



# **Child Protection Policy**

**Coláiste na bhFiann &  
Cumann na bhFiann**

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## **Rationale**

This policy details the way in which Coláiste na bhFiann and Cumann na bhFiann intend to implement guidelines to ensure the protection and welfare of all children and young people attending the colleges, clubs and events.

## **The relationship of the organisational ethos to this policy**

The organisation strives to create a safe, comfortable and happy environment for young people where they feel confident in the fact that their concerns will be heard with understanding and respect, and that those concerns will be acted on accordingly.

## **Aims**

- To protect the young person, always. The safety and welfare of children and young people is everyone's responsibility. The best interests of the child/young person should be paramount.
- To raise awareness of child abuse, emotional abuse, physical abuse, sexual abuse and neglect among all staff and organisational partners (including Managers, Teachers, Ardchinnirí, Bean an Tí, Fear an Tí, Cinnirí, Feighlí, young people, etc.)
- To implement clear procedures for all organisational personnel on how to deal with the allegations of child abuse.

## **Roles and Responsibilities**

- The Management team and staff of the Colleges will coordinate and monitor the implementation of the Child Protection Policy and procedures
- The policy will be reviewed annually
- **The Management team officially ratified the policy in May 2018.**
- **The policy was reviewed on the 20/04/2023 by Caitríona Ní Cheallaigh (Príomhfheidhmeannach na hEagraíochta) and Michelle Ní Ghialláin (DCA na hEagraíochta)**

## 1. Declaration of guiding principles

### The organisation

Coláiste and Cumann na bhFiann run youth services through Irish for young people. These services include residential summer courses, youth clubs, school tours, day and weekend events.

### Beliefs, values and codes of the organisation

The management, staff and volunteers of Coláiste and Cumann na bhFiann are committed to protecting and promoting the rights of children and young people. This includes their rights to be protected, treated with respect, listened to and to have their own views taken into consideration in all decisions affecting them. The organisation aims to create an open, inclusive, respectful, fair, democratic and tolerant environment that will look to support all children and to the development of the adults working with them. The organisation ensures that no child or young person is disadvantaged or treated differently because of gender, social background, family status, sexual orientation, religion, disability, race or membership of the Travelling community. The ultimate aim of the organisation is to provide services that empower children and young people and have a positive impact on them which reaches to all aspects of their lives. The organisation makes every effort to ensure that the workplace is safe both physically and emotionally.

### Commitment to comply with national legislation and policy

Coláiste and Cumann na bhFiann are committed to complying fully with national policy, current legislation and guidance. There are a number of pieces of legislation relevant to the safeguarding of children and young people (**Appendix 1**):

- Child and Family Agency Act 2013
- Child Care Act 1991
- Children Act 2001
- Children First Act 2015
- Criminal justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012
- Criminal Justice Act 2006, Section 176: Reckless Endangerment of Children
- Data Protection Acts 1988 and 2003
- Domestic Violence Act 1996
- Education (Welfare) Act 2000
- Education Act 1998
- Freedom of Information Act 2014
- National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016
- Non-Fatal Offences against the Person Act 1997
- Protected Disclosures Act 2014
- Protections for Persons Reporting Child Abuse Act 1998

Coláiste and Cumann na bhFiann are committed to reviewing the guiding principles and child safeguarding procedures at least every two years, or sooner if there is a change to the service or if there are changes in legislation or national policy. As per requirement of The Children First Act 2015, Coláiste and Cumann na bhFiann have a Child Safeguarding Statement (**Appendix 2**). The organisation maintains a register of mandated persons which is updated regularly.

### Who is the declaration for?

The guiding principles of the organisation are in place to safeguard children and young people. They are communicated to everyone to whom they apply e.g. board members, management, all

workers and volunteers, children and young people. All in the organisation are expected to abide by the requirements in respect of safeguarding children and young people.

**How do we communicate our guiding principles?**

- The guiding principles are on the organisation's website - [www.cnb.ie](http://www.cnb.ie)
- The guiding principles are communicated at the training courses of Cinnirí, Feighlí, Ardchinnirí, Múinteoirí and Bainisteoirí.
- The guiding principles are included in the training handbooks of Cinnirí, Feighlí, Ardchinnirí, Múinteoirí and Bainisteoirí.
- Guiding principles are provided to parents of the young people using our services, on request.

Coláiste and Cumman na bhFiann are committed to implementing and reviewing the organisation's guiding principles and child safeguarding procedures.

## **2. Key roles and responsibilities in safeguarding**

### **Named persons**

The named person is responsible for leading the development of the guiding principles and child safeguarding procedures while ensuring that policies and procedures are consistent with best practice. The named person/persons liaises with all key workers and volunteers who have relevant roles and responsibilities. They also assist with the review of the guiding principles and child safeguarding procedures. The named person for Coláiste and Cumann na bhFiann also acts as the DLP for the organisation.

### **Designated Liaison Person (DLP)**

The Designated Liaison Person is responsible for ensuring that reporting procedures within the organisation are followed, so that child welfare and protection concerns are referred promptly to Tusla. The Designated Liaison Person records all concerns or allegations of child abuse brought to their attention, and the actions taken in relation to a concern or allegation of child abuse. If the DLP decides not to report a concern to Tusla, the following steps are taken:

- The reasons for not reporting are recorded
- Any actions taken as a result of the concern are recorded
- The employee or volunteer who raised the concern is given a clear written explanation of the reasons why the concern is not being reported to Tusla
- The employee or volunteer is advised that if they remain concerned about the situation, they are free to make a report to Tusla or An Garda Síochána

### **Role and Responsibilities of the Designated Liaison Person (DLP)**

- Responsible for being up to date with all child protection legislation and guidance while being familiar with the organisation's responsibilities in relation to the safeguarding of children.
- Knowledgeable of the organisation's guiding principles and child safeguarding procedures.
- Ensures that reporting procedures within the organisation are followed, so that child welfare and protection concerns are referred promptly to Tusla.
- Receive child protection and welfare concerns from workers and volunteers and consider if reasonable grounds for reporting to Tusla exist.
- Responsibility for reporting concerns of a child protection or welfare concern to Tusla and/or an Garda Síochána, based on advice given (Co-sign with the Mandated person) on behalf of their organisation, using the Tusla Web Portal.
- Inform the child or young person's parents/guardians that a report is to be submitted to Tusla or The Garda Síochána, unless: Informing the parents/guardians is likely to endanger the child or young person; Informing the parents/guardians may place you as the reporter at risk of harm from the family; The family's knowledge of the report could impair Tusla's ability to carry out an assessment.
- Act as a liaison with Tusla and The Garda Síochána, as appropriate.
- Record all child protection or welfare concerns, or allegations of child abuse, brought to their attention as well as any action taken in response to these concerns.
- Responsible for keeping a correct account safe, confidential and in a secure place.
- Responsible for providing staff members and volunteers with advice regarding worries or concerns of child abuse. He/She will keep a record of this advice.

## The appointment of the DLP

A Designated Liaison Person (DLP) and a Deputy Designated Liaison Person (Deputy DLP) are appointed for the organisation as a whole. The DLP is responsible for providing advice for any member of staff or volunteer who has a child protection concern and he/she will liaise with the relevant agencies.

In the case of Cumann na bhFiann, the Development manager is the DLP and the Administrative Manager is the Deputy DLP. The Deputy DLP takes the role of DLP should they not be available for any reason. Contact details for the DLP and the Deputy DLP are available to all members of staff and volunteers who work within the organisation.

In the case of Coláiste na bhFiann, the manager or Bainisteoir of the summer courses is appointed before the start of every course. The Bainisteoir is responsible for all aspects of child protection on the course. A teacher is appointed as Deputy DLP before the course starts. The Deputy DLP takes the role of DLP should the DLP not be available for any reason. Contact details for the DLP and Deputy DLP are available to all members of staff and volunteers who work on the course. The Administrative Manager is the DLP for Coláiste na bhFiann as an organisation.

