



**HANDBOOK FOR THE
POLICIES AND
PROCEDURES FOR
SAFEGUARDING
CHILDREN AND
VULNERABLE ADULTS
2017**

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Saint Patrick's Cathedral holds significant historical and religious value. As a result, Saint Patrick's Cathedral is visited by many people every year who come to learn, visit and worship. Through this work Saint Patrick's Cathedral interacts with children, young people and vulnerable adults in a number of different capacities. These include members of the public, educational events for schools and community groups, the Bellringers and music lessons. Saint Patrick's Cathedral is committed to ensuring the safety and wellbeing of all the children, young people and vulnerable adults with whom it engages. The policy and procedures within this handbook are designed to uphold this commitment whenever possible.

This handbook is designed for staff members of Saint Patrick's Cathedral who work directly or indirectly with children, young people and vulnerable adults. Within this handbook staff members will find policy and procedures that comply with national law, national policy and the guidelines set out by Safeguarding Trust.

Staff members include full time staff of Saint Patrick's Cathedral, volunteers and temporary event facilitators. Each staff member is responsible for upholding the principles and following the procedures that are set out in this handbook.

National law and policy for the protection of children, young people and vulnerable adults is ever evolving and regularly updated. The policy and procedures within this handbook will be reviewed annually to ensure that it remains in line with the law and best practice.

POLICY STATEMENT

This handbook has been written in accordance with: The Children First Act 2015; The National Vetting Bureau Children and Vulnerable Persons Act 2012; Children First National Guidance 2011; Our Duty to Care: The principles of good practice for the protection of children and young people 2002; Safeguarding Vulnerable Persons and Risk of Abuse: National Policy and Procedures 2014; and Safeguarding Trust.

A child is defined as anyone under the age of 18 who is not married. For the purposes of this handbook an individual aged 0 to 13 is referred to as a child and an individual aged between 14 and 17 is referred to as a young person. Vulnerable adults are defined as those who may be restricted in capacity to guard themselves against harm or exploitation or to report such harm or exploitation. This definition must be applied on an individual basis as vulnerability to abuse is influenced by both context and individual circumstances.

As a religious organisation which offers ministry through its clergy Saint Patrick's Cathedral is open to all individuals who wish to seek help, comfort or guidance. Those who come to Saint Patrick's

Cathedral in search of comfort or support shall be treated with dignity and respect. If members of the clergy believe that they cannot offer sufficient or appropriate support they will endeavour to help the individual access an appropriate service.

Saint Patrick's Cathedral will uphold the principles and practices laid out in these documents in order to maintain a child-centred facility. As staff members of Saint Patrick's Cathedral interact with children, young people and vulnerable adults in a number of different settings this handbook includes information for all staff and for specific departments.

This handbook its policies and procedures has been accepted by Saint Patrick's Cathedral. A copy of this handbook will be made available to all staff. This policy will be reviewed annually.

Dean of Saint Patrick's Cathedral

The Very Reverend William W. Morton, B.Th., M.A., M.Mus., Ph.D.

Date



POLICY AND PROCEDURES FOR ALL STAFF

a) Process for recruiting and selecting employees and volunteers

Saint Patrick's Cathedral will make every effort to ensure that its staff members are fit to work with children, young people and vulnerable adults. The recruitment process is the first point of contact between Saint Patrick's Cathedral and potential staff members. In order to ensure the best possible candidate is selected each application should be given due consideration by the employment Parish Panel (as set out in Safeguarding Trust). Each member of the Parish Panel should be given time to read and reflect or pray about every application received. In order to do this the following guidelines for the recruitment and engagement process should be followed:

- i. Potential staff members should be made aware of their possible duties and responsibilities through the recruitment advertisement and the application form
- ii. All staff members will be asked to provide a declaration that they are fit to work with children and any applicable criminal convictions or pending cases should be disclosed along with their application form
- iii. All applicants must provide two written references which include a declaration that they are fit to work with children
- iv. Interviews should be carried out at an appropriate location. During the interview the employment Parish Panel should ensure that the applicant understands the role and responsibilities for which they are applying
- v. The employment Parish Panel should ask each candidate the same set of pre-agreed questions
- vi. Every effort should be made to ensure that the applicant is put at ease. Questions that show an interest in the individual such as their hobbies/interests should be asked and the candidate should be given the opportunity to have any queries answered

- vii. During the interview stage the policy and procedures for safeguarding children, young people and vulnerable adults should be made clear
- viii. Applicants should be notified as to when they will receive a decision
- ix. All staff members must provide photo identification such as passport or driver's licence. If photo identification is not available original birth certificate is acceptable. Applicants should also provide proof of address such as utility bill or bank statement
- x. If the applicant is successful staff members will receive a contract of employment and volunteers will receive a volunteer agreement
- xi. Any information collected by the employment Parish Panel during the recruitment and selection process, including notes taken during the interview, should be kept. Applicants should be provided with feedback about their application upon request
- xii. Some successful applicants may be under the age of 18. These staff members will never be left in sole charge of children or young people. These staff members should still be made aware of Saint Patrick's Cathedral's policy and procedures and sign an employee code of conduct form
- xiii. Members of staff over the age of 16 may be asked to comply with the Garda vetting procedure
- xiv. Staff members who are not Irish citizens should provide evidence of their home country's certificate of good conduct where possible (third party evidence through educational institution or religious institutions is acceptable)
- xv. Irish staff members who have spent 6 months or longer outside Ireland should provide a certificate of good conduct from the relevant country/countries
- xvi. If required, staff members must attend training for the safeguarding of children and vulnerable adults
- xvii. All employees must sign an employee code of conduct form
- xviii. All staff should have access to this handbook and Safeguarding Trust
- xix. All new appointments will be conditional upon a set probationary/trial period (usually 6 months). During and at the end of this time period the staff member's supervisor should meet with them in order to discuss any questions or concerns the staff member might have.

