

## Policy + Procedures for the Protection of Children and Vulnerable Adults

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## Contents

### Section 1 Policy on the Protection of Children & Vulnerable Adults ..... 4

1.2	IADT's Guiding Principles & Commitment to Children & Vulnerable Adults .....	4
1.3	Definitions .....	5
1.4	Scope of the Policy .....	6
1.4.1	<i>Dealing with the Person Accused</i> .....	7
1.4.2	<i>Protective Measures</i> .....	7
1.5	Communication of this Policy with the IADT Community .....	7
1.6	Activities involving Travel & Overnight Stay Away from Home .....	8
1.6.1	<i>Travel</i> .....	8
1.6.2	<i>Overnight Stays</i> .....	9
1.7	Children & Vulnerable Adults as Research Participants .....	9
1.8	Contractors, Suppliers & Campus Companies .....	9
1.9	Campus Companies .....	10
1.10	External Companies/Organisations using IADT premises .....	10
1.11	Garda Vetting .....	10
1.13	Training .....	11
1.14	The Designated Liaison Person .....	11
1.15	Mandated Persons .....	12
1.16	Child/Vulnerable Adult Safeguarding Statement .....	12

### Section 2 Procedures for the Protection of Children & Vulnerable Adults .... 14

2.1	Introduction .....	14
2.1.1	<i>Stage 1 Considering the Possibility</i> .....	14
2.1.2	<i>Stage 2 Looking out for Signs of Neglect or Abuse</i> .....	14
2.1.3	<i>Stage 3 Recording of Information</i> .....	15
2.2	Procedure for Responding to a Suspicion of Child or Vulnerable Adult Abuse .....	16
2.3	Procedure for Responding to Disclosures of Child or Vulnerable Adult Abuse .....	16
2.4	Disclosure of Abuse .....	16
2.5	Standard Reporting Form & Information Required when Making a Report .....	17
2.6	Confidentiality .....	18
2.7	Protections for Persons reporting Child Abuse Act 1998 .....	18
2.8	Additional Procedural Requirements where an Allegation is made against a Staff Member or Student of IADT .....	19
2.9	Definitions .....	20
2.9.1	<i>Child and Vulnerable Adult Abuse</i> .....	20
	<i>Appendix 1 IADT Child and Vulnerable Adult Safeguarding Statement</i> .....	21
	<i>Appendix 2 Awareness of IADT's Policy for the Protection of Children and Vulnerable Adults</i> .....	26
	<i>Appendix 3 Parental/Guardian Consent Form for Students under 18 years of age</i> .....	27
	<i>Appendix 4 Standard Form for Reporting Child/Vulnerable Adult Abuse to DLP</i> .....	28
	<i>Appendix 5 Letter to Parents/Guardians/Carers</i> .....	30

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*Appendix 6 List of Mandated Persons..... 31*  
*Appendix 7 Glossary..... 33*  
*Appendix 8 Child Safeguarding – Relevant Legislation..... 35*

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## Section 1 Policy on the Protection of Children & Vulnerable Adults

Dun Laoghaire Institute of Art, Design and Technology (IADT) is committed to creating a community of learning whereby it aims to be at the forefront of teaching, research and innovation at the convergence of the arts, technology and enterprise.

This policy is intended to assist members of the Institute community who, for teaching, research or work reasons, have:

- Contact with children or vulnerable adults
- Any concerns in relation to the wellbeing and safety of children and vulnerable adults

For the purpose of this document, the term *member of the Institute community* means a staff member or student of IADT, including those working on a voluntary or unpaid basis on behalf of IADT.

This document provides advice to members of the IADT community on their responsibilities in relation to the protection and welfare of children and vulnerable adults. IADT also supports the use of professional and safe practices when working with children and vulnerable adults.

### 1.2 IADT's Guiding Principles & Commitment to Children & Vulnerable Adults

IADT is fully committed to safeguarding the wellbeing of all children and vulnerable adults and to meeting the provisions of the Children First Act 2015. It understands its obligation to ensure procedures are in place to facilitate compliance with the Act and other legislation relevant to the safeguarding of children and vulnerable adults. The Institute will review its guiding principles and child and vulnerable adult procedures every two years, or sooner if necessary. The Child and Vulnerable Adult Safeguarding Statement is detailed in [Appendix 1](#) of this document.

Legislation relevant to the area is listed in [Appendix 8](#).

In its policies, practices and activities, IADT commits itself to the following guiding principles:

IADT will:

- Recognise that the protection and welfare of children and vulnerable adults is of paramount importance, regardless of all other considerations
- Believe that all children and vulnerable adults have an equal right to have access to a service that respects them as individuals and encourages them to reach their potential, regardless of their background
- Provide full co-operation with the relevant statutory authorities in relation to child and vulnerable adults protection and welfare matters
- Adopt safe practices to minimise the possibility of harm or accidents to children and vulnerable adults
- Fully respect confidentiality requirements in dealing with child and vulnerable adults protection matters

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- Commit to provide appropriate training in relation to the protection of children and vulnerable adults
  - Ensure our guiding principles and procedures to safeguard children and vulnerable adults reflect national policy and legislation and will be reviewed every two years.
  - Commit to upholding the rights of every child and vulnerable adult who attends our service, including the rights to be kept safe and protected from harm, listened to and heard
  - Apply our guiding principles apply to everyone in our organisation
  - Ensure that workers/volunteers conduct themselves in a way that reflects the principles of our organisation

All staff and students will be made aware of this policy and the Institute will promote best practice in safeguarding the wellbeing of children and vulnerable adults. IADT welcomes comments from staff, students, children and vulnerable adults and their parents, guardians and carers in relation to this policy.

