

**St. Malachy's
Youth Club
(Friary Youth Club)**



**Child Safeguarding
Policy & Procedure
Handbook
2020**



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Foreword

It is a great joy to introduce the updated Friary Youth Club (FYC), *Child Safeguarding Policy and Procedure Handbook, 2020*. The FYC Dundalk was set up in the 1970's by the Dominican Community to provide a place where the young people of Dundalk could deepen their relationship with God, learn about their Catholic faith and grow as human beings. Jesus Christ said "I have come that you may have life, and have it to the full" (John 10:10) Therefore the FYC is to be a safe and loving place to allow this growth and flourishing to take place through many and varied activities and sports. Our dedicated leadership team at the FYC makes this possible.

Each Leader plays a vital role in creating an environment that is faith filled, respectful, safe and loving. We are very grateful to all those Leaders both today, and over so many years, who have built this tradition. As Dominicans, we are committed to making sure that the FYC maintain the highest standards of safeguarding. The Irish Dominican Province has signed up to *Safeguarding Children: Policy and Standards for the Catholic Church in Ireland 2016*, produced by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI). This updated Handbook is a central resource to provide the guidelines and operational procedures that make this commitment a reality.

On behalf of the Dominican Community here in Dundalk, I wish to express my heartfelt thanks to the FYC President, Josh Bailey, the FYC Child Protection Officer, Joy Quigley and all the FYC Committee for their hard work on this Handbook, under the guidance and support of the Dominican Safeguarding Office.

May God bless the important work of our Friary Youth Club in making the love of Christ a lived reality in the lives of our young people in Dundalk.

**Fr David Barrins O.P.
Prior
St Malachy's Friary
Dundalk**

The friars of the Dominican Province in Ireland recognise and upholds the dignity and rights of all children and young people. They are committed to their protection and support in a way that promotes their human dignity and integrity as children of God. The Order values and encourages the participation of children and young people in activities that enhance their spiritual, physical, emotional and social development. We undertake to do all in our power to create a safe environment for children and young people to ensure their protection from all harm.

The Dominican Province in Ireland is committed to having policies and procedures in place to ensure the welfare and protection of children and young people. We recognise that safeguarding children and young people and their welfare is a skilled and important task which requires knowledge, skills, expertise, and sensitivity. We are committed to a coordinated and inter-agency approach to ensuring that the welfare of children and young people is paramount in all we do.

St. Malachy's Youth Club is an apostolate of the Dominican Priory in Dundalk. The Dominican Community oversee the running of the FYC with the help and cooperation of the President, Committee and leader group of the Club.

FYC membership is open to any child or young person from Sixth Class in any primary school in the Dundalk metropolitan area up to the age of 18 years. The FYC it is fully committed to implementing the *Safeguarding Children Policy and Standards for the Catholic Church in Ireland* (2016).

For the purpose of this policy and procedures handbook, St. Malachy's Youth Club will be referred to by its' more commonly known identity as Friary Youth Club or FYC.

Mission Statement

The Mission of the Friary Youth Club is to support each person in becoming the mature and fulfilled person that God created them to be through faith formation, sport, games and activities. Our goal is to provide a safe place where the dignity each person as a child of God is valued.

Our motto is "the glory of God is the person fully alive" St. Irenaeus.

The FYC is a place where:

- everyone's dignity is respected;
 - all people are treated equally and fairly;
- and
- the values of the Gospels are fostered.

The trustees, management, leaders and volunteers of the FYC are fully committed to safeguarding the well-being of all children and young people who attend the FYC. All FYC leaders and volunteers must, at all times show respect and understanding for the rights, safety and welfare of all children and young people, conduct themselves in a way that reflects the morals and principles of the Christian way of life and the value expressed in the motto of the Dominican Order, *Truth*.

This *Policy and Procedure Handbook* replaces and supersedes all policies/procedures issued by the FYC to date, in relation to children and young people attending the FYC. It is also to be read in conjunction with the *FYC Child Safeguarding Statement* and the *Dominican Safeguarding Children Policy and Procedures Handbook, 2020*.

Everybody who works with children and young people has a duty of care to them and this is a responsibility, which must be taken seriously. These Policy and Procedure Handbook aims to provide information and promote good practice for all who work, volunteer and/or participate in the FYC.

1.2

Legislative Framework

Relevant Legislation

There are a number of key pieces of legislation that relate to child welfare and protection. The information detailed here provides a brief overview of relevant legislation.

The UN Convention on the Rights of the Child was adopted by the UN in 1989 and ratified by Ireland in 1992. The *National Children's Strategy* is based on the *UN Convention on the Rights of the Child* and as such sets out the vision for children in Ireland over a ten-year period. We believe that all work with children and young people should, by its very nature, recognise, implement and promote the fundamental tenets of the Convention.

The Child Care Act, 1991 defines a child as someone under 18 years of age who is not married. This is the key piece of legislation which regulates child care policy in Ireland. Under this Act, Tusla has a statutory responsibility to promote the welfare of children who are not receiving adequate care and protection. If it is found that a child is not receiving adequate care and protection, Tusla has a duty to take appropriate action to promote the welfare of the child. This may include supporting families in need of assistance in providing care and protection to their children. *The Child Care Act* also sets out the statutory framework for taking children into care, if necessary.

The Protection of Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to Tusla (Child and Family Agency), HSE or An Garda Síochána. This means that even if a reported suspicion of child abuse proves unfounded a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report. This protection applies to organisations and to individuals. It is considered therefore that organisations should assume full responsibility for reporting suspected child abuse to the appropriate authorities.

You can find the full list of persons in Tusla and the HSE who are Designated Officers under the 1998 Act, on the website of each agency (www.tusla.ie, www.hse.ie) and Designated Officers also include persons authorised by the Chief Executive Officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the *Children First Act 2015*.

Reports to the HSE and to the Gardaí should be made by the Designated Liaison Person, as per the organisation's policy and guidelines.

The Criminal Justice Act 2006 created an offence of reckless endangerment of children in Section 176. This offence may be committed by a person who has authority or control over a child or abuser who intentionally or recklessly endangers a child by:

1. Causing or permitting the child to be placed or left in a situation that creates a substantial risk to the child of being a victim of serious harm or sexual abuse

or

2. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

Criminal Justice (withholding of information offences against children and vulnerable persons) Act 2012 legislated that it is a criminal offence to withhold information about a serious offence, including a sexual offence, against a person under 18 years or a vulnerable person. The offence arises where a person knows or believes that a specified offence has been committed against a child or vulnerable person and he or she has information which would help arrest, prosecute or convict another person for that offence, but fails without reasonable excuse to disclose that information, as soon as it is practicable to do so, to a member of *An Garda Síochána*. The provisions of the withholding legislation are **in addition** to any reporting requirements under the *Children First Act 2015*.

National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 determined that it is compulsory for employers to obtain vetting disclosures in relation to anyone who is carrying out relevant work with children or vulnerable adults. The Acts create offences and penalties for persons who fail to comply with their provisions. Statutory obligations on employers in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in these acts.

The Children First Act 2015 is an important addition to the child welfare and protection system as it will help to ensure that child protection concerns are brought to the attention of Tusla without delay. The Act provides for mandatory reporting of child welfare and protection concerns by key professionals; comprehensive risk assessment and planning for a strong organisational culture of safeguarding in all services provided to children; a provision for a register of non-compliance; and the statutory underpinning of the existing *Children First Interdepartmental Implementation Group* which promotes and oversees cross-sectoral implementation and compliance with *Children First*.

Children First: National Guidance for the Protection and Welfare of Children and supporting Documents: 2017. A revised version of the 2011 guidance from the Department of Children and Youth Affairs, with supporting documents written by Tusla, Child and Family Agency.

The Criminal Law (Sexual Offences) Act 2017 addresses the sexual exploitation of children and targets those who engage in this criminal activity. It creates offences relating to the obtaining or providing of children for the purposes of sexual exploitation. It also creates offences of the types of activity which may occur during the early stages of the predatory process prior to the actual exploitation of a child, for example, using modern technology to prey on children and making arrangements to meet with a child where the intention is to sexually exploit the child. The Act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative.

NOTE

For the purpose of this Handbook and in accordance with Irish legislation, a “minor/child” is a person under the age of eighteen years.

1.3

FYC Roles & Responsibilities

In the day to day functioning of the FYC, people have different roles and responsibilities. The following provides a general outline of the FYC personnel and structures.

Patron

The Dominican Community of St. Malachy's, Dundalk are the Patrons of the FYC, which the FYC leader group run on their behalf. The Patrons agree to provide the FYC the use of the Dominican Hall, rent-free, as premises for all FYC activities and events.

Spiritual Director

The Spiritual Director of the FYC is a Dominican friar appointed by the Prior of Dominican Community in Dundalk to oversee the spiritual and pastoral care of the FYC and report to the Prior. The Spiritual Director provides pastoral guidance and spiritual direction, organises religious events and formation. He works in cooperation with the FYC President and Committee.

The Friary Youth Club Committee

The Committee is the governing body of the FYC and the Committee membership is comprised of the FYC Leader body, with six elected officials as follows:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Child Protection Officer/Designated Liaison Person (DLP)

and

6. Fundraising Officer

(Refer to *FYC Constitution, 2020* for further details)

President

The term "President" applies to the person who is elected by the Leader group, responsible for the day-to-day running of the FYC. His/her duties are detailed in the *FYC Constitution, 2020*.

Vice-President

The term "Vice-President" applies to the person who is elected to assist the President in his/her responsibilities for the running of the FYC. His/her duties are detailed in the *FYC Constitution, 2020*.

Secretary

The term "Secretary" applies to the person who is elected to carry out the duties as detailed in the *FYC Constitution, 2020*.

Treasurer

The term “Treasurer” applies to the person who is elected to carry out the duties as detailed in the *FYC Constitution, 2020*.

