

CHILD PROTECTION POLICY

PARISH OF GREENHILLS, DUBLIN 12

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We in the PARISH of GREENHILLS value and encourage the participation of children and young people in parish liturgies and in activities that enhance their spiritual, physical, emotional and social development. We recognize the dignity and rights of all children and are committed to their protection and support.

In keeping with this we will work to do all in our power to create safe environments for children and young people in order to secure their protection and enable their full participation in the life of the Church. *(A copy of the full text of our Child Protection Policy is available in the Sacristy and on our website.)*

THE PRINCIPLES UNDERLYING OUR DOCUMENT

The Principles are derived from:

- Gospel Values
- International Law
- Domestic Legislation

These Principles include the following:

The principles derived from Gospel values are:

- Each child shall be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all.
- Everyone in the Church has an obligation to ensure that the fundamental rights of children are respected.
- A child's right to safety and care is inalienable.
- Children have a right to an environment free from abuse or neglect.
- Children have a fundamental right to justice and freedom; they have a right to be listened to and to be heard.
- Children have a right to good role models whom they can fully trust, who will respect them and nurture their spiritual, physical and emotional development.
- Those who have suffered child abuse by Church personnel should receive a compassionate and just response and should be offered appropriate pastoral care as they seek to rebuild their lives.

The principles derived from civil sources are:

- All adults have a duty to report allegations or suspicions of child abuse, where reasonable grounds for concern exist, irrespective of the status of the person suspected or their relationship to them or to the child.
- Due regard must be given to the criminal dimension of any action.
- It is the statutory duty of the civil authorities, not individuals or organisations, to investigate reports of child abuse.
- A proper balance must be maintained between protecting children and respecting the needs and rights of carers and adults' however, where there is a conflict, the welfare of the child must be paramount.
- Actions taken to protect a child should not in themselves be abusive or cause the child unnecessary distress. Every action and procedure should consider the overall needs of the child.
- Organisations have a corporate responsibility to operate effective systems to assure the protection of children. They should ensure best practice in relation to recruitment and selection processes, provide appropriate training and ensure that all personnel are aware of their responsibility both to prevent child abuse and to report concerns about child abuse.
- All agencies and disciplines concerned with the protection and welfare of children must work cooperatively in the best interests of children. *REF. OUR CHILDREN OUR CHURCH*

DEFINITION OF CHILD ABUSE

The rationale behind drawing up a Policy for the Parish is based on best practice as outlined in Church and Statutory Guidelines. With this in mind, perhaps it is helpful at this point to define what is meant by child abuse^f

Definition of Child Abuse

Child abuse occurs when the behaviour of someone in a position of greater power than a child or young person abuses that power and causes harm to that child or young person. Child abuse, for our purposes, is categorised into three groups:

1. Emotional abuse
2. Physical Abuse
3. Sexual Abuse
4. Neglect

Emotional abuse:

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Emotional abuse is normally found in the relationship between a care-giver and child.

Physical abuse:

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child; e.g. shaking a child, excessive force.

Sexual abuse:

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

Indirect abuse of children occurs where children have been photographed, videotaped or filmed for pornographic purposes or subjected to gross and obscene language or indecent images.

When developing structures to safe-guard children in our Parish, sensitive cognisance is taken of children with special vulnerabilities who may need additional support.

For Signs and Symptoms of each type of abuse, see Appendix 1

CHILD PROTECTION REPRESENTATIVE

As part of our policy the Parish is committed to nominating a Child Protection Representative
in
accordance with OUR CHILDREN OUR CHURCH.

The responsibilities of the Child Protection Representative will be:

- To promote awareness of the Church's child protection policies.

- To ensure that the public has ready access to contact details for the Director of Child Protection.

- To facilitate anyone in the parish in bringing an allegation or suspicion of child abuse to the attention of the Director of Child Protection, should they wish to have such support.

- The Parish Child Protection Representative should be appointed by the parish after appropriate consultation and agreement with the diocese. The person appointed should have the personal qualities, interest and life experience fitting to the tasks involved. He or she will be given a role specification, be required to undergo training and will be able to draw on expert help and support from the Director of Child Protection.