The Institute will have a Designated Liaison Person (DLP) to implement and administer these guidelines and act as the liaison person with relevant outside agencies.

### 1.3 Definitions

**Child:** The [Child Care Act 1991](#) defines a child as, “... a person under the age of 18, who is not or has not been married”.

**Vulnerable Adult:** A vulnerable adult is a person aged 18 years or over who may require assistance to care for themselves, or protect themselves from harm or from being exploited. This may be because they have a disability (either mental health, intellectual or physical), a sensory impairment, are old and frail, or have some other form of illness.

For the purpose of practice and, in as far as is possible, this document will have equal application to vulnerable adults as to children.

Children and vulnerable adults may be present at:

- The Institute’s premises at Kill Avenue
- Other buildings rented by IADT
- The premises of collaborative partners

Children may also be under the supervision or direction of Institute staff or students in a number of circumstances, including for example:

- Registered students under the age of 18, (prospective students must be a minimum of 16 on 1<sup>st</sup> January of the year of application). Therefore, each year, there may be a small numbers of students who enter first year who are 16 or 17 years old
- Visiting IADT campus, i.e. examples include Open Day, sporting activities, extra-curricular activities, attending summer courses, portfolio preparation courses and non- accredited part-time courses

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- Work experience placements or temporary employees
  - Brought onsite by parents
  - As subjects of academic research
  - As participants of IADT supported activities, e.g. FÍS Project, Volunteer work, Student Clubs & Societies, etc.
  - As participants of activities or events organised by other organisations who either rent/use rooms or pitches, e.g. Sporting Clubs
  - As visitors for any reason, e.g. Graduate Exhibition
  - Children visiting IADT from Monkstown Educate Together National School which is co-located on the IADT campus
  - Where registered students are actively engaged in volunteering activities involving children
  - Children may be accompanied by a responsible adult, e.g. a teacher or parent, but, in other circumstances, they may also be unaccompanied.

Further definitions of terms used in this policy and elsewhere in related documentation can be found in [Appendix 7](#).

#### **1.4 Scope of the Policy**

This policy applies to all staff and students of the Institute, in all locations including:

- The Institute campus or rented buildings
- The campus of any other Institute/University
- Such other place where staff or students may be representing the Institute or participating in their capacity as Institute members at events such as social functions, conferences, sporting events, field trips, or work assignments which are related to the Institute, to one's work or study
- In all situations, including when one communicates in person, in writing, on the telephone, by e-mail or on the internet in any Institute-related activity or situation

It is the policy of the Institute to protect freedom of expression and intellectual enquiry for all members of the Institute and to ensure, as far as possible, that such freedoms are exercised in such a way as to not interfere with the rights of others, or breach this policy or the laws of the State.

This document is intended to set Institute standards on the promotion of child and vulnerable adults' welfare, and the development of safe practices in work and interactions with children and vulnerable adults at the Institute.

It offers information and guidance to Institute staff and students who work with children and vulnerable adults by outlining some fundamental principles of good practice. It notes the two distinct contexts in which there are interactions with legally defined children and vulnerable adults:

- As students of the Institute
- As visitors to the Institute, unaccompanied or accompanied

It also gives information on how to recognise signs of abuse and the correct steps to take within IADT if it is suspected, witnessed or disclosed.

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This document provides information so as to ensure children and vulnerable adults are not placed at risk by Institute activities. It is designed to protect both those in a position of trust, and those for whom they have responsibility.

When an allegation of child and vulnerable adult abuse arises in relation to a member of the Institute, the Institute holds a dual responsibility in:

- 1 Safeguarding children and vulnerable adults which, at all times, takes priority.
- 2 Ensuring that all appropriate procedures and legal requirements are followed in relation to reporting suspected child and vulnerable adult abuse to the civil authorities. IADT will do all within its power to ensure that no child or vulnerable adult continues to be exposed to the risk of being abused.

#### **1.4.1 Dealing with the Person Accused**

IADT must ensure that appropriate procedures are followed in relation to the person against whom the complaint has been made, in line with fair procedures, natural justice and a presumption of innocence, and requirements of the law until the contrary is established.

#### **1.4.2 Protective Measures**

At an appropriate stage in the process, it may be necessary to take protective measures to ensure that no alleged victim is exposed to unacceptable risk. These protective measures are not disciplinary measures and may include:

- Providing an appropriate level of supervision
- Placing the staff member off duty with pay pending the outcome of the investigation

The views of the staff member should be taken into consideration when determining the appropriate protective measures to take in the circumstances, but the final decision rests with the President. Placing the staff member off duty pending the outcome of the investigation should be reserved for only the most exceptional of circumstances. It should be explained to the staff member concerned that the decision to place him/her off duty is a precautionary measure and not a disciplinary sanction.