The supervisor should assess the staff member's progress regularly and determine if more training should be provided

- xx. Each staff member shall receive an annual appraisal. This gives the staff member an opportunity to discuss their role and position within Saint Patrick's Cathedral. During this appraisal supervisors should establish what future training should be provided so as the staff member might grow their skill and knowledge base
- xxi. Staff members have the right to file a grievance or complaint. In order to do so staff member may speak to their supervisor. If the issue cannot be resolved informally the staff member should file an official complaint/grievance in writing to their supervisor

b) Role of Designated Liaison Person (DLP)

The DLP is responsible for ensuring that best practice is followed in regard to children, young people and vulnerable adults who engage with Saint Patrick's Cathedral. Any questions or issues which arise concerning the safeguarding of children, young people or vulnerable adults should be directed to the DLP. Responsibilities of the DLP include:

- i. Ensuring all staff members are Garda vetted
- ii. Ensuring appropriate training is provided for staff when necessary
- iii. Ensuring all staff members have signed an employee code of conduct form
- iv. Ensuring that the policies and procedures for protecting children, young people and vulnerable adults remain up to date and are reviewed regularly
- v. Maintaining and reviewing individual files for members of staff and children/young people/vulnerable adults within the care of Saint Patrick's Cathedral
- vi. Processing any safeguarding concerns that may be brought to their attention
- vii. Discussing concerns and reporting decisions with the Parish Panel
- viii. Ensuring that suspected cases of child neglect or abuse are reported promptly to Tusla Child and Family Agency Duty Social Worker

- ix. If the DLP deems it necessary or cannot contact the Duty Social Worker concerns should be reported to An Garda Síochána

The Parish Panel should assist the DLP in cases where a report of neglect or abuse has been made. This role is advisory and the final decision to make an official report to Tusla Child and Family Agency or An Garda Síochána rests with the DLP.

If the case arises where the DLP is accused of misconduct in their treatment of a child, young person or vulnerable adult the complaint should be made to the Parish Panel who will act in place of the DLP. The Parish Panel functions as a sub-committee of the select vestry with the membership nominated by the rector and appointed by the vestry. Members, other than the incumbent or priest in charge, are not required to be members of the select vestry.

The DLP should regularly assess the policies and procedures within this handbook as part of Saint Patrick's Cathedral Internal Health and Safety Assessments. The DLP should report these assessments to the Parish Panel for review every quarter or as needed. Should a matter of child protection arise the DLP is required to follow procedures as per Children First, however consultation will be required with management and/or the Parish Panel to assess how this risk can be managed or addressed within the day to day workings of Saint Patrick's Cathedral. The HR or volunteer policies may need to be considered if the matter relates to an employee or volunteer of Saint Patrick's Cathedral.

c) Reporting procedure

If any member of staff believes or has reasonable grounds to suspect, on the basis of information they have received, acquired or become aware of in the course of their work in Saint Patrick's

Cathedral that a child, young person or vulnerable adult; has been harmed; is being harmed; or is at risk of being harmed, the staff member shall report that knowledge as soon as possible to the DLP. If the DLP is unavailable a report should be made to Tusla Child and Family Agency or An Garda Síochána.

Types of harm that must be reported include:

1. Neglect

This type of abuse can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is significant is determined by the child's health and development as compared to that which could reasonably be expected of a child of similar age.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.

The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected. It is important to note that neglect usually involves a number of issues surrounding the child's health,

education and wellbeing, and so these may not be identifiable by one agency or professional. Due to this any pervasive issue that results in a child being deprived should be considered in the context of neglect

More details on neglect can be found on page 43.

2. Emotional abuse

This type of abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples may include:

- i. The imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming
- ii. Conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions
- iii. Emotional unavailability of the child's parent/carer
- iv. Unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child
- v. Premature imposition of responsibility on the child
- vi. Unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way
- vii. Under- or over-protection of the child
- viii. Failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development
- ix. Use of unreasonable or over-harsh disciplinary measures

- x. Exposure to domestic or family violence
- xi. Exposure to inappropriate or abusive material through new technology

Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

More details on emotional abuse can be found on page 46

3. Physical abuse

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents. Physical abuse can involve:

- i. Severe physical punishment
- ii. Beating, slapping, hitting or kicking
- iii. Pushing, shaking or throwing
- iv. Pinching, biting, choking or hair-pulling
- v. Terrorising with threats
- vi. Observing violence
- vii. Use of excessive force in handling
- viii. Deliberate poisoning
- ix. Suffocation
- x. Fabricated/induced illness

- xi. Allowing or creating a substantial risk of significant harm to a child

More details on physical abuse can be found on page 47.

4. Sexual abuse

This type of abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others. Examples of child sexual abuse include: Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child

- i. Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification
- ii. Masturbation in the presence of the child or the involvement of the child in an act of masturbation
- iii. Sexual intercourse with the child, whether oral, vaginal or anal
- iv. Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- v. Consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation

It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

More details on sexual abuse can be found on page 51.

If a disclosure is made by a child, young person or vulnerable adult of neglect or abuse to a member of staff that member of staff should provide the DLP with a written report of the disclosure including:

- The name, age and address of the child, young person or vulnerable adult
- The type of abuse disclosed
- The name of the abuser
- Any other information the child, young person or vulnerable adult shares during the disclosure

Outside of these details the staff member is not expected to probe the child for the full details of the event, or press them for details they are unwilling or unable to give.

If a staff member suspects that a child, young person or vulnerable adult is at risk or experiencing neglect or abuse they should provide the DLP with a written report including:

- The name, age and address of the child, young person or vulnerable adult
- Reason for concern/suspicion of harm being caused
- Evidence of this concern including but not exclusively visible marks on the child, unusual/disturbing behaviour, disclosure from another child/source, personal observation of abuse

An incident report form can be found on page 41 of this handbook.

If a report is made to the DLP the report should be discussed with the Parish Panel to decide if a report will be made to the Tusla Child and Family Agency. If it is decided that a report should be made it will be done so by the DLP acting on behalf of Saint Patrick's Cathedral. It is important to note that the DLP is not expected to decide on the credibility or validity of the child's statement, only if the statement, if true, reaches the threshold for harm.

If the decision is made to report suspected neglect or abuse the DLP should:

- i. Ring the Duty Social Work Department, Lord Edward Street on (01) 648 6500 and inform them of the safeguarding concern that has been raised and the action being taken
- ii. Fill in Tusla Child and Family Agency's mandated report form (available on page 36) and forward it to: Duty Social Work Department, Carnegie Centre, 21-25 Lord Edward Street, Dublin 2
- iii. Inform the parents/guardians of the child, young person or vulnerable adult that a report is being made on behalf of the child/ward
- iv. Except when greater harm is imminent the individual(s) against whom the accusation has been made shall be informed that a report has been filed against them
- v. If the accusation is made against a member of staff they should be placed on leave until the matter is resolved
- vi. If greater harm is imminent An Garda Síochána should be notified
- vii. The member of staff who initiated the reporting process shall be informed
- viii. If advice from the Duty Social Worker contradicts the above, their advice takes precedent and should be followed

If the decision is made not to report a staff member's concern to Tusla Child and Family Agency the staff member should be informed of this decision. If the staff member disagrees with this decision they may make a report independently either by phone or in writing to the Duty Social Work Department listed above

If any member of staff is uncertain of how to proceed or wishes to clarify if they should make a report they should contact the Duty Social Work Department listed above.