## Mandated Persons

Mandated persons are people who have contact with children or young people and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect children and young people from harm. According to the Children First Act 2015, Bainisteoirí and Múinteoirí are mandated persons on summer courses. Youth leaders who are working with the clubs and events for young people are also mandated persons (*Appendix 2: Schedule of mandated persons under the **Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017***)

## Role & Responsibilities of a Mandated person

Mandated persons have two main legal obligations under the Children First Act 2015

- To report harm of children and young people, above a defined threshold, to Tusla
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report

As a mandated person, under the legislation there is a requirement to report any knowledge, belief or reasonable suspicion that a child has been harmed, is being harmed, or is at risk of being harmed. The Act defines harm as assault, ill-treatment, neglect or sexual abuse, and covers single and multiple instances.

The reporting requirements under the Children First Act 2015 apply only to information that the mandated person received or became aware of since the Act came into force. However, if there is reasonable concern about past abuse, where the information came to the mandated person's attention before the Act and there is possible continuing risk to children and young people, a report should be made to Tusla under the Children First Guidance 2017.

## Procedure for maintaining the list of Mandated persons

**Coláiste na bhFiann** - The list of Mandated persons is updated in May of each year prior to the Summer courses. This is reviewed again once the courses have finished to remove those no longer in the service. It is the DLP of the organisation's responsibility to keep this list updated.

**Cumann na bhFiann** - The list of Mandated persons is updated in September of each year prior to the youth clubs commencement. This is reviewed prior to all events and amendments are made

should a mandated person inform us that they are no longer working/volunteering in the service. It is the DLP of the organisation's responsibility to keep this list updated.

### **Non-mandated person**

The organisation acknowledges that there is no legal obligation on non-mandated persons (working or volunteering) within the organisation to report child protection concerns. There is, however, huge importance placed on internal reporting. These non-mandated persons are provided with training on reporting of all nature of incidents. These reports can prove of great assistance to mandated persons.

### **DLP (Designated Liaison Person) and DFS (Mandated persons)**

The organisation recognises that there are Mandated Persons working within the organisation. It is important to note that all mandated persons must fulfill their statutory obligation to report as is laid out in the **Children First Act 2015**. The DLP cannot fulfill this obligation on their behalf. If a mandated person assumes the role of DLP in the organisation, they must comply with the DFS statutory obligations. (See chart under **Appendix 3**)



### 3. Responding and Reporting child protection concerns

The organisation acknowledges that Tusla must be alerted to any reasonable grounds for concern if a child has or is at risk of being abused or neglected. The concern can be reported personally, over the phone or in writing to the local social work duty service in the area in which the child resides. (Contact details at [www.tusla.ie](http://www.tusla.ie) and **Appendix 4**) A mandated person will contact Tusla to discuss a concern informally where they are unsure whether they should report or not. If Tusla deems the concern to be below the threshold for reporting, the organisation will follow all advice provided including engaging with other services that may be more suitable to meeting the needs of the child and/or family. All advice from Tusla is documented.

#### Reasonable grounds for concern

The organisation commits to informing Tusla when there is reasonable grounds for concern that a child or young person may have been, is being, or is at risk of being abused or neglected. It acknowledges that it is not necessary to prove that abuse has occurred to report a concern. All that is required is that there are reasonable grounds for concern. Tusla will then assess concerns that are reported. 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 or young person is suffering from emotional or physical neglect
- A child or young person saying or indicating by other means that they has been abused
- Admission or indication by an adult or a child/young person of an alleged abuse they committed
- An account from a person who saw the child/young person being abused

**Appendix 5** - The types of Child Abuse as defined in the Act. These are to be referenced in the reporting.

#### Confidentiality and Sharing of information

The organisation is committed to its professional and legal responsibilities regarding confidentiality and the exchange of information. Where child protection and welfare concerns arise, information is only shared on a 'need to know' basis in the best interest of the child/young person with the relevant statutory authorities and with parents/guardians. The organisation and those working within it cannot give any undertakings regarding secrecy to a child/young person or their families when it comes to child protection concerns. The Data Protection Acts 1988 and 2003 do not prevent the sharing of information on a reasonable and proportionate basis for the purposes of child protection. Tusla has the authority to share information concerning a child/young person who is the subject of a risk assessment where a mandated person has been asked to provide assistance. Tusla only shares what is necessary and proportionate in the circumstances of each individual case. The organisation acknowledges that Parents/guardians and children/young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk or may put the reporter at risk.

Information that Tusla shares with the organisation, if assisting it to carry out an assessment, must not be shared with a third party, unless Tusla considers it appropriate and authorises in writing that the information may be shared. This is in keeping with the principles of data protection, which recognise that in certain circumstances information can be shared in the interests of child protection, but that such sharing must be necessary and proportionate. Section 17 of the **Children First Act 2015** makes it an offence for the organisation to disclose information to a third party which has been shared by Tusla during the course of an assessment, unless Tusla has given written authorisation to do so.

## Mandated reporting

Reporting a mandatory concern to Tusla is done using the reporting form, which indicates that it is a mandated person completing the report and that the report details a mandated concern. Included in this, the report gives as much material information as possible, so that it will aid an effective intervention for the child or young person that the likelihood of harm can be reduced by the fact that Tusla has been contacted.

## Dealing with disclosures of harm from a child or young person

If a mandated person receives a disclosure of harm from a child or young person, which is above the threshold, they must make a mandated report of the concern to Tusla. **The organisation is not required to judge the truth of the claims or the credibility of the child.** If the concern does not meet the threshold to be reported as a mandated concern it will be reported to Tusla as a reasonable concern. A record of this will be kept internally. The mandated person must deal with disclosures of abuse sensitively and professionally. It is important not to lose the child/young person's confidence.

### The interview should not be formal

- Listen calmly, carefully, and attentively to the child/young person when you hear the allegation
- Take what the child/young person is saying seriously
- Provide support to the child/young person
- Reassure the child/young person that they have taken the right action in talking to you
- Ask questions for clarification only. Do not ask leading questions
- Check back with the child/young person that what you have heard is correct and understood
- Do not express any opinions about the alleged abuser
- Do not put pressure on the child/young person to remember important events
- Do not promise to keep anything secret. Explain that you might need further support
- Make a record of the conversation with the following details:
  - *What happened, where, how?*
  - *Explanation and diagrams, if possible, of physical harm.*
  - *Descriptions of the harm*
- Ensure that the child/young person understands the procedures that will follow
- Make a written record of the conversation as soon as possible, in as much detail as possible
- Treat the information confidentially, subject to the requirements of the Guidance and legislation
- Usually, the parent/guardian will be alerted to the report being made. A decision may be taken not to inform the parent/guardian as it might endanger the child/young person. The decision to not disclose to the parent/guardian should be recorded along with the reasons for non disclosure.
- The DLP must be informed and provided with a record of this.
- The DLP of the organisation will report concerns to the Board and will follow procedure subsequently.

The organisation has a policy of joint reporting:

**Coláiste na bhFiann** – DFS (Mandated Persons) and DLP of the organisation. If the DLP is the subject of the report, the Deputy DLP of the organisation reports jointly with the DFS.

**Coláiste na bhFiann (summer courses)** - DFS (Mandated Persons) and DLP of the summer course. If the DLP of the course is the subject of the report, the DLP of the organisation reports jointly with the DFS.

**Cumann na bhFiann** – DFS (Mandated Persons) and DLP of the organisation. If the DLP of the organisation is the subject of the report, the Deputy DLP of the organisation reports jointly with the DFS. The DLP of the organisation is notified (Coláiste & Cumann) before the mandated report is made and is supplied with a copy of the report.