### **1.5 Communication of this Policy with the IADT Community**

Given the fact that the IADT student cohort will include children and vulnerable adults:

- 1 At registration, all students must be made aware of the Institute's policies. The IADT Student Handbook is provided to all new students and specifies that all students are required to make themselves familiar with IADT Policy and Procedures for the Protection of Children and Vulnerable Adults if they are involved in any IADT study, research or volunteering project work with children or vulnerable adults.
- 2 The parents of students who are under 18 at the time of registration will be written to with

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regard to the welfare of any student under the age of 18 (see [Appendix 5](#)).

- 3 IADT students who work with children and vulnerable adults must be reminded of the Institute's policy by the academic staff member concerned and must sign an [Awareness of IADT Child and Vulnerable Adults Protection Guidelines Form \(Appendix 2\)](#). The student must return the form to their Faculty Administrative Office for placing on their student file.
- 4 Bearing in mind these special obligations towards children and vulnerable adults and the heightened responsibility to treat all equally, and with respect and dignity, and noting that any IADT student may be legally determined to be a child or vulnerable adult, it is advised that, at all times, members of the Institute community must ensure:
  - They demonstrate exemplary behaviour in the presence of children and vulnerable adults
  - Where one-to-one contact with a child or vulnerable adult is required:
    - Where possible, keep the door open
    - Where possible, use a room that provides visibility
    - Adopt the safest possible practices to minimise the possibility of harm or accidents happening
    - Give supportive and constructive feedback
    - Always refer any suspected or confirmed case of child and vulnerable adult abuse, welfare and safety issues to the DLP
  - Where material of a sensitive nature is being displayed for legitimate purposes such as teaching, research, exhibitions, children and vulnerable adults and their parents/guardians/carers and others must be made aware of this. Examples could include artwork, photographs, film or video material

Where children and vulnerable adults are **not** students, in addition to the above:

- IADT will provide a safe, appropriately monitored environment for any children and vulnerable adults visiting campus
- Review the child and vulnerable adult protection policy prior to any visits to the college from groups involving children and vulnerable adults

## **1.6 Activities involving Travel & Overnight Stay Away from Home**

### **1.6.1 Travel**

Where a child and vulnerable adult travels with staff to a class, meeting or other event, the Institute is responsible for the welfare of the child and vulnerable adult while travelling and whilst they are at the class, meeting or other event. In these instances, a Parental Consent Form (see [Appendix 3](#)) must be completed by parents/guardians/carers and a record must be kept of the emergency contact numbers supplied. Parents/guardians/carers should also be asked to provide information in relation to any special needs which the child or vulnerable adult may have, including diet, medical needs, support needs etc. A record should also be kept of this information.

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It is not recommended that staff give lifts in their cars to individual children and vulnerable adults, especially for long journeys. Where this is unavoidable, it should be with the full consent of the parents/guardians/carers and the appropriate Executive member.

### 1.6.2 Overnight Stays

The following guidelines shall be observed where Institute activities involve children and vulnerable adults staying away from home overnight:

- Adequate and safe transport arrangements must be made
- Parent/guardian/carer consent must be obtained for each participant, prior to the trip, including information on each participant about the following:
  - Contact details of parent/guardian/carer and another person named by the parent/guardian/carer in the event of the parent/guardian/carer not being available in an emergency
  - All relevant medical information for the participant and consent for medical intervention, if necessary
  - Any special needs which the participant may have, including diet, medical needs, support needs etc.
  - All relevant information, including contact details, allergies, medications, dietary needs etc. for the child or vulnerable adult must be kept by a member of staff on the trip
- Parents/guardians/carers will be fully informed of the programme or timetable for the event and should be given a copy of the programme
- Parents will be given full contact details of the centre/hotel/accommodation and also of the member of staff in charge of the event

### 1.7 Children & Vulnerable Adults as Research Participants

Occasionally, children and vulnerable adults may attend IADT and/or be supervised by students or staff for research purposes. Where children and vulnerable adults are to be engaged as research participants, full ethical approval must be first obtained from IADT's Ethics Committee.

### 1.8 Contractors, Suppliers & Campus Companies

The Institute makes use of a wide range of services that are provided by outside contractors. The contracted services can be divided into three categories:

- **Embedded** – these are contractors who operate on campus as part of the general running of the Institute and who have employees dedicated to IADT and/or the Campus. Examples include, but are not limited to, catering, cleaning and security contractors
- **Visiting** – these are contractors who visit campus to carry out works but do not maintain a dedicated place of work on campus. Examples include equipment repair, ground, pitch and

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printer maintenance and management

- **Construction** – these are contractors engaged to perform construction related activities and/or installation contracts.

This policy will be issued, by the relevant contracting Manager/Department Head, in consultation with the HR Manager, to all embedded contractors who will be required to implement a policy for the protection of children and vulnerable adults in respect of their contract with IADT, including, Garda vetting. All other contractors and suppliers will be notified of the existence of IADT’s Policy for the Protection of Children and Vulnerable Adults by the relevant contracting Manager/ Department Head and are expected to comply with this policy.