If any staff member is concerned or unsure of the safety of a child young person or vulnerable adult outside of office hours or in an emergency they should contact An Garda Síochána on 999/112, Pearse Street Garda Station Child Protection Unit on (01) 666 9000 or Kevin Street Garda Station on (01) 666 9400.

All information gathered during the reporting procedure should be kept. Information gathered through the reporting process is confidential and should only be shared in order to protect the best interest of the child, young person or vulnerable adult who is considered at risk of harm.

A staff member who becomes aware of the neglect or abuse of a child young person or vulnerable adult may have a strong emotional response to this knowledge. Saint Patrick's Cathedral will provide supervisor support for such members of staff and if necessary assist the staff member in accessing counselling.

d) Anti-bullying

Saint Patrick's Cathedral has a no blame approach to bullying. Bullying includes repeated aggression, be it verbal, psychological or physical, conducted by an individual or group against others. Saint

Patrick's Cathedral will respond to any incidents of bullying where the bully or victim is a child, young person or vulnerable adult within its care. Persistent bullying can have long term psychological effects and victims may need to seek counselling in order to recover from the experience.

1. Signs that a person is being bullied include:

- i. Reluctance to come to Saint Patrick's Cathedral or take part in activities
- ii. Physical signs (unexplained bruises, scratches or damage to belongings)
- iii. Stress-caused illness (headaches and stomach aches which seem unexplained)
- iv. Fearful Behaviour (fear of walking to Saint Patrick's Cathedral, taking different routes, asking to be driven)
- v. Frequent loss of money or personal belongings with vague explanations
- vi. Having few friends
- vii. Changes in behaviour (becoming withdrawn, moody, irritable, upset, distressed, stammering)
- viii. Not eating
- ix. Attempting suicide or hinting at suicide
- x. Anxiety (nail-biting, fearfulness, tics)

This list is not exhaustive and individual incidents must be treated with due care and consideration.

2. Saint Patrick's Cathedral is committed to the personal safety of all children, young people and vulnerable adults within its care this means that:

- i. Saint Patrick's Cathedral is a place where each person can feel secure
- ii. Saint Patrick's Cathedral is a place where each person knows that bullying is not acceptable behaviour
- iii. Saint Patrick's Cathedral is not a place where name calling is tolerated
- iv. Saint Patrick's Cathedral is a place where no one suffers abuse of any nature
- v. Saint Patrick's Cathedral is a place where no one is victimised
- vi. Saint Patrick's Cathedral is a place where each person is supported and listened to
- vii. Saint Patrick's Cathedral is a place where each person is responsible for treating other people equally and with respect
- viii. Saint Patrick's Cathedral is a place where solutions to problems are the concern of all

Reports of bullying can be made to any trusted member of staff in Saint Patrick's Cathedral. Any member of staff who receives a report of bullying should fill in an incident report form (page 41) and inform the DLP.

In extreme cases An Garda Síochána may need to be notified, they can be contacted by 999/112 or Kevin Street Garda Station on (01) 666 9400.

If it is considered appropriate cases of bullying should be dealt with within Saint Patrick's Cathedral.

If a child, young person or vulnerable adult is being bullied cases should be handled by the DLP and the relevant head of department. Parent/guardians of both the bully and the victim should be notified and included in the resolution process. This resolution process includes the following steps:

- Interview the victim and ascertain details such as who has been bullying them, what form the bullying has taken, how long the bullying has been occurring and how they are feeling
- Meet with all involved, this includes any and all bullies, their parents, the parents of the victim, witnesses to the bullying. Separate meetings should be held for different groups and the identity of the victim should be kept confidential to all but their parent/guardian

Regular anti-bullying workshops should be held for different groups within Saint Patrick's Cathedral.

These workshops should include information on bullying, its signs and symptoms and how to report bullying.

DEPARTMENT PROCEDURES

a) General principles for the protection of children, young people and vulnerable adults and guidelines for staff engaging with members of the public

Some principles are relevant to all those who work or come into contact with children, young people and vulnerable adults. These principles should be followed by all staff members of Saint Patrick's

Cathedral regardless of their role. All staff will engage with members of the public as part of their role within Saint Patrick's Cathedral. Although not all staff members work directly with children, young people and vulnerable adults, interactions may occur. Such staff members include; chaplains; tour guides; shop assistants; floor staff; interns; individuals on work experience; members of the guild of service; Sunday stewards; Bellringers; and adult members of the choir. All members of staff regardless of their level of direct work with children, young people and vulnerable adults should follow these guidelines:

- i. All staff who come into regular contact with children, young people or vulnerable adults will be Garda vetted
- ii. All staff who come into regular contact with children, young people and vulnerable adults be provided with access to this handbook and appropriate training
- iii. Ensure that as far as is reasonable staff members are never alone with a child, young person or vulnerable adult
- iv. Do not arrange to meet a child, young person or vulnerable adult outside of Saint Patrick's Cathedral without the knowledge and consent of their parent/guardian.
- v. Do not attempt or encourage contact with a child, young person or vulnerable adult by phone, email or social media without the knowledge and consent of their parent/guardian
- vi. Do not allow a personal relationship to develop with a child, young person or vulnerable adult

- vii. Do not leave the premises with a child, young person or vulnerable adult
- viii. If a child, young person or vulnerable adult is in need of assistance that requires a staff member to accompany them to another area within Saint Patrick's Cathedral or to have physical contact with them a second member of staff should be notified and where necessary be present
- ix. Have a basic knowledge of the signs and symptoms of abuse
- x. Know how to respond should a child, young person or vulnerable adult make a disclosure of neglect or abuse
- xi. Know how to report suspected neglect or abuse
- xii. If a child, young person or vulnerable adult is in need of First-Aid their parent/guardian and another member of staff should be present unless exceptional circumstances apply
- xiii. An accident report form with the parent/guardian/ carer's signature should be filled out before they leave the premises
- xiv. If First-Aid is performed on a child/young person while they are in Saint Patrick's Cathedral and their parent/guardian is not present they should be made aware of the incident without delay and the accident/incident report form made available to them
- xv. Any accidents/incidents/emergencies that occur while a child/young person is in the care of Saint Patrick's Cathedral should be recorded and reported to the DLP
- xvi. If a child, young person or vulnerable adult becomes separated from their parent/guardian/carer they should be accompanied to a designated location where two or more staff members are present until their parent/guardian/carer is located
- xvii. Treat all children, young people and vulnerable adults who enter Saint Patrick's Cathedral with dignity and respect
- xviii. Photographs of children and young people who are in the care of Saint Patrick's Cathedral should not be taken by members of the public
- xix. Photographs of children and young people should be taken only by members of staff who have written consent from the child/young person's parent/guardian.
- xx. Photos should be used only for the purpose stated on the written consent
- xxi. Anyone taking photographs of a child/young person without consent will be asked to desist

If any individuals have additional needs they should be discussed with Saint Patrick's Cathedral.