- The Child Protection Representative will be given every assistance by the Parish Pastoral Council in carrying out his/her task.

- The Child Protection Representative does not deal with the reported child abuse him/herself, but refers it to the designated person within the diocese, i.e. the Director of the Child Protection Service.

MAKING INFORMATION AVAILABLE

To assist the reporting of child protection concerns, the contact details of the *Diocesan Designated Person, the H.S.E. and the Gardai* will be made widely available at parish level. They will, for example, be displayed in clearly visible and accessible places, such as the entrance to the Church and in other relevant community buildings.

The contact details for the Parish Child Protection Representative may also be made available.

Each volunteer worker, together with the priests and the Parish Pastoral Council, will be given a copy of the Policy document and asked to read it to ensure that everyone knows the Parish Policy on Child Protection.

We recommend that all groups operating in a church setting, including visiting groups, be made aware of the policies and procedures for child protection in operation in the parish and shall be asked to confirm that they will implement these policies and procedures. Responsibility for ensuring that our Policy has the agreement of such groups will fall on the sub-group of the Parish Pastoral Council under whose care they fall.

<p style="text-align: center;">BEST PRACTICE AND CODE OF BEHAVIOUR WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE</p>

Code of Good Practice

A customised Code of Good Practice for working with children should be drawn up by all organisations or groups within the Church. The aim of this is to ensure the safety of children and young people, to enhance the work practices of Church personnel, and to reassure parents and guardians, as well as children themselves, that there is a commitment to best practice.

The Code should include positive child-centred statements about the importance of:

- Listening to children and young people;
- Valuing and respecting them as individuals;
- Rewarding their efforts as well as achievements;
- Involving them in decision making (where appropriate);
- Encouraging and praising them.

General Conduct

- Physical punishment of children is not permissible under any circumstances.
- Verbal abuse of children or telling jokes of a sexual nature in the presence of children can never be acceptable. Great care should be taken if it is necessary to have a conversation regarding sexual matters with a child or young person.
- Being alone with a child or young person may not always be wise or appropriate practice. If a situation arises where it is necessary to be alone with a child, another responsible adult should be informed immediately, by telephone if necessary. A diary note that the meeting with the young person took place, including the reasons for it, should be made.
- Best practice in relation to travel with children and young people should be observed. Personnel should not undertake any car or minibus journey alone with a child or young person. If, in certain circumstances, only one adult is available, there be a minimum of two children or young people present for the entire journey. In the event of an emergency, where it is necessary to make a journey alone with a child, a record of this should be made and the child's parent or guardian should be informed as soon as possible.
- Children and young people should not be permitted to work or remain in churches, parish property or schools unless there are at least two adults present.
- All children and young people must be treated with equal respect; favouritism is not acceptable.
- Personnel should not engage in or tolerate any behaviour — verbal, psychological or physical — that could be construed as bullying or abusive.
- A disproportionate amount of time should not be spent with any particular child or group of children.
- Under no circumstances should Church personnel give alcohol, tobacco or drugs to children or young people.
- Alcohol, tobacco or drugs must not be used by personnel who are supervising or working with children or young people.

- Only age-appropriate language, material on media products (such as camera phones, internet, video) and activities should be used when working with children and young people. Sexually explicit or pornographic material is never acceptable.

Respect for Physical Integrity

- The physical integrity of children and young people must be respected at all times.
- Personnel must not engage in inappropriate physical contact of any kind – including tough physical play, physical reprimand and horseplay (tickling, wrestling). This should not prevent appropriate contact in situations where it is necessary to ensure the safety and well-being of a child (for example, where a child is distressed).

Respect for Privacy

- The right to privacy of children and young people must be respected at all times.
- Particular care regarding privacy must be taken when young people are in locations such as changing areas, swimming pools, showers and toilets.
- Photographs of children or young people must never be taken while they are in changing areas (for example, in a locker room or bathing facility).
- Tasks of a personal nature (for example, helping with toileting, washing or changing clothing) should not be done for children or young people if they can undertake these tasks themselves.

