



## Key Contacts

Role	Telephone No.
<b>Designated Liaison Persons (Maynooth University)</b> <i>Ms. Mary Kelly, Director of Mediation Services</i> <i>Ms. Niamh Lynch, Director of Student Services</i>	(01) 708 6610 (01) 708 3825
<b>General Services Manager</b> <i>Mr. Ivan Griffin</i>	(01) 474 7781
<b>Security: On-call number (24/7 response)</b>	(01) 708 3929
<b>Vice-President Academic/Registrar and Deputy President</b> <i>Professor Aidan Mulkeen</i>	(01) 708 3579
<b>An Garda Síochána, Maynooth Station</b>	(01) 629 2380
<b>An Garda Síochána, Leixlip Station (24/7 response)</b>	(01) 666 7800
<b>Tusla - Child and Family Agency</b> <i>(Note: To report a Child Protection concern, contact should be made with the Social Work team in the area where the child lives)</i> <a href="http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/">http://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/</a>	(01) 771 8500
<b>Maynooth University Liaison Person [Students] with National Vetting Bureau</b> <i>Dr. Lisa Fitzpatrick</i>	(01) 708 6598
<b>Maynooth University Liaison Person [Staff] with National Vetting Bureau</b> <i>Ms. Eimear Wilkinson, Human Resources Office</i>	(01) 708 3866

## Key Steps

If you have a **Child Protection concern** or if someone discloses a Child Protection concern to you, it is imperative that you act promptly, by alerting one of the University's Designated Liaison Persons who can provide advice and guidance.

If you become aware that a child is at **serious and imminent risk**, immediate contact should be made in the first instance with the General Services Manager (who will ensure the immediate safety of the child on campus) and who will alert An Garda Síochána. One of the Designated Liaison Persons should be informed, who will immediately inform the Child and Family Agency (TUSLA).

# Child Protection Procedures (2018)

Section	Title	Page
1	Introduction	2
2	General Procedures when working with Children	3
3	Specific Procedures for Students working with Children	3
4	Research involving Children	4
5	National Vetting Bureau procedures and exclusions	4
6	Actions to be taken by members of the University community (Staff and Students)	5
7	Mandatory Reporting to State Authorities	6
8	Designated Liaison Persons	7
9	Mandated Persons	7
<b>Appendices</b>		
	<b>Appendix 1: Relevant Legislation, Key Publications, Maynooth University Policies, Rules and guidance</b>	<b>9</b>
	<b>Appendix 2: Principles of Good Practice – Guidance for Staff and Students</b>	<b>10</b>
	<b>Appendix 3: Guidance to manage Risks identified in the University’s Child Safeguarding Statement</b>	<b>12</b>
	<b>Appendix 4: Template Parental (Guardian) Consent Form</b>	<b>14</b>

## 1. Introduction

The University has adopted a Child Protection Policy, which is intended to inform members of the Maynooth University community, who for research, teaching or occupational reasons have contact with children, to be aware of their obligations to recognise child protection and welfare concerns and to respond appropriately.

The University recognises that the safety and welfare of children for whom it has responsibility is paramount. It undertakes to maintain the highest possible standards in order to meet its responsibility to protect and safeguard those children.

The University also recognises that interactions with students who are under 18 years of age will be on the basis of the normal rules applying to all students.

Everybody operating on behalf of the University must be alert to the possibility of child abuse (neglect, emotional abuse, physical abuse and sexual abuse) and of their obligation to report any concerns to one of the Designated Liaison Persons. Any **reasonable grounds for concern** that a child may have been, is being, or is at risk of being abused or neglected, must be reported. It is not necessary for any member of the University community to prove that abuse has occurred to report a concern. All that is required is that there are reasonable grounds for concern (It is Tusla’s role to assess concerns that are reported to it).