Effort will be made to accommodate specific needs. However if a child, young person or vulnerable adult needs specialist care Saint Patrick's Cathedral may not be able to provide it. If Saint Patrick's Cathedral is unable to provide specialist care it may be possible to accommodate the individual if adequate care is provided for them.

b) Education Department

As an important historic building Saint Patrick's Cathedral endeavours to educate, inform and inspire all those who visit. Saint Patrick's Cathedral Education Department organises, facilitates and delivers educational events for school groups, community groups and families. Within these events children of all ages may be present with their parents, teachers or group leaders. Saint Patrick's Cathedral Education Department will not take sole responsibility for any children or young people who attend events. Teachers, group leaders and parents must be present and abide by the relevant guidelines outlined below:

- i. Any school or community group that visits Saint Patrick's Cathedral without a prior agreement with the Education Department will be responsible for providing suitable supervision for their group
- ii. Activities organised by Saint Patrick's Cathedral Education Department for school and community groups will have a ratio of 15:2. One adult will be provided by Saint Patrick's Cathedral for these events and the second adult must be a teacher/group leader who accompanied the school/community group
- iii. During family events a parent/guardian of children/young people must remain present at all times

- iv. Any community groups for vulnerable adults should confirm with Saint Patrick's Cathedral Education Department what needs their group might have. The Education Department will inform such groups how these needs might best be met
- v. Any community groups for vulnerable adults must provide a suitable number of carers or group leaders ensure their groups needs are met during their visit
- vi. If a school or community group fails to provide adequate supervision for their charges the organisation will be contacted by Saint Patrick's Cathedral and asked to remove all children and young people within their care from the premises until adequate supervision is found
- vii. If an accident/incident occurs with an unsupervised child/young person their parent/guardian will be contacted as soon as possible
- viii. Any schools or community groups who do not comply with this policy may be refused entry to Saint Patrick's Cathedral
- ix. Photographs may be taken by teachers or group leaders who have prior consent from the child/young person's parent/guardian
- x. Saint Patrick's Cathedral Education Department will engage external facilitators to organise educational events. These facilitators will be Garda vetted and bound by the policies and procedures of Saint Patrick's Cathedral
- xi. Facilitators will be invited to tender by Saint Patrick's Cathedral Education Department
- xii. If suitable, facilitators may be invited to return on a regular or semi-regular basis
- xiii. Saint Patrick's Cathedral Education Department may engage with individuals on work experience, interns or volunteers. Only those over the age of 18 who are Garda vetted and have received suitable training will be asked to engage with children and young people

c) Music Department

Saint Patrick's Cathedral holds daily services which are a combination of spoken and music liturgy.

The use of music for worship is an important religious and historical part of Saint Patrick's Cathedral.

The Music Department is responsible for the training of choristers, the directing of music during services and facilitating other forms of musical education. Choristers can begin singing in Saint

Patrick's Cathedral from the age of seven and may be involved in services, performances, broadcasts, recordings and tours. Saint Patrick's Cathedral can play an important role in the lives of choristers. The Music Department is child centred and committed to providing a child centred, positive and respectful environment that will ensure the welfare of all children with whom it engages. Saint Patrick's Cathedral Music Department has the following guidelines:

- i. Ratio of children to adults for choir rehearsals is 8:1 with a minimum of two adults present
- ii. Ratio of young people to adults for choir rehearsals is 1:16 with a minimum of two adults present
- iii. If one supervisor must leave unexpectedly they should be replaced by another staff member such as a manager or the DLP
- iv. Where choristers of different genders are practicing together, supervisors of different genders should also be present
- v. Children/young people should be accompanied to/from choir practice by a teacher/parent/guardian
- vi. If a child/young person is to arrive/leave choir practice without a teacher/parent/guardian they must have consent from their parent/guardian
- vii. If the circumstances by which a child/young person will arrive/leave choir practice changes the Director of Music Department should be informed by the parent/guardian (if this change is temporary or a onetime occurrence the Music Department should preferably be informed by text message)
- viii. For private music lessons (1:1) students will be escorted to and from lessons by a different member of staff from their music teacher
- ix. Doors will not be locked or barricaded during music lessons
- x. In the case of an accident/emergency music teachers teaching private lessons should contact another member of staff to assist them
- xi. Personal mobile phone numbers or email addresses of children/young people should not be stored without consent from a parent/guardian

- xii. Use of personal mobile phone numbers or email addresses of children/young people should be used only to send information that is also conveyed to their parent/guardian
- xiii. Saint Patrick's Cathedral Music Department may take photographs/videos with consent from the child/young person's parent/guardian
- xiv. Photographs/videos of children/young people which are made publicly available for advertisement or publicity purposes will not identify individual children/young people, and shall be used only with explicit written consent
- xv. Saint Patrick's Cathedral may host publicity events that include members of the press. If the press wishes to take photographs/videos they must seek prior permission from Saint Patrick's Cathedral and comply with any guidelines the Music Department provides

Saint Patrick's Cathedral Music Department may organise day or overnight trips for choristers.

Guidelines for trips outside of Saint Patrick's Cathedral are as follows:

- I. Parents/guardians must sign the appropriate consent form for all trips outside of Saint Patrick's Cathedral
- II. A full itinerary and contact details of staff members should be provided to all parents/guardians
- III. Group leaders must be able to contact parents/guardians in case of an accident/emergency.
A list of names, numbers and addresses of all children/young people and their parents attending the trip should be kept with an assigned group leader at all times
- IV. Public or group transport shall be used. Children/young people will not be transported by members of staff in private vehicles except in the case of an emergency. If an emergency requires a child/young person to be transported by private vehicle two members of staff will accompany the child/young person
- V. When using another facility for performances, recordings, broadcasts et cetera the group leaders should be aware of the facilities' emergency procedures
- VI. If a child/young person is in need of First-Aid while outside of Saint Patrick's Cathedral two group leaders and/or other children/young people should be present

- VII. An accident log book for any accident/incident/emergency should be kept to an assigned group leader at all times
- VIII. If an accident/incident/emergency occurs on a trip outside of Saint Patrick's Cathedral the parent/guardian of the child/young person should be notified as soon as possible
- IX. Any accident/emergency/incident which occurs on a trip outside of Saint Patrick's Cathedral should be recorded and reported to the DLP

d) Bellringers

Church bells are used to communicate with the population surrounding Saint Patrick's Cathedral.