## **Reporting procedures when allegations are made or if there is a concern regarding child abuse**

If a complaint is received and there is a concern regarding child abuse:

- The DFS will notify the DLP immediately.
- The DLP in turn will notify the DLP of the organisation. It is the responsibility of the DLP of the organisation to notify the Managing Director. The Managing Director will notify the Board of Directors.
- The DFS prepares a written report of the allegation based on the conversation had with the person making the allegation.
- The DFS/DLP will contact Tusla for advice and the DFS is responsible for reporting, with the DLP, based on the advice given.
- If the DFS/DLP decide, after seeking advice from Tusla that the subject does not need to be reported, he/she must notify the DLP of the organisation. After this, he/she must notify the person who is making the allegation and explain the reasoning behind the decision not to report. If the DFS still has cause for concern, he/she can seek further advice from Tusla or an Garda Síochána, or make a report independently. There are provisions under the Protections for Persons Reporting Child Abuse Act 1998, if the report is made with reasonable grounds and in good faith.
- If the DFS decides, after seeking advice from Tusla, that they should report, they must notify the DLP and the DLP of the organisation, and follow the procedure as detailed under **Children First: National Guidance for the Protection and Welfare of Children 2017**.
- The DFS and the DLP will complete the relevant forms as comprehensively as possible.
- He/she will notify the alleged abuser of the facts and type of allegation, and he/she will confirm that it has been reported to Tusla by the DFS and the DLP, where appropriate.
- If the allegation is made about an employee, the employee is entitled to details and a copy of the allegation in writing, advice, representation and the right to respond to the Managing Director and the Board within a week.
- If the Managing Director and the Board believe that there is a risk posed, he/she may ask the employee to leave the situation. If they are unsure, the DLP of the organisation will seek advice from Tusla/an Garda Síochána.
- If the decision is made to leave the employee in the situation, the DLP of the organisation will notify Tusla (in many cases an Garda Síochána) of this also.
- When there is an allegation that abuse occurred, the Managing Director and the Board of Directors will investigate. They will hold a meeting once all of the subject evidence has been assembled. At this meeting, the Board of Directors will analyse the following in details:
  - The allegations made and the sources
  - The advice given by the relevant authorities
  - The response from the employee
- The alleged abuser must have the opportunity to state their case at a meeting and is permitted to bring someone with them to this meeting.
- The Managing Director/Board of Directors must deal with the subject in a delicate manner and must give fair treatment to the alleged abuser.
- The Managing Director/Board of Directors will make a decision on what action to take, should there be an action to take, based on the investigation and will notify the alleged abuser in writing of this.

- When it is not possible for the Managing Director/Board of Directors to investigate allegations (for example if the abuse occurred and the alleged abuser is employed in another organisation, or when the relevant authorities are investigating him/her), the Managing Director will follow advice of the authorities. The Managing Director will stay in close contact with Tusla and will receive reports from them when reasonable.

### **Retrospective abuse / Historical Abuse**

Retrospective abuse refers to abuse an adult experienced during their childhood. In terms of retrospective abuse, a report is made to Tusla where there may be a current or potential risk to children or young people from the person against whom there is an allegation. As with a child or young person, the mandated person will deal with disclosures of abuse from adults sensitively and professionally.

### **Record Keeping**

Coláiste and Cumann na bhFiann acknowledge the importance of the need for good quality information to be gathered and shared with Tusla. It is important that information about concerns for the welfare or protection of a child/young person is gathered early and shared as soon as possible with the appropriate person within the organisation. This can facilitate early warning signs being picked up and interventions being put in place at the earliest opportunity.

Concerns are recorded by the organisation by every level of staff, mandated persons and non-mandated persons. Should there be reasonable grounds for concern, a report is made to Tusla. Some reports do not meet reasonable ground for concern. If this is the case, following consideration and consultation with the DLP, the concern, along with the decision not to report, is recorded by the DLP. The DLP and Deputy DLP have access to these records and are responsible for their review.

## 4. Recruitment & Selection

Coláiste and Cumann na bhFiann recognises the importance of creating safe environments when working with children and young people. All procedures and practices are in place to be child-centered - working in a way that puts the welfare and best interests of the child at the core of all we do. Recruitment and selection of workers and volunteers is a key component of creating these safe environments. We do this by:

- Providing training and information on safeguarding of children/young people. All workers and volunteers are clear on their responsibilities and understand the different forms of abuse and risks that children/young people they are working with may be exposed to.
- Implementing procedures for safe management of activities. The organisation provides guidance to workers and volunteers on planning and running activities in a way that focuses on the safety of children and young people eliminating as much risk as is possible.
- Managing our workers and volunteers effectively. All workers and volunteers are provided with a code of behaviour which provides clarity on acceptable and unacceptable practices within the organisation. Training is a key component of this.

### Safe recruitment and selection

Coláiste and Cumann na bhFiann are committed to recruiting the most suitable people available to work with young people. This is achieved using the following methods:

- Providing a clear job description along with detail on the responsibilities pertaining to the role
- Thorough application forms seeking information from the applicant.
- Garda vetting
- References
- Interview, Induction and Training
- On-going supervision and support

### Job descriptions

Job descriptions along with the responsibilities associated with the roles are available to all levels of staff when they apply. These include requirements on experience and qualifications needed for the role. Those who are recognised as mandated persons in the organisation are informed of their responsibilities and provided with training.

### Application forms

Application forms are completed by all levels of staff through our online application forms on our organisation's website – [www.cnb.ie](http://www.cnb.ie). Applications are reviewed by Management for the service in question and the best candidates are selected.

### Garda vetting

The organisation fulfills its statutory obligation in relation to Garda vetting requirements for persons working with children and vulnerable adults are set out in the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016. The National Vetting Bureau of An Garda Síochána issues vetting disclosures to the organisation for everyone over 16 years of age who work on a full-time, part-time or voluntary basis with children/young people. This includes all Gaeltacht families who provide accommodation for young people on residential courses. This process applies to all those over 16 who reside in the house that is used by the organisation. Vetting is repeated every 3 years. The organisation decides on the suitability of a person to work with children based on criminal history and other specified information on the person to be vetted which is provided by the vetting unit. Workers in Northern Ireland complete this process with Access NI.

## References

References are required for teachers and managers on our summer courses.

## Interview, Induction and Training

Coláiste and Cumann na bhFiann acknowledges its responsibility to identify what training the staff and volunteers need and to ensure that they receive adequate and appropriate information and training. The organisation provides all staff members and volunteers with good-quality information on the recognition and reporting of child protection and welfare concerns. All training is consistent with **Children First: National Guidance for the Protection and Welfare of Children** and Children First legislation. The role of the statutory agencies with primary responsibility in child protection and welfare, namely Tusla and An Garda Síochána, are included in this training. The organisation makes training available to the DFS as there are specific responsibilities on them. The organisation provides adequate child protection and welfare information and training for the DLP to enable them to undertake the role. On top of this, the relevant training is provided at the following seminars:

- Seminar for Youth Leaders (Cumann na bhFiann)
- Seminar for Teachers (Coláiste na bhFiann)
- Seminar for Course Managers (Coláiste na bhFiann)
- Cinnire training course (Coláiste na bhFiann)
- Ardchinnire training course (Coláiste na bhFiann)
- External training courses e.g. The Wheel, NYCI etc.

A record is kept of these training dates, who presented the training and who was present for the training. All training content is reviewed following each training course and is amended or enhanced according to feedback from staff and those in attendance.