## **2. General Procedures for Staff or Students when working with children**

By virtue of their age and dependency, children are entitled to a particular care and protection when on the University Campus or in the care of the University. In carrying out their duties, staff and students of the University must ensure that they comply with these procedures, specifically that they:

- a) Treat all children equally, and with respect and dignity;
- b) Demonstrate exemplary behaviour in the presence of children;
- c) Provide a safe, appropriately monitored environment for any children visiting the campus;
- d) Adopt the safest possible practices to minimise the possibility of harm or accidents happening to children;
- e) Never use physical punishment;
- f) Always work in an open environment;
- g) Never agree to meet a child on their own (i.e. avoiding private or unobserved situations). This does not apply to normal academic or mentoring meetings or interactions with University students under 18 years, nor to approved research situations or professional placements where the research or student on a professional placement requires one-to-one meetings with children. In the latter cases, the researcher or student on a professional placement should meet the child during normal working hours in an open room, or a room with a viewing window to the corridor. The room should be very close to open areas or offices where other adults are present, i.e. it should not be in an isolated or then-unoccupied part of the building. The child's parent/guardian/teacher should also be close by if possible;
- h) Do not allow themselves to be left alone with a child. (Again, this does not apply to normal academic or mentoring meetings or interactions with University students under 18 years or to the research or professional placement situation detailed immediately above);
- i) Seek to give constructive feedback instead of negative criticism. (In relation to University students under 18 years – and to students of the University generally, this point does not inhibit or prohibit giving criticism to those students: criticism is viewed as a component of third and fourth level education and can be important to positive development and progression);
- j) Always refer child abuse, welfare and safety issues to one of the Designated Liaison Persons. If a member of staff or student of the University is inhibited for any reason in reporting the incident to the Designated Liaison Person or where they are dissatisfied with the response, they should contact the Vice-President Academic/Registrar or the Director of Human Resources, or Tusla or An Garda Síochána;
- k) Should never take children to their home.

Children on campus must be appropriately supervised at all times. Where staff members bring their children to visit the University, they should remain with them at all times and ensure that they are safe and supervised. Where students bring their children onto the campus, they have a responsibility to ensure proper supervision of them at all times. Students are not permitted to bring their children into classes, laboratories, lectures, study spaces, offices and restricted areas of the library.

## **3. Specific Procedures for Students working with children**

Students who work with children and young people, or who are on placement in schools, colleges or with any other bodies providing services to children are subject to the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016, and it is the responsibility of each student to ensure that they comply with the provisions of the Act. Students must familiarise themselves with the University's Child Protection Policy. Their academic supervisor will play a role in this regard.

Furthermore, the student on placement must comply with the Child Protection Policy and Guidelines of those bodies where the Placement is being undertaken, and obtain relevant information in relation to same in advance of any attendance on placement or other interaction involving children and young persons. The students on placement must also comply with the National Vetting Bureau policy where the placement is being undertaken (a written formal agreement must be in place between the University and the Placement Provider).

#### **4. Research involving children**

Research involving children must be approved through the University's Research Ethics process prior to the commencement of the work. The main exception to this is in relation to University students who undertake work placements in schools (some of their work involves an element of research as well as teaching practice, but this type of research does not usually require Ethics Committee approval). When working with children, the researcher must comply with the University's Child Protection Policy and best practice in research, as directed by the Maynooth University Ethics Policy (University Policy Documents on Ethics in Research). Further information on research ethics can be obtained from the Ethics Committee.

#### **5. National Vetting Bureau procedures and exclusions**

The University is required to make a vetting application to the National Vetting Bureau in relation to all University staff and students who will engage in or undertake certain specified work or activities involving children and/or vulnerable adults.

In accordance with best practice for the recruitment of staff, vetting applications will be sought in respect of each applicant at recruitment and approximately every 5 years thereafter, or at any time or times within the said 5-year period as deemed appropriate by the University.

In general, students who need to be vetted for the purpose of their course are vetted prior to the commencement of the course and at any time or times within a 5-year period as deemed appropriate by the University.

As a general principle, the University will not require vetting of staff or students simply because their normal teaching, study or administrative duties may involve contact with students, some of whom may be aged 17. It will require vetting where staff and students are expected to (i) have contact with children or vulnerable adults, or (ii) have contact with children, other than Maynooth University students, in the course of their work or study. Based on this principle, vetting applications will be made in respect of University staff and students involved in areas of teaching, research, services and other University activities, as follows:

- a) Students on work placements in pre-schools, non-formal pre-school environments, primary or secondary schools;
- b) Staff who act as liaison with schools, or other organisations, in order to organise student placements or to promote the activities of Maynooth University, where liaison staff have access to children or vulnerable adults in those schools or organisations;
- c) Staff or students involved in other relevant professional placement;
- d) Research work or activities conducted by staff or University students, where a necessary and regular part of the research work or activity involves contact with or access to children or vulnerable persons;
- e) Staff working in the University Crèche;
- f) Staff working in any of the University's sporting and recreational facilities where such staff will/may have unsupervised access to children;
- g) Staff working in areas requiring significant personal interaction with students (e.g. Health Centre, Chaplaincy Service, Counselling Service, Budgeting Advice Service, Student Support services);
- h) Staff and students who have interaction with students from pre-school, primary and secondary schools (e.g. "young scientist" programmes, special education programmes for talented young people).