Child Protection Officer/Designated Liaison Person (DLP)

Any concerns that abuse of a child or young person is taking place, whether in the FYC and/or may be disclosed by a child/young person having taken place elsewhere, must be reported immediately to the FYC Child Protection Officer/DLP.

The role of the Child Protection Officer/DLP is as follows:

- The DLP shall be consulted on all matters pertaining to child protection in the FYC.
- The DLP is responsible for ensuring all allegations of child abuse are reported to the statutory authorities, i.e., Tusla, Child and Family Agency and An Garda Síochána.
- The DLP is responsible for ensuring that the standard reporting procedure is followed.
- The DLP will liaise with the DLP for the Irish Dominican Province for support and advice as relevant and/or required.
- In conjunction with the DLP for the Dominican Province of Ireland, the FYC Training Officer, the DLP will ensure child safeguarding training is provided to all new and existing leaders/volunteers in the FYC.
- To promote awareness of the *FYC’s Child Safeguarding Policy and Procedure Handbook*, among members and parents, carers and/or guardians.
- To influence child safeguarding policy and practice within the FYC in order to ensure the safety and welfare of the children’s and young people at all times.
- To ensure children and young people and members of the FYC know how to report child protection concerns to appropriate adults and/or statutory agencies.
- To provide support for children, young people, leaders, volunteers involved in any disclosure, whilst ensuring all information is kept confidential.
- To manage and record all matters relating to an allegation of abuse and ensuring all documentation is stored and secured safely.
- To act as a resource to leaders on best practice in planning, preparing and running children’s and young people’s activities.
- To ensure the children/young people contribute to the running the FYC.
- To promote and encourage the appropriate involvement of parents/carers and guardians in FYC activities.
- To monitor changes in membership and follow up any unusual “dropouts” of children and young people.
- To advise and assist the President concerning any FYC leader welfare issues involving leaders under the age of eighteen years.

Fundraising Officer

The term “Fundraising Officer” applies to the person who is elected to carry out the role as detailed in the *FYC Constitution, 2020*.

Training Officer

The term “Training Officer” applies to the person who is elected to carry out the role as detailed in the *FYC Constitution, 2020*.

Leader

The role of the Leader, under the direction of the President, is:

- To supervise the Members of the FYC in a manner compliant with the policies and procedures of the FYC.
- To carry out the tasks prescribed to them by the President.
- To carry out the functions required for the well-being and safety of the Members.
- To carry out the functions required to achieve and maintain the goals of the group.
- To ensure the highest possible standard of care for the Members.
- To ensure the other members of the leader team adhere to the policies and procedures of the FYC.
- To abide by the leader charter and safeguarding policies of the FYC.

Members

The term “Member” applies to a person who, through a formal application process becomes a member of the FYC but who is not member of the Leader group. (Refer to the *FYC Constitution, 2020* for further details regarding FYC membership).

Visitors

A visitor to the FYC is someone who is not normally part of the day to day functioning of the FYC.

Visitors over eighteen years must have the permission of the President to be present in the Friary Youth Hall and/or in attendance at FYC events and must be accompanied by an over 18 leader at all times. On any given night the FYC President/Leadership team must be made aware of any expected visitor and ensure they comply with FYC safeguarding policies and procedures. A visitor will not be allowed to carry out the duties of a Leader at any time.

All visitors to the FYC must adhere to the following guidelines:

- Sign the visitor’s book on arrival and wear a visitor’s badge at all times whilst in the FYC Hall and/or participating in FYC events/activities.
- All visitors must be accompanied by a Leader at all times.
- Admission will be refused to any visitor who presents under the influence of alcohol and/or drugs, is known to have criminal convictions or a case pending in relation to causing harm to children and young people and/or for selling and/or distributing illicit drugs.

Visitors under eighteen years of age

- Any visitor under eighteen years must have the permission of the President to be present in the Friary Youth Hall and/or to attend any FYC event.
- Any visitor under eighteen years must provide a copy of their parents, carers and/or guardians consent to be present at an FYC event/activity.
- Any visitor under eighteen years will be treated as a FYC member for the duration of their time/participation in FYC weekly club and/or and FYC event.

Dominican Brethren

As Patrons of the FYC, all Dominican friars residing in the Dundalk Dominican community will attend and/or actively participate in FYC activities and events. Occasionally Dominican friars from the wider Dominican Order may attend a weekly FYC youth club activity and/or FYC related event. Over the duration of the annual FYC year, Dominican friars resided in St. Malachy's are responsible for the delivery of Mass, the Sacrament of Reconciliation and/or other religious/liturgical events.

Guest Speakers

Occasionally the FYC may invite a Guest/Guest Speaker to an FYC event and they will be required to follow the same procedures as a visitor, detailed above

1.4

Recruitment & Training

The Dominican Province of Ireland acknowledges that safe care starts with the appointment of suitably qualified skilled and vetted personnel who have the competencies and skills to carry out their functions in an effective, efficient, and safe manner.

The Patron of the FYC, the brethren of the Dundalk Dominican community and the FYC Committee endeavour to ensure the highest possible level of satisfaction with those who apply to become leaders/volunteers with the FYC. Hence, implementing best practice procedures in recruitment and training practice is a core element in ensuring the safety and welfare of all FYC Members and Leaders involved in the FYC.

Recruitment Practices/Principles of Best Practice for FYC Leaders

- All FYC Committee members and Leaders will be required to provide an official form of identification, evidencing name, address and date of birth.
- All FYC Committee members and all Leaders, including Leaders aged 16 to 18 years must be Garda-vetted.
- All FYC Committee members and all Leaders are required to sign a form certifying that they have read and agree to abide by the FYC Child Safeguarding Policy and Procedure Handbook.
- All FYC Committee members and Leaders are required to sign a *Leader Declaration Form (see Appendix 6)*.

The Leader group will meet to discuss and propose new Leader/s and the FYC President must approve the proposal in consultation with the Prior of St. Malachy's.

Recruitment Practices/Principles for Members of the Dominican Order involved in FYC

- All members of St. Malachy's, Dundalk Dominican community involved with the FYC must be Garda vetted.
- All members of the St. Malachy's Dundalk Dominican community are required to sign a form, certifying that they have read and agree to abide by the FYC *Child Safeguarding Policy and Procedure Handbook*.

Induction/Training

- A copy of the FYC Child Safeguarding Policy and Procedure Handbook will be provided to all FYC Committee Members and Leaders.
- All FYC Committee Members and Leaders are required to attend an initial full day child safeguarding training event delivered by an accredited trainer of the NBSCCCI and avail of relevant training on an ongoing basis.
- All FYC Committee Members, Leaders, and Dominican brethren are required to attend refresher safeguarding training event every three years.

- All FYC Committee members and Leaders are encouraged to complete *Tusla Children First E-learning Module* and/or National Youth Council Child Protection Training.
- Leaders will be required to participate in relevant training as required for a specific activity, for e.g. first aid, lifeguard.

Garda Vetting

The FYC recognises that Garda Vetting can be an important process in the recruitment of volunteers. However, it also recognises that Garda Vetting must be regarded as only one element in the recruitment process, and it is equally important to ensure that best practice in recruitment, is always adhered to.

The FYC has signed an agreement with the Louth Volunteer Centre (LVC) whereby the LVC will act as the Authorised Signatory (AS) for Garda Vetting. The President of the FYC is the Designated Data Officer (DDA) and he/she will liaise with the AS in the LVC. Garda vetting disclosures are provided by the LVC to the FYC Child Protection Officer/DLP.

Garda Vetting of Minors

Anyone aged 16 to 18 years, applying for Garda vetting requires the written consent of their parent(s)/carer(s) and/or legal guardian(s) in submitting their application.

Dominican Vetting Disclosure Committee

Information detailed in a vetting disclosure of a Leader may need to be brought to the attention of the Dominican vetting disclosure committee. (*See Dominican Vetting Disclosure Policy, 2020*).

Storage and Access

Garda Vetting application forms are stored by the FYC in a secure locked cabinet in the FYC Hall with access limited to the President and the Child Protection Officer/DLP.

1.5

FYC Code of Practice - Leaders

The Dominican Province of Ireland values and encourages the active participation of children and young people in ways that enhance their physical, emotional, and spiritual growth within a safe, secure and welcoming environment. Therefore, each child/young person should feel valued, encouraged and affirmed while participating in the FYC. We recognise and uphold the fundamental rights of the individual young people to be respected, nurtured, cared for and protected and these rights are embedded both in our Gospel values and civil legislation.

Best Practice Guidelines

Safe practice is essential in the weekly functioning of FYC and the following procedures govern the work with children and young people who attend the FYC:

- All Leaders/volunteers and Dominican friars assisting in the work of FYC are aware of best practice guidelines and are familiar with the FYC Child Safeguarding Policy and Procedure Handbook.
- Children and young people involved in the FYC are informed of the FYC child safeguarding policy and reporting procedures.
- Parents, carers and/or guardians are informed of the FYC child safeguarding policy and procedures.
- The FYC has appointed a Child/Protection Officer/DLP to respond to any complaints or issues arising which concern the safety or welfare of any child/young person. This person is appropriately trained and familiar with the procedures to be followed in the event of an allegation, concern, or disclosure of child abuse.
- The FYC has a complaints procedure (*see Appendix 3*).
- All adult leaders and leaders, aged 16 to 18 years, working directly with children and young people will be Garda vetted.
- All Leaders/volunteers and Dominican friars will show respect and understanding for the rights, safety and welfare of the children and young people who are members of the FYC.
- The Patron, President, and FYC Leaders will make every effort to ensure that the FYC Hall, its physical surroundings and any equipment used as part of weekly FYC events, will be comfortable, fully accessible and appropriate for the activities undertaken by the FYC.
- There should be no unnecessary physical contact between a Leader and a child/young person. Any physical contact should only be in response to the needs of the child/young person and should be appropriate to the age and the level of development of the child/young person, for example, placing a hand on a distressed child/young person's shoulder to comfort him/her would be appropriate.
- Inappropriate behaviour/language by the children/young people will not go unchallenged.