The bells can be used to tell time, announce services and herald special occasions. Bell ringing is an art that can be found all over the world. The Bellringers of Saint Patrick's Cathedral are committed to ensuring that this art is passed down to future generations so it may continue as long as Saint Patrick's Cathedral stands. Children and young people are taught by experienced Bellringers and the following guidelines should be applied while they are within the belfry:

- i. The ratio of children/young people to adults during bellringing instruction is 8:1 with a minimum of two adults present
- ii. Where children/young people of different genders are learning together supervisors of different genders should also present
- iii. Outside of instruction times (during services, special occasions et cetera) where children/young people are not accompanied by a parent/guardian two Bellringer supervisors will be present
- iv. All documentation taken by Bellringers as part of recruitment or instruction of Bellringers should be given to the DLP for appropriate filing
- v. Any accident/incident that occurs in the belfry should be recorded and reported to the DLP
- vi. Personal mobile phone numbers or email addresses of children/young people should not be stored without written consent from parent/guardian

- vii. Use of personal mobile phone numbers or email addresses of children/young people should only be used to send information that is also conveyed to their parent/guardian
- viii. Parents/guardians must sign the appropriate consent form for all trips outside of Saint Patrick's Cathedral
- ix. A full itinerary and contact details of staff members should be provided to all parents/guardians
- x. Group leaders must be able to contact parents/guardians in case of an accident/emergency. A list of names, numbers and addresses of all children/young people and their parents attending the trip should be kept with an assigned group leader at all times
- xi. Public transport may not be appropriate or possible for all bellringing trips, if this occurs parent/guardian/carer consent should be given before children, young people or vulnerable adults are transported using private vehicles
- xii. If private vehicles are being used to transport children, young people or vulnerable adults appropriate insurance must be held by the driver
- xiii. If private vehicles are being used to transport children, young people or vulnerable adults the driver should be accompanied by another adult
- xiv. The use of flash photography should not be used within the belfry as it may be distracting to Bellringers
- xv. Parties may be hosted for all Bellringers in private homes. Children/young people/ vulnerable adults should be invited to these parties only if their parents/guardians/carers are also invited to be present or provide consent that their child/ward may attend
- xvi. When visiting another facility for the group leaders should be aware of the facilities' emergency procedures
- xvii. If a child is in need of First-Aid while outside of Saint Patrick's Cathedral two group leaders and/or other children/young people should be present
- xviii. An accident log book for any accident/incident/emergency should be kept to an assigned group leader at all times
- xix. If an accident/incident/emergency occurs on a trip outside of Saint Patrick's Cathedral the parent/guardian of the child/young person should be notified as soon as possible

- xx. Any accident/emergency/incident which occurs on a trip outside of Saint Patrick's Cathedral should be recorded and reported to the DLP

e) Guild of Service

Member of the Guild of Service play an important role in the services held in Saint Patrick's Cathedral. During services the Guild of Service perform duties that enhance the celebration of faith that is at the heart of Saint Patrick's Cathedral. Members of the Guild of Service are different ages, genders and faiths. They join the Guild of Service for many reasons but all wish to perform their duties with the respect and solemnity that the role requires. As members of the Guild of Service may begin their role before they turn 18 and continue after their relationships with other members of the Guild of Service may be more informal than would be expected in other circumstances. Members of the Guild of Service should use the following guidelines in their role within Saint Patrick's Cathedral:

- i. Members of the Guild of Service should check in upon arrival at Saint Patrick's Cathedral
- ii. If members turn 18 while they are members they will be asked to complete the vetting procedure following their 18th birthday
- iii. Members of the Guild of Service are encouraged to maintain age appropriate relationships with other members
- iv. Upon turning 18 members of the Guild of Service will have the child protection policies and procedures explained to them by the DLP. This should include clear guidelines of their role as an adult member of the Guild of Service and what is meant by age appropriate relationships
- v. Members of the Guild of Service will be supervised at all times while they are engaging with the general public. Supervision will be provided by Garda vetted members of staff
- vi. Photos of members of the Guild of Service should be taken only with consent. In the case of children/young people consent of the parent/guardian must be given

- vii. Photographs/videos of children/young people which are made publicly available for advertisement or publicity purposes will not identify individual children/young people, and shall be used only with explicit written consent
- viii. Members of the Guild of Service may be contacted through their personal email/phone number in order to inform them of their timetable or changes thereof. Any information provided to members of the Guild of Service who are under the age of 18 will also be available to their parents/guardians
- ix. Parent/guardians of members of the Guild of Service who are under the age of 18 will be provided with their child/ward's timetable and a list of the duties they will be asked to perform

FORMS AND INFORMATION SHEETS

a) Saint Patrick's Cathedral Code of Conduct for employees, volunteers and facilitators who work with children, young people and vulnerable adults

Saint Patrick's Cathedral has committed to safeguarding the wellbeing of the children, young people and vulnerable adults with whom it works. As an employee or volunteer at Saint Patrick's Cathedral you are expected to adhere to Safeguarding Trust and the Handbook for the Policies and Procedures for Safeguarding the Welfare of Children and Vulnerable adults. A copy of both documents should be available to you and appropriate training provided. This Code of Conduct demonstrates that you understand the responsibility you have to protect the wellbeing of children, young people and vulnerable adults is so far as is possible through your work in Saint Patrick's Cathedral.

- Children, young people and vulnerable adults should be treated with respect and dignity
- Children, young people and vulnerable adults should be valued
- Children, young people and vulnerable adults should be listened to
- Children, young people and vulnerable adults should have their rights respected
- Be aware of the dangers arising from private meetings with children, young people or vulnerable adults
- Where possible another child or worker should be present at private meetings or within sight or hearing
- Do not take photographs or videos of children or young people unless you have been instructed to on behalf of Saint Patrick's Cathedral
- Do not make unnecessary physical contact with children, e.g. engage in horseplay
- Conduct which could be misconstrued should be avoided
- Distressed children may need comforting – use your discretion and ensure that it will be seen by others to be normal and natural

- Those giving first-aid should ensure that another adult and/or other children/young people are present when they are administering help
- Following an incident where a worker feels that their actions may be misconstrued, a report should be written and submitted immediately to the DLP
- Take great care in the setting of a residential or day trip where relationships tend to be less formal
- You should never engage in sexually provocative conversations or games
- You should never allow or engage in inappropriate touching of any form
- You should never allow children or young people to use inappropriate language unchallenged
- You should never make sexually suggestive comments about or to a child, young person or vulnerable adult
- You should never strike a child, young person or vulnerable adult
- You should never use offensive, abusive or generally inappropriate language
- You should never leave children, young people or vulnerable adults unattended
- Avoid doing things of a personal nature for children, young people or vulnerable adults that they can do for themselves
- Avoid spending excessive amounts of time alone with a child, young person or vulnerable adult away from others
- Avoid interviewing a child, young person or vulnerable adult alone
- Avoid taking a child, young person or vulnerable adult alone on car journeys without the full knowledge and consent of their parent/guardian/carer and Saint Patrick's Cathedral
- Avoid arranging to meet a child, young person or vulnerable adult off parish premises or outside of your designated role
- Avoid contacting children, young people or vulnerable adults privately without parent's/guardian's full knowledge and consent (this includes exchanging phone numbers, email address or contact through social media)
- If you become aware that a child, young person or vulnerable adult is being harmed you must inform the DLP of Saint Patrick's Cathedral as soon as possible