The following situations are excluded from the requirement to make a vetting application, though the University does encourage Departments and Offices to make vetting applications where practical to do so:

- i. The recruitment of staff by the University (simply because the person may come into contact with University students under 18 years), subject to the exceptions listed above;
- ii. Staff or students of the University involved in campus events and one-off activities (e.g. University open days, course workshops and programmes and similar events) that may involve persons under 18 years who are not registered students of the University. Normally (but not always) children who attend these events and activities are brought on campus by their school or club (and are under their responsibility while on campus) and with parental consent;
- iii. Staff or students of the University involved in occasional off-campus promotion of the University (e.g. visits to schools);

- iv. Interaction by staff or students of the University with children who attend the campus to use its sports, laboratory or other facilities, where those visits are organised by the child's school or a club or society of which the child is a member, and where the visits are supervised by personnel from the child's school, club or society and where that school, club or society confirms in writing that it has put in place a Child Protection Policy in line with "*Children First: National Guidance for the Protection and Welfare of Children (2017)*";
- v. Staff organising Language Schools, Summer Camps or other Conference activities where the children attending are under the supervision of a group leader who is acting *in loco parentis*;
- vi. University students who volunteer to work with children outside the supervision of the University, including as part of their involvement with a student club or society. Such work may include after-school or extra-curricular programmes run for primary or secondary students, including homework clubs, tuition or activity clubs involving sports, arts or drama, and may be undertaken either at the student's own volition or under the auspices of a student society of which they are a member. The University does not have a role in vetting such student participants as this is the responsibility of the parents, schools or societies who have overall responsibility for the children in their care;
- vii. Peer-to-peer contact between students of the University (some of whom may be under 18 years).

The University has appointed two Authorised Signatories to handle all interactions between the University and the National Vetting Bureau (see Key Contacts List for details). Both of these employees are registered with the National Vetting Bureau for disclosure purposes.

Each Academic and Service department is responsible for providing vetting application information and forms to relevant students in any of the categories listed above. Forms are then passed to the Student Vetting Office (in respect of students) and to the Human Resources Office (in respect of staff).

## **6. Actions to be taken by Members of the University (Staff or Students)**

It is imperative that those who have reasonable grounds for concern or have knowledge or suspicions that child abuse may have occurred should act promptly and sensitively in reporting it to one of the Designated Liaison Persons. The primary consideration must be the protection and welfare of children. If a person has initial misgivings about formally reporting concerns about the safety of a child, they may find it helpful to discuss them with one of the Designated Liaison Persons who will provide advice and guidance.

### **Reasonable grounds for concern**

The following is a guide to what constitutes reasonable grounds for a child protection or welfare concern:

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

Child abuse may come to light in a number of different ways. It may be witnessed, alleged or suspected and may include the following circumstances:

- Direct observation of behaviour that is abusive or arouses suspicion of abuse;
- It may be direct, specific and supported by corroborative evidence such as when a person, either adult or child, alleges that they have been abused, reveals injuries and names the alleged perpetrator;
- A person may disclose that they have been abused but are unable or unwilling to disclose the name of the perpetrator;
- A person may disclose that they have been abused but the perpetrator has died;
- A person may reveal that another person has told them of being abused, or where they themselves have witnessed the abuse.

If staff members or students have any concerns, or anyone raises concerns with them, they must contact one of the Designated Liaison Persons immediately to seek advice. The Designated Liaison Person should be notified without delay of the concerns and advice and guidance sought on how to proceed, particularly in relation to the following matters:

- In the case of a child, the parents/guardians should be informed, unless to do so would place the child at further risk;
- Where an incident is witnessed or reported and there is a likelihood of material/forensic evidence being available, An Garda Síochána should be advised with appropriate speed;
- *If the circumstances presented indicate that a child is at immediate risk they should under no circumstances be left in a dangerous situation.*

If you become aware that a child is at **serious and imminent risk**, immediate contact should be made in the first instance with the General Services Manager (who will ensure the immediate safety of the child on campus) and who will alert An Garda Síochána. One of the Designated Liaison Persons should be informed, who will immediately inform the Child and Family Agency (TUSLA). In the absence of the Designated Liaison Persons, these further contacts will be made by the General Services Manager.

