.

- 9(a) Name of Youth 2000 Leader who nominated you: _____
Signature of Youth 2000 Leader who nominated you: _____

9. 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:

_____	_____
_____	_____
_____	_____
_____	_____
Tel No. _____	Tel No. _____
Position _____	Position _____

10. 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

Signed: _____

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

Nature of Offence	Date of Offence
_____	_____
_____	_____
_____	_____

Signed: _____

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

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

Signed: _____

Date: _____

For Group/Office Use Only
Checked by phone _____ Visit _____ Letter _____
Checked by: _____ Date: _____

APPENDIX 4



Youth 2000 Leader Volunteer Reference Form

Confidential

_____ 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 children and as an organisation committed to the welfare and protection of children, 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 you 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 5 -Standard Report Form

(For reporting CP&W Concerns to the HSE)

A. To Principal Social Worker/Designate:

1. Date of Report:

2. Details of Child:

Name:

Male/Female:

Address:

DOB Age

School:

Alias:

Correspondence address:

(if different)

Telephone:

3. Details of Persons Reporting Concern(s):

Name:

Telephone No:

Address:

Occupation:

Relationship to client:

Reporter wishes to remain anonymous Reporter discussed with parents/guardians?

4. Parents Aware of Report Yes/No

- Mother

- Father

Are the child's parents/carers aware that this concern is being reported to the HSE?

- Mother

- Father

Comment:

5. Details of Report

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

6.Relationships

Details of Mother:

Details of Father:

Name of Mother:

Name of Father:

Address of Mother: (if different to child)

Address of Father: (if different to child)

Telephone No of Mother:

Telephone No of Father:

7. Household composition

Name Relationship DOB

Additional

Information e.g.

School/

Occupation/Other:

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

Name:

Address:

Social Worker:

PHN:

GP:

Hospital:

School:

Gardaí:

Pre-School/Crèche/YG:

Other (specify):

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

Relationship to child:

Age:

Male/Female:

Name:

Occupation:

Address:

10. Details of person completing form

Name:

Occupation:

Address:

Telephone

No's:

Signed Date:

