



KNOCKADOON CAMP CHILD SAFEGUARDING POLICY & PROCEDURES DOCUMENT

2024



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Foreword

“Let the little come to me, for it is to such as these that the Kingdom of God belongs”. These are the very words Jesus said when the disciples were telling the children to stop bothering the Master. These words of Jesus continue to inspire our work in Knockadoon Camp. It is a place filled with the presence of Jesus.

While Knockadoon Camp was originally established by Fr. Stephen Glendon, Irish Province of the Dominican Order as an Irish Speaking Camp in the 1920s it later developed to become a place where young people could come to get away during the summer to relax and enjoy the beauty of God’s creation. The invitation of Jesus to the children continues to inspire all we do on camp. It is a place of welcome and safety, a place of interaction and games, a place where young people come to know that they are valued and respected. Here everyone is treated equally and fairly; and the values of the Gospels are fostered. It is hoped that when they return home, they will be renewed in themselves and blessed by the Christian view of God and other people.

We are all committed to creating and maintaining an environment in which children and young people can grow and flourish in their humanity and come to experience their God given dignity.

The Dominican Province of Ireland is fully committed to the welfare and safety of all children and young people it engages with and being a constituent member of the National Board for Safeguarding Children in the Catholic Church in Ireland, we recognize and uphold the dignity and rights of all children, young people and vulnerable adults. We are committed to ensuring their safety and wellbeing and we will work in partnership with their parents/guardians to do this.

Jesus is our inspiration and our guide. In his name I welcome you.



*Fr John Harris, OP
Prior Provincial*

1.1

Introduction & Camp Ethos

The preaching of the Gospel is at the heart of our charism and the integrity of our preaching requires the protection of the ‘little ones’ (Mk 9.36-37). It is the policy of the Dominican Province of Ireland to do everything in our power to safeguard the welfare of children, young people and vulnerable adults to whom we minister or with whom we share our lives. We recognise each child, young person and vulnerable adult as a gift from God, and we value and encourage their participation in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

Knockadoon Youth Camp as a ministry of the Dominican Province of Ireland is fully committed to implementing the *Safeguarding Children Policy and Standards for the Catholic Church in Ireland (2016)*. The Camp’s *Child Protection and Safeguarding Policy* guidelines operate in accordance with the *Children First Act, 2015* and the *Children First, National Guidelines for the Protection and Welfare of Children (2017)*.

The trustees, management and staff of Knockadoon Dominican Youth Camp are fully committed to safeguarding the well-being of all children and young people who come to Knockadoon Camp on holiday and/or to participate on a course. Staff 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*.

The Camp Director will ensure that all external agencies involved in Knockadoon Youth Camp have been provided with a copy of the Camp’s Child Protection and Safeguarding Policy document. The Camp Director, where appropriate, must also assure himself that he is satisfied that all external services using the Camp have signed the relevant form, prior to using the Camp, stating that they have their own Child Safeguarding Policy and Procedures, Child Safeguarding Statement and insurance.

The *Knockadoon Safeguarding Policy and Procedures 2024* document replaces and supersedes all and any policy issued by the Camp to date, in relation to children and young people using Knockadoon Dominican Camp. It is also to be read in conjunction with the *Knockadoon Child Safeguarding Statement* (see *Appendix 9*).

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 guidelines aim to provide information and promote good practice for all who work in, and/or visit, Knockadoon Camp.

1.2

Legislative Framework

Relevant Legislation

There are several 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*.

Criminal Law (Sexual Offences) Act 2017

This act 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 a 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.

Children First: National Guidance for the Protection and Welfare of Children. Department of Children and Youth Affairs, 2017.

This National Guidance Document is designed to assist people to identify, respond and report child abuse concerns. It also provides guidance on the statutory responsibilities of mandated persons and organisations under the Children First Act, 2014

1.3 Knockadoon Youth Camp Roles & Responsibilities

The following provides a *general outline* of Knockadoon Camp personnel and structures:

Patron

The Irish Province of the Dominican Order is the patron of Knockadoon Camp. The Prior Provincial and members of the Provincial Council of the Irish Dominican Order has oversight for the Camp.

Camp Staff

Camp Director

The Camp Director is the person designated by the Prior Provincial with responsibility for the day to day running of the Camp. The Camp Director is responsible for the smooth running of the Camp, the coordination of groups using the Camp and to ensure that the rules and policies of the Camp are upheld by everyone using and/or visiting the Camp.

The Camp Director is responsible for the safety and welfare of all children entrusted into his care and all persons on Camp, and as such, all persons on Camp are directly answerable to the Camp Director.

Camp Manager

The role of the Camp Manager, under the direction of the Camp Director, will carry out the daily functions required for the running of the Camp, including the overseeing of and supervision and organisation of Camp Staff, the upkeep and maintenance of the Camp, ensuring the provision of all required catering facilities to meet the needs of all groups using the camp and liaising with all personnel, visitors, organisations, who use the camp.

The Camp Manager, who ordinarily is the Designated Liaison Person (DLP), and has the ultimate responsibility for ensuring that the child protection policy of Knockadoon is promoted and implemented.

Designated Liaison Person (DLP)

The DLP has responsibility for the following:

- Ensuring that all allegations of child protection concerns are referred promptly to the statutory authorities, i.e. *Tusla, Child and Family Agency, HSCT and An Garda Síochána/PSNI*.
- Ensuring that the standard reporting procedure is followed.
- If a camper has made an allegation, liaising and keeping parents/carers informed at all times regarding their son/daughter.
- Liaising with the DLP for the Dominican Province as required.
- Managing and recording all matters relating to the allegation and ensuring all documentation is stored and secured safely.

- To provide support for children, young people, staff, volunteers involved in any disclosure whilst ensuring all information is kept confidential.
- To ensure that safeguarding/child protection training is provided for all new and existing staff in the Camp.
- To participate in a review of the Camp's policy and procedures on safeguarding/child protection on an annual basis.

Camp Staff

Staff are employed on a fixed term contract basis to complete specific tasks whilst on camp, such as kitchen, household, cleaning or maintenance duties. They report to the Camp Manager who is responsible for the day to day running of the Camp.

Volunteers

The Camp provides an opportunity for young people, adults and/or religious groups, as well as individuals (lay, religious or clergy) to work in a voluntary capacity on Camp. Regardless of the timeframe they may spend on Camp, they are subjected to the same recruitment process as Camp Staff, Leaders of the Knockadoon Youth Week Programme and Dominican Brethren.

Camp Occupants

All people, groups or organisations, religious or otherwise, staying on the Camp and/or using its facilities are accountable to the Camp Director or in his absence his designated appointee. The final decision on all matters arising during the stay of an individual, group or organisation, religious or otherwise, in the Camp is made by the Camp Director or in his absence his designated appointee.

The Camp Director always reserves the right to refuse admittance to the Camp and to terminate, at any time, a person, group or organisation's stay on the Camp if he considers it necessary. No person, group or organisation, religious or otherwise, may invite someone to stay on the Camp and/or use its facilities without the permission of the Camp Director or in his absence his designated appointee.

Knockadoon Youth Week (KYW) Programme

For details of roles for the KYW weeks, please refer to the KYW Constitution Document.

Visitors to Knockadoon Camp (Residential or Casual)

Visitors to the Camp are persons who are not normally part of the daily function of the Camp or a group using the Camp. The term Visitor also includes persons doing maintenance work or servicing equipment etc. on behalf of the Camp Director or management, a person giving a course or instruction as well as parents/guardians and/or other family members.

The Camp Director, Camp Manager and/or Group Leader must ensure they are made aware of any expected visitor and that all visitors comply with the Camp's policies and procedures.

On arrival, all visitors to the Camp **must** make themselves known to the Camp Director or if he is unavailable to the Camp Manager. Based on suitability, the Camp Director, or if he is unavailable the Camp Manager, has the right to refuse entry to a visitor.

While children and young people are present on the Camp, all persons will be required to provide an explanation as to why they are on the Camp premises. Should there be suppliers/tradespeople on Camp, they must be accompanied at all times.

Visitors must sign in the visitor's book on arrival and whilst, on Camp, must always wear a visitor's badge. The visitor's book is located either in St. Dominic's Bunkhouse or in the Kitchen. All visitors **must** be supervised on Camp if they are in direct contact with children and or young people. All overnight visitors must have the prior permission from the Camp Director, or if he is unavailable the Camp Manager. They must always adhere to the Camp's Child Safeguarding policies and procedures.

Any visitor/s who are known to have criminal conviction or cases pending in relation to children and or young people or the sale/distribution of illicit drugs will not be permitted access to the Camp.

Dominican Brethren/Catechesis Team

Members of the Irish Dominican Province will be on Camp over the duration of the Camp schedule. Student brothers and novices are responsible for the delivery of the catechesis programme, which is supported by Dominican brethren for activities, such as the Sacrament of Reconciliation, daily Mass and the praying of Divine Office. Among this team, there is a Director of Catechesis who is appointed by the Master of Students in consultation with the Camp Director. The Catechesis Director is responsible for collaboration with the student brothers and novices for the organisation of catechesis during the Knockadoon Youth Weeks.

Guest Speakers

Specifically regarding the Knockadoon Youth Weeks, guest speakers are invited by the Catechesis Director to provide an input to the catechesis programme. They will be welcomed and accompanied on Camp by the Catechesis team members and are required to sign the visitor's book and wear a visitor's badge for the duration of their time on Camp. They are also required to complete a Declaration Form stating that they have not been subject to any disciplinary procedures and/or asked to leave employment or voluntary activities due to inappropriate behaviour towards a child or vulnerable adult.

Child Protection Officer for each group using the Camp

Each external group or organisation using the Camp must designate a member of its staff as a Child Protection Officer for their group. Any concerns that abuse of a child and/or young person is taking place, (whether during their stay on Camp and/or as may be disclosed by a child/young person as having taken place elsewhere) must be reported immediately to the group's Child Protection Officer. The Child Protection Officer will liaise with the Camp DLP in accordance with best practice and a need-to-know basis. This applies to all groups, whether held under the auspices of the Camp, or organised

and/or run by an independent group/organisation. Moreover, the Camp DLP **must** always be made aware of any concerns of abuse.

The Child Protection Officer for each group using Knockadoon has the ultimate responsibility for ensuring that the Child Safeguarding Policy and Procedures document of Knockadoon, or their own policy as agreed by their signed contract with the Camp Director, is promoted and implemented. They are responsible for ensuring that all leaders of their group are vetted using the proper procedures and have completed relevant safeguarding/child protection training.

Involvement of Parents/Guardians

According to legislation, parents/guardians are the primary carers of their children and the persons solely responsible for the child's welfare. Parents/guardians are always welcome to visit Knockadoon Camp. They will be treated with respect and courtesy at all times and, in turn, are expected to treat Camp staff, leaders, volunteers and religious personnel with respect and courtesy at all times. Leaders shall, within the limitations of their duties, be of any assistance they can to the parents/guardians.

When children and young people are on camp, all relevant information about changes and/or concerns about a child/young person's health and welfare will be provided to their parents/guardians without delay.

The Camp Director, Camp Manager and Camp Leaders are entrusted with the care of a child/young person by their parent/s or legal guardian/s. Camp leaders should not relinquish this care to anyone other than the child/young person's parents or legal guardian/s or another person whom they have designated. This designation can only be done in writing to the Camp Director, Camp Manager and/or Group Leader with regard to the Knockadoon Youth Weeks programme and must be confirmed prior to releasing the child/young person into the care of the designated person.

In a case where a specific order has been issued by a Court of the Irish jurisdiction, Camp staff members shall comply with the Court's ruling. However, a copy of this ruling and/or a solicitor's letter must be provided to the Camp Director or in his absence his designated appointee. This will be retained on file for reference. If no written documentation is provided for such an order, the Camp Director, Camp Manager, staff members and leaders must act in accordance with the normal requirements of the law.

1.4

Recruitment & Training of Members of the Dominican Order, Knockadoon Staff & Volunteers

The Committee and Trustees of Knockadoon Camp endeavour to insure the highest possible level of satisfaction with those who apply to work in the Camp in a paid or voluntary capacity. Hence, implementing best practice procedures in recruitment and training practice is a core element in ensuring the safety and welfare of all children, young people, staff and volunteers involved in Knockadoon Camp.

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.

Many groups use the facilities of Knockadoon Camp. Whilst the Camp requests that each group have their own Child Safeguarding Policies and Procedures and may be working in accordance with their own professional and/or work/organisational requirements, for example, Department of Education, Department of Justice, Department of Health, the Society of St. Vincent de Paul, etc the Camp requires that all groups involving children/young people asking to use Knockadoon Dominican Camp are required to satisfy the Camp Director that a) they are fully aware of the Camp's Child Safeguarding Policies and Procedures and b) are willing to abide by them.

Purpose of Camp Staff

Appointment of staff members to Knockadoon will be made by the Camp Director and Camp Manager in conjunction with relevant personnel as required. The Camp Director is appointed by the Prior Provincial, according to the needs of the Province and the Camp. Regarding the position of the Camp Manager, the Prior Provincial will coordinate the interview process with the assistance of others, including the Camp Director and the DLP for the Irish Dominican Province.

It is important to note that the role of Camp Staff is to provide the services for the smooth running of the Camp and as such enable the Leaders of the KYW programme and/or any external programme to carry out their duties. On no occasion should a member of Camp staff carry out any duties properly designated as those of a Leader.

Given the residential nature of the Camp, all Camp Staff will be required to work a set number of hours and duties as directed by the Camp Director and/or Manager. Hence the duties of staff members will require flexibility and an acceptance that duties may change from day to day.

The Camp Director reserves the right to dismiss a member of staff in circumstances including incompetence, poor work performance, refusal to carry out set duties, misconduct or safeguarding concerns.

Recruitment Practices/Principles of Best Practice for Camp Staff

All staff will be required to provide identification, evidencing name, address and date of birth. All staff and volunteers must be Garda vetted. Camp staff will be required to provide two written references and will attend for an interview. A clear definition of role/s and contract will be provided to all staff on Camp. They will be asked to sign a document certifying that they have read and agree to abide by the Knockadoon Child Safeguarding Policy and Procedure Handbook.

Staff and volunteers of other agencies and organisations using the Camp facilities will be asked to complete a Form confirming they have child Safeguarding Policy and Procedures, a Child Safeguarding Statement in accordance with the legislative requirements and have the required insurance in place.

Recruitment Practices/Principles for Members of the Dominican Order, Catechesis Team, Volunteers, Visiting Clergy and Religious

All those named above are subject to Garda vetting, will have attended child safeguarding training and will be advised of the Knockadoon Child Safeguarding Policy and Procedure Handbook.

Induction/Training

All staff, volunteers and religious are required to complete the National Board for Safeguarding Children in the Catholic Church in Ireland Safeguarding training. They are required to complete the *Tusla Children First* E-learning Module if commencing work on Camp whilst waiting to attend an onsite safeguarding training session.

Induction training on Knockadoon Child Safeguarding Policy and Procedures will be provided to all Camp staff and volunteers which includes attendance at a safeguarding training event.

All staff will be required to participate in relevant training as required for their specific post, for example, food hygiene, health and safety.

1.5

Knockadoon Code of Practice

The Dominican Order 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 person should feel valued, encouraged and affirmed while participating in the Camp. We recognise and uphold the fundamental rights of the individual child/young person 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 daily operation of the Camp. The following procedures govern our work with children and young people:

- All staff/volunteers, clergy, religious and those assisting the work in Camp are aware of the best practice guidelines and are familiar with the up-to-date Knockadoon Child Safeguarding Policy and Procedures Handbook.
- Children and young people involved are informed of the Camp child safeguarding policies and procedures. Parents/carers/guardians are also informed of the Camps Child Safeguarding Policy and Procedures Handbook.
- The Camp Director has appointed a Camp 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.
- Knockadoon Camp has a complaints procedure (*see appendix 3*).
- All adults working with children and young people directly will be Garda vetted.
- All Camp staff, volunteers and religious show respect and understanding for the rights, safety and welfare of the children and young people.
- If parents/carers/guardians and/or children/young people wish to voice their concerns about something they are not happy with, they can speak directly with the Camp Director or Camp Manager.
- The Camp Director and Camp Manager will make every effort to ensure that during Camp events, the physical surroundings will be comfortable, fully accessible and appropriate for the work being undertaken.
- There should be no unnecessary physical contact between an adult 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, for example, placing a hand on a distressed child/young person's shoulder to comfort him/her would be appropriate.
- Inappropriate behaviour/language by children/young people will not go unchallenged.

Code of Behaviour for Camp Staff, Volunteers, Leaders and Religious

- In order to assure a high level of safety for campers, the persons responsible for each group and those in positions of responsibility are always to be listened to.
- Camp staff, leaders, volunteers, and religious should never harm, physically punish or be in any way verbally abusive to a child/young person.
- Camp staff, leaders, volunteers, and religious should never tell jokes of an inappropriate and/or sexual nature in the presence of a child/young person.
- Camp staff, leaders, volunteers, and religious are to be aware of the possibility of developing favouritism or becoming over involved or spending a great deal of their time with one child/young person.
- Camp Staff, leaders, volunteers and religious should never be on their own with a child/young person.
- Smoking/vaping is strictly forbidden on Camp for anyone under the age of eighteen years. Adults aged 18 and over who smoke/vape on camp must do so in the designated smoking area at the back of the kitchen.
- Adults and children will not be permitted to take illegal substances and/or use alcohol or drugs at any time on Camp. Any Camp leader/staff and/or personnel found in possession of an illegal substance and/or item shall be reported to the Gardai.
- Children/young people are encouraged to report cases of bullying to a leader of their choice. This leader must then in turn report the matter to the Group Leader, Camp Manger and/or Course Director, in the context of an external group.
- In a case of a child/young person getting sick and/or requiring “intimate care”, prior parental/carer 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.
- Everyone involved in the Camp must respect the personal space, safety and privacy of individuals.
- While physical contact is a valid way of comforting, reassuring, and showing concern for children/young people, it should only take place when it is acceptable to all persons concerned.
- No Camp staff member, volunteer, leader and/or personnel should ask a child/young person to keep a secret.
- While on the Camp, children/young people must always be fully supervised.
- Camp staff and/or volunteers are not permitted to enter a bunkhouse assigned to campers unaccompanied.
- No child/young person should sleep anywhere but in their designated room.
- In order that the whereabouts of campers will always be known, no one should change their designated room/bunkhouse without the explicit permission of the Group Leader/Course Director/Camp Manager.
- Photography is prohibited in the bunkhouses for all camp staff, volunteers and religious.
- Photographs taken on the Camp, or in connection with the work of the Camp, where children/young people are involved cannot be used publicly without the expressed permission of the Camp Director/Camp Manager and the permission of the child/young person’s parent/carers/guardian.

- No Camp staff, volunteers, leaders and/or personnel are permitted to shower/change in a bunkhouse where children/young people sleep.
- Adult leaders on overnight bunk duty must shower and change in an adult bunkhouse.

Code of Behaviour specifically for Camp Leaders

- All persons responsible for each group and their helpers must be responsible adults and at least 18 years of age.
- Camp leaders should never physically punish or be in any way verbally abusive to a child, nor should they tell jokes of a sexual nature in the presence of a child/young person.
- Camp leaders are required to have the permission of the Camp/Course Director before leaving the Camp with a group of children/young people.
- Camp leaders are not to be in a situation where they are on their own with a child and shall never take a camper off the Camp on their own.
- Camp Leaders are to be aware of the possibility of developing favouritism or becoming over involved or spending a great deal of their time with one child/young person.
- Camp Leaders must be sensitive to the risks involved in contact sports or other activities and should be conscious of the age and size of those involved in the activity.
- Camp leaders cannot take it upon themselves to contact the parents/carers/guardians of a camper, whatever the reason. All communication with parents/carers/guardians, must be done under the direction of the Group Leader..
- At night-time, bunk houses where children/young people sleep must be supervised by two leaders.
- In order that the whereabouts of campers will always be known, no one should change their designated room bunkhouse without the permission of the Group Leader.
- No child/young person for any reason is permitted to sleep overnight in the leaders' room.
- No camp leader is to be left on their own to supervise the bunkhouses by night.
- No camp leader is to enter a bunkhouse assigned to campers unaccompanied, unless responding to an emergency.
- In a case of the child/young person being sick or soiling themselves, two leaders of the same sex as the child/young person must be always present.
- No leader should take photographs of campers while they are in bunkhouses.
- Photographs taken on the Camp, or in connection with the work of the Camp, where children/young people are involved cannot be used publicly without the express permission of the Camp management and the permission of the child/young person's parent/guardian.
- Any Camp leader found in possession of an illegal substance and/or item shall be reported to the Gardai.

1.6

Code of Behaviour for Children & Young People

This code of conduct aims at setting boundaries appropriate to the behaviour of children and young people and that of others in relation to children and young people.

Knockadoon Camp is in the heart of a local community. The residents who live in the area are always to be respected and their goods and property treated with respect. The Camp relies on their good will, support and cooperation and anything that might potentially negatively impact this long-established positive relationship with the local community will not be tolerated.

It is necessary to have a Code of Behaviour, anywhere where a large number of people are gathered. Whilst each external group using the Camp may have their own specific policies and procedures, which must be compliant with statutory requirements and with the general ethos of the Camp, when there is a breach of specific groups' rules it is a matter for that group. However, if there is a breach of the Camp's Code of Behaviour this must be reported to the Camp Director/Manager immediately and the final decision on what steps to be taken rests with the Camp Director/Manager.

The following are the key elements of such a code:

- Children and young people will be aware of the Code of Conduct for Camp staff, leaders, volunteers and religious are required to adhere to.
- Children and young people will respect that Camp staff, leaders, volunteers and religious personnel will not work alone.
- Children and young people will treat each other and Camp staff, leaders, volunteers and religious personnel with courtesy, respect and dignity.
- In keeping with civil law, children and young people under eighteen years will not be permitted to consume alcohol and/or smoke while participating in any activities related to Knockadoon Camp.
- Inappropriate, bad language or sexually suggestive language/comments will not be permitted.
- Physical contact will always be of an appropriate nature.
- Unruly behaviour will not be permitted at any time.
- Vandalism will not be tolerated.
- Stealing will not be tolerated.
- Any camper found in possession of an illegal substance and/or item shall be reported to the Gardai.
- Bullying will not be permitted on camp, for example,
 - Name calling
 - Fighting/kicking/punching/hair pulling
 - Making suggestive/sarcastic comments
 - Intimidation
 - Threatening
 - Ignoring/excluding
 - Spreading rumours

- Sending abusive messages via social media
- Racial, ethnic or cultural comments

General Camp Safety

- All participants/campers must always be supervised by competent leaders.
- No course participant/camper is permitted to leave the confines of the Camp without the permission of the Course Director or Camp Director/Manager and/or in his absence his designated appointee.
- All leaders must be responsible adults and over 18 years of age.
- Staff members are never to assume the role of the leader.
- In order that the whereabouts of course participants/campers will always be known, especially those who may need to take medication, no one should change rooms without permission of the person responsible for the group.
- Intimidation, physical, sexual, emotional or any other form of intimidation will not be tolerated on Camp.
- Knives and/or any such sharp and dangerous implements are forbidden on Camp.
- There is no drinking allowed on the Camp by anyone of any age and no one is allowed to bring alcohol onto Camp. Under-age drinking, i.e. under 18 years old, will not be tolerated from anyone staying on Camp.
- No staff member, leader, volunteer or visitor is allowed to carry out their usual functions, or be among the general population of the camp in an intoxicated state.
- Smoking and vaping in the bunkhouses is strictly forbidden.

The Bunkhouses

- No male campers are permitted to enter the houses assigned to female occupants for any reason.
- No female campers are permitted to enter the houses assigned to male occupants for any reason.
- No male leaders should enter the houses assigned to female occupants except in cases of emergency.
- No female leaders should enter the houses assigned to male occupants except in cases of emergency.
- Staff members should only enter the bunkhouses accompanied by another staff member and in order to carry out their duties, for example, cleaning tasks.
- There is no reason, and it is not acceptable, for any camper/participant to be in a bunkhouse where they are not resident.

Relationships

Camp staff, leaders and volunteers are on the Camp for the good of the campers and participants. Anything that interferes with this goal will not be tolerated.

The development of friendships is an integral part of life in Knockadoon Camp but intimate relationships between campers, relationships between Camp staff and leaders/volunteers and/or with members of the local community is not encouraged.

1.7

Responses 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 at 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

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 tell you about:

- Signs of abuse.
- Something such as the behaviour of an adult to a child that makes you/them feel uncomfortable.

(See Appendix 1: Definitions of Abuse for further details)

A child may be subjected to one or more forms of abuse at any given time, for example the sexual abuse of a child 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 may be someone known to the child or a stranger.

The important factor in deciding whether the behaviour is abuse or neglect is the impact of that behaviour on the child rather than the intention of the parent/carer. (*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 civil authorities 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 or adult, asks to speak in confidence to Camp staff/leader/volunteer or religious associated with the Camp, it is important to tell the person that certain kinds of information have to be reported to the statutory authorities (*Tusla, Child and Family Agency, HSCT & An Garda Síochána/PSNI*). This can help the child/young person or adult to make an informed decision whether to disclose abuse or not.

Where a child or young person discloses abuse to a person working in any capacity whilst on Camp, 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.

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

(3) Reporting

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.

When you have reasonable grounds for concern that a child/young person may previously have been, is currently being, or is at risk of being abused or neglected, *Tusla, Child and Family Agency/HSCT* should be informed without delay, according to the procedures in this document, notwithstanding your own right to make a personal report directly to *Tusla/HSCT*.

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/PSNI*.

Responding to an anonymous allegation of abuse should be dealt with carefully. Anxiety and fear may persuade some people to not immediately reveal their identity. However, all allegations, whether anonymous or not, must be reported to the Camp DLP who will follow the procedures for referral to the statutory authorities, *Tusla, Child and Family Agency, HSCT* and/or *An Garda Síochána/PSNI*.

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

The Camp DLP and/or the Irish Dominican Province DLP is available to offer advice on whether the reporting threshold has been reached. The contact details of these persons are found in *Appendix 10: Knockadoon Child Safeguarding Statement* and in *Appendix 11: Key Contact Details*.

The Camp Manager, in the role of Camp DLP, will report the matter to the statutory authorities on behalf of the person concerned about the possible abuse of a child/young

person or make a joint report if the person is a mandated person making a mandated report. If the complaint concerns a member of the Dominican Order, the DLP for the Irish Dominican Province is also informed.

Where an allegation of abuse is made against a Camp staff member there are two procedures that are put in place:

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

- In the case of the allegation being made against an employee, two separate personnel will be appointed to a) liaise with the child/young person and b) the person whom the allegation is made against.

The Camp Director will have responsibility to respond to the Camp staff member against whom an allegation has been made and the Camp DLP will have responsibility for ensuring and following the reporting procedure in respect of the child/young person.

- The allegation will initially be assessed by the Camp's DLP in conjunction with the DLP for the Irish Dominican Province to 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 Camp DLP may wish to contact *Tusla, Child & Family Agency* for advice at any time during this process.
- Parents/carers 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.
- The Camp will ensure that no other child/young person is at risk during this period and will inform other relevant agencies and/or parents/carers as appropriate.
- If an allegation of abuse is made in relation to the Camp Director, the Camp DLP 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 DLP for the Camp, the Camp Director in conjunction with the DLP for the Irish Dominican Province will deal with all aspects of the case, including the reporting procedure.
- The measures which can be taken to ensure the safety of children and young people may include the following:
 - suspension from duties of the person whom the allegation has been made against.
 - the re-assignment of duties where the person will not have contact with children/young people.
 - working under increased supervision during the period of the investigation or other measures as deemed appropriate.

- If a formal report is being made, the Camp Director will notify the staff member that an allegation has been made against them and what the nature of the allegation is. The Camp employee has a right to respond to this and this response should be documented and retained.
- The Camp will ensure that the principle of ‘natural justice’ will apply whereby a person is considered innocent until proven otherwise.
- The Camp will work in close co-operation with *An Garda Síochána, PSNI, Tusla, Child & Family Agency, HSCT* and any decisions on action to be taken in regard to the employee will be taken in consultation with these agencies.
- The person against whom the allegation is made against will be offered support during the period of assessment and follow up and the Camp Director will provide advice on how to access relevant support services.
- In the case of an allegation being made against a volunteer within organisations using the Camp, or against Dominican volunteers, the Camp DLP in conjunction with the DLP for the Irish Dominican Province will respond to any abuse allegations as outlined in the steps above.

1.8

Response to Other Concerns

If day to day complaints or concerns arise which are not child protection concerns, the following procedures will be followed:

- All complaints must be listened to and responded to quickly and fairly with all parties.
- Any complaint apart from a child protection concern made by a camper/participant against another camper/participant may be dealt with by a Camp Leader at the time of complaint, but it must always be reported to the Group Leader.
- Any complaint made by a camper/participant against a Camp Leader or Camp staff member must be reported to the Group Leader, who in turn will report the matter without delay to the Camp Manager/Director for follow up.
- Any complaints made by a child's parent/carer or legal guardian should be responded to by the Camp Director/Manager and/or Group Leader as soon as possible.
- When a more formal complaint is made against a Camp staff member or Leader it must be put in writing and submitted to the Camp Director/Manager. The Camp Director will discuss the complaint with the Camp Manager/DLP, the DLP for the Irish Dominican Province and the Prior Provincial if necessary and take appropriate action.
- If a formal complaint is made, the rights of the Camp staff member/leader and the parent/carer/guardian must always be respected.

1.9

Policy on Information Sharing/Confidentiality

Knockadoon is committed to keeping confidential all personal information about children/young people and their families that use the Camp. The only exception is when child protection concerns arise. In this situation information will be shared with the relevant statutory authorities, *Tusla, Child and Family Agency, HSCT, An Garda Síochána* and *PSNI*, in the best interest of the child/young person, on a need to know basis. The sharing of such information is not a breach of confidentiality.

No undertakings regarding confidentiality (keeping secrets) can ever be given by Camp staff, leaders, volunteers or religious 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.

All confidential information about children/young people and their families will be kept in a secure manner in accordance with data protection requirements.

1.10

Conclusion

In providing this Child Safeguarding Policy and Procedure Document for Knockadoon Camp, the Irish Dominican Province endeavours to ensure that Knockadoon Camp is a safe environment for children, young people and all associated with the Camp in any manner who are visiting, staying and/or using its facilities.

The fundamental purpose or mission for the existence of Knockadoon Camp 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 holiday atmosphere, where they can feel safe and secure. Whereas it is the hope of all involved in the management and running of the Camp that everyone staying in Knockadoon Camp experiences the Camp as such a place, the main beneficiaries must always be the campers, i.e. children and young people.

It is required that compliance with this important policy and procedure document is followed. The assistance of staff, volunteers and visitors, in the fulfilment of the mission of Knockadoon Dominican Camp, is greatly appreciated.

Declaration



Having been approved as the Child Protection Policy of Knockadoon Camp by the Prior Provincial and the Provincial Council of the Friars of the Irish Dominican Province, we require that all parties using the facilities of Knockadoon will adhere to its terms.

Dated: **May 2024**

Date of next review: **May 2026**

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

Exposure of the sexual organs or any sexual	Intentional touching or molesting of the body of a child for sexual arousal or
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act intentionally performed in the presence of the child. Any sexual act intentionally performed in the presence of a child	gratification
Masturbation in the presence of the child or the involvement of the child in the act	Sexual exploitation of the child, including encouraging the child to solicit for sexual acts, recording images for the purpose of sexual arousal or gratification
Sexual intercourse (oral, vaginal, anal). 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.	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

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.

In Northern Ireland the age of consent for sexual intercourse is 16 years.

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

Northern Ireland (Co-operating to Safeguard Children in NI, 2016, revised 2017)

Abuse/Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse.

Although the harm from the abuse might take a long time to be recognisable in the child or young person, professionals may be in a position to observe its indicators earlier, for example, in the way that a parent interacts with their child. Effective and ongoing information sharing is key between professionals.

Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Sexual abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the

production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways of grooming a child in preparation for abuse (including via e-technology).

Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature. (*Co-operating to Safeguard Children and Young People in Northern Ireland*, 2016 - Department of Health, Social Services and Public Safety).

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 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 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.
- ❖ Do not 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.
- ❖ Do not 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 Camp DLP and/or the external groups' Child Protection Officer immediately (or in the absence of him/her, or if the disclosure in any way involves the Child Protection Officer, to seek advice from the Camp Director/Manager or the Camp DLP.

If/when a Leader receives a disclosure, the Camp DLP and or the external group's Child Protection Officer will support the staff member in carrying out the following tasks:

- Reminding him/her about the procedures.
- Covering tasks for the leader who receives the disclosure and/or writes his/her report.
- Providing support after the notes and report has been completed.
- Meeting with the Camp DLP.

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 even where the admission relates to something which happened a long time ago, you must refer the matter to the Camp DLP as soon as possible, who will follow the procedures for referral to the *Tusla, Child and Family Agency, HSCT and/or An Garda Síochána/PSNI*.

Guidance on how to respond to people making an allegation

It is often very difficult for children/young 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.

The Sacramental Seal

All suspicions, concerns and allegations of child abuse must be reported to the statutory authorities through the procedure as outlined in this document. There is one exception to this rule, which is abuse disclosed during the Sacrament of Confession (also known as Reconciliation or Penance).

The maintenance of trust in the Sacrament of Reconciliation requires the guarantee of absolute confidentiality, allowing no exceptions. This is known as the Seal of Confession and guarantees to the penitent that anything revealed to the confessor will not be divulged to anyone else. This is outlined in Canon 983 of the *1983 Code of Canon Law*: “The sacramental seal is inviolable; therefore it is absolutely forbidden for a confessor to betray in any way a penitent in words or in any manner and for any reason”.

Definition of Confession

Canon law provides a clear definition of what is deemed to be appropriate with regards to the hearing of Confession. This should be used as the definition to clarify when Confession has taken place:

The Sacrament begins when the penitent starts conversation with the confessor and ends when the confessor has granted absolution and made the sign of the cross.

Canon 964 (1983 Code of Canon Law)

§1: The proper place to hear sacramental confessions is a church or oratory.

§2: The conference of bishops is to establish norms regarding the confessional; it is to take care, however, that there are always confessionals with a fixed grate between the penitent and the confessor in an open place, so that the faithful who wish to can use them freely.

§3: Confessions are not to be heard outside a confessional without a just cause.

Procedures for a penitent who discloses abuse during Confession

If a penitent discloses abuse during the Sacrament of Confession, the confessor should follow these procedures:

In the case of an abused penitent who is a child/young person:

- Sensitively reassure the child or young person that they were right to tell you
- Remind them that whatever is disclosed in Confession will not be repeated outside the Sacrament of Confession by the confessor.

- The confessor should encourage the child or young person to disclose the abuse to an adult they trust (e.g. a relative, teacher, friend) and to have that person report the abuse.
- If the penitent expresses a wish to discuss the issue outside the Sacrament, make it clear to them that confidentiality cannot be guaranteed regarding issues of child abuse once outside the Sacrament and the confessor should then follow the reporting procedure as outlined in this document.

In the case of an abused penitent who is an adult:

- Remind the penitent that whatever is disclosed in Confession will not be repeated outside of the Sacrament of Reconciliation by the confessor.
- Strongly advise them to seek professional help (e.g. counselling, consultation with their GP) and to go to the statutory authorities.
- If the penitent expresses a wish to discuss this issue outside the confessional, make it clear to them that confidentiality cannot be guaranteed regarding issues of child abuse once outside the Sacrament of Reconciliation after Confession the confessor should then follow the reporting procedure as outlined in this document.

In the case of an abusing penitent:

- Remind the penitent that whatever is disclosed in Confession will not be repeated outside of the Sacrament of Reconciliation by the confessor.
- Strongly advise them to seek professional help (e.g. counselling, consultation with their GP) and to go to the statutory authorities.
- If the penitent expresses a wish to discuss this issue outside the confessional, make it clear to them that confidentiality cannot be guaranteed regarding issues of child abuse once outside the Sacrament of Reconciliation after Confession the confessor should then follow the reporting procedure as outlined in this document.

Safeguarding Children during the Sacrament of Reconciliation

When children attend the Sacrament of Reconciliation, all efforts should be made to provide a safe and open environment, which maintains the sacramental seal.

Appendix 3

Complaints Procedure



The Dominican Province of Ireland is committed to ensuring the safety and welfare of all children/young people with whom we work. We also try to ensure that children/young people have a positive and enjoyable experience when visiting/staying with us in Knockadoon Youth Camp.

The Camp is committed to ensuring the safety and welfare of all children/young people with whom we work. The Camp has put in place a complaints procedure (see Form in *Appendix 3B*) to cover any situations which may arise, when children/young people or their parents/carers/guardians are not happy with the way the children/young people were treated by the Camp, working with the Camp or at an event/activity run by the Camp or another organisation on behalf of the Dominican Order.

Complaints regarding the safety and welfare of children/young people should be directed to the Camp DLP. All other complaints should be directed to the Camp/Course Director

This complaints procedure aims to cover any situation which may arise, when children/young people or their parents/guardians are not happy with the way the children/young people were treated while they were in the Camp.