## 1.9 Campus Companies

There are three possible types of campus companies that operate in IADT or on IADT’s Campus:

<b>Companies wholly owned and/or controlled by IADT</b>	This policy applies in totality
<b>Companies partially owned but not controlled by IADT</b>	It is expected that these companies would implement child and vulnerable adult protection polices relevant to their business. IADT’s policy for the protection of children and vulnerable adults will be issued to such companies.
<b>Independently owned companies</b>	

The Head of Creative Engagement in the Directorate of Creativity, Innovation + Research is responsible for circulating this policy to companies on using the Media Cube.

## 1.10 External Companies/Organisations using IADT premises

All external companies or organisations that use IADT premises, either on a free or paid basis, will be advised of this policy and will be requested to forward their policy to IADT prior to their groups coming on to campus. The Head of Creative Engagement in the Directorate of Creativity, Innovation + Research is responsible for circulating this policy to companies on using the Media Cube. For those organisations and companies who rent space on the IADT campus, i.e. Summer Schools etc., the Secretary/Financial Controller is responsible for circulating this policy.

## 1.11 Garda Vetting

All IADT staff are required to undergo Garda Vetting. Staff will be Garda vetted on a periodic basis, in accordance with the requirements. In addition to standard recruitment checks, candidates who are intended to be employed in IADT will be Garda vetted prior to any offer of employment.

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### **1.13 Training**

The IADT Staff Induction programme includes a session on the Protection of Children and Vulnerable Adults Policy, all staff attend this programme and in addition they must complete the “Introduction to Children First” e-Learning Programme developed by TUSLA.

The Student Handbook which is provided to all new students specifies that all students are required to make themselves familiar with IADT Policy and Procedures for the Protection of Children and Vulnerable Adults if they are involved in any IADT study, research or volunteering project work with children or vulnerable adults. The Student Handbook is available on the IADT website.

Where young people, under 18 years, are working with children and vulnerable adults, they will receive appropriate information on this policy at a level suitable to their age and experience. These young people will always work in partnership with, or under the supervision of a member of staff who is an adult.

### **1.14 The Designated Liaison Person**

The Designated Liaison Person (DLP) has been assigned responsibility for ensuring that this policy is promoted and implemented. The Deputy Designated Liaison Person will take over the responsibilities of the DLP if that person is unavailable for an extended period. The DLP will act as a resource to any member of the Institute who has child or vulnerable adult protection queries or concerns. They will also be responsible for reporting allegations of child or vulnerable adult abuse to An Garda Síochána or TUSLA, as appropriate.

The role of the DLP involves the following duties:

- To be familiar with this Policy, the principles of good practice for the protection of children and vulnerable adults contained herein, and to have responsibility for the implementation and monitoring of this policy
- To receive reports of alleged/suspected or actual child or vulnerable adult abuse and act on these in accordance with this policy
- To build a working relationship with TUSLA, An Garda Síochána and other agencies, as appropriate
- To ensure that systems are in place for recording and retaining all relevant documentation in relation to child and vulnerable adult protection issues
- To ensure compliance with the provisions of the Freedom of Information Acts 2014 and the Data Protection Act 2018 in relation to the documentation, reporting and investigation of all child and vulnerable adult protection issues

Designated Liaison Person		Deputy Designated Liaison Person	
<b>Student Experience Manager</b>	Denise Mc Morrow	<b>College Nurse</b>	Joan Broderick/Suzanne Keily
<b>Contact</b>	<a href="mailto:denise.mcmorrow@iadt.ie">denise.mcmorrow@iadt.ie</a> +353 1 239 4819	<b>Contact</b>	<a href="mailto:joan.broderick@iadt.ie">joan.broderick@iadt.ie</a> or <a href="mailto:Suzanne.Keily@iadt.ie">Suzanne.Keily@iadt.ie</a> +353 1 239 4760

No other staff member should contact the Child and Family Agency, TUSLA other than the DLP, deputy DLP or a Mandated Person.

### 1.15 Mandated Persons

The Children First Act 2015 contains a list of classes of mandated persons. The full list can also be found in [Appendix 6](#).

Under the Children First Act 2015, mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold and to co-operate with TUSLA in the assessment of mandated reports, where requested to do so. The Act requires all providers of relevant services to have a procedure in place to maintain a list of any mandated persons in their organisation. Workers who are mandated persons should be made aware of their responsibilities under the legislation at commencement of their employment. Mandated persons should make a report in conjunction with the DLP; however, a mandated person cannot discharge their statutory responsibility to report by reporting to another person (e.g. by reporting to their DLP).

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

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

A mandated person, under the legislation, is required to report any knowledge, belief or reasonable suspicion that a child or vulnerable adult 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 apply only to information that a mandated person received or became aware of since the Act came into force. However, if there is a reasonable concern about past abuse, where the information became known before the Act, and there is possible continuing risk to the child or vulnerable, this should be reported to TUSLA under the Children First Guidance 2017.