A member of the University community should not interview the child or the child's parents/carer about the alleged abuse, as this is a function of Tusla or An Garda Síochána.

### **Records**

It is important that any member of the University community reporting suspected child abuse should accurately record the conversations/observations which establish the basis for their concerns. These observations (which may include dates, times, names, locations, context and any other information which may be relevant) should inform the discussion with the Designated Liaison Person.

### **Dealing with disclosure**

Should a complaint of abuse be disclosed directly by a child to a member of the University community, the child who disclosed is likely to be under severe emotional stress and the member of the University community may be the only adult whom the child is prepared to trust. Great care should be taken not to damage this trust. When information is offered in confidence, the member of the University community will need tact and sensitivity in responding to the disclosure. While the basis for concern must be established as comprehensively as possible, the following advice is offered to members of the University community to whom the child makes a disclosure of abuse:

- Try to remain calm;
- Listen to the child;
- Do not ask leading questions nor make suggestions to the child;
- Offer reassurances but do not make promises, particularly in relation to confidentiality;
- Do not stop a child recalling significant events;
- Do not ask the child to repeat the story unnecessarily;
- Do not make any judgement about an alleged abuser;
- Explain that further help may have to be sought;
- Record the discussion accurately and retain the record.

This information must then be reported to one of the Designated Liaison Persons.

## **7. Mandatory Reporting to State Authorities**

The University is obliged to inform Tusla of any **reasonable grounds for concern** that a child may have been, is being, or is at risk of being abused or neglected. It is not necessary for any member of the University community to prove that abuse has occurred to report a concern to Tusla. All that is required is that there are reasonable grounds for concern (It is Tusla's role to assess concerns that are reported to it). Reporting is done by one of the Designated Liaison Persons (except in the case of mandated persons). Subsequent to, or in parallel with this reporting, internal investigations may be carried out.

Where an allegation is made against a member of staff, the Designated Liaison Person will inform the Director of Human Resources, who will carry out or cause to be carried out an independent investigation in keeping with the principles set out in the Statutes of the University.

Where an allegation is made against a student of the University, the Designated Liaison Person will inform the Vice-President Academic/Registrar who will carry out or cause to be carried out an independent investigation in keeping with the principles set out in the General Rules of the University.

Such investigations by the Director of Human Resources or the Vice-President Academic/Registrar do not impact on the duty to report the allegation of abuse to Tusla or/and An Garda Síochána as appropriate.

### **Confidentiality**

Complete confidentiality must never be promised to a child or young person making a disclosure. All information regarding possible or suspected child abuse should be shared only “on a need to know basis”, in the interests of the child. The requirement to report to the Designated Liaison Person and the Child and Family Agency (TUSLA) can be explained in a supportive manner to the child.

Information may be communicated to personnel who have a legitimate involvement or role in dealing with the issue; it is not a breach of confidentiality to give information to those who need to have that information, for the protection of a child (who may have been or has been or is in danger of being abused) to include the Designated Liaison Persons, Tusla or An Garda Síochána.

### **Persons Reporting Possible Child Abuse**

There are legislative provisions to protect from civil or criminal liability any member of the University or Designated Liaison Person who reports suspicions of child abuse reasonably and in good faith to designated officers of Tusla or to An Garda Síochána (*Protections For Persons Reporting Child Abuse Act, 1998*).

This legislation also creates an offence of false reporting of child abuse, where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a criminal offence designed to protect innocent persons from malicious reports.

It is noted that it is an offence to withhold information about a serious offence against a person under 18 years or a vulnerable person [*Criminal Justice (Withholding of information on offences against children and vulnerable persons) Act, 2012*].

## **8. Designated Liaison Persons**

The Designated Liaison Persons (DLPs) are appointed by the President of the University. The Designated Liaison Persons report to the Vice-President Academic/Registrar on all matters arising from the implementation of the Policy. For reasons of confidentiality, the details of individual cases will not normally be revealed to the Vice-President Academic/Registrar (subject to the exceptions outlined at 7 above).