Who can make a complaint?

Complaints can be made by:

- Children/young people involved with Knockadoon Camp
- Their parents/guardians
- Camp staff members/Volunteers working with the children/young people
- Advocates of children/young people.

How to make a complaint?

- If the complaint is in relation to the safety and welfare of children/young people, the complaint should be made to the Camp DLP.
- Other complaints should be made to the person with whom the child/young person dealt with.

Information you need to provide

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/guardian and/or other adult, the name and address of the parent/guardian and/or other adult.
- Exactly what the person is dissatisfied with.
- The name of the official(s) dealing with the complaint.
- If your complaint is complicated, you may find it best to put it in writing so that no important detail is overlooked.
- Remember to send copies of all relevant documentation/correspondence that you may have.
- If you have special needs that may affect your ability to make a complaint, please advise at the earliest opportunity and the Camp Manager will make every effort to provide assistance.

Knockadoon Camp Standards for dealing with complaints

- If the complaint relates to the safety and welfare of a child/young person, it will be examined in accordance with good practice in relation to the safety and welfare of children/young people.
- The Camp Director/Manager will treat your 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 Camps interaction/dealings with the person making the complaint.
- An official other than those originally involved will examine the complaint.
- The Camp Director/Manager will review the complaint and send a reply to the complainant by phone, e-mail and/or letter, within twenty working days of receipt of the complaint. Where it is not possible to meet this time frame, the Camp will inform the complainant and will continue to do so until the matter is resolved.

Appeal process

If you are unhappy about the outcome of your complaint you can appeal the matter to the Provincial of the Irish Dominican Province within twenty days of getting a reply.

Appendix 3(b)

Complaints Form



All complaints arising during a Church related activity (with the exception of complaints about child abuse) should attempt to be resolved by discussion between the parties involved. If this is not possible, this form should be completed and sent to the Prior Provincial.

Name: _____

Address: _____

Email: _____

Telephone number: _____

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

Signature: _____

Date: _____

Appendix 4

Record Keeping

The Camp DLP is responsible for maintaining all records as detailed below and or relating to child protection matters.

- Any complaints about the safety and welfare of children/young people whilst on Camp.
- The names and addresses of all campers and leaders using 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*, *HSCT*, *An Garda Síochána/PSNI* and informing parents/carers/guardians.
- Any bullying complaints related to the Camp's work with children/young people and any follow up action.
- Signed acceptance forms of Knockadoon Child Safeguarding Policy and Procedure Document by staff members, volunteers, leaders and external group DLP's/Co-Ordinators.

These records are secured and stored initially in a locked filing cabinet in the Camp Manager's office on Camp and, prior to close of the Camp, are then transferred to the Safeguarding Office in the Dominican Provincialate, St. Mary's Priory Tallaght. The Camp Director and the Camp DLP are the only Camp personnel to have access to these records.

The DLP for the Irish Dominican Province will also have access to the Garda/Vetting disclosures and safeguarding attendance training records.

The Camp's DLP/Manager and Camp Director will have access to personal information relating to staff/leaders, volunteers including references,

This information is held in the Safeguarding Office in the Dominican Provincialate, St. Mary's Priory Tallaght. The Camp Director and the Camp DLP are the only Camp personnel to have access to these records.

Appendix 5

Accident/Incident Form



Group details:

Name of group: _____

Name of group leader: _____

Names of others present: _____

Accident details:

Date/time of accident/incident: _____

Name of person involved: _____

Date of birth of person involved: _____

Emergency contact details for the person involved (usually parent/guardian):

Name: _____

Phone number: _____

Please describe the accident/incident that occurred (continue on separate sheet if necessary):

Action taken during and following the accident/incident:

People contacted (include dates and times):

If medical attention was required, please note the name and address of the medical facility and the people who treated the person involved in the accident/incident:

Please detail any follow-up action required:

Name of person completing this form (print name and state role on camp):

Signed: _____

Date: _____

Appendix 6

Knockadoon Camp Data Protection Policy

Privacy Statement

The security and privacy of your data is taken seriously by the Camp Director/Manager, but it is essential to gather and use information or 'data' about staff leaders, volunteers, religious personnel and external groups as part of our business and to manage our relationship with you. We are committed to complying with all the Data Protection legal obligations.

This policy applies to current and former employees, workers, volunteers, religious personnel who work, minister and/or visit Camp. If you fall into one of these categories, then you are a 'data subject' for the purposes of this policy. You should read this policy alongside your contract of employment (or contract for services) and any other notice we issue to you from time to time in relation to your data.

We have taken steps to protect the security of your data in accordance with our Data Protection Policy and will only hold data for as long as necessary for the purposes for which we collect it.

Knockadoon Youth Camp and the Dominican Province in Ireland is a 'data controller' for the purposes of your personal data. This means that we determine the purpose and means of the processing of your personal data.

This policy explains how we will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing or storing personal data in the course of working for, or on behalf of, Knockadoon Youth Camp.

This policy does not form part of your contract of employment and can be amended by the Dominican Order at any time.

Data Protection Principles

Personal data must be processed in accordance with six 'Data Protection Principles.'

It must:

- be processed fairly, lawfully and transparently.
 - be collected and processed only for specified, explicit and legitimate purposes.
 - be adequate, relevant and limited to what is necessary for the purposes for which it is processed.
 - be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay.
 - not be kept for longer than is necessary for the purposes for which it is processed.
- and*
- be processed securely.

We are accountable for these principles and must be able to show that we are compliant.

How we define personal data

'Personal data' means information which relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information which is likely to come into our possession. It includes any expression of opinion about the person and an indication of the intentions of us or others, in respect of that person. It does not include anonymised data.

This policy applies to all personal data whether it is stored electronically, on paper or on other materials.

This personal data might be provided to us by you, or someone else (such as a former employer, or a doctor), or it could be created by us. It could be provided or created during the recruitment process or during the course of the contract of employment (or services) or after its termination. It could be created by your manager or other colleagues.

The types of personal data we collect and use about you is included in the Privacy Notice that is issued with your contract of employment.

The kind of information we hold about you:

We will collect, store, and use some of the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Date of birth.
- Next of kin and emergency contact information.
- PPS number.
- Bank account details, payroll records and tax status information.
- Salary, leave and benefits information.
- Start date.
- Location of employment or workplace.
- Copy of driving licence (if required).
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
- Garda vetting application form, ID required and Garda vetting disclosures.
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Performance information.
- Disciplinary and grievance information.
- Information about your use of our information and communications systems.
- Photographs.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences if required.

How we define processing

'Processing' means any operation which is performed on personal data such as: collection, recording, organisation, structuring or storage; adaption or alteration, retrieval, consultation or use; disclosure by transmission, dissemination or otherwise making available; alignment or combination; and restriction, destruction or erasure.

This includes processing personal data which forms part of a filing system and any automated processing.

Situations in which we will use your personal information.

We need all the categories of information in the list set out above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations. In some cases, we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests.

The situations in which we will process your personal information are listed below:

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in Ireland.
- Paying you and, if you are an employee, deducting tax and PRSI contributions.
- Administering the contract, we have entered into with you.
- Business management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Gathering evidence for possible grievance or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

How will we process your personal data

We will process your personal data (including special categories of personal data). We will use your personal data for:

- performing the contract of employment (or services) between us;
- complying with any legal obligation or if it is necessary for our legitimate interests (or for the legitimate interests of someone else). However, we can only do this if your interests and rights do not override ours (or theirs). You have the right to challenge our legitimate interests and request that we stop this processing.