### 1.16 Child/Vulnerable Adult Safeguarding Statement

All educational organisations are required to undertake a risk assessment, which forms the basis of the Child Safeguarding Statement or CSS. The CSS outlines the service provided and the policies and

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procedures in operation to ensure, as far as is practicable, that each child availing of the service, is safe from harm. The CSS, along with the policy and related procedures, are reviewed every 24 months or 2 years, as is required by the Children First Act 2015, or after there has been a material change in any matter to which the CSS refers.

IADT's Child/Vulnerable Adult Safeguarding Statement is detailed in [Appendix 1](#) of this document.

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## Section 2 Procedures for the Protection of Children & Vulnerable Adults

### 2.1 Introduction

Child or vulnerable adult neglect or abuse can often be difficult to identify and may present in many forms. A list of indicators of abuse is provided below. No one indicator should be seen as conclusive in itself of abuse, it may indicate conditions other than abuse. All signs and symptoms must be examined in the context of the child's/vulnerable adult's situation and family circumstances. This guidance is broad and general and relates to younger children and vulnerable adults who may be visitors to the Institute, as well as students/children.

The ability to recognise abuse can depend as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information. There are commonly three stages in the identification of child or vulnerable adult neglect or abuse:

- 1 Considering the possibility
- 2 Looking out for signs of neglect or abuse
- 3 Recording of information

#### 2.1.1 Stage 1 Considering the Possibility

The possibility of abuse should be considered if a child or vulnerable adult appears to have suffered a suspicious injury for which no reasonable explanation can be offered. It should also be considered if the child or vulnerable adult seems distressed without obvious reason, or displays persistent or new behavioural problems. The possibility of abuse should also be considered if the child or vulnerable adult displays unusual or fearful responses to parents/carers or older children. A pattern of on-going neglect should also be considered even when there are short periods of improvement.

#### 2.1.2 Stage 2 Looking out for Signs of Neglect or Abuse

Signs of neglect or abuse can be physical, behavioural or developmental. They can exist in the relationships between children and vulnerable adults and parents/carers, or between children and other family members/other persons. A cluster or pattern of signs is more likely to be indicative of neglect or abuse. Children and vulnerable adults who are being abused may hint that they are being harmed and sometimes make direct disclosures. Disclosures should always be taken very seriously and should be acted upon as advised within this document. The child should not be interviewed in detail about the alleged abuse without first consulting the procedure herein.

Some signs are more indicative of abuse than others. These include:

- Disclosure of abuse by a child or vulnerable adult
- Age-inappropriate or abnormal sexual play or knowledge
- Specific injuries or patterns of injuries

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- Absconding from home or a care situation
  - Attempted suicide
  - Underage pregnancy or sexually transmitted disease
  - Signs in one or more categories at the same time. For example, signs of developmental delay, physical injury and behavioural signs may together indicate a pattern of abuse

Many signs of abuse are non-specific and must be considered in the child's or vulnerable adult's social and family context. It is important to be open to alternative explanations for physical or behavioural signs of abuse.

### **2.1.3 Stage 3 Recording of Information**

If neglect or abuse is suspected by a staff or student, it is important to establish the grounds for concern by obtaining as much information as possible. Observations/information disclosed should be accurately recorded and should include dates, times, names, locations, context and any other information that may be relevant. Care should be taken as to how such information is stored and to whom it is made available.

The basis for reporting alleged or suspected complaints of child abuse is based on the principle that there are reasonable grounds for concern to support the claim. The following examples would constitute reasonable grounds for concern:

- Specific indication or disclosure from the child that they were abused
- Disclosure by adults of abuse they suffered as children - consideration should be given to the possibility of current risk to any child
- Any information which may indicate that a child may be at risk e.g. disclosure of domestic abuse
  - consideration should be given to the possibility of the presence of children and vulnerable adults in the family
- An account by a person who may have witnessed abuse taking place
- Under-age pregnancy or sexually transmitted infection
- Attempted suicide
- Someone else (a parent, friend, co-worker) may disclose that a child has told them they are being abused, or may have witnessed the abuse themselves
- Evidence, such as injury or behaviour which is consistent with abuse and unlikely to be caused another way
- An injury or behaviour that is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, and implausible explanations as to the cause of the injuries/injury
- Other indicators of abuse such as unusual behaviour by a child or vulnerable adult

A suspicion, not supported by any objective indication of abuse or neglect, does not constitute a reasonable suspicion or reasonable grounds for concern.

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## 2.2 Procedure for Responding to a Suspicion of Child or Vulnerable Adult Abuse

- Where a staff member suspects abuse, they should make a written record of their observations
- Bring this record to the DLP
- The DLP will review the information that has been provided and come to a decision as to whether to bring the matter to the attention of TUSLA or the Gardaí
- Where the matter is brought to the attention of TUSLA, all the procedures and steps herein shall be followed.

## 2.3 Procedure for Responding to Disclosures of Child or Vulnerable Adult Abuse

In the event of a child or vulnerable adult disclosing an incident of abuse, it is essential that this is dealt with sensitively and carefully. The effective protection of a child or vulnerable adult in IADT will depend on the willingness of the staff and students involved with children and vulnerable adults to share and exchange relevant information with the DLP. It is, therefore, critical that there is a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information.

All information regarding concern or assessment of abuse or neglect will be shared on a need to know basis in the interests of the child or vulnerable adult with the relevant statutory authorities.