Employee/Volunteer/Facilitator name: _____

Employee/Volunteer/Facilitator signature: _____

Date: _____

Designated Liaison Person's/manager name: _____

Designated Liaison Person's/manager signature: _____

Date: _____

b) Saint Patrick's Cathedral Code of Conduct for employees, volunteers and facilitators

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Employee/Volunteer/Facilitator name: _____

Employee/Volunteer/Facilitator signature: _____

Date: _____

Designated Liaison Person's/manager name: _____



Designated Liaison Person's/manager signature: _____

Date: _____

c) Acceptance of Policy Form

I confirm that I have received a copy of Safeguarding Trust and the Saint Patrick's Cathedral Handbook for the Policy and Procedures for Safeguarding the Welfare of Children and Vulnerable Adults.

I hereby accept the policies and procedures laid down in these documents and will abide by them while working for Saint Patrick's Cathedral

Name: _____

Signature: _____

Date: _____

d) Tusla Incident Report Form (For reporting Child Protection and Welfare Concerns)

A. To Principal Social Worker/Designate: _____

--

1. Date of Report

2. Details of Child

Name:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address:		DOB			
		School			
Alias		Correspondence address (if different)			
Telephone		Telephone			

3. Details of Persons Reporting Concern(s)

Name:		Telephone No.	
Address:		Occupation	
		Relationship to client	
Reporter wishes to remain anonymous		<input type="checkbox"/>	Reporter discussed with parents/guardians
		<input type="checkbox"/>	<input type="checkbox"/>

4. Parents Aware of Report Yes No

Are the child's parents/carers aware that this concern is being reported	- Mother	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Father	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comment					

5. Details of Report

(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)

--

6. Relationships

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone No's:		Telephone No's:	

7. Household composition

Name	Relationship	DOB	Additional Information e.g. School/ Occupation/Other:

8. Name and Address of other personnel or agencies involved with this child

	Name	Address
Social Worker		



PHN

GP

Hospital

School

Gardaí

Pre-School/Crèche/YG

Other (specify):

9. Details of person(s) allegedly causing concern in relation to the child

Relationship to child:		Age		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Name:				Occupation			
Address:							

10. Details of person completing form

Name:		Occupation:	
Address:		Telephone	
		No's:	
Signed		Date:	

e) Guidance Note to help you fill in the Standard Report Form

Tusla Child and Family Agency has a statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla Child and Family Agency therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

This report form is for use by: Any professional, individual or group involved in services to children, including Tusla Child and Family Agency and HSE personnel, who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported; professionals and individuals in the provision of child care services in the community who have service contracts with Tusla Child and Family Agency or the HSE; Designated Liaison Persons in a voluntary or community agency.

Please fill in as much information and detail as is known to you. This will assist the Social Work Department in assessing the level of risk to the child or the support services required. If the information requested is not known to you, please indicate this by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

Tusla Child and Family Agency aims to work in partnership with parents. If you are making this report in confidence, you should note that Tusla Child and Family Agency cannot guarantee absolute confidentiality for the following reasons: A Court could order the information be disclosed. Under the Freedom of Information Acts 1997 and 2003, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report', you are protected under the Protection for Persons Reporting Child Abuse Act 1998.

If you are unsure if you should report your concerns, please telephone your local Child and Family Agency duty social worker and discuss your concerns with them

(www.tusla.ie/services/childprotection-welfare/contact-a-social-worker).

An MSWord version of the Standard Report Form may be accessed here –

(www.tusla.ie/services/child-protection-welfare/children-first)

f) In-house incident report form

Date of incident: / /20

Time of incident: _____

Location of incident: _____

Staff members present: _____

Name of child: _____

Date of birth: _____

Parent/Guardian name: _____

Parent/Guardian contact number: _____

Description of incident:

Action taken:

Has parent/guardian been notified? Yes ☐ No ☐

Has duty manager/Parish Panel been notified? Yes ☐ No ☐

Signed: _____

SIGNS AND SYMPTOMS OF ABUSE

The following signs and symptoms of abuse are the definitions provided by Tusla Child and Family Agency, any questions or concerns regarding a specific situation not covered below should be directed to Tusla Child and Family Agency for clarification and guidance

a) Neglect

Child neglect is the most common category of abuse. A distinction can be made between 'wilful' neglect and 'circumstantial' neglect. 'Wilful' neglect would generally incorporate a direct and deliberate deprivation by a parent/carer of a child's most basic needs, e.g. withdrawal of food, shelter, warmth, clothing, and contact with others. 'Circumstantial' neglect more often may be due to stress/inability to cope by parents or carers.

Neglect is closely correlated with low socio-economic factors and corresponding physical deprivations. It is also related to parental incapacity due to learning disability, addictions or psychological disturbance.

The neglect of children is 'usually a passive form of abuse involving omission rather than acts of commission' (Skuse and Bentovim, 1994). It comprises 'both a lack of physical caretaking and supervision and a failure to fulfil the developmental needs of the child in terms of cognitive stimulation'.

Child neglect should be suspected in cases of:

1. Abandonment or desertion
2. Children persistently being left alone without adequate care and supervision
3. Malnourishment, lacking food, inappropriate food or erratic feeding

4. Lack of warmth
5. Lack of adequate clothing
6. Inattention to basic hygiene
7. Lack of protection and exposure to danger, including moral danger or lack of supervision appropriate to the child's age
8. Persistent failure to attend school
9. Non-organic failure to thrive, i.e. child not gaining weight due not only to malnutrition but also to emotional deprivation
10. Failure to provide adequate care for the child's medical and developmental problems

Exploited, overworked **Characteristics of neglect**

Child neglect is the most frequent category of abuse, both in Ireland and internationally. In addition to being the most frequently reported type of abuse; neglect is also recognised as being the most harmful. Not only does neglect generally last throughout a childhood, it also has long-term consequences into adult life. Children are more likely to die from chronic neglect than from one instance of physical abuse. It is well established that severe neglect in infancy has a serious negative impact on brain development.