## Safe management of events/courses/clubs

To ensure the safe management of all activities run by the organisation the following is adhered to minimize risk to the young person:

- All children and young people are registered through completion of the specific application form. This form includes contact details of parents/guardians, medical requirements, and emergency contact. Parents/guardians can access this information through their online account and update when necessary.
- Attendance at all events/courses/clubs is documented.
- Accident and Incident reports are maintained.
- Records are kept of any complaint or grievances.
- Health and Safety surveys of premises are completed – is the premises suitable for the activity in question? Has a risk assessment been completed?, etc. This is particularly important when it comes to attending off site.
- Supervision is adequate taking the age of the young people and the activity into account. No young person is left unsupervised, and no member of staff is to be on their own with a young person, unless in extremely rare circumstances. Members of staff do not transport children alone in cars.
- Timetables for all events/courses/clubs are clear to all staff and volunteers involved. These are recorded and reviewed.
- Should the young people of the organisation be attending an event with another group, there are clear procedures in place for Coláiste and Cumann na bhFiann. The staff and volunteers of the organisation are responsible for the young people of the organisation in all situations.
- Young people go swimming to public pools on the bus. These are private sessions. Young people are always offered a discreet place to change their clothes. No members of staff are permitted to be on their own with a young person at any time.
- Adequate insurance is in place to cover all aspects of the organisation's services.



- There are emergency procedures in place should they be required.
- Evaluation is carried out by all participants during and after the event/course/club and this evaluation forms part of the planning for future events/courses/clubs.

### **On-going supervision and support**

The code of conduct is communicated to all staff and volunteers at all levels of the organisation. This is to be adhered to at all times. All roles in the organisation have a line manager they are responsible to. These are either full time members of staff or have a dotted line to a full-time member of staff. It is made clear at the time of training and then again at the beginning of the event, course, or club who this person is. These line managers are responsible for supervising and supporting the staff or volunteers and reporting any concerns they might have. See **Appendix 6** for Job descriptions and Organisational chart.

Feedback is requested on an ongoing basis. Surveys are sent to all levels of staff after an event/courses/club requesting feedback on the positives, on the negatives and asking for suggestions on how we can best improve for the future. The staff and volunteers are questioned on the level of training and the information received prior and during the event/course/club. Was it sufficient? Could they benefit from more? These suggestions are taken into consideration during the planning stages of subsequent events/courses/clubs.

### **Disciplinary procedures**

The organisation has written, step-by-step procedures which it commits to follow in every case where a worker/volunteer may have to be warned, reprimanded, or dismissed because of a complaint or failure on the worker's part to meet the expected standards. Disciplinary procedures may be employed when:

- There is a complaint made about a worker or volunteer
- There is an alleged breach of the code of behavior
- There is an allegation of abuse made against a worker or volunteer

The disciplinary procedures work alongside and are consistent with the complaint's procedures, code of behaviour and procedure for managing allegations of abuse against workers/volunteers. When dealing with employees, employment law will be taken into consideration. When dealing with volunteers, in the absence of employment law, procedures adhere to good practice and do not unfairly discriminate.

### **Rights of workers/volunteers**

Any person subject to disciplinary procedures is entitled under fair procedure to:

- Have clear information in respect of the complaint;
- Copies of any documentation used in decision making;
- An opportunity to provide their account and for this to be considered before any conclusions are drawn;
- Have conclusions and decisions set out in writing;
- A right of appeal.

## **5. Sharing Guiding Principles and Child Safeguarding Procedures**

Coláiste and Cumann na bhFiann are aware of the importance of information sharing and consultation with parents/guardians regarding all aspects of children and young people's participation in the service. Parents/guardians are made aware of the guiding principles of the organisation along with child safeguarding procedures when they register for a club, course or event. They can also receive this information at any stage in the process, on request. When a young person is involved in any service we recognise the importance of sharing information in an age appropriate manner taking into account the young person's understanding of this information in Irish.

### **Feedback**

As with all aspects of our services, we request feedback, both formal and informal, throughout the year. Participation is essential for parents/guardians and children/young people because it gives them an opportunity to have their say. This enhances the rights of children and young people to be consulted and to have their views and opinions taken into account when decisions are being made about them. At the core of this, the organisation aims to assure young people that they have a right to be protected, consulted and treated with respect.

### **Communication**

Within each individual service the parent/guardian is supplied with a direct line of contact. These contacts are full time staff members or have a direct line to a full time member of staff. All young people, along with their parent's are required to attend an information meeting prior to attending a residential course. This provides a platform for information sharing by members of the organisation while giving parents the opportunity to ask any questions or discuss any concerns they may have.

### **Anti-bullying policy**

The organisation has an Anti-bullying policy (See **Appendix 7**) This is available on the website and on request.

### **Complaints**

Should a parent wish to make a complaint about any service or any volunteer or staff member of the organisation, they can do so in writing by letter (Ionad Óige na hÉireann, Droim Rí, Co. na Mí A85 K221) or by sending an email ([eolas@cnb.ie](mailto:eolas@cnb.ie)) (See **Appendix 8** for Complaints policy)



## **6. Implementing, reviewing & monitoring the guiding principles and child safeguarding procedures**

### **Implementation**

The organisation recognises the importance of having an implementation plan for guiding principles and child safeguarding procedures. This involves regular review and updating through an on-going risk assessment along with measures to address any identified risks. Reviewing performance ensures areas of procedure and practice that are working well can be acknowledged and areas requiring improvement can be identified and addressed.

### **Review**

New legislation or the broadening of a service within the organisation may make the review of the policy and procedures necessary. These changes or developments may have an impact on the way the organisation runs its services. A risk assessment of these changes is noted.

### **Evaluate and monitor**

Having reviewed the policy and procedures, the organisation then identifies changes that need to be made to inform future policy, procedure and practice decisions. On-going monitoring helps to ensure that the practices, as outlined in the guiding principles and child safeguarding procedures, are maintained throughout the organisation. Guiding principles and child safeguarding procedures are reviewed within 12 months, or sooner if necessary due to service issues or changes in legislation/national policy, or where problems in the implementation process arise. Coláiste na bhFiann does a full review of policy and procedures prior to the start of the residential courses (May of each year). Cumann na bhFiann does a full review of policy and procedures prior to the start of the youth club sessions (August of each year)

# Appendices

## Appendix 1 - National legislation and Policy

### **CHILD CARE ACT 1991**

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.

### **PROTECTIONS FOR PERSONS REPORTING CHILD ABUSE ACT 1998**

This Act protects you if you make a report of suspected child abuse to designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí as long as the report is made in good faith and is not malicious. 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**. This legal protection means that even if you report a case of suspected child abuse and it proves unfounded, a plaintiff who took an action would have to prove that you had not acted reasonably and in good faith in making the report. If you make a report in good faith and in the child's best interests, you may also be protected under common law by the defense of qualified privilege. 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](http://www.tusla.ie) and [www.hse.ie](http://www.hse.ie)).

### **CRIMINAL JUSTICE ACT (Reckless endangerment) 2006**

Section 176 of this Act created an offence of reckless endangerment of children. 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;
2. Failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation.

### **DOMESTIC VIOLENCE ACT 2018**

This act amends and consolidates the law on domestic violence and is one of the most significant family law statutes introduced in the past 20 years. DVA orders will not be available to more applications. There is a new list of facts and circumstances to be taken into account by the Court when making a decision re DVA orders.

There are some new Criminal Provisions including Coercive Control Offence (Section 39) and Forced Marriage offence (Section 38) - please note also under Section 45 (1e), the old provision allowing for marriages to take place when at least one party was under 18, is not repealed.

### **CRIMINAL JUSTICE (WITHHOLDING OF INFORMATION ON OFFENCES AGAINST CHILDREN AND VULNERABLE PERSONS) ACT 2012**

Under this Act, 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 & VULNERABLE PERSONS) ACTS 2012–2016**

Under these Acts, 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 the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012–2016.