We can process your personal data for these purposes without your knowledge or consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

We will only process special categories of your personal data in certain situations in accordance with the law. For example, we can do so if we have your explicit consent. If we asked for your consent to process a special category of personal data, then we would explain the reasons for our request. You do not need to consent and can withdraw consent later if you choose by contacting the Data Protection Officer.

We do not need your consent to process special categories of your personal data when we are processing it for the following purposes, which we may do:

- where it is necessary for carrying out rights and obligations under employment law.
 - where it is necessary to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent.
 - where you have made the data public.
 - where processing is necessary for the establishment, exercise or defence of legal claims.
- and*
- where processing is necessary for the purposes of occupational medicine or for the assessment of your working capacity.

We might process special categories of your personal data for the purposes stated in this Privacy Notice, in particular, we may use information in relation to:

- your sickness absence, health and medical conditions to monitor your absence, assess your fitness for work, to pay you benefits, to comply with our legal obligations under employment law including to make reasonable adjustments and to look after your health and safety.

We do not take automated decisions about you using your personal data or use profiling in relation to you.

Sharing your personal data

Sometimes we might share your personal data with group companies or our business partners, contractors and agents to carry out our obligations under our contract with you or for our legitimate interests.

We require those companies to keep your personal data confidential and secure and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

The Dominican Accountant will store and manage your personal data with regard to your pay.

We do not send your personal data outside the European Economic Area. If this changes you will be notified of this and the protections which are in place to protect the security of your data will be explained.

How should you process personal data

Everyone who works for, or on behalf of the Knockadoon Youth Camp and the Dominican Province in Ireland has some responsibility for ensuring data is collected, stored and handled appropriately, in line with this policy and our IT Security and Data Retention policies.

The Dominican Province in Ireland's Data Protection Officer is responsible for reviewing this policy on our data protection responsibilities and any risks in relation to the processing of data. You should direct any questions in relation to this policy or data protection to this person and address any written requests to them.

You should only access personal data covered by this policy if you need it for the work you do for, or on behalf of Knockadoon Youth Camp or the Dominican Province in Ireland and only if you are authorised to do so. You should only use the data for the specified lawful purpose for which it was obtained. Any breach by you of this data protection policy could result in disciplinary action being brought against you and could result in a sanction up to and including dismissal from employment.

- You should not share personal data informally.
- You should keep personal data secure and not share it with unauthorised people.
- You should regularly review and update personal data which you have to deal with for work. This includes telling us if your own contact details change.
- You should not make unnecessary copies of personal data and should keep and dispose of any copies securely.
- You should use strong passwords.
- You should lock your computer screens when not at your desk.
- Consider anonymising data or using separate keys/codes so that the data subject cannot be identified.
- Do not save personal data to your own personal computers or other devices.

- Personal data should never be transferred outside the European Economic Area except in compliance with the law and authorisation of the Data Protection Officer.
- You should lock drawers and filing cabinets. Do not leave paper with personal data lying about.
- You should not take personal data away from the Knockadoon Youth Camp's premises without authorisation from your line manager or the Data Protection Officer.
- Personal data should be shredded and disposed of securely when you have finished with it.

You should ask for help from the Data Protection Officer if you are unsure about data protection or if you notice any areas of data protection or security we can improve upon.

Any deliberate or negligent breach of this data protection policy by you may result in disciplinary action being taken against you in accordance with our disciplinary procedure and may result in sanction up to and including dismissal from your employment.

It is a criminal offence to conceal or destroy personal data which is part of a subject access request (see below). This conduct would also amount to gross misconduct under our disciplinary procedure, which could result in your dismissal.

How to deal with data breaches

We have robust measures in place to minimise and prevent data breaches from taking place. Should a breach of personal data occur (whether in respect of you or someone else) then we must take notes and keep evidence of that breach. If the breach is likely to result in a risk to the rights and freedoms of individuals, then we must also notify the Office of the Data Protection Commissioner within 72 hours.

If you are aware of a data breach you must contact the Data Protection Officer immediately and keep any evidence you have in relation to the breach.

Subject Access request

Data subjects can make an access request to find out the information we hold about them. This request must be made in writing. If you receive such a request, you should forward it immediately to the Data Protection Officer who will coordinate a response.

If you would like to make an access request in relation to your own personal data, you should make this in writing to the Data Protection Officer. We must respond within one month unless the request is complex or numerous in which case the period in which we must respond can be extended by a further two months.

There is no fee for making an access request. However, if your request is manifestly unfounded or excessive we may charge a reasonable administrative fee or refuse to respond to your request.

Your data subject rights.

- You have the right to information about what personal data we process, how and on what basis as set out in this policy.
- You have the right to access your own personal data by way of a subject access request (see above).
- You can correct any inaccuracies in your personal data. To do so you should contact the Data Protection Officer.
- You have the right to request that we erase your personal data where we were not entitled under the law to process it or it is no longer necessary to process it for the purpose it was collected. To do so you should contact the Data Protection Officer.
- While you are requesting that your personal data be corrected or erased or are contesting the lawfulness of our processing, you can apply for its use to be restricted while the application is made. To do so you should contact the Data Protection Officer.
- You have the right to object to data processing where we are relying on a legitimate interest to do so and you think that your rights and interests outweigh our own and you wish us to stop.
- You have the right to object if we process your personal data for the purposes of direct marketing.
- You have the right to receive a copy of your personal data and to transfer your personal data to another data controller. We will not charge for this and will in most cases aim to do this within one month.
- With some exceptions, you have the right not to be subjected to automated decision-making.
- You have the right to be notified of a data security breach concerning your personal data.
- In most situations we will not rely on your consent as a lawful ground to process your data. If we do however request your consent to the processing of your personal data for a specific purpose, you have the right not to consent or to withdraw your consent later. To withdraw your consent, you should contact the Data Protection Officer.
- You have the right to complain to the Office of the Data Protection Commissioner. You can do this by contacting the Office of the Data Protection

Commissioner directly. Full contact details including a helpline number can be found on the Office of the Data Protection Commissioner's website (www.dataprotection.ie). This website has further information on your rights and our obligations.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Contact Us

For more information about our privacy practices, if you have questions, or if you would like to make a complaint, please contact us by mail: *Knockadoon Camp, Ballymacoda, Co.Cork, P25 TF34, Ireland*

Appendix 7

Guidance on the Use of Technology/Media Policy



Dominican representatives need to assess the benefits of technology and how this can be used safely and effectively, in line with rules that respect the dignity and rights of all users, particularly children.

The majority of occasions when people use mobile phones, computers or take photographs of children do not provide any cause for concern. However, there are occasions when this is not the case. At the outset it is important to identify the risks associated with the use of technology, and then to minimise the risks by putting in place measures outlined below.

Consent

The consent of parents/carers/guardians, children and young people should always be sought prior to engaging in any activity that involves the use of IT equipment. General consent may be sought at the outset, or it may be decided to ask for permission for set occasions.

Use of Internet

It is recognised that the internet is valuable and widely used. When used in Dominican contexts, clear guidelines must be developed and inserted into the code of behaviour for each activity involving children.

The following are deemed unacceptable behaviours, and must be avoided in every situation:

- Visiting internet sites that contain offensive, obscene, pornographic or illegal material.
- Using a computer to perpetrate any form of fraud or piracy.
- Using the internet or email systems to send offensive and harassing material to others.
- Using obscene or racist language in computer-assisted communications.
- Publishing defamatory or otherwise false material generated by oneself or by others through social networking.
- Introducing any form of malicious software into the used network.
- Intentionally damaging any information communication technology equipment.
- Using another user's password, or giving that password to a third party.
- It is important that the following are made clear to all who use the internet:

- All Dominican personnel/volunteers/group leaders must be made aware of their responsibility and sign up to appropriate use of the internet as part of a code of behaviour.
- Responsibility is about safeguarding children, taking care of oneself, one's co-workers and group leader.
- Anyone using a shared computer requires their own individual password.
- Training in appropriate and responsible internet and computer use is imperative in order to follow best practice in all activities that concern children, co-workers and volunteers.