- If parents, carers and/or guardians and/or children/young people wish to voice their concerns about something they are not happy with, in their engagement/attendance at the FYC, they can they can speak directly with the President and/or the Prior.

Code of Behaviour for Leaders

- Leader/s should treat everyone with dignity, respect and sensitivity.
- Leader/s involved in FYC must respect the personal space, safety and privacy of every Member.
- Leader/s should make time to listen, talk and to get to know the Members.
- Leader/s should never harm, physically punish or be in any way verbally abusive to a child/young person.
- Leader/s should never tell jokes of an inappropriate and/or a sexual nature in the presence of a child/young person.
- Leader/s should not promise a Member, that they will take no action nor pass on information when a child/young person discloses information in relation to child abuse.
- Leader/s should not ask a child/young person to keep a secret.
- Leader/s must report any child protection/child welfare concern without delay to the FYC Child Protection Officer/DLP who will in turn report the matter to the statutory authorities. The Child Protection Officer/DLP will also advise the President and/or Dominican DLP as relevant and required.
- Leader/s are to be aware of the possibility of developing favoritism or becoming over involved or spending a great deal of their time with one child/young person.
- Leader/s should not meet with Members outside of the FYC and/or events organised by the FYC group.
- Leader/s should not engage in an inappropriate relationship with a FYC Member.
- Leaders/s are in a position of trust. Parents, carers and/or guardians entrust their children/young people to the care of FYC Leaders. At no stage should a Leader abuse this trust by putting the safety of a Member in danger.
- Leader/s should never be on their own with a child/young person.
- Leader/s must be sensitive to the risks involved in contact sports or other such activities and should be conscious of the age and size of those involved in the activity. All play fighting, for e.g. horseplay, dead leg or any other physical messing with Members is not permitted.
- Leader/s must report all cases of bullying to a Leader/Leadership Team and/or President.
- Whilst attending the FYC all Members must always be fully supervised.
- FYC Leaders are not be permitted to smoke and/or use alcohol or drugs at any time in the FYC Hall and/or whilst attending any FYC activity or event.
- Any FYC Leader found in possession of an illegal substance shall be reported to the Gardai.

- Smoking is strictly forbidden for any Member under the age of eighteen years. Smoking is not permitted in the FYC Hall or immediate surrounds.
- In a case of the child/young person getting sick and/or requiring “intimate care”, prior parental, carer and/or guardian permission must be sought and any hygiene activities carried out with respect, allowing the child/young person to do as much for him/herself as possible and with two adults as support.
- Photographs taken in FYC and/or in connection with any FYC activity/event, where members are involved cannot be used publicly without the express permission of the President and the permission of the Member’s parent, carer and/or guardian.
- All FYC Leaders are required to have the permission of the President/Leadership group before leaving the FYC with a group of children/young people.
- During FYC summer events/day trips, all Leaders should not change/shower in front of Members, nor should they be present when Members are changing/showering.
- All communication with parents, carers and/or guardians must be done by a Leader and/or President.
- The FYC President oversees medical matters concerning Members, other than emergency first aid issues.
- Leaders should not have Members details in their social media contact lists.
- Leaders should not communicate electronically (email, mobile, via social network) with FYC Members.
- Leaders should not associate the FYC with their personal profile in way that would reflect poorly on the FYC.
- Leaders should not have information on their personal public profiles, or link to other sites which have information, which is considered unsuitable for Members or third parties to view.

Leader to Leader

Do...

- respect and value, the contributions of all members of the Leader group, regardless of status or role in the FYC.
- treat fellow Leaders with respect, civility, and courtesy.
- work honestly, effectively and collegially with Leaders and others.
- respond promptly, courteously, and appropriately to requests from others for assistance or information.
- encourage and support all Leaders in developing their skills and talents.
- maintain an open and cooperative approach in all dealings with Leaders, recognizing and embracing individual differences.
- recognize and respect different social and cultural standards which may mean behaviour which is acceptable to some may be perceived as unacceptable or unreasonable to others.
- abide by applicable FYC policies and address any dissatisfaction with, or violation of, policies and procedures from others through appropriate channels.

- demonstrate a commitment to continuous personal and professional learning and development.
- demonstrate a commitment to a culture where all Leaders cooperate and collaborate in using best practices to achieve positive outcomes.

Don't...

- make threats of violence, shouting or engaging in other aggressive speech, conduct or mannerisms that are reasonably perceived by others to represent intimidation or harassment.
- make or telling jokes that are intended to be, or that are reasonably perceived by others to be, crude or offensive; teasing, name calling, ridicule or making someone the brunt of pranks or practical jokes.
- direct sarcasm or cynicism as a personal attack on others.
- spread unsubstantiated rumours or gossip.
- make initiate actual or threatened inappropriate physical contact.
- throw instruments, tools, equipment, or other items as an expression of anger, criticism, or threat, or in an otherwise disrespectful or abusive manner.
- make comments or engage in behaviour that is untruthful and/or directed as a personal attack on the professional conduct of others.
- engage in any pattern of disruptive behaviour or interaction that could interfere with the FYC or adversely impact the quality of services and/or the standard of care.

Interaction/relationship with Leader/Member

The FYC encourages Leaders to socialise and develop professional and personal connections with each other, whilst ensuring any such connection does not interfere with the performance of either the individual and/or with the effective functioning of the FYC.

If two Members are in a relationship prior to one being appointed a Leader, the relationship is considered appropriate in this context. However, it is essential that the nature of the relationship is made known to the President prior to signing the Leader agreement and it is in accordance with the civil laws. In such situation, Leaders who engage in personal relationships (including romantic and sexual relationships) with each other must be aware of their responsibilities and/or for assuring this relationship does not give rise to concerns about favouritism, bias, ethical dilemmas and/or conflict of interest. If such a relationship exists or develops within the Leader group, it must be disclosed to the President.

At all times a Leader's interaction with FYC members must remain at an appropriate level, even in cases where the age difference between a Leader and a FYC member may be close in age, for e.g. an eighteen year old Leader and a seventeen year old FYC Member. Whilst the current legal age of consent to sexual activity is seventeen years old, a relationship between a seventeen-year-old member and a Leader in the context of the FYC leader/member relationship is not considered appropriate.

As a Leader, the paramount principal is the care, safety and welfare of a member. Hence pursuing a partner relationship with a member is also considered inappropriate

Leader friendships with Members

The FYC defines a friendship as having ongoing communication between two individuals, such as but not limited to, direct messaging, phone calls and meeting in person.

The role of a Leader is first and foremost to engage with, care for and guarantee the safety of Members at all times. It is not the role of a FYC leader to initiate a friendship with a Member and any friendships that develop after signing a Leader agreement will be considered inappropriate. However, it is possible that Leaders, from their time as a member of the FYC will have established friendships with current Members which is considered acceptable but as Leader, their role is primarily the care and safety of all the members.

Best practice re communicating with Members: Do... and Don't...

Do...

- at all times, make the FYC Member aware of the distinction between the role of Leader, and their role as a Member.
- ensure that a Member's parents, carer and/or guardian is made aware if they are meeting with a Leader and are in support of such a meeting.
- maintain appropriate conversations at all times.
- keep a record of any dialogue re any inappropriate conversation/report of an incident.
- report all incidents to the FYC President.

Don't...

- meet a Member on your own and if you need to meet a FYC Member for whatever reason outside of a FYC activity/event, ensure that at least one other Leader is present and the location is in a public place.
- stay over at a Member's home.
- invite a Member to stay at a Leaders house.
- use rude, inappropriate and/or abusive language.
- engage in any illegal activity, for e.g. provision of alcohol, cigarettes, and/or illegal substances.
- condone illegal, inappropriate behaviours the Members' may report they are engaging in, for example, underage drinking, drugs, and sexual activity.
- promise to keep any secrets that a Member may tell you.
- give your personal mobile number to members.
- share a Leader/s mobile number, online profiles, and/or that of another Leader/s to a fellow Leader or Member.

1.6 Code of Behaviour – FYC Members

The most effective codes of behaviour are those in which participants have input. Ownership promotes success. Hence children/young people should be involved in drawing up a code of behaviour themselves. It is important that in working with children/young people, an appropriate adult with relevant skill and competence participates to support them in developing the code of behaviour.

The methods used in creating a code of behaviour should be age-and ability-appropriate, with children and young people being encouraged to avoid merely drawing up a list of prohibitions. Instead the code of conduct should be comprised of positive statements about respect and should consider what consequences ensue if the code is broken.

In developing the code, consideration should be given to the following

- Respect yourself, be mannerly and take care of our own safety
- Always do your best
- Act as a good role model
- Respect others, never bully, exclude or engage in name-calling against others
- Do not hurt others' feelings
- Do not use rude or abusive language
- Never use violence against another child, young person, or adult
- Respect others property
- Do not consume alcohol, tobacco or illegal drugs
- Do not take things without permission
- Take care of all FYC property, equipment, Hall, putting litter in the bins
- Tell someone you trust if you feel uncomfortable with any situation or individual
- If anyone is harming or trying to harm you, tell an adult immediately
- Attend activities on time
- Sign in and out
- Turn of your mobile phone as required
- Cooperate with the Leadership Team.
- Do not bring knives and/or any such dangerous/illegal implements into the FYC.
- Do not jump over the barriers but use the correct entrances/exit.
- Do go straight home after FYC weekly activities, unless waiting to be collected by a parent, carer and/or guardian.