Meetings with Children and Young People

- If the pastoral care of a child or young person necessitates meeting alone with them, such meetings should not be held in an isolated environment. The times and designated locations for meetings should allow for transparency and accountability (for example, be held in rooms with a clear glass panel or window, in buildings where other people are present, and with the door of the room left open).
- Both the length and number of meetings should be limited.
 - Parents or guardians should be informed that the meeting(s) took place, except in circumstances where to do so might place the child in danger.
 - Visits to the home or private living quarters of Church personnel should not be encouraged, nor should meetings be conducted in such locations.
 - When the need for a visit to the home of a child or young person arises, professional boundaries must be observed at all times.

Children with Special Needs or Disabilities

- Child with special needs or disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.
 - Where it is necessary to carry out tasks of a personal nature for a child with special needs, this should be done with the full understanding and consent of parents or guardians.
 - In carrying out such personal care tasks, sensitivity must be shown to the child and the tasks should be undertaken with the utmost discretion.
 - Any care task of a personal nature which a child or young person can do for themselves should not be undertaken by a worker.
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- In an emergency situation where this type of help is required, parents should be fully informed as soon as is reasonably possible.

Vulnerable Children and Adults

- Since especially vulnerable children may depend on adults more than other children for their care and safety, sensitivity and clear communication are of utmost importance.
- Workers should be aware that vulnerable children may be more likely than other children to be bullied or subjected to other forms of abuse, and may also be less clear about physical and emotional boundaries.

It is particularly important that vulnerable children should be 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.

Trips away from Home

- All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place.
- Written consent by a parent or guardian specifically for each trip and related activities must be obtained well in advance.
- A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- There must be adequate, gender-appropriate, supervision for boys and girls.
- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.
- Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- At least two adults should be present in dormitories in which children or young people are sleeping. Under no circumstances should an adult share a bedroom with a young person.
- If, in an emergency situation, an adult considers it necessary to be in a children's dormitory or bedroom without another adult being present they should (a) immediately inform another adult in a position of responsibility and (b) make a diary note of the circumstances.

BEST PRACTICE PROCEDURES

In order to implement the Parish Policy the parish will put the following procedures in place:

1. PARENTAL CONSENT Ensure that a signed consent form from parents or guardians is obtained prior to the participation of children and young people in events, activities and groups.
2. RECORD KEEPING
3. USE OF COMPUTERS -----Password protected.

RECRUITMENT & TRAINING OF VOLUNTEERS

GENERAL PRINCIPLES

'Safe practice starts with safe recruitment procedures'. Most people who apply to work with children and young people in the Church are well-motivated and potentially suitable for the various tasks involved. It is most important, however, that all reasonable steps are taken to ensure that this is, in fact, the case. As well as enhancing the prospects of identifying the best person for the post, rigorous recruitment procedures can act as a deterrent to unsuitable applicants.

KEY ISSUES IN RECRUITMENT PROCESSES

The safety of recruitment processes can also be enhanced by ensuring that due attention is paid to the key issues outlined below.

CLEAR DEFINITION OF

ROLE WRITTEN

APPLICATION INTERVIEWS

DECLARATIONS

REFERENCES

GARDA VETTING

APPENDIX 1

SIGNS AND SYMPTOMS OF ABUSE

Signs and Symptoms of Emotional Child Abuse

- Rejection
- Lack of praise or encouragement
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation
- Lack of continuity of continuity of care
- Serious over-protectiveness
- Inappropriate non-physical punishment
- Family conflicts and/or violence
- Inappropriate expectations of a child's behaviour — relative to his or her age and stage of development
- Every child who is abused sexually or physically is also emotionally abused

Signs and Symptoms of Physical Abuse

- Bruises
- Fractures
- Swollen joints
- Burns or scalds
- Abrasions or lacerations
- Haemorrhages
- Damage to body organs
- Poisonings — repeated
- Failure to thrive
- Coma or unconsciousness
- Death