### **CHILDREN FIRST ACT 2015**

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 the child. The Act also recognises the existence of underage, consensual peer relationships where any sexual activity falls within strictly defined age limits and the relationship is not intimidatory or exploitative

### **HARASSMENT, HARMFUL COMMUNICATIONS & RELATED OFFENCES ACT 2020**

Known as 'CoCo's Law'. This Act creates two new offences which criminalise the non-consensual distribution of intimate images:

1. It is an offence to take, distribute or publish intimate images of a person without consent even if there is no specific intent to cause harm. Penalties include a maximum fine of €5000 and/or 12 months imprisonment.
2. It is an offence to distribute or publish intimate images of a person, without consent and with intent to cause harm. Penalties include an unlimited fine and/or 7 years imprisonment.

Importantly, this applies even if the person initially gave consent for the picture to be taken, but they were later shared with other people without their consent. The law is in addition to existing legislation which makes it illegal to send, receive or share any sexually explicit images, video or text of someone under 18 years of age. A child under 17 years of age can only be charged with an offence under this particular Act with the consent of the Director of Public Prosecutions.

## **Appendix 2 - Child Safeguarding Statements**

### **Child Safeguarding Statement - Coláiste na bhFiann & Cumann na bhFiann**

**1. Name of service being provided** Coláiste na bhFiann & Cumann na bhFiann

**2. Nature of service and principles to safeguard children from harm** Coláiste na bhFiann provides residential summer courses for young people aged 10-18. These courses are run in houses in Gaeltacht areas and in a residential college, Ionad Óige na hÉireann, Co. Meath. The courses are run completely through the medium of Irish. Cumann na bhFiann provides a network of youth clubs and overnight tours to young people on a national basis giving them the opportunity to use and improve their spoken Irish in an informal setting. Our organisation believes that the best interests of young people attending our services are paramount. We believe that all children attending our service, regardless of race, ability, ethnicity, or sexual orientation, have the right to be protected, treated with respect, listened to and to have their views taken into consideration in all decisions affecting them. Our guiding principles are underpinned by Children First: National Guidance for the Protection and Welfare of Children, Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice, the United Nations Convention on the Rights of the Child and current legislation such as the Children First Act 2015, Child Care Act 1991, Protections of Persons Reporting Child Abuse Act 1998 and the National Vetting Bureau Act 2012.

**3. Risk assessment** Coláiste na bhFiann and Cumann na bhFiann have completed an assessment of any potential for harm to young people while they are availing of our services and maintains a risk register in relation to this. This register identifies all risks of harm as detailed in the Children First Act 2015 (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, and lists the procedures, policies, programmes and practices that help reduce or eliminate these risks.

#### **Procedures in place relating to reducing or eliminating specific risks**

**Risk of harm from a member of staff** - Code of Conduct - Board, Staff & Volunteers, Staff & Volunteer training, Recruitment policy & procedures

**Risk of harm from peers** - Code of conduct for staff & young people, Induction information sessions with young people & their parents

**Risk of harm from member of the public** - Risk assessment of venues, events & trips, Code of conduct for staff & young people

**Risk of harm to a child from lack of supervision** - Child Protection Policy, Code of Conduct - Board, Staff & Volunteers, Staff & Volunteer training

**Risk of neglect** - Health & Safety Policy, Staff & Volunteer training, Recruitment policy & procedures

**Risk of emotional abuse/ill treatment** - Complaints Policy & Procedures, Anti-bullying policy

**Risk of physical abuse** - Risk assessment of venues, events & trips, Code of conduct for staff & young people

**Risk of sexual abuse** - Child Protection Policy, Recruitment policy & procedures

**Risk of online abuse** - Online safety & social media policy, Anti-bullying policy

**4. Procedures** Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, and Tusla Child Safeguarding: A Guide for Policy, Procedure and Practice. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service
- Procedure for the safe recruitment and selection of workers and volunteers to work with children
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm
- Procedure for the reporting of child protection or welfare concerns to Tusla
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons
- Procedure for appointing a relevant person as DLP

All procedures listed are available upon request.

**5. Implementation** Coláiste na bhFiann and Cumann na bhFiann recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep young people safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed every two years or as soon as practicable after there has been a material change in any matter to which the statement refers.

<b>Signed</b>	Michelle Ní Ghiolláin	<b>Date</b>	22/05/2023
<b>DCA/Relevant person</b>	Michelle Ní Ghiolláin Bainisteoir Riaracháin	michelle@cnb.ie	01 8259342
<b>Leas DCA</b>	Barra Mac Thiarnáin Bainisteoir Forbartha	barra@cnb.ie	01 8259342

### Appendix 3 - Key Roles in the organisation

#### Chart of Key roles in the organisation

<b>Service</b>	Coláiste and Cumann na bhFiann
<b>Named Person</b>	DLP of the Organistaion
<b>DLP</b>	<b>Coláiste na bhFiann &amp; Cumann na bhFiann -</b> Administrative Manager <b>Coláiste na bhFiann (cúrsaí) -</b> Bainisteoir of the course
<b>Deputy DLP</b>	<b>Coláiste na bhFiann -</b> Development Manager <b>Coláiste na bhFiann (cúrsaí) -</b> Named teacher
<b>Mandated Persons</b>	Bainisteoirí, Múinteoirí, After care service Manager, Administrative Manager, Development Manager