Neglect is associated with, but not necessarily caused by, poverty. It is strongly correlated with parental substance misuse, domestic violence and parental mental illness and disability.

Neglect may be categorised into different types (adapted from Dubowitz, 1999):

1. **Disorganised/chaotic neglect:** This is typically where parenting is inconsistent and is often found in disorganised and crises-prone families. The quality of parenting is inconsistent, with a lack of certainty and routine, often resulting in emergencies

regarding accommodation, finances and food. This type of neglect results in attachment disorders, promotes anxiety in children and leads to disruptive and attention-seeking behaviour, with older children proving more difficult to control and discipline. The home may be unsafe from accidental harm, with a high incident of accidents occurring

2. **Depressed or passive neglect:** This type of neglect fits the common stereotype and is often characterised by bleak and bare accommodation, without material comfort, and with poor hygiene and little if any social and psychological stimulation. The household will have few toys and those that are there may be broken, dirty or inappropriate for age. Young children will spend long periods in cots, playpens or pushchairs. There is often a lack of food, inadequate bedding and no clean clothes. There can be a sense of hopelessness, coupled with ambivalence about improving the household situation. In such environments, children frequently are absent from school and have poor homework routines. Children subject to these circumstances are at risk of major developmental delay
3. **Chronic deprivation:** This is most likely to occur where there is the absence of a key attachment figure. It is most often found in large institutions where infants and children may be physically well cared for, but where there is no opportunity to form an attachment with an individual carer. In these situations, children are dealt with by a range of adults and their needs are seen as part of the demands of a group of children. This form of deprivation will also be associated with poor stimulation and can result in serious developmental delays

The following points illustrate the consequences of different types of neglect for children:

1. Inadequate food – failure to develop
2. Household hazards – accidents
3. Lack of hygiene – health and social problems
4. Lack of attention to health – disease
5. Inadequate mental health care – suicide or delinquency
6. Inadequate emotional care – behaviour and educational

7. Inadequate supervision – risk-taking behaviour
8. Unstable relationship – attachment problems
9. Unstable living conditions – behaviour and anxiety, risk of accidents
10. Exposure to domestic violence – behaviour, physical and mental health
11. Community violence – anti social behaviour

b) Emotional Abuse

Emotional neglect and abuse is found typically in a home lacking in emotional warmth. It is not necessarily associated with physical deprivation. The emotional needs of the children are not met; the parent's relationship to the child may be without empathy and devoid of emotional responsiveness.

Emotional neglect and abuse occurs 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 neglect and abuse is not easy to recognise because the effects are not easily observable.

Skuse (1989) states that 'emotional abuse refers to the habitual verbal harassment of a child by disparagement, criticism, threat and ridicule, and the inversion of love, whereby verbal and non-verbal means of rejection and withdrawal are substituted'.

Emotional neglect and abuse can be identified with reference to the indices listed below. However, it should be noted that no one indicator is conclusive of emotional abuse. In the case of emotional abuse and neglect, it is more likely to impact negatively on a child where there is a cluster of indices, where these are persistent over time and where there is a lack of other protective factors.

1. Rejection

2. Lack of comfort and love
3. Lack of attachment
4. Lack of proper stimulation (e.g. fun and play)
5. Lack of continuity of care (e.g. frequent moves, particularly unplanned)
6. Continuous lack of praise and encouragement
7. Serious over-protectiveness
8. Inappropriate non-physical punishment (e.g. locking in bedrooms)
9. Family conflicts and/or violence
10. Every child who is abused sexually, physically or neglected is also emotionally abused
11. Inappropriate expectations of a child relative to his/her age and stage of development

Children who are physically and sexually abused and neglected also suffer from emotional abuse.

c) Physical Abuse

Unsatisfactory explanations, varying explanations, frequency and clustering for the following events are high indices for concern regarding physical abuse:

1. Bruises (see below for more detail)
2. Fractures
3. Swollen joints
4. Burns/scalds (see below for more detail)
5. Abrasions/lacerations
6. Haemorrhages (retinal, subdural)
7. Damage to body organs
8. Poisonings – repeated (prescribed drugs, alcohol)
9. Failure to thrive
10. Coma/unconsciousness
11. Death

There are many different forms of physical abuse, but skin, mouth and bone injuries are the most common.

Bruises

Accidental

Accidental bruises are common at places on the body where bone is fairly close to the skin. Bruises can also be found towards the front of the body, as the child usually will fall forwards.

Accidental bruises are common on the chin, nose, forehead, elbow, knees and shins. An accident-prone child can have frequent bruises in these areas. Such bruises will be diffuse, with no definite edges. Any bruising on a child before the age of mobility must be treated with concern.

Non-accidental

Bruises caused by physical abuse are more likely to occur on soft tissues, e.g. cheek, buttocks, lower back, back, thighs, calves, neck, genitalia and mouth.

Marks from slapping or grabbing may form a distinctive pattern. Slap marks might occur on buttocks/cheeks and the outlining of fingers may be seen on any part of the body. Bruises caused by direct blows with a fist have no definite pattern, but may occur in parts of the body that do not usually receive injuries by accident. A punch over the eye (black eye syndrome) or ear would be of concern. Black eyes cannot be caused by a fall on to a flat surface. Two black eyes require two injuries and must always be suspect. Other distinctive patterns of bruising may be left by the use of straps, belts, sticks and feet. The outline of the object may be left on the child in a bruise on areas such as the back or thighs (areas covered by clothing).

Bruises may be associated with shaking, which can cause serious hidden bleeding and bruising inside the skull. Any bruising around the neck is suspicious since it is very unlikely to be accidentally acquired.

Other injuries may feature – ruptured eardrum/fractured skull. Mouth injury may be a cause of concern, e.g. torn mouth (frenulum) from forced bottle-feeding.

Bone injuries

Children regularly have accidents that result in fractures. However, children's bones are more flexible than those of adults and the children themselves are lighter, so a fracture, particularly of the skull, usually signifies that considerable force has been applied.

Non-accidental

A fracture of any sort should be regarded as suspicious in a child under 8 months of age. A fracture of the skull must be regarded as particularly suspicious in a child under 3 years. Either case requires careful investigation as to the circumstances in which the fracture occurred. Swelling in the head or drowsiness may also indicate injury.

Burns

Children who have accidental burns usually have a hot liquid splashed on them by spilling or have come into contact with a hot object. The history that parents give is usually in keeping with the pattern of injury observed. However, repeated episodes may suggest inadequate care and attention to safety within the house.

Non-accidental

Children who have received non-accidental burns may exhibit a pattern that is not adequately explained by parents. The child may have been immersed in a hot liquid. The burn may show a definite line, unlike the type seen in accidental splashing. The child may also have been held against a hot object, like a radiator or a ring of a cooker, leaving distinctive marks. Cigarette burns may result in multiple small lesions in places on the skin that would not generally be exposed to danger. There may be other skin conditions that can cause similar patterns and expert paediatric advice should be sought.