1.7 Response to Child Protection Concerns

The work of child protection consists of the **3 R's** regarding concerns that a child has been abused, is being abused or is risk of abuse.

(1) recognition

(2) responding

(3) reporting

(1) Recognition:

In order to recognise child abuse, it is necessary to know what is meant by it. Child abuse can be categorised into four different types:

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

(See Appendix 1: Definitions of Abuse)

The following are some ways you may become aware of abuse:

A person, be they an adult, child or young person, may tell you about:

- Abuse that is happening to them now.
- Abuse that happened to them some time ago.
- Something they've been told by someone else.

You may witness or another person may:

- see possible signs of abuse, such as physical injuries on a child.
- observe symptoms or behaviour changes in a child/young person that cause concern.
- observe something such as the behaviour of an adult to a child that makes you/them feel uncomfortable.

A child/young person may be subjected to one or more forms of abuse at any given time, for example the sexual abuse of a child/young person is also a form of emotional abuse especially when it takes place in the context of a relationship of trust. Abuse and neglect can take place within a family, in the community or in an institutional setting and the abuser maybe someone known to the child/young person or a stranger.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child/young person rather than the intention of the parent, carer and/or guardian. *(Children First, National Guidance for the Protection and Welfare of Children, 2017)*

(2) Responding:

It is best practice to inform a person of the requirement to report child protection concerns to the statutory authorities (Tusla, Child and Family Agency/Gardai) before any disclosure is made. It is not always possible to know that person is about to disclose child abuse so the opportunity to do this may not arise.

However, where a person, whether child, young person or adult, asks to speak in confidence to a FYC Leader/Committee member or Dominican friar associated with the FYC, it is important to tell the person that if they disclose information concerning child protection or welfare concerns, this information will have to be reported to the statutory authorities (Tusla, Child and Family Agency, and An Garda Siochana). This can help the child/young people or adult to make an informed decision whether to disclose abuse or not.

It is also necessary to tell a person who admits an offence against a child/young person that such information cannot be kept confidential and must be reported to the statutory authorities.

Where a child/young person discloses abuse to a person working in any capacity whilst attending the FYC, it is important that the situation is handled sensitively and compassionately. It must be kept in mind that the child/young person may feel he/she has taken a big risk in disclosing the abuse. Your role is to allow the child/young person time to speak and listen attentively. It is important that you do not set up a meeting with a child/young person with the intention of encouraging a disclosure.

(See Appendix 2 Responding to Disclosure/s of Child Abuse)

(3) Reporting

You should always inform Tusla without delay when you have reasonable grounds for concern that a child/young person may have been, is being, or is at risk of being abused or neglected. The safety and well-being of a child/young person must take priority over concerns about adults against whom an allegation may be made.

Reasonable grounds for a child protection or welfare concern include:

- 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 another means that he or she has been abused.
- Admission or indication by an adult or a child or an alleged abuse they committed.
- An account from a person who saw the child being abused.

Reporting procedure to be followed by FYC Leaders/Members who have child safeguarding concerns

- Record your concerns in writing without delay
- Report your concern to the Child Protection Officer/DLP
- The Child Protection Officer/DLP will report all reasonable grounds of concern that a child/young person has been, is being, or is at risk of being

abused or neglected to Tusla and/or or make a joint report if the person is a mandated person making a mandated report.

- If the complaint concerns a member of the Irish Dominican Province, the Dominican DLP is also informed.
- In an emergency or if there is an immediate concern for the protection of a child/young person, a report should be made directly to *An Garda Síochána*.

Responding to an anonymous allegation of abuse, such should be dealt with carefully. Anxiety and fear may persuade some people not to immediately reveal their identity. However, all allegations, whether anonymous or not, must be reported to the FYC Child Protection/DLP who will follow the procedures for referral to the statutory authorities, Tusla or An Garda Síochána (*see Appendix 2 Responding to Disclosure/s of Child Abuse*).

If the FYC Child Protection Officer/DLP is unsure as to whether a concern should be reported to Tusla, they can contact the local Tusla Social Work Department to informally discuss the concern. (*see Appendix 15 Contact details*)

It is good practice to tell the parents, carer and/or guardian of a child/young person that a report is being made to Tusla/Garda, on the basis that it does not put the child/young person at further risk, impact Tusla's ability to carry out a risk assessment and/or place the reporter at risk of harm.

This action must only be completed following consultation with the Child Protection Officer/DLP and a decision is made on whether to inform parents, carers and/or guardian and who may be the most appropriate person to complete this action. If parents, carers and/or guardians are not informed, this information should be recorded, the reason for this decision and the information should be included in the report made to Tusla.

Reporting procedure re an allegation of abuse made against a FYC Leader/Member

Two procedures are put in place as follows:

- a) the reporting procedure in respect of the child/young person

and

- b) the reporting procedure for dealing with the employee.

The safety of the child/young person is the FYC's priority and all necessary measures will be taken to ensure their safety and well-being. Any measure taken will be proportionate to the level of risk.

In the case of the allegation being made against a FYC Leader/Member, two separate personnel will be appointed to 1) liaise with the child/young person and 2) the person whom the allegation is made against.

1.

- The FYC Child Protection Officer/DLP, in conjunction with Irish Dominican Province DLP, will establish if there are reasonable grounds for concern.
- If there are reasonable grounds for concern a formal report will be made to the statutory authorities.
- The FYC Child Protection Officer/DLP may wish to contact *Tusla*, Child & Family Agency for advice at any time during this process.
- They will have responsibility for ensuring and following the reporting procedure in respect of the child/young person.
- Parents, carers and/or guardian of the child/young person will be informed of the allegation, concern or disclosure unless doing so is likely to endanger the child/young person.

2.

- The President, in conjunction with the Prior of St. Malachy's will have responsibility to respond to the FYC Leader/Committee member against whom an allegation has been made.
- They will ensure that no other child/young person/s are at risk during this period and will inform other relevant agencies as appropriate.
- The President may wish to contact *Tusla*, Child & Family Agency for advice at any time during this process.
- If a formal report is being made to *Tusla*/Gardai, the President will notify the FYC Leader that an allegation has been made against them and the nature of the allegation.
- The FYC will work in close co-operation with An Garda Síochána, *Tusla*, Child & Family Agency, and any decisions on action to be taken concerning the FYC Leader will be taken in consultation with these agencies.
- The FYC Leader/Member whom the allegation has been made against has a right to respond to this and his/her response should be documented and retained.
- The FYC will ensure that the principle of 'natural justice' will apply whereby a person is considered innocent until proven otherwise.
- The person against whom the allegation is made against will be offered support during the period of assessment and follow up.
- The President will provide advice on how to access relevant support services in conjunction with the DLP for the Dominican Province.
- If an allegation of abuse is made in relation to the President, the Vice President will deal with all aspects relating to the allegation in conjunction with the DLP for the Irish Dominican Province.
- If an allegation of abuse is made in relation to the Vice President, the President, will deal with all aspects relating to the allegation in conjunction with the DLP for the Irish Dominican Province.

The measures which can be taken to ensure the safety of a child/young people may include the following:

- Suspension from duties as a Leader.
- The re-assignment of duties where the person will not have contact with children/young people.
- Working under supervision during the period of the investigation or other measures as deemed appropriate.

Record Keeping (see *Appendix 4 Recording*).

Peer Abuse

There may be situations when abuse is alleged to have been carried out by another child/young person. This is considered a child safeguarding issue for both children/young person. It is therefore important to follow the reporting procedure for both the victim and the child/young person allegedly displaying the harmful behaviour.

1.8

Response to Other Concerns

The Dominican Province of Ireland is committed to ensuring the safety and welfare of all children/young people with whom we work. We also aim to ensure that children/young people have a positive and enjoyable experience when attending the FYC.

Complaints regarding the safety and welfare of children/young people should be directed to the FYC DLP. All other complaints should be directed to the President. If day to day complaints or concerns arise which are not child protection concerns, the following procedures must take place:

- All complaints must be listened to and responded promptly and fairly with all parties.
- Any complaint, made by a FYC Member, apart from a child protection concern, against another FYC Member may be dealt with by the supervising FYC Leader at the time of complaint. However, it must always be reported to the President or Vice President in his/her absence.
- Any complaint made by a child/young person's parent, carer and/or guardian should be responded to by the FYC President and/or Prior, without delay.
- Any complaint made by a FYC Leader concerning another FYC Leader, must be reported to the President. The Leader will report it without delay to the President or Vice President in his/her absence and also to the Prior.
- If a formal complaint is made against a FYC Leader, it must be put in writing and submitted to the FYC President. The President will initially adjudicate on the matter and make every effort to resolve it. However, in the event the complaint is not addressed to the complainant's satisfaction, the matter will then be brought to the attention of the Prior of St. Malachy's.
- If a formal complaint is made, the rights of the FYC Leader and parents, carer and/or guardian must always be respected.

Complaints Procedure

The complaints procedure aims to cover a situation which may arise, when children/young people or their parents, carers and/or guardians are not happy with the way their children/young people were treated while they attended as members of the FYC.

Who can make a complaint?

Complaints can be made by:

- Children/young people involved with FYC.
- Parents, carers and/or guardians.
- FYC Leaders working with children/young people.
- Other advocates on behalf of children/young people.

Information to be provided

Complaints can be made verbally or in writing.

By providing the following information you can help to speed up the investigation of your complaint:

- The name and address of the child/young person affected.
- If the complaint is being made by a parent, carer and/or guardian and/or other adult, the name and address of the parent, carer and/or guardian and/or another adult.
- Detail clearly what the child/young person is dissatisfied with.
- The name of the person dealing with the complaint.
- If the complaint is complex, it may be appropriate to put it in writing so that no important detail is overlooked.
- Remember to send copies of all relevant documentation/correspondence you may have to the President or Vice President in his absence.
- If the person making the complaint has special needs that may affect your ability to make a complaint, please advise, at the earliest opportunity, and the FYC President will make every effort to provide assistance.
- The FYC President will respond to the complaint properly, fairly and impartially and in the best interests of the child/young person.
- The making of a complaint will have no impact on the FYC's interaction/dealings with the person making the complaint.