## **Appendix 4 - Tusla contact details**

### **Tusla – Child and Family Agency**

Brunnel Building, Heuston South Quarter, Dublin 8

**Phone:** 01 7718500

**Website:** [www.tusla.ie](http://www.tusla.ie)

**Email:** [info@tusla.ie](mailto:info@tusla.ie)

### **Dublin – North**

Eilidh McNab, 180-189 Lakeshore Drive Airside Business Park, Swords, Co. Dublin

**Phone:** 01-8708000

**Email:** [eilidh.macnab@tusla.ie](mailto:eilidh.macnab@tusla.ie)

### **Dublin – North City**

Caroline Jordan, Ballymun Healthcare Facility, Ballymun Civic Centre, Dublin 9

**Phone:** 01-8467129

**Email:** [amm.dnc@tusla.ie](mailto:amm.dnc@tusla.ie)

### **Louth & Meath**

Gráinne Sullivan, C/O Community Care Centre, Dublin Road, Dundalk, Co. Louth

**Phone:** 042-9381282

**Email:** [grainnesullivan.lm@tusla.ie](mailto:grainnesullivan.lm@tusla.ie)

### **Cavan & Monaghan**

Gerry Lowry, Support Services Building, Rooskey, Monaghan

**Phone:** 047-30473

**Email:** [gerry.lowry@tusla.ie](mailto:gerry.lowry@tusla.ie)

### **Dublin South East/Wicklow**

Joanne Cullen, PO Box 12639, Dublin 8

**Phone:** 01-4150533

**Email:** [am.dsdseww@tusla.ie](mailto:am.dsdseww@tusla.ie)

### **Dublin South Central**

Des Delaney, 21 – 25 Lord Edward Street, Dublin 2

**Phone:** 01-6486555

**Email:** [am.dscdw@tusla.ie](mailto:am.dscdw@tusla.ie)

### **Dublin South West, Kildare, West Wicklow**

Audrey Warren, Suite 7&8, Vista Primary Care, Naas, Co. Kildare

**Phone:** 087-9287293 or 087-2688213

**Email:** [am.dswkww@tusla.ie](mailto:am.dswkww@tusla.ie)

### **Midlands (Laois, Longford, Offaly, Westmeath)**

Annette Maguire, Primary Care Centre, Harbour Road, Mullingar, Co. Westmeath

**Phone:** 044-9353967/3965

**Email:** [childfamily.midlands@tusla.ie](mailto:childfamily.midlands@tusla.ie)

### **Kerry**

Oliver Mawe, Rathass, Tralee, Co. Kerry

**Phone:** 066-7195620

**Email:** [oliver.mawe@tusla.ie](mailto:oliver.mawe@tusla.ie)

**Cork**

Barry Murray, Áras Sláinte, Wilton Road, Cork

**Phone:** 021-4923503

**Email:** barry.murray@tusla.ie

**Carlow, Kilkenny & South Tipperary**

Marie Kennedy, James Green, Kilkenny

**Phone:** 056-7784713

**Email:** marieu.kennedy@tusla.ie

**Waterford & Wexford**

Vincent Daly, Community Services, Cork Road, Waterford

**Phone:** 051-842827

**Email:** vincent.daly@tusla.ie

**Donegal**

Gerry Hone, Shiel House, College Street, Ballyshannon, Co. Donegal

**Phone:** 071-9822776

**Email:** gerry.hone@tusla.ie

**Galway & Roscommon**

John Donnellan, 25 Newcastle Road, Galway

**Phone:** 091-546228

**Email:** john.donnellan@tusla.ie

**Sligo, Leitrim & West Cavan**

Mary Kellegher, Markievicz House, Barrack Street, Sligo

**Phone:** 071-9155133

**Email:** mary.kellegheregan@tusla.ie

**Mayo**

Paddy Martin, 2nd Floor, Mill Lane, Bridge Street, Castlebar, Co. Mayo

**Phone:** 094-9042030

**Email:** paddy.martin@tusla.ie

**Mid West (Limerick, Clare and North Tipperary)**

Caroline Cullen, Ballycummin Ave, Raheen Business Park, Raheen, Limerick

**Phone:** 061-482792

**Email:** areamanagermw@tusla.ie



## Appendix 5 - The types of Child Abuse

1. **Neglect** - Neglect is defined as ‘to deprive a child of adequate food, warmth, clothing, hygiene, supervision, safety or medical care’. The threshold of harm, at which you must report to Tusla under the **Children First Act 2015**, is reached when you know, believe or have reasonable grounds to suspect that a child’s needs have been neglected, are being neglected, or are at risk of being neglected to the point where **the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**
2. **Emotional Abuse/ill-treatment** - Ill-treatment is defined as ‘to abandon or cruelly treat the child, or to cause or procure or allow the child to be abandoned or cruelly treated’. Emotional abuse is covered in the definition of ill-treatment used in the **Children First Act 2015**. The threshold of harm, at which you must report to Tusla under the **Children First Act 2015**, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being ill-treated to the point where **the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**
3. **Physical Abuse** - Physical abuse is covered in the references to assault in the **Children First Act 2015**. The threshold of harm, at which you must report to Tusla under the **Children First Act 2015**, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result **the child’s health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.**
4. **Sexual Abuse** - If, as a mandated person, you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being sexually abused, then you must report this to Tusla under the **Children First Act 2015**. Sexual abuse to be reported under the **Children First Act 2015** [as amended by section 55 of the Criminal Law (Sexual Offences) Act 2017] is defined as an offence against the child, as listed in Schedule 3 of the **Children First Act 2015**. A full list of relevant offences against the child which are considered sexual abuse is set out in Appendix 3 of the Guidance. As all sexual abuse falls within the category of seriously affecting a child’s health, welfare or development, you must submit all concerns about sexual abuse as a mandated report to Tusla. There is one exception, which deals with certain consensual sexual activity between teenagers, which is outlined on page 23 of the Guidance



## Appendix 6 - Job descriptions

<p><b>Cinnire</b></p>	<p><b>Responsibilities of the role</b></p> <ul style="list-style-type: none"> <li>● High quality in all aspects of the work</li> <li>● Ensuring that the pupils in your care are comfortable and free from danger at all times</li> <li>● Reporting problems students are having</li> <li>● Ensuring that a high standard of Irish is spoken by students and by themselves</li> <li>● Be fair to everyone and discreet, when necessary</li> </ul> <p><b>What skills will the Cinnire learn?</b></p> <ol style="list-style-type: none"> <li>1. Caring for young people – This is the main skill that the Cinnire will be learning, as they carry out their work. It is based on the main points mentioned above.</li> <li>2. Teamwork – Whatever profession the person is striving for in life, they will always need to be able to work as part of a team. The role of Cinnire gives the teenager the opportunity to practice this very important skill from an early age. People learn how to cooperate properly, by showing respect to everyone they meet.</li> <li>3. Management - What is management? Simply put, management is about being responsible for everything on the course and making sure that everyone does their job satisfactorily, dividing jobs among people under your direction and making sure that the tasks are completed. There are plenty of examples around the country of former Cinnirí and Ardchinnirí of Coláiste na Fiann working in management roles. These people are in their own business, as principals of schools, directing other Irish language organisations and many others., etc.</li> <li>4. Self Confidence – Nothing is as valuable as self confidence. No matter what skills and attributes a person has, if they lack confidence, they will not achieve much. Being a Cinnire is a unique opportunity to increase one's confidence. Parents and teachers are amazed when they see a teenager getting into a crowd and being encouraged to sing a song or teach a lesson. It is not known if anywhere else in the country this opportunity is available.</li> </ol> <p><b>Other skills that the Leader will be developing:</b></p> <ul style="list-style-type: none"> <li>● Communication</li> <li>● Problem solving</li> <li>● Critical thinking</li> <li>● Teaching ability</li> <li>● Social skills</li> <li>● Organisational skills</li> <li>● Proficiency in Irish</li> </ul> <p><b>Criteria for appointment</b></p> <ol style="list-style-type: none"> <li>1. Suitability for the job</li> <li>2. Attending a Training Course</li> <li>3. Experience with Coláiste na Fiann</li> <li>4. Regular attendance at Cumann na Fiann clubs and events</li> <li>5. Standard of Irish</li> <li>6. Age of the candidate</li> </ol>
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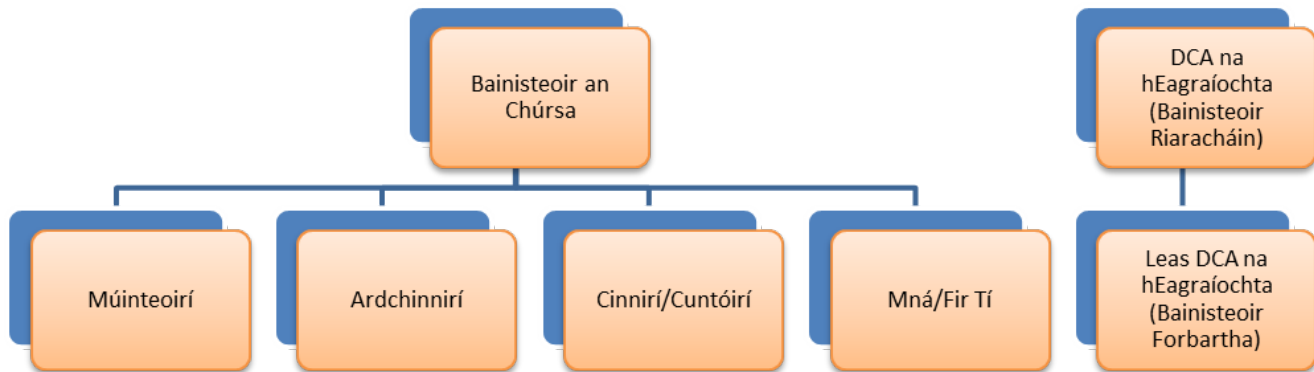
<p><b>Ardchinnire</b></p>	<p><b>Responsibilities of the role</b></p> <ul style="list-style-type: none"> <li>● High quality in all aspects of the work</li> <li>● Ensuring that the day's timetable is being followed properly</li> <li>● Ensuring that the pupils and Cinnirí under your care are comfortable and free from danger at all times</li> <li>● To report problems and difficulties faced by pupils and cinnirí</li> <li>● Ensuring that students, the Cinnirí, and the Ardchinnire themselves speak a high standard of Irish</li> <li>● Be fair to everyone and discreet, when necessary</li> </ul> <p><b>What skills will the Ardchinnire be developing?</b></p> <ol style="list-style-type: none"> <li>1. Caring for young people – This is the main skill that the Ardchinnire will be learning, while carrying out his work.</li> <li>2. Teamwork – Whatever career a person pursues in life, they will always need to be able to work as part of a team. The role of Ardchinnire gives a person the opportunity to develop this very important skill from a young age. People learn how to cooperate properly, by showing respect to everyone they meet.</li> <li>3. Management - What is management? Simply put, management is about being responsible for everything on the course and making sure that everyone does their job satisfactorily, dividing jobs among people under your direction and making sure that the tasks are completed. There are plenty of examples around the country of former Ardchinnirí of Coláiste na Fiann working in management roles. These people are in their own business, as principals of schools, directing other Irish language organisations and many others., etc.</li> <li>4. Self Confidence – Nothing is as valuable as self confidence. No matter what skills and attributes a person has, if they lack confidence, they will not achieve much. Ardchinnireacht is a unique opportunity to increase one's confidence. Parents and teachers are amazed when they see a teenager getting into a crowd and being encouraged to sing a song or learn a lesson. It is not known if anywhere else in the country this opportunity is available.</li> </ol> <p><b>Other skills that will be developed by the Ardchinnire:</b></p> <ul style="list-style-type: none"> <li>● Communication</li> <li>● Problem solving</li> <li>● Critical thinking</li> <li>● Teaching ability</li> <li>● Social skills</li> <li>● Organisational skills</li> <li>● Proficiency in Irish</li> </ul> <p><b>Criteria for Ardchinnire appointment</b></p> <ol style="list-style-type: none"> <li>1. Suitability for the job</li> <li>2. Take a Training Course</li> <li>3. Experience with Coláiste na Fiann</li> <li>4. Standard of Irish</li> </ol>
<p><b>Múinteoir</b></p>	<p><b>The responsibilities of the role</b></p> <ul style="list-style-type: none"> <li>● High standard in all aspects of the work</li> <li>● To plan and teach high quality classes</li> <li>● To fully support the entire team</li> </ul>