Signs & Symptoms of Child Sexual Abuse

- Bleeding from vagina or anus
- Difficulty or pain in passing urine or faeces
- An infection may occur secondary to sexual abuse, which may or may not be a definitive sexually transmitted disease. Professionals should be informed if a child has a persistent vaginal discharge or has warts or a rash in the genital area.
- Noticeable and uncharacteristic change or behaviour
- Hints about sexual activity
- Age-inappropriate understanding of sexual behaviour
- Inappropriate seductive behaviour
- Sexually aggressive behaviour with others uncharacteristic sexual play with peers or with toys
- Unusual reluctance to join in normal activities which involve undressing, for example, games or swimming

Particular behavioural signs and emotional problems suggestive of child abuse in young children

(0-10)

- Mood change, for example acting out or the child becomes fearful or withdrawn
- Lack of concentration (change in school performance)
- Bed wetting, soiling
- Psychosomatic complaints: pains, headaches
- Skin disorders
- Nightmares, change in sleep patterns
- School refusal
- Separation anxiety
- Loss of appetite
- Isolation

Particular behavioural signs and emotional problems suggestive of child abuse in older children (over 10)

- Mood change, for example, depression, failure to communicate
- Running away
- Drug, alcohol, or solvent abuse
- Self-mutilation
- Suicide attempts
- Delinquency
- Truancy
- Eating disorders
- Isolation

Signs and Symptoms of Child Neglect

- Abandonment or desertion
- Children persistently left alone without adequate care and supervision.
- Malnourishment, lacking food, inappropriate food or erratic feeding.
- Lack of warmth
- Lack of adequate clothing
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Non-organic failure to thrive, that is, a child not gaining weight, not alone due to malnutrition but also due to emotional deprivation
- Failure to provide adequate care for a child's medical problems
- Exploited, overworked

APPENDIX 2

Parish Policy Statement

We in the parish of GREENHILLS value and encourage the participation of children and young people in parish liturgies and in activities that enhance their spiritual, physical, emotional and social development. We recognize the dignity and rights of all children and young people and are committed to their protection and support. In keeping with this we will work to do all in our power to create safe environments for children and young people in order to secure their protection and enable their full participation in the life of the Church.

** (A copy of the full text of our Child Protection Policy Statement is available in the Sacristy and on our website).*

APPENDIX 3

Parish Policy Statement

Contact Personnel

Dublin Diocese Child Protection Office

01-8360314

Dublin Diocese Director of Child Protection Service

Mr. Philip Garland

Dublin Diocese Training & Development Coordinator

Fr. Paddy Boyle

Garda Vetting

Ms. Jo Parada, Human Resources Dept.
Diocesan Offices, Clonliffe College.

Parish Office Number **01 4509191**

Local Garda Siochana **01 6666200**

Principal Area Social Worker

Parish Child Protection Representative: Adrienne Meegan 087 2966649

Samaritans Helpline

1850 609 090

Childline

Emergency Numbers

APPENDIX 4

Children's Behavioural Policy

1. Treat all Altar Servers with respect, and do not use bullying tactics.
2. Be fair and do not tell lies about others or adults.
3. Abide by the rules as set out in the Church policy on Child Protection.
4. Respect the house of God and promote good behaviour.
5. Do not spread rumours.
6. Do not harm any other children, or church property.
7. Do not shout or argue in God's house.
8. Children must not keep secrets, especially if they have caused harm.
9. Do not use violence or physical contact with others.
10. Never cheat.
11. Talk to the children's officer if you have a problem of any kind.
12. Behave in a manner that coincides with the dignity of the Church of God.
13. Do not use or bring unwarranted or dangerous substances into the Church.
14. The use of mobile phones is prohibited within the Church.

APPENDIX 5

Travelling Permission Consent Form:

Event: _____

Venue _____

Date _____ *Pick-up*

location _____

Drop off time: _____ *Drop off*

location: _____

Children:

(Altar Servers/Children's Liturgy) X as appropriate

I have read and accept the conditions and rules as set out in the Code of Ethics and good behaviour when travelling to and from parish organised trips and I agree to abide by the rules.

Name: _____

Date: _____

Parent/Guardian:

I have read and accept the conditions and rules as set out in the Code of Ethics and good behaviour when my child is travelling on a parish organised trip.

Name of

Child(ren): _____

Parent/Carer's name: _____

Emergency contact

number: _____

Date: _____