**No undertakings regarding secrecy can be given.** This should be made clear to all parties involved, although they can be assured that all information will be handled taking full account of legal requirements. The provision of information to the DLP as described within this document and the statutory agencies for the protection of a child is not a breach of confidentiality or data protection.

## 2.4 Disclosure of Abuse

Should a child or vulnerable adult disclose abuse, staff are advised to:

- React calmly
- Listen carefully and attentively
- Take the child or vulnerable adult seriously
- Reassure the child or vulnerable adult that they have taken the right action in talking to you
- Do not promise to keep anything secret
- Advise that support will be offered but that the information **must** be passed on
- Ask questions for clarification only. Do not ask leading questions, i.e. a question that suggests how it is to be answered or puts words into the mouth of the person
- Confirm that what you have heard is correct and understood
- Record the conversation as soon as possible, in as much detail as possible. Sign and date the record
- Do not express any opinions about the alleged abuser
- Do not confront the alleged abuser

Staff must then:

- Ensure that the child or vulnerable adult understands the procedures which will follow

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- Pass the information to the DLP; do not attempt to deal with the problem alone. In an emergency situation, An Garda Síochána should be contacted
  - Treat the information confidentially, i.e. ensure that the information is only passed on to those who need to know it

The DLP will review the information that has been provided:

- Where the allegation is against a student, the DLP/Deputy DLP will inform the Registrar
- Where the allegation is against a staff member, the DLP/Deputy DLP will inform the Secretary/Financial Controller
- Where the allegation is against the DLP or a member of the Executive, the President will be informed
- Where the allegation is against the President, it is handled by the Chair of the Audit Committee of Governing Body
- In the case of someone other than a member of the Institute community, the Secretary/Financial Controller will be informed

The DLP shall contact TUSLA for informal advice relating to the allegation, concern or disclosure. Where an Institute staff member is working off campus and identifies potential child abuse or mistreatment, they should advise both the DLP and the appropriate child protection personnel in that Institution or place of work.

After consultation with TUSLA officials, the DLP will then take one of two options:

- Formally report the allegation, concern or disclosure to TUSLA. Where a formal report is made, TUSLA will then liaise with An Garda Síochána. It is likely that TUSLA will want to speak to the person who first made the report to clarify facts and the circumstances of the report
- Not make a formal report to the TUSLA but keep a record of the concerns on file. The reasons for not reporting the allegation, concern or disclosure will be clearly recorded. The member of the IADT community who made the initial report will be informed if a formal report is not being made to TUSLA, and it is open to them to make a formal report themselves directly to the relevant authority, if they feel this is necessary.

Where the child or vulnerable adult in question is a student, the DLP will advise of the steps taken.

The DLP should also take relevant steps to inform the child's or vulnerable adult's parents/guardians/carers of the allegation, concern or disclosure unless doing so is likely to endanger the child or vulnerable adult. A decision not to inform the parent/guardian shall be recorded, together with reasons for not doing so. TUSLA must be told if the child's parents have not been informed.

In cases of emergency where a child appears to be at immediate risk and TUSLA is unavailable, An Garda Síochána should be contacted. Under no circumstances should a child or vulnerable adult be left in a dangerous situation pending intervention by TUSLA.

## **2.5 Standard Reporting Form & Information Required when Making a Report**

IADT has adopted a Standard Reporting Form (see [Appendix 4](#)) for making reports concerning child

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or vulnerable adult abuse. The more detail that is included in this form, the easier it will be to assess an allegation, concern or disclosure of abuse.

Reports that are made anonymously will be followed up, but this may take longer and will make it more difficult for the professionals involved to assess the situation. If a person is unsure about the case, it may be useful to talk over the issue with the DLP or Deputy DLP before making an official report.

The DLP is required to record information for the Institute records as follows:

- The date and time of disclosure, allegation or actual abuse incident
- An indication of the parties involved (including third parties) including names and addresses
- Details of what action the Institute has taken
- The report from the member of the Institute who received the information or has concerns
- the factual grounds for such suspicions
- Decisions not to inform, or to inform a parent/guardian together with the reason
- The response of the parents/guardians/carers to the reported allegation
- Details (dates, times, people, place) of any subsequent meetings and communications of interested parties
- A decision regarding referral (or not) to TUSLA, or An Garda Síochána, including how, why, when and by whom the decision was taken.

## 2.6 Confidentiality

In matters of child or vulnerable adult abuse, **a member of staff should never promise to keep secret any information which is divulged**. It should be explained that this information cannot be kept secret, but only those who need to know will be told.

It is essential in reporting any case of alleged/suspected abuse that the principle of confidentiality applies. The information should only be shared on a need to know basis and the number of people that need to be informed should be kept to a minimum.

## 2.7 Protections for Persons reporting Child Abuse Act 1998

The DLP, when making a report to TUSLA or An Garda Síochána in good faith, is protected by law. The law does not require proof that the abuse, in fact, happened, only that there are reasonable grounds for concern that the abuse has occurred.