	<ul style="list-style-type: none"> <li>● Supervision of the students. Ensure that the students, Cinnirí and Ardchinnirí are comfortable and free from danger at all times</li> <li>● To report problems and difficulties faced by students, Cinnirí and Ardchinnirí</li> <li>● To ensuring that pupils, Cinnirí, Ardchinnirí and the Teacher themselves are speaking a high standard of Irish</li> <li>● To be fair to everyone and discreet, when necessary</li> <li>● To fulfill the responsibilities of their Mandated role</li> <li>● To follow the policies and rules of the course as they were explained at the training seminar and as will be explained during the course by the Manager.</li> <li>● To use Irish only as a language of communication among the staff, with the office, and with its students, before, during and after the course.</li> <li>● To collaborate with the staff with particular emphasis on getting to know them and the pupils.</li> <li>● Attendance - to be present at all events from "getting up in the morning" to "going to bed at night" according to the rota agreed with the Bainisteoir. Teachers cannot leave for weekends.</li> <li>● To always be discreet about everything related to the work as a Teacher in Coláiste na Fiann</li> <li>● To be considerate and humane in all dealings with Students, Cinnirí, Ardchinnirí, Cuntóirí, other Teachers and the Bainisteoir.</li> </ul> <p><b>Coláiste na bhFiann employs teachers who are qualified according to the rules of the Department of Tourism, Culture, Arts, Gaeltacht, Sports and Media. The teacher needs to meet a qualification from the list below:</b></p> <ol style="list-style-type: none"> <li>1. Qualified primary school teacher with fluent Irish;</li> <li>2. A qualified teacher who has obtained the Irish Certificate for Post-Primary Teachers (TGMI)</li> <li>3. A qualified teacher with a University degree in which Irish is one of the main subjects</li> <li>4. Qualified teacher with advanced ability in Irish and with appropriate training in Irish language teaching methods</li> </ol>
<p><b>Bainisteoir</b></p>	<p><b>The responsibilities of the job:</b></p> <ul style="list-style-type: none"> <li>● To be discreet about everything related to the work taking data protection rules as it relates to GDPR into consideration</li> <li>● To be considerate and humane in dealing with Students, Cinnirí, Ardchinnirí, Kitchen staff and Teachers</li> <li>● To train the staff according to the appropriate manuals (Cinnirí, Ardchinnirí, Teachers)</li> <li>● To be responsible for enforcing Coláiste na Fiann's policies and rules on the course. See Code of conduct / Health&amp;Safety / Child protection / bullying. (Ensure all staff are aware of them)</li> <li>● To foster awareness of the work of the Organisation e.g. the Summer Courses, Cumann na bhFiann, Ionad Óige na hÉireann, Weekend Events, etc. at local level or in the school where you teach</li> <li>● To conduct as many Information Sessions (Interviews) as possible</li> <li>● To be familiar with the Bainisteoir Handbook, Course Plan, Code and Course Directory before the start of the Course</li> </ul>

	<ul style="list-style-type: none"> <li>● To always follow the agreed Teaching Program and Course Timetable</li> <li>● To ensure that all equipment required for the course is acquired before going to the Centre</li> <li>● To give full support to Cumann na bhFiann during the course and to the Coordinator of the Cumann na Fiann on the course.</li> <li>● To follow all instructions in terms of budgeting and accounts.</li> <li>● To encourage as many students as possible towards leadership, especially on Rosmuc courses</li> <li>● To be present for the course as a whole, training days (Leadership Course, Managers' Seminar, Teachers' Seminar) and the Organisation's main events for the year</li> <li>● To ensure that there is no alcohol / drugs / cigarettes / vape cigarettes in the venue for the duration of the course</li> </ul>
<b>Feighle</b>	<p><b>The responsibilities of the job</b></p> <ul style="list-style-type: none"> <li>● To manage the Club</li> <li>● To promote the Organization in the area</li> <li>● Follow the guidelines of the Guardians' Handbook</li> <li>● To be responsible for the care of the children</li> <li>● Club Administration</li> <li>● Constant contact with parents in the area (in text, parish newsletter, newspapers, etc.)</li> </ul> <p><b>The main responsibilities of the Feighle are as follows:</b></p> <ol style="list-style-type: none"> <li>1. Responsible for being present at the Club every week, except in exceptional cases, which are to be communicated to the Oifigeach Iar-Aire/Meantóir and to Traic in advance.</li> <li>2. Attend events throughout the year.</li> <li>3. All Feighlí must have seen the "An Treo Ceart" Video, and signed the declaration form, before they begin in the Club.</li> <li>4. The Córás Sábháilteachta must be read by all Feighlí before taking up the management of a Club.</li> <li>5. To carry out a safety inspection of the venue weekly.</li> <li>6. To hang the 'Child Protection Statement' notice in the hall every week, close to the door.</li> <li>7. To complete online registrations weekly at the start of the club (All Feighlí)</li> <li>8. To complete online reporting weekly (Feighle Ceannais only)</li> <li>9. To complete Half Yearly Report &amp; Expense Claim Form. One at Christmas and one at the end of the year and the reports are sent along with the roll being filled out in full.</li> <li>10. To apply the Club's rules and the standard of the organisation.</li> </ol>

## Organisational chart - Supervision & Support

### Coláiste na bhFiann & Cumann na bhFiann



The DCA and Deputy DCA of the organisation are always available. These contact details are provided to all members of staff.

## **Appendix 7 - Anti-bullying Policy**

### **Anti-Bullying Policy**

(Please note that the original policy was written in Irish. This version is to facilitate parents who do not speak Irish)

#### **Introduction**

Coláiste na bhFiann recognises that the world we live in today poses many challenges to our health and our well-being. Therefore, it is important that the organisation has a policy to deal with bullying. This policy was written and compiled over regular management meetings of Coláiste na bhFiann during 2004-2005 and is reviewed on an annual basis.