Bites

Children can get bitten either by animals or humans. Animal bites (e.g. dogs) commonly puncture and tear the skin, and usually the history is definite. Small children can also bite other children.

Non-accidental

It is sometimes hard to differentiate between the bites of adults and children since measurements can be inaccurate. Any suspected adult bite mark must be taken very seriously. Consultant paediatricians may liaise with dental colleagues in order to identify marks correctly.

Poisoning

Children may commonly take medicines or chemicals that are dangerous and potentially life-threatening. Aspects of care and safety within the home need to be considered with each event.

Non-accidental

Non-accidental poisoning can occur and may be difficult to identify, but should be suspected in bizarre or recurrent episodes and when more than one child is involved. Drowsiness or hyperventilation may be a symptom.

Shaking violently

Shaking is a frequent cause of brain damage in very young children.

Fabricated/induced illness

This occurs where parents, usually the mother (according to current research and case experience), fabricate stories of illness about their child or cause physical signs of illness. This can occur where the parent secretly administers dangerous drugs or other poisonous substances to the child or by smothering. The symptoms that alert to the possibility of fabricated/induced illness include:

1. Symptoms that cannot be explained by any medical tests; symptoms never observed by anyone other than the parent/carer; symptoms reported to occur only at home or when a parent/carer visits a child in hospital
2. High level of demand for investigation of symptoms without any documented physical signs.
3. Unexplained problems with medical treatment, such as drips coming out or lines being interfered with; presence of unprescribed medication or poisons in the blood or urine

d) Sexual Abuse

Child sexual abuse often covers a wide spectrum of abusive activities. It rarely involves just a single incident and usually occurs over a number of years. Child sexual abuse most commonly happens within the family.

Cases of sexual abuse principally come to light through:

1. Disclosure by the child or his or her siblings/friends
2. The suspicions of an adult
3. Physical symptoms

Colburn Faller (1989) provides a description of the wide spectrum of activities by adults which can constitute child sexual abuse. These include:

Non-contact sexual abuse

1. 'Offensive sexual remarks', including statements the offender makes to the child regarding the child's sexual attributes, what he or she would like to do to the child and other sexual comments
2. Obscene phone calls
3. Independent 'exposure' involving the offender showing the victim his/her private parts and/or masturbating in front of the victim.
4. 'Voyeurism' involving instances when the offender observes the victim in a state of undress or in activities that provide the offender with sexual gratification. These may include activities that others do not regard as even remotely sexually stimulating

Sexual contact

- Involving any touching of the intimate body parts. The offender may fondle or masturbate the victim, and/or get the victim to fondle and/or masturbate them. Fondling can be either outside or inside clothes. Also includes 'frottage', i.e. where offender gains sexual gratification from rubbing his/her genitals against the victim's body or clothing.

Oral-genital sexual abuse

- Involving the offender licking, kissing, sucking or biting the child's genitals or inducing the child to do the same to them.

Interfemoral sexual abuse

- Sometimes referred to as 'dry sex' or 'vulvar intercourse', involving the offender placing his penis between the child's thighs.

Penetrative sexual abuse, of which there are four types:

1. 'Digital penetration', involving putting fingers in the vagina or anus, or both. Usually the victim is penetrated by the offender, but sometimes the offender gets the child to penetrate them
2. 'Penetration with objects', involving penetration of the vagina, anus or occasionally mouth with an object
3. 'Genital penetration', involving the penis entering the vagina, sometimes partially
4. 'Anal penetration' involving the penis penetrating the anus

Sexual exploitation

1. Involves situations of sexual victimisation where the person who is responsible for the exploitation may not have direct sexual contact with the child. Two types of this abuse are child pornography and child prostitution
2. 'Child pornography' includes still photography, videos and movies, and, more recently, computer-generated pornography
3. 'Child prostitution' for the most part involves children of latency age or in adolescence. However, children as young as 4 and 5 are known to be abused in this way

The sexual abuses described above may be found in combination with other abuses, such as physical abuse and urination and/or defecation on the victim. In some cases, physical abuse is an integral part of the sexual abuse; in others, drugs and alcohol may be given to the victim.

It is important to note that physical signs may not be evident in cases of sexual abuse due to the nature of the abuse and/or the fact that the disclosure was made some time after the abuse took place.

Carers and professionals should be alert to the following physical and behavioural signs:

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

Particular behavioural signs and emotional problems suggestive of child abuse in young children (aged 0-10 years) include:

1. Mood change where the child becomes withdrawn, fearful, acting out
2. Lack of concentration, especially in an educational setting
3. Bed wetting, soiling

4. Pains, tummy aches, headaches with no evident physical cause
5. Skin disorders
6. Reluctance to go to bed, nightmares, changes in sleep patterns
7. School refusal
8. Separation anxiety
9. Loss of appetite, overeating, hiding food

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

(aged 10+ years) include:

1. Depression, isolation, anger
2. Running away
3. Drug, alcohol, solvent abuse
4. Self-harm
5. Suicide attempts
6. Missing school or early school leaving
7. Eating disorders

All signs/indicators need careful assessment relative to the child's circumstances.

DETAILS ON GARDA VETTING

Garda vetting provides an employer with information regarding an individual's criminal background.

1. If an employee or volunteer is found to have a criminal background that should have been disclosed during the recruitment process and was not disclosed their contract may be terminated
2. Any employee or volunteer of Saint Patrick's Cathedral may be asked to cooperate with the Garda vetting procedure
3. Failure to comply or complete this process may result in the withdrawal of an offer of employment, or the termination of contract
4. All employees and volunteers who come into contact with children, young people or vulnerable adults through their role in Saint Patrick's Cathedral should be Garda vetted
5. Garda vetting is non-transferable between employers and should be renewed every two years or as instructed by the Garda Vetting Bureau

RECORD KEEPING AND INFORMATION SHARING

Through the nature of its work Saint Patrick's Cathedral will gather information concerning employees, volunteers, children, young people or vulnerable adults. The following guidelines should be followed for the storage and usage of that information:

1. Information gathered about specific individuals should be stored in a secure location
2. Individual's files should be clearly labelled and kept separated from each other
3. All information gathered for a particular individual should be stored in one location
4. All information for a particular individual is confidential and should be shared only on a 'need to know' basis
5. The DLP is responsible for the maintenance and access of individual files
6. Individuals have the right to access their personnel file
7. In the case of children, young people or vulnerable adults legal guardians may access their files
8. Individual files should be kept indefinitely