Texts & Emails

Texting and email are very quick and effective methods of communication. Usually this does not include adult members of Dominican personnel contacting young people directly, as contact is usually made *via* their parents/guardians. However, there are certain circumstances where contacting young people directly may be necessary (i.e. in an emergency or on a trip away). Any members of Dominican personnel using this method of communication with young people should ensure appropriate safeguards are in place as there are certain risks associated with the safe and appropriate use of texting and email, which must be managed. Adults risk misinterpretation of their communication with young people.

The risks of text and email messaging for children and young people are:

- Inappropriate access to, use of, or sharing of personal details (names, numbers, email addresses).
- Unwanted contact with children/young people from adults, text bullying by peers etc.
- Being sent offensive or otherwise inappropriate materials.
- Grooming for sexual abuse.
- Direct contact and actual abuse.

Using bulk (or bundled) text and email messaging

A way to minimise the risks above is to use bulk text messages. This is where the same text or email message is sent to several young people involved with a particular activity or group. The advantage of this approach is that it presents fewer opportunities for misuse and abuse than personal, one-to-one texting or emailing arrangements between staff or volunteers and children/young people. Therefore, one-to-one texting or emailing should be strongly discouraged and should only occur in exceptional circumstances. The same applies to emailing young people.

The following guidance is provided to minimise risk to all:

1. Consent must be obtained from young people and their parents/guardians prior to sending young people text or email messages. Parents/guardians of younger children should be offered the option to be copied on texts and emails that their child will be sent.

2. The young people's mobile phone numbers or email addresses should be stored safely and securely with access only available to the specific identified members of personnel.
3. All text and email messages must be sent via a bundle to a group of young people, i.e. the same standard text message is sent to every member of the group.
4. Young people should not be given the opportunity to text or email back to the system.

Photography

The use of photos on websites and in other online/hard copy publications can pose direct and indirect risks to children and young people. If those engaged with Knockadoon Camp in any capacity want to use images of the children/young people they work with, or are otherwise in contact with, should consider these guidelines.

The Dominican Order only has responsibility for safeguarding and the use of photography if the Province or Camp plans to use the photographs for Church purposes. Photographs taken at events organised by family and schools such as Communions, weddings or Confirmations do not fall under the responsibility of the Church/Dominicans, unless they are being taken for Church purposes.

Risks to children

A child/young person should not be able to be identified through a photograph. There is also a risk that the photo itself will be used inappropriately by others. Photos can easily be copied and adapted, perhaps to create images of child abuse, which can then find their way on to other websites.

How to minimise risks

- Establish the type of images that appropriately represent the activity and think carefully about any images showing children and young people on the Dominican website or publication.
- Never supply the full name(s) of the child/young person along with the image(s).
- Only use images of children/young people in suitable dress and focused on the activity, rather than one particular child/young person.
- Obtain permission: the permission of parents/carers/guardians and children and young people should always be sought when using an image of them.

Using photographers

Photographers are often employed in a Church context for certain sacramental or Church related activities. When using a photographer, it is important to do the following:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Ascertain if the photographer requires vetting and, if they do, put them through the process.

- Provide the photographer with a form of identification that must be worn at all times.
- Do not allow unsupervised access to children or one-to-one photo sessions at events.
- Do not allow photo sessions to take place away from the event, for instance, at a young person's home.
- Inform parents/guardians and children that a photographer will be in attendance.

Responding to concerns

Children and parents/carers/guardians should be informed that if they have any concerns regarding inappropriate or intrusive photography, these should be reported to the Camp Director, Camp Manager, Camp DLP or Group Leader to ensure that any reported concerns are dealt with in the same way as any other child protection or child safeguarding issue.



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.

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: _____

Appendix 8

Knockadoon Camp Child Safeguarding Statement



The Dominican Friars of the Province of Ireland have carried out an assessment of the potential for harm to children, young people and vulnerable adults involved in Church activities in the Province. The following lists the identified risks and the practices and procedures in place for managing these risks.

A copy of this *Child Safeguarding Statement* is available on request and online at www.dominicansafeguarding.com

Implementation

The Dominican Province of Ireland is committed to the implementation of this Child Safeguarding Statement and the practices and procedures that support our commitment to keeping children, young people and vulnerable adults' safe from harm while engaged in any Church ministry and or church-based activities in the Province.

This Child Safeguarding Statement will be reviewed in May 2026 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Appendix 9

Hazard Assessment Form



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

Name of Group: _____

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 10

Key Contact Details Knockadoon Camp



Name	Role	Contact
Fr Luuk Jansen OP	Camp Director	087 258 0802
Ms. Orlaith O'Callaghan	Camp Manager/DLP	087 258 0802 dlp@knockadoon@gmail.com

Dominican Province of Ireland

Ms. Mary Tallon	Province DLP	089 708 7881 safeguardingoffice@dominicans.ie
fr Gregory Carroll OP	Deputy DLP	066 712 1135

<i>Tusla, Child & Family Agency</i>	Duty Social Worker <i>www.tusla.ie</i>	021 492 7190
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<i>An Garda Siochána</i>	Free & Confidential	1800 555 222
<i>An Garda Siochána</i>	Youghal/Midleton	021 462 1550



Knockadoon Child Safeguarding Policy and Procedures Document

Data Protection

This form will be held on file in accordance with the data protection policy of the Dominican Province of Ireland. The data entered will be used only for the purposes indicated on the form. It may be accessed only by those with responsibility for managing files and will be stored securely in Knockadoon Youth Camp until transferred to the Provincial Safeguarding Office at St Mary's Priory, Tallaght.

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 Handbook
- 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 Knockadoon Youth Camp Management.
- will abide by the requirements of Knockadoon Child Safeguarding Policy and Procedures Handbook.
- will attend and/or have attended a safeguarding information session/full-day training programme (as relevant to my role and/or as required) in the last three years.

Signature: _____

Date: _____

Appendix 12

Declaration Form/Checklist for External Groups using Knockadoon Camp



Data Protection

This form will be held on file in accordance with the data protection policy of the **Dominican Province of Ireland**. The data entered will be used only for the purposes indicated on the form. It may be accessed only by those with responsibility for managing files and will be stored securely in the Safeguarding Office

Knockadoon Camp Checklist

Organisation/Group Name: _____

Name of Person Responsible: _____

POLICY	YES	NO	DATE OF IMPLEMENTATION
Child Protection Policy			
Garda Vetting Policy			
Code of Conduct (Staff/volunteers & campers)			
Supervision Policy re Working with the Children			
Whistle blowing Policy			
Recording and Storing of information Policy			
Anti-discriminatory policy			
Training Policy			
Provision of Intimate Care Policy			
Health and Safety Policy			
Social Media Policy			
Complaints Policy for Children			

<p>Complaints Policy for Volunteer/s</p> <p>Has the group appropriate insurance in place: <i>Group Insurers name</i></p> <p>-----</p> <p><i>Policy Number</i></p> <p>-----</p> <p><i>Period of cover of the Policy</i></p> <p>-----</p> <p><i>Limit of Indemnity</i></p> <p>-----</p>			
--	--	--	--

Signature: _____

Date: _____



Knockadoon Camp
Ballymacoda
Co.Cork P25 TF34
Ireland