1.9

Policy on Information Sharing/Confidentiality

The FYC is committed to storing and securing any personal information about any child/young person who registers as a FYC Member confidential. This information will be stored in a locked filing cabinet in a locked room the FYC. All confidential information about children/young people will be stored securely in accordance with data protection requirements.

The only exception to this is when a child protection concern arises and in this situation, information will be shared with the relevant statutory authorities, Tusla, Child and Family Agency and/or An Garda Síochána in the best interest of the child/young person and on a “need to know” basis. The sharing of such information is not considered to be a breach of confidentiality.

No undertakings regarding confidentiality (keeping secrets) can ever be given by FYC Committee Members/Leaders when considering child protection and safeguarding matters.

It is important to explain to the child/young person why such information cannot be kept secret, but that information will only be shared on a “need to know” basis.

Parents, carers and/or guardians, children and young people have a right to know if personal information is being shared, unless doing so could put them at further risk.

1.10

Conclusion

The fundamental purpose and/or mission for the FYC is first and foremost a place for children and young people to grow in their faith and to develop their human and personal skills, with this being achieved in the setting of a vibrant, active youth club, where they can feel safe and secure. It is the hope of all involved in the management and running of the FYC that everyone involved experiences it as such a place. However, the main beneficiaries must always be the Members, i.e. children and young people.

This handbook demonstrates the commitment of the Irish Dominican Province to ensuring that the FYC is a safe environment for children/young people and all associated with the FYC, who are visiting, participating and/or attending FYC activities or events.

Appendix 1

Definitions of Abuse

Definition and Recognition of Child Abuse

The term ‘child’ means a person under the age of 18 years, excluding a person who is or has been married.

Republic of Ireland (Children First Guidance, 2017)

Physical Abuse is when someone deliberately hurts a child physically or puts them at risk of being physically hurt. It may occur as a single incident or as a pattern of incidents. A reasonable concern exists where the child’s health and/ or development is, may be, or has been damaged as a result of suspected physical abuse.

Examples

Severe physical punishment	Beating, slapping, hitting or kicking.
Pushing, shaking or throwing	Pinching, biting, choking or hair-pulling
Observing violence. Use of excessive force in handling	Deliberate poisoning.
Suffocation	Female genital mutilation
Fabricated/induced illness	Allowing or creating a substantial risk of significant harm to a child

The Children First Act 2015 includes a provision that abolishes the common law defence of reasonable chastisement in court proceedings. This defence could previously be invoked by a parent or other person in authority who physically disciplined a child. The change in the legislation now means that in prosecutions relating to assault or physical cruelty, a person who administers such punishment to a child cannot rely on the defence of reasonable chastisement in the legal proceedings. The result of this is that the protections in law relating to assault now apply to a child in the same way as they do to an adult.

Emotional Abuse is the systematic emotional or psychological ill-treatment of a child as part of the overall relationship between a caregiver and a child. Once-off and occasional difficulties between a parent/carer and child are not considered emotional abuse. Abuse occurs when a child’s basic need for attention, affection, approval, consistency and security are not met, due to incapacity or indifference from their parent or caregiver.

Emotional abuse can also occur when adults responsible for taking care of children are unaware of and unable (for a range of reasons) to meet their children’s emotional and developmental needs. Emotional abuse is not easy to recognise because the effects are not easily seen. A reasonable concern for the child’s welfare would exist when the

behaviour becomes typical of the relationship between the child and the parent or carer. Emotional abuse may be seen in some of the following ways:

Examples

Rejection. Lack of attachment	Emotional unavailability of the child’s parent/carer
Unresponsiveness of the parent/carer. Lack of comfort and love.	Use of unreasonable or harsh disciplinary measures
Conditional parenting in which the level of care shown to a child is made contingent on his/her behaviour or actions.	Premature imposition of responsibility on the child. Lack of continuity of care (e.g. frequent moves, particularly unplanned)
Under or over-protection of the child. Continuous lack of praise and encouragement	Exposure to domestic violence. Persistent criticism, sarcasm, hostility or blaming of the child

There may be no physical signs of emotional abuse unless it occurs with another type of abuse. A child may show signs of emotional abuse through their actions or emotions in several ways. These include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, risk taking and aggressive behaviour. It should be noted that no one indicator is conclusive evidence of emotional abuse. Emotional abuse is more likely to impact negatively on a child where it is persistent over time and where there is a lack of other protective factors.

Sexual Abuse occurs when a child is used by another person for his or her gratification or arousal, or for that of others. It includes the child being involved in sexual acts (masturbation, fondling, oral or penetrative sex) or exposing the child to sexual activity directly or through pornography.

Child sexual abuse may cover a wide spectrum of abusive activities. It rarely involves just a single incident and, in some instances, occurs over a number of years. Child sexual abuse most commonly happens within the family, including older siblings and extended family members.

Cases of sexual abuse mainly come to light through disclosure by the child or his or her siblings/friends, from the suspicions of an adult, and/or by physical symptoms. It should be remembered that sexual activity involving a young person may be sexual abuse even if the young person concerned does not themselves recognise it as abusive.

Examples

<p>Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child.</p> <p>Any sexual act intentionally performed in the presence of a child</p>	<p>Intentional touching or molesting of the body of a child for sexual arousal or gratification</p>
<p>Masturbation in the presence of the child or the involvement of the child in the act</p>	<p>Sexual exploitation of the child, including encouraging the child to solicit for sexual acts, recording images for the purpose of sexual arousal or gratification</p>
<p>Sexual intercourse (oral, vaginal, anal).</p> <p>An invitation to sexual touching or intentional touching or molesting of a child's body whether by a person or object for the purpose of sexual arousal or gratification.</p>	<p>Inviting, inducing or coercing a child to engage in prostitution or the production of child pornography [for example, exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, videotape or other media) or the manipulation, for those purposes, of an image by computer or other means</p>

Child pornography

The Child Trafficking and Pornography Act 1998, which is amended by Section 6 of the Criminal Law (Sexual Offences) (Amendment) Act 2007, makes it an offence to possess, produce, distribute, print or publish child pornography. Additionally, across the Catholic Church in Ireland, canon law includes the possession of, or downloading from the internet of, paedophilic pornography as a grave delict.

Note: In relation to child sexual abuse, it should be noted that, in the Republic of Ireland, for the purposes of the criminal law, the age of consent for sexual intercourse is 17 years. This means, for example, that sexual intercourse between a 16-year-old girl and her 17-year-old boyfriend is illegal, although it might not be regarded as constituting child sexual abuse.

Neglect occurs when a child does not receive adequate care or supervision to the extent that the child is harmed physically or developmentally. It is generally defined in terms of an omission of care, where a child's health, development or welfare is impaired by being deprived of food, clothing, warmth, hygiene, medical care, intellectual stimulation or supervision and safety. Emotional neglect may also lead to the child having attachment difficulties. The extent of the damage to the child's health, development or welfare is influenced by a range of factors. These factors include the

extent, if any, of positive influence in the child’s life as well as the age of the child and the frequency and consistency of neglect.

Neglect is associated with poverty but not necessarily caused by it. It is strongly linked to parental substance misuse, domestic violence, and parental mental illness and disability. A reasonable concern for the child’s welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once.

Examples

Children being left alone without adequate care and supervision	Malnourishment, lacking food, unsuitable food or erratic feeding
Non-organic failure to thrive, i.e. a child not gaining weight due not only to malnutrition but also emotional deprivation	Failure to provide adequate care for the child’s medical and developmental needs, including intellectual stimulation
Unhygienic conditions	Inadequate living conditions
Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child’s age	Inattention to basic hygiene
Persistent failure to attend school	Abandonment or desertion

Peer Abuse:

(As defined in Children First 2015)

In a situation where child abuse is alleged to have been carried out by another child, the child protection procedures should be adhered to for both the victim and the alleged abuser; that is, it should be considered a child care and protection issue for both children. All abusers must be held accountable for their behaviour and work must be done to ensure that abusers take responsibility for their behaviour and acknowledge that the behaviour is unacceptable. If there is any conflict of interest between the welfare of the alleged abuser and the victim, the victim's welfare is of paramount importance. Abusive behaviour which is perpetrated by children must be taken seriously and it is important that such cases are reported.

Bullying:

(As defined in Children First 2015)

Bullying can be defined as repeated aggression be it verbal, psychological or physical which is conducted by an individual or group against others. It is behaviour which is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools. It includes behaviours such as teasing, taunting, threatening, hitting or extortion by one or more children against a victim. The more

extreme forms of bullying behaviour, when perpetrated by adults rather than children, would be regarded as physical or emotional abuse.

- The following is a list of examples of bullying – but it is not an exhaustive list.
- Name calling
- Fighting/kicking/punching/hair pulling
- Making suggestive/sarcastic comments
- Intimidation
- Threatening
- Ignoring/excluding
- Damaging property
- Spreading rumours
- Sending abusive text messages
- Racial ethnic or cultural comments

Appendix 2

Responding to Disclosure/s of Child Abuse

Children/young people may tell an adult whom they trust that they are being abused. This happens for many reasons but the important thing to remember is that if they do tell, they are doing so in the hope that the abuse will be stopped. This is true even if the child/young person asks that nothing be done with the information.