#### **The relationship of the policy with the Organisation's ethos**

The organisation strives to help everyone reach his or her full potential in an environment which cares for him / her. Bullying behaviour does not align with this ethos as it undermines standards of education and has a negative impact on victims.

#### **Aims and Objectives**

- To reinforce the message with staff that bullying behavior is unacceptable. Included in this are College Managers, Teachers, Ardchinnirí, Cinnirí, Club Leaders, the non-teaching staff, young people and parents / guardians.
- To reinforce the organisations' ethos that encourages college students to discuss and expose bullying.
- To create a positive atmosphere focused on respect for the individual.
- To provide comprehensive monitoring systems along with implementation procedures to monitor all the activities of the college.
- To develop procedures for investigating incidents of bullying behaviour and to deal with them fully. All bullying incidents will be investigated fully.
- To provide appropriate support for those affected by bullying and for those involved.
- To evaluate the effectiveness of the college's policy and review it regularly.

#### **What is bullying?**

Ongoing psychological or physical aggression or verbal speech by an individual or group against others.

#### **Types of Bullying**

- Physical assault - pushing, punching, kicking, prodding, taking a foot to another etc.
- Damage to property - construction, stealing, tearing, hiding objects, breaking, graffiti etc.
- Extortion - demands for money, clothes, jewellery, make-up on "loan" from each other.
- Intimidation - words or "glances" that express aggression.
- Isolation - isolating one / a group of people deliberately.
- Derogatory nicknames - names that hurt or humiliate students.
- Ridicule - when joking goes overboard with personal statements repeatedly for one person.
- Bullying of college personnel - Bullying of the college staff through physical assault, damage to property, verbal taunting, threatening the families etc.
- Staff behaviour - Manager, Teacher, Ardchinnire, Leader, other staff adding to bullying through sarcasm or humiliation, or any other expression that would be threatening or embarrassing.

## Results of Bullying

Among the students involved, there is a lack of trust, intense anxiety, vulnerability, change in mood and behaviour, and damage to self-confidence and self-esteem. There is a need therefore for wise and understating prevention and to be vigilant about changes in behaviour.

## The signs that suggest that bullying is evident

- Concerns about going to classes / swimming pool / dormitory etc. Unwillingness or refusing to participate.
- The quality of classwork slipping, reduction of diligence and care, and loss of interest in the course.
- Display of physical illnesses (eg headaches or stomach ache).
- Unexplained changes in mood or behaviour; these are noticed immediately prior to an event that the child associates with bullying.
- Visible signs of concern or annoyance - stammering, recession, nightmares, difficulty sleeping, crying, not eating, vomiting, bedwetting; eager to depart from the course, or move house.
- Voluntarily speaking about a student or teacher in an unusual way.
- Personal possessions missing or damaged.
- Request for money or stealing money, clothes, jewellery, etc.
- Unexplained cuts or damaged clothing.
- Unwillingness and / or refusal to say what is upsetting him / her.
- Student looking for constant attention.

A display of these signs by themselves are not necessarily a sign that bullying behaviour is present. Many of the above may be present in the case of homesickness. If any these signs are happening frequently or many at the same time, an investigation should take place to find out what is bothering the student.

## Characteristics of Bullying Behaviour

Staff must fully recognise that any student can feel bullied or can be the origin of bullying behaviour. While we do not accept any bullying behaviour, it is important to recognise that the bully, as well as the victims, need guidance and advice.

**The Victim** - Anyone can suffer due to bullying.

**The Bully** - it is important to note that a lack of confidence and low self-esteem can affect a bully. A bully has often been bullied themselves. A bully likes attention. Bullying is often a sign a child seeking help.

## Where does bullying occur?

Bullying occurs often and anywhere. It can happen anywhere in the college eg. The dormitories, the showers, the bathrooms, the classrooms, the playground, in the houses, on the bus, in the swimming pool, on the road, in the dressing rooms, on the corridors and in the hall. It is vital that students are supervised at all times.

## Procedures for investigating bullying behaviour and how best to deal with it.

- Every effort is made to prevent bullying by keeping a close eye on the behaviour of all in the college and mediating accordingly.
- All reports / incidents of bullying must be investigated fully and be dealt with appropriately. Students will be encouraged to expose incidents of bullying.



- The Manager will be informed of all incidents of bullying immediately. All incidents of bullying are recorded in a written report and are held in headquarters after the course. • A written record of the discussion is kept with Teachers / Manager with all those involved. • In cases where bullying is evident, the Manager will immediately contact the Chairperson or a designated person (s) place. Personal judgments should not be made.
- On the advice of the Chairperson, contact will be made with the parents of the two sides as soon as possible.
- Proper care will be given to the bully and to the victim.

### **Ways to prevent Bullying Behavior**

- Creation of an atmosphere that encourages respect on the courses.
- The cinnirí, the Ardchinnirí, Teachers etc. must always show a good example.
- A firm and clear system of discipline will always be applied.
- Self-esteem will be fostered in students.
- The college will create an atmosphere that all those on the course have a duty to himself / herself, no matter what their rank, to report any inappropriate behaviour.

### **Successful practices**

- The development of practical workshops that focus on developing communication skills. Various methods such as drama, art and crafts, music, debate and discussions, and videos will be used to develop these skills.
- The encouragement of the use of positive feedback from Teachers, Cinnirí, Ardchinnirí, Parents and students.

### **Roles and Responsibilities**

- The Chairperson and the team on the course co-ordinate and monitor the implementation of the anti-bullying policy.
- The policy will come into force in the summer of 2005.
- The policy and it's function will be reviewed after the summer, at the end of summer management meeting.
- The Board of Directors ratified the policy officially on 25 April 2007.



## **Appendix 8 - Complaints Policy**

### **Complaints Policy**

Coláiste and Cumann na bhFiann welcome and encourage feedback from staff, volunteers, parents and young people using their services. Feedback is vital for planning and improving all future services. Any complaints resulting from feedback are managed in a fair and transparent manner while being dealt with efficiently, fairly, respectfully and confidentially.

Request for feedback happens both formally and informally during and after each event, course or club that the organisation organises. These requests usually make conflict resolution more effective as issues can be dealt with in a timely manner before they become official complaints. While general complaints are dealt with through the complaints policy, complaints of a child protection nature will follow the procedures of the Child Protection Policy. All feedback can be made through our post course/club surveys or through email to [eolas@cnb.ie](mailto:eolas@cnb.ie).

### **Complaints may include, but are not exclusive to, the following:**

- Events or courses operated by the organisation
- An employee or volunteer of the organisation
- Management of the organisation

### **Who can make a complaint?**

- Young people
- Parents or legal guardians
- Volunteers
- Employees

### **Formal complaints**

Formal complaints must be received in writing - by letter (Ionad Óige na hÉireann, Droim Rí, Co. na Mí) or by email ([eolas@cnb.ie](mailto:eolas@cnb.ie)). An acknowledgement of receipt of the complaint will be sent within 10 working days. Those relevant to the complaint will be notified and a plan for addressing the complaint will be made among management. If a young person would like to make a complaint they can do so with a parent/guardian. If the complaint relates to a manager in the organisation the CEO will deal with the complaint. If the complaint is in relation to the Management team including the CEO, the complaint is made to the Chair of the organisation's board.

Name of College/Club: \_\_\_\_\_ Date : \_\_\_\_\_

\_\_\_\_\_ is the Designated Liaison Person

\_\_\_\_\_ is the Deputy Designated Liaison Person

I am fully knowledgeable of the Child Protection Policy of Coláiste na bhFiann and Cumann na bhFiann and I understand that should I have any query regarding any aspect of Child Protection that I should contact the DLP or the Deputy DLP. I also understand my responsibilities as a Mandated Person.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
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