

Groups working with children

Codes of behaviour are essential for effective safeguarding practice. It is important to carefully read these guidelines and follow them at all times. Codes of behaviour should be reviewed annually by each group.

Code of behaviour for adults

It is important for all personnel to:

- Treat all children with respect and dignity.
- Treat all children equally.
- Model positive and appropriate behaviour to all children.
- Be aware of the Presentation Sisters Child Safeguarding Policy.
- Challenge and report abusive and potentially abusive behaviour.
- Develop a culture of openness, honesty and safety.
- Develop a culture where children have permission to tell and to talk about any concerns or worries that they may have.
- Respect each child's boundaries.
- Be aware of their responsibility for the safety of all children in their care.
- Work in open environments.
- Help children to know what they can do if they have a problem.

Adults must never:

- Hit or otherwise physically assault or abuse children.
- Develop sexual relationships with children.
- Develop relationships with children that could in any way be deemed exploitative or abusive.
- Act in any way that may be abusive or may place a child at risk of abuse.
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- Do things for a child of a personal nature that they can do themselves.
- Condone or participate in behaviour that is illegal, unsafe or abusive.
- Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade.
- Engage in discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexual orientation or political views.
- Consume alcohol, tobacco or illegal drugs while having responsibility for or in the presence of children.

In general, it is not appropriate to:

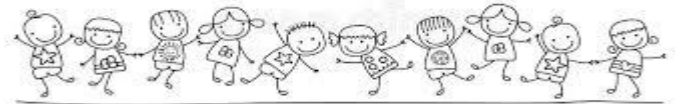
- Take children away or to your own home, especially where they will be alone with you.
- Involve children in one-to-one contact; activities should usually be supervised by at least two adults.
- However, there may be two circumstances where this may occur:
 - In a reactive situation, for example when a young person requests a one-to-one meeting with you without warning, or where a young person has had to be removed from a group as part of a code of behaviour.
 - As part of a planned structured piece of work (for example one-to-one music tuition).

Information for Young people

What does the Child Safeguarding Policy say?

The policy says that adults should...

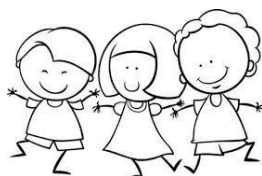
- Treat you with respect
- Never shout at you
- Never hurt you
- Always keep you safe from adults who could hurt or abuse you
- Make sure young people treat each other with respect



What should you do?

It is important that young people are safe from anyone who tries to harm them, this might be a family member or relative, a neighbour, an online 'friend', someone who looks after them like a teacher, youth leader, someone who works in the church, or a stranger.

If you are scared or worried tell the adult leader of your group or another adult that you trust.



What does child abuse mean?

Most young people grow up being loved cared for and safe but some need to be protected from abuse. Abuse is bad treatment by adults or other children which harms a child and can happen when a child:

- Is told hurtful things that make them feel scared, unloved and unwanted.
- Is physically hurt, for example hitting, shaking, throwing, burning or scalding.
- Is made do or watch something sexual that they don't want to.
- Is not looked after properly, does not have enough food or clothes or is left alone
- Is bullied, for example, being call names, being hit or punished having rumours spread about them or being threatened by some online.

Code of behaviour for children and young people

Children should be involved in drawing up a code of behaviour for themselves. It is important that in working with children, an appropriate adult with relevant skills and competencies participates to support them in developing the code of behaviour.

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

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

- Treating everyone with respect.
- Treating property with respect.
- Not consuming alcohol, tobacco or illegal drugs.
- Agreeing not to bring any physical item into the group activity that may cause offence or harm to others.
- Acting as a good role model.
- Attending activities on time.
- Signing in and out.
- Turning off your mobile phone.
- Telling someone you trust if you feel uncomfortable with any situation or individual.
- Not using bad language when communicating by phone or email.
- Never bullying anyone or sending threatening messages.

Dealing with accidents involving children

If a child has an accident and injures himself/herself while attending an event, these procedures should be followed:

1. Assess the injury and reassure the child. If the injury is severe or the child has lost consciousness, please contact the emergency services.
2. If the emergency services are called, contact with the child’s parents/guardians must be made urgently. It is the responsibility of the teacher accompanying the group to have contact details available for all parents/guardians.
3. If the parents/guardians are not available, it may be necessary for a leader to travel with the child to the hospital. If medical treatment is required, personnel may be asked about known allergies or existing medical conditions. Again, this information can be found on the *Child and Guardian Joint Consent Form*.
4. If the injury is minor, local application of treatment should be available from the first-aid box. There should be a fully stocked first-aid box to hand at all events. Remember to make a note of what has been used from the first-aid box so that it can be replaced at the earliest opportunity. Under no circumstances should any medication be given to a child, unless under parental or medical supervision.
5. As soon as possible after the accident, write up a report using an *Accident/Incident Form*. Once completed, this form should be stored in a safe place, in line with data protection, and treated as a confidential document.
6. Always inform parents/guardians of any accident that has occurred involving their child, regardless of how minor you consider it to be. It is good practice to give a copy of the *Accident/Incident Form* to parents/guardians.
7. It is good practice to keep blank copies of the *Accident/Incident Form* with the first-aid box so that one can be easily filled out in the event of an emergency.

Complaints procedure

A complaint is defined as a grievance and/or the raising of a concern about breaches of codes of behaviour. Allegations or suspicions of child abuse do not fall into this category of general complaints.

All complaints will be taken seriously and dealt with fairly and confidentially. Efforts will be made to quickly and informally resolve complaints through discussion with the parents/guardians, children/young people, volunteers/members of staff, as appropriate.

If a parent/guardian, young person or child is not satisfied with any aspect of the running of a particular activity, or the behaviour of any individual involved in that activity they should make a complaint. Initially, all complaints of this nature should be resolved using an open dialogue with the person responsible for the group or the Director of Nano Nagle Birthplace. If resolution is not possible, the following steps should be taken.

Steps to take:

1. Complete *Complaint Form* and submit to the Director.
2. A letter acknowledging receipt of the complaint will be sent, enclosing a copy of the complaint's procedure. All complaints must be thoroughly investigated.
3. The Director may organise a meeting to discuss and hopefully resolve the complaint.
4. Following the meeting or discussion, the Director will write to the complainant to confirm what took place and to set out any solutions that were agreed upon.
5. If a meeting is not agreeable or possible, the Director will issue a detailed written reply to the complainant, setting out their suggestions for resolving the matter.
6. If the complainant is still not satisfied at this point, they should contact the Director again. At the conclusion of this step, the Presentation Sisters Provincial may decide to take further action on the complaint.

Reporting allegations of abuse

The Presentation Sisters provide guidance and training on recognition of abuse, and clear procedures on what to do when a child protection concern arises, so that everyone knows how to respond appropriately.

If you want to report a suspicion, concern or allegation of abuse please contact our Designated Liaison Person (DLP) for the Presentation Sisters on 087 621 9346.

The DLP will discuss the process of reporting with you.

If you are unsure about whether the concern meets the threshold for reporting it is important to talk it through with the DLP. The DLP will be able to inform you if the concern reaches the threshold for reporting.

Details of personnel to contact if you are concerned about the welfare and safety of children

Presentation Sisters Local Representative: Sr Lois Greene Designated Liaison Person SW: Sr Sheila Kelleher NE: Sr Margaret Mary Healy	022 26411 087 621 9346 086 032 0651
Tusla Local Cork National	022 54100 021 492 3503 01 771 8500
An Garda Siochana Local	025 82100
National	1800 555 222