In responding to a *Disclosure...*

DO:

- ❖ Stay calm and listen to the child/young person.
- ❖ Allow him/her enough time to say what s/he needs to say, to continue at his/her own pace.
- ❖ Where a child/young person is distressed, be supportive and compassionate toward the young person to help them to calm down.
- ❖ Reassure the child/young person that it was the right thing to do i.e. to say what they had to say
- ❖ Check with the child/young person to make sure that you have understood what they actually said.
- ❖ Tell the child/young person what will happen next i.e. that the relevant person's will be informed for the child/young person's support.
- ❖ Take notes as soon as this is appropriate/possible making efforts to remember the exact words used by the child/young person.
- ❖ Include your opinion as to the demeanour and emotional state of the child/young person in these notes.
- ❖ Tell the child/young person that they will be kept up to date about what is happening.
- ❖ Be aware that a person's ability to recount his or her concern or allegation will depend on age, culture, nationality and upon any disability which may affect use of language and range of vocabulary.

Reassure the child/young person that, in disclosing the abuse, they have done the right thing. If a child/young person tells you about abuse it is important that you: **Listen, Record and Report.**

DO NOT:

- ❖ Make promises that cannot be kept, particularly a promise to keep a disclosure secret.
- ❖ Suggest words but use theirs.
- ❖ Use leading questions, make suggestions or prompt details.
- ❖ Stop the child/young person recalling significant events.
- ❖ Ask for further details or press the child/young person for more information.
- ❖ Make the child/young person repeat the details unnecessarily.
- ❖ Make promises that they may not be able to keep.

- ❖ Express opinions about the child or members of his or her family.
- ❖ Make assumptions or speculate
- ❖ Disclose details of the allegation to anyone else, even if the allegations involve them in any way.

Report the child/young person's disclosure to the FYC DLP. If the disclosure in any way involves the FYC DLP, then seek advice from the FYC President, Dominican Spiritual Director/Dominican DLP.

If/when a Leader receives a disclosure, the FYC Child Protection Officer/DLP will support the Leader in carrying out the following tasks:

- Reminding him/her of the reporting procedures.
- Meeting with the FYC Child Protection Officer/DLP.
- Support him/her in making a report to Tusla/An Garda Síochána as relevant and/or required.
- Covering tasks, as required and/or relevant at the time, for the Leader who receives the disclosure and/or writes his/her report.
- Providing ongoing support as relevant and/or required, after the notes and report has been completed.

Listening to a person who admits abusing a child/young person

It is necessary to tell a person who admits an offence against a child/young person that such information cannot be kept confidential. If such an admission is made where the admission relates to something which happened some time previously, you must refer the matter to the FYC Child Protection Officer/DLP without delay, who will follow the procedures for referral to the Tusla, Child and Family Agency, or An Garda Síochána/PSNI.

Guidance on how to respond to people making an allegation

It is often very difficult for people to talk about abuse, so it is important to make sure that you are patient, listen carefully and actively, and create a safe environment in which they feel able to tell you as much as they can remember. This will help those people whose responsibility it is to investigate the incident(s) do so as thoroughly as possible.

Appendix 3

Complaints Form



If complaints arise during an FYC related activity (with the exception of complaints about child safeguarding issues) attempts should be made to resolve them by discussion between the parties involved. If this is not possible, this form should be completed and sent to the President, Vice President in his/her absence.

Name: _____

Address: _____

Email: _____

Telephone number: _____

Details of complaint (continue on separate sheet if necessary):

Signature: _____

Date: _____

Action to be taken & by whom:

Signature of FYC Official: _____

Date: _____

Appendix 4

Record Keeping

The FYC Child Protection Officer/DLP is responsible for maintaining all records as detailed below and/or relating to child protection matters:

- Any complaint/s about the safety and welfare of children/young people whilst attending the FYC.
 - The names and addresses of all campers and leaders using the camp
 - Any disclosures, concerns or allegations of child abuse.
 - The follow up to any complaints, disclosure, concerns or allegations, including informal advice from *Tusla*, Child & Family Agency, *An Garda Siochana* and informing parents/guardians.
 - Any bullying complaints related to the FYC work with children/young people and any follow up action.
 - Signed acceptance forms of FYC Child Safeguarding Policy and Procedure Document by leaders.
-
- Records should be factual, succinct and proportionate and include details of contacts, consultation and any action taken.
 - Records should be dated and signed.
 - Where possible, notes should be recorded contemporaneously or on the day that the action took place.
 - The FYC is committed to sharing information and records with the statutory authorities for the protection and welfare of children.
 - Records are secured and stored initially in a locked filing cabinet in a locked Office in the FYC Hall. The FYC President and Child Protection Officer/DLP are the only personnel to have access to these records.
 - Records will only be used for the purpose for which they were intended.
 - Records will only be shared on a “need to know” basis”.
 - Records will be held in perpetuity.

Appendix 5

Leader Charter



The aim of the Leader Charter is:

- To inform all leaders involved in the operation of FYC about their rights and responsibilities.
- To list the rights and responsibilities of the FYC as an organisation.
- To inform parties about aspects of volunteer leadership within the FYC.

FYC Statement to Volunteering

The Leader Charter outlines the values and principles which are fundamental to the FYC and the young people who volunteer as leaders. The FYC is committed to involving young people in the decision-making of the organisation and becoming active citizens in their community.

Benefits to Volunteering with the FYC

The opportunity to be a leader with the FYC can be a rewarding experience. It demonstrates confidence in the young person by the leadership team and that they can complete the duties of a leader. There are a number of benefits in becoming a leader as follows:

- **GET RESULTS** - Volunteering can make a real difference to the lives of the members, leaders, Dominicans and the community. As a FYC leader, you will get immense satisfaction at seeing the results of your hard work.
- **MEET NEW FRIENDS** - Getting involved with the FYC will allow you to meet new people and make friends.
- **TAKE ON A CHALLENGE** - Getting involved in something new can be a real challenge. Volunteering with the FYC can help you achieve personal goals, develop new skills and show your talents.
- **ENJOYING YOURSELF** – FYC volunteers really enjoy what they do.
- **IMPROVE YOUR HEALTH** - Volunteering with the FYC exercises both the mind and the body.
- **DEVELOP NEW SKILLS** – The FYC provides opportunities and training for young people to learn and practice the skills needed in different professional roles such as organising, planning, communicating etc.
- **CONFIDENCE** – The FYC promotes confidence and self-esteem in young people.
- **BE PART OF SOMETHING BIGGER** - Volunteering with the FYC allows you to play a part in your local community. It provides a safe environment for young people to learn about and how to deal with responsibility.

The FYC holds their volunteers to a high standard of leadership. However, the following are behaviours that demonstrate poor leadership:

- Taking advantage of the responsibility you have been given.
- Conducting any action that contradicts the values of the FYC.
- Using the club as a vehicle for your own personal gain.
- Diminishing the experience of the FYC for others.
- Reserving admission for a select group of people.
- Underestimating young people's capabilities and levels of interest in the FYC.

Rights and Responsibilities of FYC Leaders

Both the FYC and the leader have a duty to provide a safe and enjoyable environment for all participants of the FYC to grow in the values of the FYC, as set out in its mission statement. Both the leaders and the FYC have rights and responsibilities as follows:

Leader Rights

- To be given meaningful work to do.
- To know what is expected from them.
- To be offered appropriate training.
- To be thanked and have their voluntary contribution recognized.
- To receive supervision and support.
- To enjoy their experience with the FYC.
- To know who to go to if there is a problem.
- To be reimbursed for out-of-pocket expenses incurred when volunteering.
- To make mistakes and learn from them.
- To be made aware of the structure, policies and procedures of the FYC.
- To be treated fairly.
- To appeal any decision to the President.
- To have safe working conditions, including insurance cover.
- To be given an opportunity to play an active part in the organisation as a whole.

Leader Responsibilities

- To respect the values and aims of the FYC.
- To abide by the rules and policies of the FYC.
- To be committed and punctual.
- To be reliable and give the FYC sufficient notice if unable to turn up.
- To keep up to date with FYC news and events and inform the FYC if you are having difficulty accessing this information.
- To communicate their availability when asked.
- To attend essential training and support sessions.
- To undertake the work to a high standard.
- To prioritise safety at all times.
- To be honest if there are problems.

- To respect confidentiality.
- To leave when no longer enjoying the volunteering experience or when unable to meet the required level of commitment.

FYC Rights

- To look for certain qualities and skills in leaders.
- To draw up a volunteer agreement.
- To require that tasks are done in a satisfactory way.
- To expect commitment, reliability and punctuality.
- To expect communication when required from leaders.
- To expect leaders to provide feedback on and input into FYC matters.
- To set a high standard of leadership for volunteers to abide by.
- To deal with disciplinary and grievance matters.
- To evaluate the performance of a leader.

FYC Responsibilities

- To have policies and procedures for leaders.
- To define clear, meaningful roles for leaders.
- To ensure all leaders have access to all relevant information regarding the FYC.
- To provide training and support where necessary.
- To express thanks and to value leaders.
- To provide care for the leader group.
- To supervise and monitor the activities of the leaders.
- To provide a safe working environment.
- To reimburse out-of-pocket expenses.
- To inform leaders of any legal liabilities.
- To provide adequate insurance cover.

Appendix 6

Leader Declaration Form



FRIARY YOUTH CLUB

Declaration Form for all Persons working with Children and Young People [Confidential]

The welfare of children/young people is paramount consideration for the Dominican Province of Ireland. Therefore, it is essential that everyone volunteering with the FYC, signs this form and commits to complying with the *Child Safeguarding Statement* of the Dominican Province of Ireland.

1. Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a *Caution* or of a *Bound Over Order* in this jurisdiction or any other?

Yes _____ No _____

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

2. Is there any reason that you would be considered unsuitable to have direct or indirect contact with children or vulnerable adults?

Yes _____ No _____

If yes, please give details:

3. Have you ever been the subject of disciplinary procedures and/or been asked to leave employment (paid or voluntary) due to inappropriate behaviour towards a child/young person?