The Designated Liaison Persons are responsible for ensuring that reporting procedures within the University are followed, so that child welfare and protection concerns are referred promptly to Tusla. The DLPs record all concerns or allegations of child abuse brought to his or her attention, and the actions taken in relation to a concern or allegation of child abuse.

## **9. Mandated Persons**

Mandated persons (in accordance with the provisions of the Children First Act 2015) are people who have contact with children or adults and who, because of their qualifications, training and employment role, are in a key position to help protect children from harm. A list of Mandated Persons is below.

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

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

### **Mandated concerns and reporting**

Under the legislation, mandated persons who are employed by the University, or mandated persons who are providing services to the University, have a statutory obligation to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances. The description of these four types of abuse, and the threshold of harm for each category of abuse at which mandated persons have a **legal** obligation to report concerns, is set out in the Children First: National Guidance for the Protection and Welfare of Children (2017). The attention of Mandated Persons is also drawn to the sections in the Children First: National Guidance for the Protection and Welfare of Children (2017) which deal with:

- Mandated Persons who work with adults;
- Dealing with a retrospective allegation;
- Making a mandated report; and
- Consequences of non-reporting.

Mandated Persons are not required to judge the truth of the claims or the credibility of the child/adult.

### **The obligation to report is discharged by mandated persons making a joint report with a Designated Liaison Person to Tusla.**

The University recognises that Tusla's ability to make good-quality evidence-based decisions about a child's welfare and/or protection is enhanced by cooperation and information-sharing about a child. In this regard, the University expects that all relevant staff will share relevant information, if requested (the Data Protection Acts 1988 and 2003 do not prevent the sharing of information on a reasonable and proportionate basis for the purposes of child protection).

Mandated Persons in the University are:

- a) Staff who are employed by the University in any of the roles listed below, and
- b) Persons who provide services to the University in any of the roles listed below:
  - Psychiatrist
  - General Practitioner
  - Counsellor
  - Psychologist
  - Nurse
  - Crèche staff
  - Chaplain
  - Student Support Officer



# Appendices

## **APPENDIX 1:**

### **Relevant Legislation**

- [Children First Act 2015](#)
- [Children Act, 2001](#)
- [Child Care Act, 1991](#)
- [Criminal Justice Act, 2006](#)
- [Domestic Violence Act, 1996](#)
- [Protection for Persons Reporting Child Abuse Act, 1998](#)
- [Non-Fatal Offences Against the Person Act, 1997](#)
- [Safety, Health and Welfare at Work Act, 2005](#)
- [Education \(Welfare\) Act, 2000](#)
- [National Vetting Bureau \(Children and Vulnerable Persons\) Act, 2012-2016](#)
- [Criminal Justice \(Withholding of Information on Offences Against Children and Vulnerable Persons\) Act 2012](#)
- [Criminal Law \(Sexual Offences\) Act 2017](#)

### **Key Publications**

- [Children First: National Guidance for the Protection and Welfare of Children \(2017\)](#)
- [Child Protection and Welfare: Practice Handbook \(2011\)](#)
- [Our Duty to Care: The Principles of Good Practice for the Protection of Children and Young People \(2002\) \[Department of Health and Children\]](#)
- [Code of Good Practice: Child Protection for the Youth Work Sector \(May 2003\)](#)
- [Child Protection Procedures for Primary and Post Primary Schools \(2011\) \[Department of Education and Skills\]](#)
- [UN Convention of the Rights of the Child \(1992\)](#)

### **Maynooth University Policies, Rules and Guidance** **(<https://www.maynoothuniversity.ie/university-policies>)**

- Maynooth University Policy Statement on Applicants with Criminal Convictions
- Maynooth University Policy for Vetting Students
- Policy and Procedure for the Protection of staff against Workplace Bullying, Harassment and Sexual Harassment
- Maynooth University Code of Conduct for Employees
- Maynooth University Statement of Policy on Equality
- Maynooth University Research Ethics Policy
- Maynooth University Staff Recruitment policies and procedures
- Statutes of the University
- General Rules of the University for Students

## **APPENDIX 2:**

### **Principles of Good Practice – Guidance for Staff and Students**

Adopting the following good practices will help to create an environment in which children are listened to, given a sense of belonging and kept safe while at the same time staff and students of the University are supported and protected:

- All children have a fundamental right to be respected, nurtured, cared for and protected from all forms of sexual exploitation and sexual abuse and from any other kind of exploitation and abuse;
- Parents of children have a right to respect and will be consulted and involved in matters which concern their family, as long as this does not put the child at risk. (*Note: this does not place an obligation on the University to communicate with the parents of University students under 18 years in relation to their academic performance or interactions in circumstances where this would not normally be done in relation to students in general*);
- All complaints/concerns in relation to abuse expressed by children and their families and staff will be taken seriously and investigated immediately;
- All adults have an obligation to report allegations or suspicions of child abuse and neglect, where reasonable grounds for concern exist, irrespective of the status of the person suspected or their relationship to them or the child;
- Due regard will be given to the criminal dimensions on every complaint. It is the duty of the statutory authorities, not individuals or organisations, to investigate reports of child abuse. A proper balance will be maintained between protecting children and respecting the needs and rights of staff; but, where there is a conflict, the welfare of the child will have primacy;
- The University will operate effective and safe systems to ensure the protection of children and will also apply defined methods of recruiting, selecting, training and clarifying the responsibilities of person working with children. (*Note: this does not place an obligation on the University to vet staff or students simply on the basis that they will interact with University students under 18 years*);
- The University will work cooperatively with all agencies and disciplines concerned with the protection and welfare of children.

#### **Working with Children**

This principle primarily concerns interactions with children under 18 years, other than University students. Interactions with such students will be on the basis of the normal rules applying to all students.

Adults interacting with children are in a position of trust and influence. They are responsible for setting and monitoring the boundaries between a working relationship and friendship with children. In doing so they should recognise the imbalance in power inherent in adult-child relationships. They should always ensure that children are treated with integrity and respect and that the self-esteem of the child is enhanced. They should always strive to enhance the child's involvement and enjoyment of the activity undertaken while ensuring their welfare and safety.

#### **Supervising Children in all Activities (Our Duty of Care)**

This principle does not include activities involving registered students of the University who are under 18 years. Activities involving such students will be on the basis of the normal rules applying to all students. Where specific procedures are required in relation to registered students, these are noted in Appendix 3.

Children are less likely to experience accidents or other harms if they are supervised properly. Activities should be organised so that they maximise participation and learning, but also safety. It is important to ensure that:

- Children are supervised;
- Adequate numbers of staff of the University, of both sexes, are available to supervise the activities;
- Staff of the University know at all times where children are and what they are doing;

- Any activity using potentially dangerous equipment has constant adult supervision;
- Dangerous behaviour is not allowed.

If the activities involve staying away from home overnight, attention should also be paid to the following:

- Safe methods of transport;
- Adequate insurance, to cover all aspects of the trip;
- Written parental consent (for each individual trip);
- Any information about the children which may be relevant to staying away overnight, such as allergies, medical issues or special needs;
- Appropriate and well supervised sleeping arrangements;
- Respect for the privacy of children and young people in dormitories, changing rooms, showers and toilets.

### **Specific issues relating to children**

- *Physical integrity* of children must be respected at all times. Never engage in inappropriate physical contact that might cause a child distress or embarrassment – including tough physical play, physical reprimand, and horse-play. This should not prevent appropriate contact in situations where it is necessary to ensure the well-being and safety of a child, e.g. when a child is distressed or in need of first aid treatment;
- *Right to privacy* of children must be respected at all times. Particular care regarding privacy must be taken when they are in locations such as changing areas, swimming pools, showers and toilets. Photographs or videos of children must never be taken when they are in changing areas (the use of mobile phones in such areas should be avoided). Tasks of a personal nature (washing, toileting or changing clothes) must never be done for children. Don't do something that a child can do themselves;
- *Corporal punishment* or the use of physical force of any form on a child is not permissible under any circumstances;
- *Verbal abuse* of children, telling jokes of a sexual nature in the presence of children, or making any sexually suggestive comments about, or to, a child is not acceptable. Great care must be taken if it is necessary to have a conversation regarding sexual matters with a child;
- *Bullying* behaviour – verbal, psychological or physical must not be engaged in or tolerated;
- *Lone working* - children must not be allowed to work or remain in buildings unless there are at least two adults present at all times. This does not apply to University students under 18 years;
- *Alcohol, tobacco or drugs* - under no circumstances should staff or students of the University give alcohol, tobacco or drugs to a child;
- *Computer and computing facilities* - Staff and students of the University, and other authorised users must comply with University's Code of Conduct for Computing Facilities;
- *Special needs children* may depend on adults more than other children for their care and safety, so the tasks must be undertaken with the utmost discretion and sensitivity. Where it is necessary to carry out tasks of a personal nature for a child with special needs, this will be done with the full understanding and consent of the parent/guardian. In an emergency situation where assistance is required, parents must be informed as soon as is reasonably possible of the assistance given;
- *Vulnerable children* may depend on adults more than other children for their care and safety. It is important that they are carefully listened to, in recognition of the fact that they may have difficulty in expressing their concerns and in order that the importance of what they say is not underestimated. They are more likely than other children to be bullied or subjected to other forms of abuse and may be less clear about physical and emotional boundaries;
- *Challenging or disruptive behaviour* of a child should be dealt with by more than one person. A record must be kept describing what happened, the circumstances giving rise to the incident, who was involved, whether any injury was sustained or property damaged and how the situation was resolved. Parents must be informed when such instances occur as soon as possible.
- *Good Behaviour* - Where appropriate, children must be advised of good behaviour practices by those in charge when attending the University. This rule does not specifically apply to University students