This Protection for Persons Reporting Child Abuse Act provides for:

- Immunity from civil liability to persons who report child abuse *reasonably and in good faith* to TUSLA or An Garda Síochána. This means that, if a reported suspicion of child abuse proves unfounded, a person who takes an action against a person who made the report would have to prove that the reporter had not acted reasonably and in good faith in making the report
- Protection for employees from penalisation (including dismissal) by their employers for making a report

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The Act also created an offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities *knowing that statement to be false*. This offence was designed to protect innocent persons from malicious reports.

## **2.8 Additional Procedural Requirements where an Allegation is made against a Staff Member or Student of IADT**

If an allegation is made against a staff or a student member of the Institute, all actions will be guided by the rules of natural justice, the procedural and contractual arrangements and requirements of the law in force at that time.

The most important consideration to be taken into account by the DLP and the Institute is the protection of children and vulnerable adults and their safety and their wellbeing must be a priority. However, because of the involvement of a member of the Institute, the Institute and DLP have duties in respect of them as well. Members of the Institute may be subject to erroneous or malicious allegations. Therefore, any allegation of abuse must be dealt with sensitively and the member of the Institute community treated fairly. This includes the right not to be judged in advance of a full and fair enquiry.

Where an allegation is made against a staff member, the Secretary/Financial Controller (SFC), who, having consulted the DLP, will meet with the staff member who can be accompanied by a colleague or representative. The SFC shall make every reasonable effort to advise the person against whom an allegation of child or vulnerable adult abuse has been made, of the following:

- The fact that an allegation has been made against them
- The available details of the nature of the allegation
- Provide the member of staff with an opportunity to respond, in writing, to the allegation
- The member of staff will be advised that the written response may also be passed on to TUSLA, if it is determined that reasonable grounds exist

Where an allegation is made against the SFC or another member of the Executive, this matter will be handled by the President.

In a situation where a claim is brought against a student, the Registrar, having consulted with the DLP (where the DLP is not the Registrar), will be the Institute officer charged with advising the student as per above.

Following an allegation against a member of the Institute community, any next steps should be made in consultation between the DLP, the relevant Institute officer, TUSLA and, if appropriate, An Garda Síochána.

The person against whom the allegation is made will need support during this period and the Institute will provide advice on how to access the relevant support services.

Where an allegation is not upheld, the Institute will ensure that the good name and office of the

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person subject to the allegation is preserved. Details of this allegation will not be maintained on the person's files and, in this respect, the Institute will fully comply with the provisions of both the Freedom of Information Acts 2014, the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).

## **2.9 Definitions**

The definitions set out below are relevant to the implementation of this policy. Most of them are as outlined in "Children First". They are not intended to be a description of a criminal offence.

### **2.9.1 Child and Vulnerable Adult Abuse**

This can be categorized into four different types namely:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse

Further information on what constitutes abuse in each of these four areas can be found on <http://www.tusla.ie/services/child-protection-welfare/definitions-of-child-abuse>.

## Appendix 1 IADT Child and Vulnerable Adult Safeguarding Statement

<h1 style="margin: 0;">IADT Child and Vulnerable Adult Safeguarding Statement</h1>												
<b>Name of Service being Provided</b>	Third level education up to Masters Level programmes											
<b>Nature of service and principles to safeguard children and vulnerable adults from harm</b> <i>(brief outline of what our service is, what we do and our commitment to safeguard children)</i>	<p>Dun Laoghaire Institute of Art, Design and Technology (IADT) is committed to creating a community of learning whereby it aims to be at the forefront of teaching, research and innovation at the convergence of the arts, technology and enterprise.</p> <p>This policy is intended to assist members of the Institute community who, for teaching, research or work reasons, have:</p> <ul style="list-style-type: none"> <li>– Contact with children or vulnerable adults</li> <li>– Any concerns in relation to the wellbeing and safety of children and vulnerable adults</li> </ul> <p>For the purpose of this document, the term member of the Institute community means a staff member or student of IADT, including those working on a voluntary or unpaid basis on behalf of IADT.</p>											
<b>Risk Assessment</b>	<p><b>We have carried out an assessment of any potential for harm to a child while availing of our services. Below is a list of the areas of risk identified and the list of procedures for managing these risks.</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d9e1f2; padding: 5px;">Risk Identified</th> <th style="background-color: #d9e1f2; padding: 5px;">Procedure in place to manage identified risk</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Children or vulnerable adults are on site for work experience placements</td> <td style="padding: 5px;">IADT HR Department has procedures in place for the management of work experience placements for transition year students.</td> </tr> <tr> <td style="padding: 5px;">Children or vulnerable adults brought onsite by parents/guardians/carer</td> <td style="padding: 5px;">Children and vulnerable adults are in the care of their parents whilst on the campus grounds</td> </tr> <tr> <td style="padding: 5px;">Children or vulnerable adults are subjects of academic research</td> <td style="padding: 5px;">IADT has an Ethics Policy in place that covers the area of children or vulnerable adults as subjects of academic research</td> </tr> <tr> <td style="padding: 5px;">Children or vulnerable adults are participants of IADT supported activities</td> <td style="padding: 5px;">IADT has a Policy on the Protection of Children and Vulnerable Adults and all staff and students are bound by this policy</td> </tr> </tbody> </table>		Risk Identified	Procedure in place to manage identified risk	Children or vulnerable adults are on site for work experience placements	IADT HR Department has procedures in place for the management of work experience placements for transition year students.	Children or vulnerable adults brought onsite by parents/guardians/carer	Children and vulnerable adults are in the care of their parents whilst on the campus grounds	Children or vulnerable adults are subjects of academic research	IADT has an Ethics Policy in place that covers the area of children or vulnerable adults as subjects of academic research	Children or vulnerable adults are participants of IADT supported activities	IADT has a Policy on the Protection of Children and Vulnerable Adults and all staff and students are bound by this policy
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Children or vulnerable adults are participants of IADT supported activities	IADT has a Policy on the Protection of Children and Vulnerable Adults and all staff and students are bound by this policy											