Yes _____ No _____

If yes, please give details, including date(s):

DECLARATION

1. *I have read the FYC Leader Handbook and I understand the roles and responsibilities that are associated with being a leader in the FYC.*
2. *I understand that this document is a volunteer agreement between myself and the FYC, which can be ended by either party at any time.*
3. *I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my position in the Friary Youth Club without notice.*
4. *I acknowledge that any ministry with children/young people requires Vetting and Training.*
5. *I undertake to report all safeguarding concerns that come to my attention to the DLP.*
6. *I understand that the information contained in this Leader Declaration Form will be kept securely by the Prior of St.Malachy's Priory, Dundalk.*

Print Name: _____

Signature: _____

Date: _____

Appendix 7

FYC Minor Leader Consent Form



Under Irish law a minor is described as an individual under the age of 18 years. As the below named applicant will not have reached the age 18 by the start of the Friary Youth Clubs (FYC) programme, it is essential to the FYC to ensure you the parent/guardian understand the duties and role of the leader in the FYC and give your consent to the above named applicant to become a leader with the FYC and commence training (pending interview and Garda vetting)

Roles and responsibilities

The primary responsibility of a youth leader is to ensure safety of all young people in their care. FYC youth leaders work in a team of approximately 50 other leaders and assist in the organisation of the club by collecting membership money, liaising with parents/guardians, preparing activities, and supervising children. All leaders are also expected to take part in several preparation meetings and training sessions.

The majority of FYC leaders are over 18 years of age. However, each year a small number of minor leaders are brought into the group, to develop and grow within the group. While this confers a justifiable level of trust and responsibility on the new leaders, the FYC has an obligation to minor leaders with regard to their safety, protection, etc. In certain circumstances this means that the **Leadership Team will be working alongside** leaders who are under 18 years.

FYC Policy and Procedures

Leaders are required to know and adhere to the FYC Leader Handbook and to the FYC Child Safeguarding Policy and Procedure Handbook in accordance with legislation and best practice.

As part of this leaders under 18 years may be involved in training and/or discussions concerning general child protection matters/appropriate and inappropriate sexual activities and the FYC require parental/guardian consent prior to involving the their child/named applicant in such discussions and training sessions.

Social activity within the leader group

As with any team-based project, it is important that leaders build up friendships and a good working relationship with each other. However, the FYC as an organization cannot be held responsible for events or activities that involve leaders outside of official FYC events.

Relationships within the FYC

Parents/guardians should note that any relationships that develop within the FYC that contradict the policy and procedures detailed in the Leader Handbook and/or against the law, will be dealt with on a case by case basis. In some cases, parents/guardians and/or the Gardaí may need to be notified if a child protection and/or illegal sexual activity is brought to the attention of the FYC Committee/Child Protection Officer/Designated Liaison Person.

Planning and organization

The FYC use social media sites and instant messaging apps to plan and organize events between leaders and campers in regions all over Ireland. In a situation where this involves an adult leader having contact with a minor, the FYC needs the consent of parents/guardians for any leader under 18 years, prior to being involved in the communication.

DECLARATION:

- 1. I have read the FYC Leader Handbook and the FYC Child Safeguarding Policy and Procedure Handbook.*
- 2. I understand the roles and responsibilities that are associated with being a leader in the FYC.*
- 3. I understand that this document is a volunteer agreement between myself, my child and the FYC, which can be ended by either party at any time.*

I hereby give consent for my child to participate in the FYC and/or related training, discussions as a youth leader.

PRINT NAME OF MINOR LEADER: _____

PRINT NAME OF PARENT/GUARDIAN: _____

RELATIONSHIP TO LEADER: _____

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____

Appendix 8

Friary Youth Club Membership Form



Please complete form using **BLOCK CAPITALS**

FRIARY YOUTH CLUB (FYC)

www.friaryyouthclub.com

@FriaryYouthClubDundalk

@FYCDundalk5

Member Details	Parent/Guardian Details
Name: _____	Name: _____
D.O.B: ____/____/____ Age: ____	Relationship: _____
Sex: Male ____ Female ____	Phone: _____
Address: _____ _____ _____ _____ _____	Address: _____ _____ _____ _____
	Email: _____

If your child has any medical condition or allergy that you feel we should be aware of, please attach a note addressed to the “President” and marked “Private”. (Note Attached)

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____

NOTE TO PARENT/GUARDIAN:

Please read through the following **Code of Behaviour** with your child

Every member of the FYC must adhere to the club’s rules and standards. These rules extend to day trips, summer events, and/or any activity outside of the Friary Youth Centre where the Friary Youth Club is participating.

- In order to assure a high level of safety, the Leaders are to be obeyed at all times.

- Bullying and Intimidation (physical, emotional, or any other kind) will not be tolerated.
- Knives and/or any such implements are forbidden in the FYC.
- No member is permitted to leave the Friary Youth Hall/Centre without parental/guardian consent and without first informing the President and/or the Vice-President in their absence).
- Drugs, Alcohol and Smoking are strictly forbidden in the FYC.
- Anyone damaging the FYC's property will be expelled from the FYC.
- On no account are male members to enter the female member dressing room, or vice versa.
- No jumping over the barriers - proper entrances/exits must be used.
- Members are not to loiter/hang around the Youth Centre once the FYC is over. Unless being collected, they must go straight home.
- The use of bad language will not be tolerated.
- Every member has the right to appeal a Leader's decision to the President.
- Any member who misses four consecutive nights of the FYC without due reason shall be considered as having left.
- In accordance with the FYC Internet/Social Media Policy, members and Leaders are not to be in contact through any social network media platform e.g. Facebook, Twitter, Snapchat etc.
- The FYC cannot be held liable for any personal items that are lost, stolen or damaged during the FYC.

The Friary Youth Club (FYC) adheres to the highest standards and best practice guidelines in relation to multimedia content. The FYC have strict policies on internet use; electronic communication; mobile phone use and the use of imagery in an appropriate manner.

By signing this form, you hereby give the FYC permission to use any still and/or moving image, be it video-footage, photographs and/or frames and/or audio footage depicting the child named above, taken by a voluntary leader on behalf of the Friary Youth Club.

Please let the President and/or a Leader know if you wish for your child to be excluded from this activity.

Appendix 9

Supervision of Young People

The safety of children and young people in the FYC is primarily the duty of the leader group. Consequently, a major part of the role of a leader is the supervision of members.

Supervision of all FYC members is as follows.

<p>General Hall Supervision</p>	<ul style="list-style-type: none"> • The hall/centre in its entirety e.g. main floor, bathrooms, changing rooms, games room, entrances/exits. • For general hall supervision, the supervision ratio is: • One adult for 10 minors. • Leaders should pay particular attention to the smaller areas of the hall e.g., bathrooms, changing rooms, games room, entrances/exits ensuring not to be left alone with a member and ensuring an over 18 leader is present also.
<p>Outside Supervision</p>	<ul style="list-style-type: none"> • Surrounding outside areas of the hall/centre e.g. car parks, school yard, main road. • For all activities which takes place outside of the FYC Centre, the supervision ratio is: • One adult for 8 minors. • When taking a group outside the FYC, the President should be informed as to who is going, where, and expected return time.
<p>Summer Events/Day Trip Supervision</p>	<ul style="list-style-type: none"> • Any event which involves the FYC leaving the normal activities of the FYC. • For all Day Trips or Summer Events, the supervision ratio is: • One adult for 8 minors. • Members will also be allocated into groups with specific leaders; these leaders must supervise their group at all times. • Members must have separate parental consent forms for any day trips/ summer events. • When attending the premises of any other party or using their facilities, the FYC must show respect and due care towards these parties If participating in water sports/gymnastics and/or playing from heights is part of the trip, the FYC leaders and members must adhere to the assigned supervisors at all times.

<p>Bus Travel</p>	<ul style="list-style-type: none"> • Travelling between destinations with members. • Travelling on day trips can involved a long journey However, the policies of the FYC apply while travelling and/or when hiring bus providers to transport people to/from the FYC. It is important to remember that you are representing the FYC and yourself and the property of the others must be respected at all times. • The bus trips provide the leaders with an opportunity chance to spend time with the members and get to know them. It can also allow for activities to be planned and members to sign up to the various activities. • Leaders should be seated in such a way as to provide the necessary supervision throughout the bus and to ensure they are adhering to the FYC rules and any relevant legislation.
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Other

If someone presents inside the FYC that you do not recognise, it is important to clarify who they are and what their purpose is, for example, a parent arriving to collect a child or a plumber going about their business. If you are not satisfied with their explanation, ask the leader in charge for further clarification.

Appendix 10

Medical/Medication Matters

Medical matters

All parents, carers and/or guardians are required to complete a FYC consent form prior to their child becoming a member of the FYC. (See Appendix 8)

Medication

- All medication must be locked securely in the medical room i.e. the office.
- Medication will only be dispensed by the delegated leader with the consent of the parent/carer/guardian.
- All medication dispensed will be recorded in the First Aid/medical log book.
- All medical incidents are logged in the First Aid Log located in the medical room.
- In some cases, a member may not need medical attention, but the leader delegated to such incidents, for example to assist with a i.e. nose bleeds, shortness of breath, must log this information and inform parents/carer/guardians as soon as possible as they may be symptoms of a much larger issue.

Confidentiality re medical information

In order to respond to a medical event, parents, carers and/or guardians are asked to provide all relevant information in written form to the President. However, it is important to note that all medical information relating to any individual attending the FYC is kept private.

You must not pass on/discuss this information with any other individual/s, except when it is necessary to do so, for the safety and health of the child/young person.

First Aid

First Aid is an important skill for a youth worker to have. Injuries may happen when young people are involved in sporting activities, as part of FYC events/activities. It will be the role of a leader to respond to/treat any such injuries, which may be minor and easily treated. Only leaders who have a first aid qualification will administer/respond to such injuries.