under 18 years: they will be treated in the same manner as other students in relation to standards or required practices of behaviour;

- *Record Keeping* - An accurate record of all relevant personal details will be kept for each child participating in activities. The organisers of activities must ensure that signed consent from parents, guardians is obtained in advance of the event. Parents, guardians must be asked to provide details of emergency contact numbers and also indicate if their children have any dietary, medical or special needs. A written record must be kept of participants in attendance at events. This does not apply to University students under 18 years;
- *Incident/Accident Report Form* will be completed in the event of an accident or incident relating to a child and passed to the Health & Safety Office or Designated Liaison Person, as appropriate.

### **APPENDIX 3:**

#### **Guidance to manage Risks identified in the University’s Child Safeguarding Statement**

<b><i>Activity</i></b>	<b><i>Guidance to manage risk</i></b>
<p>a) Schools Liaison activities (on and off-campus) e.g. Open Days, Individual/Group visits to campus, Exhibitions, Summer School</p>	<ul style="list-style-type: none"> <li>• Where possible all under-18s attending the campus should be accompanied by a Group Leader or parent/guardian;</li> <li>• All staff involved on a regular basis in these events (i.e. Admissions Office staff) should undergo National Vetting. It is not required that academic staff be vetted in order to participate in these activities;</li> <li>• All student ambassadors (recruited by the Admissions Office) to work/volunteer at these events should undergo National Vetting in advance of working with visiting children. It is not required that student helpers, who are recruited by academic departments to assist on an occasional basis, undergo National Vetting;</li> <li>• Contact details of under-18s should not be collected, stored or used by individual staff or student helpers (this should only be done in accordance with University data collection and storage requirements);</li> <li>• Student helpers or staff should not initiate individual contact (via any communication channel) with any under-18, in advance of or following an event. Contact should be limited to group communications promoting an event, information on the practicalities of the event and follow-up after the event;</li> <li>• Should it be necessary to administer first aid to an under-18, this should be done by a qualified First-Aider or in the Student Health Centre, in the company of the Group Leader or parent/guardian;</li> <li>• All staff and student helpers should familiarise themselves with these procedures, if arranging or taking part in an event.</li> </ul>
<p>Educational events specifically designed for under-18s (e.g. music, sport, science, computing)</p>	<ul style="list-style-type: none"> <li>• Where possible, all under-18s attending the campus should be accompanied by a Group Leader/teacher or parent/guardian;</li> </ul>

	<ul style="list-style-type: none"> <li>• Parental consent should be sought in respect of any unaccompanied under-18s (template Consent Form is below);</li> <li>• All staff involved on a regular basis in these events should undergo National Vetting;</li> <li>• All student helpers recruited to work / volunteer at these events should undergo National Vetting in advance of working with visiting children;</li> <li>• Contact details of under-18s should not be collected, stored or used by individual staff or student helpers (this should only be done in accordance with University data collection and storage requirements);</li> <li>• Student helpers or staff should not initiate individual contact (via any communication channel) with any under-18, in advance of or following an event. Contact should be limited to group communications promoting an event, information on the practicalities of the event and follow-up after the event;</li> <li>• Should it be necessary to administer first aid to an under-18, this should be done by a qualified First-Aider or in the Student Health Centre, in the company of the Group Leader/teacher or parent/guardian;</li> <li>• All staff and student helpers should familiarise themselves with these procedures, if arranging or taking part in an event;</li> </ul>
Fieldwork/External Placements (which are integral to the 3 <sup>rd</sup> level programme) involving work with under-18s	<ul style="list-style-type: none"> <li>• All relevant 3<sup>rd</sup> level students must successfully undertake National Vetting at the point of entry to the programme;</li> <li>• All students undertake mandatory child protection training covering the relevant legislation, policy and guidelines in advance of their first fieldwork placement;</li> <li>• Students are instructed that while on placement they must adhere to the relevant policy and procedures of the placement organisation/agency (which must itself be compliant);</li> </ul>
Conferring, Prize and Award Ceremonies	Children are required to be supervised by parents/guardians at all times;
Work Placement on campus for under-18s (e.g. TY Placements)	<ul style="list-style-type: none"> <li>• Parental (or Guardian) consent should be sought in respect of any under-18 who is being facilitated with a Work Placement on the campus (template Consent Form is below);</li> <li>• A designated staff member should be allocated to oversee the Work Placement (this Work Placement Co-ordinator will normally be the person co-ordinating the activity for the under-18, sharing the workspace, and liaising with other staff and students in the Department/Office); this staff member should undergo National Vetting through the University HR Office;</li> <li>• Contact details of the under-18s should only be collected, stored or used by the Work Placement Co-</li> </ul>

	<p>ordinator (this should only be done in accordance with University data collection and storage requirements);</p> <ul style="list-style-type: none"> <li>• Students or staff should not initiate individual contact (via any communication channel) with any under-18, in advance of or following an event. Contact should be limited to information on the practicalities of the work placement and necessary follow-up after the event;</li> <li>• Should it be necessary to administer first aid to an under-18, this should be done by a qualified First-Aider or in the Student Health Centre; it is advised that the under-18 should be accompanied by the Work Placement Co-ordinator;</li> <li>• All staff and students should familiarise themselves with these procedures, if arranging or assisting a Work Placement.</li> </ul>
<p>On-campus facilities rental to external providers of programmes for children</p>	<ul style="list-style-type: none"> <li>• External Provider (who provides all staff delivering the programmes) is required to provide their organisation’s Child Protection and Welfare policy;</li> <li>• External Provider’s insurer provides indemnity to MU and SPCM from any claims arising.</li> </ul>

**APPENDIX 4: Template Parental (Guardian) Consent Form**

**Note:**

*The form on the following page is a template form designed to capture the essential elements of a Work Placement for an under-18 (e.g. a 2<sup>nd</sup> level student undertaking a TY Work Placement in the University), specifically from a Child Protection and Welfare viewpoint. If necessary, it can be edited to reflect additional elements of the Work Placement you are facilitating or to cover any other event where Parental (Guardian) consent is required.*



**Parental (Guardian) Consent Form**  
**(CHILD PROTECTION AND WELFARE)**

**University Details (to be completed by Work Placement Co-ordinator):**

NAME OF DEPARTMENT/OFFICE: \_\_\_\_\_

NAME OF WORK PLACEMENT/EVENT CO-ORDINATOR: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

LOCATION OF WORK PLACEMENT (INCLUDE BUILDING NAME AND ROOM NUMBER): \_\_\_\_\_

DATES OF PLACEMENT: \_\_\_\_\_

WORKING HOURS EACH MORNING: \_\_\_\_\_

WORKING HOURS EACH AFTERNOON: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Participant Details (to be completed by Parent/Guardian of Participant):**

NAME OF CHILD: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

EMAIL ADDRESS OF PARENT/GUARDIAN: \_\_\_\_\_

CONTACT TELEPHONE NO. OF PARENT/GUARDIAN: \_\_\_\_\_

I understand that

- A Work Placement will be facilitated by Maynooth University as set out above;
- The Work Placement Co-ordinator has successfully undertaken the National Vetting process with An Garda Síochána;
- The Co-ordinator will supervise the Placement during the hours set out above (the Placement Participant will not be supervised during lunch-time);
- If any issue arises in relation to the Work Placement, it should be communicated as soon as possible to the Work Placement Co-ordinator (contact details above).

Name of Parent/Guardian): \_\_\_\_\_ *(in block capitals)*

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

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