Protocol for responding to an injury as follows:

- If there is an injury, stop the play/activity immediately.
- Ensure the injured party is at not in immediate harm and/or at further risk.
- Assist the member to the medical room, if appropriate to do move and/or if the injury permits.
- Identify the leader who has first aid experience.
- Stay with the injured party and be present to any treatment which has to be administered.

- The Leader with first aid experience must complete a First Aid incident report without delay and this report is stored securely in the first aid file in the FYC Office.

Hospital visits

Incidents may arise where an ambulance has to be called and a member requires hospital care/follow up. The members' parents/carer/and/or guardian are contacted immediately but if they are unable to get to the location without delay, the FYC leaders will be required to take and/or accompany the member to the nearest hospital.

Three leaders, over 18 years, are asked to accompany the member, a driver and another two leaders, to ensure there is adequate supervision particularly if two leaders are required to travel with the member in an ambulance. If possible, it would be desirable if another member also attends, preferably a sibling and/or a friend of the member, particularly if the member is nervous and/or unconscious.

The leader/s must ensure the following:

- a) To contact the parents/, carers/and/or guardians as soon as possible following the injury to the child/young person.
- b) The priority of the FYC is to bring the Member to a local GP surgery and/or hospital as soon as possible.
- c) To have a copy of the Member(s) FYC application form to hand for relevant contact details/medical details.
- d) If there is sufficient time available, to access money from the FYC's accounts for any emergency, for example to purchase food, petrol, phone credit. If no opportunity is available to access monies, to advise hospital staff.
- e) Hospital Accident and Emergency Departments at night time can be a busy and challenging environment so it is important for all Leader/s present and/or waiting on a Member to be attended to, to remain vigilant. If a Leader is feeling tired/distressed/upset, they should contact the FYC President and a replacement Leader will be provided.
- f) When leaving a GP surgery and/or hospital following an incident involving a Member, it is possible that a member will require medication, and/or a letter with advice from the GP. It is essential that the leader gives this information to the parents, carer and/or guardians of the Member without delay, if they have not been able to be present at the time of presentation at the GP surgery and/or hospital.
- g) The Leaders are free to leave the GP surgery/hospital as soon as a parent, carer and/or guardian arrive and is fully informed and briefed of the situation. The President and/or a Leader will follow up with a phone call to the parent, carer and/or guardians of the Member to check in about their recovery.

Background

FYC Leaders will be aware and understand that certain behaviours are expected from them while involved in the FYC. However, it may be more challenging to understand why a similar behaviour may at times be expected from them when not in the club.

Trust extended to a leader of the FYC concerning their membership, extends beyond the confines of the Club and/or outside the duration of time spent within the Club. The Club has a responsibility to ensure a leader is provided with guidance and recommendations concerning the impact of a leader/s social media behaviour and their responsibilities to behave appropriately on line.

It is important to note that as well as behaving in an appropriate manner towards members, there must also be a clear perception of appropriate behaviour to prevent parents/carers and/or guardians, members or others from misinterpreting a comment/post on line.

It is important to remember that at all times a FYC member will most likely refer to you as “a leader from the youth club/FYC” to their parent/carers and/or guardian.

Risks of inappropriate use of the internet

Almost all members today have a mobile phone, and/or daily access to the internet. Risks to members (and leaders) of inappropriate use of the internet include the following:

- Exposure to illegal or harmful material.
- Exposure to material they are not emotionally prepared for, or not of a suitable age.
- Injury to human dignity (racial discrimination, bullying).
- Being monitored online with tools such as instant messaging etc.
- Receiving unsolicited messages.
- Unauthorised distribution of copyright material (music, video).
- Encouraged into a physical meeting.

The representation of FYC on social networking sites can have a positive or negative impact on the organisation. The FYC can be represented through pictures, video clips, audio clips or anything categorised as ‘multimedia content’. In relation to a personal site or personal profiles, multimedia content should adhere to the following:

- Do not post pictures of any person partially or fully naked.
- Do not show /depict any person in a degrading manner.
- Do not shows leader/s, other adults behaving in a manner which would be inappropriate for members to view, for example, leaders celebrating in a pub, or party.

- In all cases, if any individual requests the removal of a picture/video/audio material which involves them, this should be facilitated immediately.
- If a Leaders' personal site makes a reference to the FYC, has links to and/or contains pictures of the FYC, and your friends are also FYC participants, a Leader needs to apply the same code of conduct as section 4.7.2
- The FYC should not be represented through multimedia or conversations which are contrary to FYC polices.

Public representation of the FYC

The public representation of the FYC can be reflected in a positive or negative manner.

The following is the official website for the FYC: www.friaryyouthclub.com - no other website can be created, which purports to be an official, unofficial or affiliate site of the FYC, without the consent of the Spiritual Director/President.

A website is a portal to a view of a place/organization and how you represent the Club on your personal profile, will reflect an image of the Club.

A positive example of a public profile as follows:

- *“The FYC is a charity project, run by the Dominican Order, where children/young people come to spend time in a safe environment, and learn to grow, develop and learn.*
- *The FYC believes in the unique potential of each individual and applies a non-discriminatory policy and care for all young people on all projects and activities.”*

A negative example of a public profile as follows.

- Pictures of leaders in a public house, with drinks in their hand and wearing the FYC red jumpers.
- An implication that it is acceptable behaviour for leaders and minors to be talking about sex, hangovers, relationships, i.e. who's going out with who' within FYC leaders.

Rules for leader behaviour online

The FYC's definition of internet behaviour includes but is not limited to social networking, blogging and instant messaging.

It is recommended that all leaders ensure that their profiles are on a private setting if possible. It is also recommended that leaders read the privacy policy of websites and make use of the protection features that are available.

A guiding principle for social networking sites is to “stay in control”, of your profile, your contacts, your personal pictures and who can access and/or view you.

If a leader has personal profiles on the internet regardless whether the settings are on private or public, the following rules must be adhered to.

- Leaders must not accept friend requests from members.
- Leaders must use appropriate language online, which includes for example, emoji's, meme's.
- A leader's online behaviour must not contradict any of the FYC policies or ethos. This includes but is not limited to commenting, liking, sharing, retweeting.
- Leaders must not have content online which contradicts any civil law. For example, it is illegal for a person under the age of 18 years to consume alcohol, therefore a picture of a 17-year-old with an alcoholic beverage in their hand would insinuate that this person was consuming alcohol. In this instance, the FYC would expect the photo to be removed from the internet immediately.

Be Vigilant

If you become aware of other leaders who are not following the rules, tell them, maybe they are not aware of it. If you are concerned with the content of a leader's online profile, tell them about it, they may not be aware of it. If the content continues to contradict the rules, you are obliged to report your concern to the President. This is the only responsible course of action, in order to protect all individuals involved.

Other Situations

There are other situations where leaders come into contact with members from the FYC such as, other local clubs/summer camps, general contact as neighbours or relations.

Appendix 12



Friary Youth Club Media Permission Form

Consent of Child/Young Person

I _____ (insert first name and surname) would like to take part in _____ (name of event) on _____ (date/s of event).

(If relevant please tick the boxes below)

- I understand that photographs may be taken during the event, and I give my permission for these to be used in any hard copy/online (**delete as appropriate) publications by the Church body.
- I understand that videos may be taken during the event, and I give my permission for these to be used in any hard copy/online (**delete as appropriate) publications by the Church body.
- I understand that updates may be posted on the Church body website and/or social network sites during the event, and I give my permission for my images/videos of me (**delete as appropriate) to be used.

Signed: _____ (Child/Young Person)

Parent/Guardian Consent

I agree to allow the above-named child/young person to attend this event during the period _____ (start date and time) to _____ (end date and time), in accordance with the permission granted by _____ (insert name of child/young person).

Print Name (block letters): _____

Signed: _____ (Parent/Guardian)

Relationship to child/young person: _____

Data protection

This form will be held on file in accordance with the data protection policy of the Irish Dominican Province. The data entered will be used only for the purpose indicated on this form. It may only be accessed by those who have responsibility for managing files or activities.

Appendix 13

Friary Youth Club Hazard Assessment Form



This form is used by FYC in planning trips/activities.

Nature of Trip/Activity: _____

Date of Hazard Assessment: _____

Person completing the Hazard Assessment: _____

Role of Above Named: _____

Hazard	Who is at risk?	Likelihood of harm	Consequences	Controls needed

Signed: _____

Date: _____

Appendix 14

Friary Youth Club Key Contact Details



Organisation	Name	Role	Contact
<i>Saint Malachy's Priory Anne Street, Dundalk</i>	fr Prior OP	Prior	042 933 4179
<i>Dominican Province of Ireland</i>	Mary Tallon	Province DLP	089 708 7881 safeguardingoffice @dominicans.ie
	fr Pat Lucey	Deputy DLP Provincial Offices	01 404 8100 01 404 8112
<i>Tusla, Child & Family Agency</i>	Louth Dedicated Contact Point	Duty Social Worker	046 909 8560
<i>An Garda Síochána</i>		Free & Confidential	1800 555 222

Appendix 15

Friary Youth Club Declaration of Acceptance



FRIARY YOUTH CLUB (FYC) CHILD SAFEGUARDING POLICY AND PROCEDURES HANDBOOK

DECLARATION

As part of my role as: _____

I confirm that I (print name): _____

- have been provided with a copy of Knockadoon Child Safeguarding Policy and Procedures Document;
- have read and understood the Policies and Procedures document I have been provided with;
- have been given an opportunity to have any questions addressed by a representative of FYC Committee.

Signature: _____

Date: _____

Data protection

This form will be held on file in accordance with the data protection policy of the Irish Dominican Province. The data entered will be used only for the purpose indicated on this form. It may only be accessed by those who have responsibility for managing files or activities.