	Children or vulnerable adults are participants of activities or events organised by other organisations who either rent/use rooms or pitches in IADT	IADT will inform the organisations who rent our premises of our Policy on the Protection of Children and Vulnerable Adults and request a copy of their policy prior to any space being rented out which may cause children and vulnerable adults to be on campus, in this regard.
	Children or vulnerable adults are visiting IADT for any purpose	Where children or vulnerable adults are attending Taster Days or Open Days, they are in the care of their teachers/parents/guardians/carers.
	Children visiting from Monkstown Educate Together National School which is co-located on the IADT campus	The children will be in the care of their teachers and, as such, will be under the provision of the METNS policy.
	Where registered students are actively engaged in volunteering activities involving children or vulnerable adults	All students of IADT are communicated with the IADT Policy on the Protection of Children and Vulnerable Adults/
	Where material of a sensitive nature is being displayed for legitimate purposes such as teaching, research, exhibitions. Examples could include artwork, photographs, film or video material	A standard letter is sent to all parents/guardians/carers of all children and vulnerable adults who are registered students of IADT – see <a href="#">Appendix 5</a> of the IADT Policy on the Protection of Children and Vulnerable Adults for further details.
	Children and vulnerable adults travelling on a class trip	Where a child and vulnerable adult travels with staff to a class, meeting or other event, the Institute is responsible for the welfare of the child and vulnerable adult while travelling and whilst they are at the class, meeting or other event. In these instances, a Parental Consent Form (see Appendix 3) must be completed by parents/guardians/carers and a record must be kept of the emergency contact numbers supplied.  See <a href="#">Section 1.6</a> of the IADT Policy on the Protection of Children and Vulnerable Adults for further details

<b>Procedures</b>	<p>IADT have in place this Policy on the Protection of Children and Vulnerable Adults. This is available online on our website, <a href="http://www.iadt.ie">www.iadt.ie</a> and is updated every 2 years. It includes our Child and Vulnerable Adult Safeguarding Statement.</p> <p>Our Child Safeguarding Statement has been developed in line with requirements under the:</p> <ul style="list-style-type: none"> <li>– Children First Act 2015</li> <li>– Children First: National Guidance for the Protection and Welfare of Children (2017)</li> <li>– TUSLA’s Child Safeguarding: A Guide for Policy, Procedure and Practice</li> </ul> <p>All procedures listed are available upon request.</p> <p>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:</p>		
	<p><i>Procedure for the management of allegations of abuse or misconduct against staff of a child availing of our service</i></p>	<p>Where an allegation is made against a staff member, the Secretary/Financial Controller (SFC), who, having consulted the DLP, will meet with the staff member who can be accompanied by a colleague or representative and the allegation discussed.</p> <p>Where an allegation is made against the SFC or another member of the Executive, this matter will be handled by the President.</p> <p>See <a href="#">Section 2.8</a> of the IADT Policy on the Protection of Children and Vulnerable Adults for further details.</p>	
	<p><i>Procedure for the safe recruitment and selection of staff to work with children</i></p>	<p>All IADT staff are required to undergo Garda Vetting. Staff will be Garda vetted on a periodic basis, in accordance with the requirements. In addition to standard recruitment checks, candidates who are intended to be employed in IADT will be Garda vetted prior to any offer of employment.</p>	
	<p><i>Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm</i></p>	<p>All staff, the Delegated Liaison Person (DLP) and Deputy DLP will be required to participate in appropriate awareness and training in relation to this policy.</p> <p>Where young people, under 18 years, are working with children and vulnerable adults, they will receive appropriate information on this policy at a level suitable to their age and experience. These young people will always work in partnership with, or under the supervision of a member of staff who is an adult.</p> <p>See <a href="#">Section 1.12</a> of this IADT Policy on the Protection</p>	

		<p>of Children and Vulnerable Adults for further details.</p> <p>With regard to the identification of the occurrence of harm:</p> <ul style="list-style-type: none"> <li>– Where a staff member suspects abuse, they should make a written record of their observations</li> <li>– Bring this record to the DLP</li> <li>– The DLP will review the information that has been provided and come to a decision as to whether to bring the matter to the attention of TUSLA or the Gardaí</li> <li>– Where the matter is brought to the attention of TUSLA, all the procedures and steps herein shall be followed.</li> </ul> <p>See <a href="#">Section 2.2</a> of the IADT Policy on the Protection of Children and Vulnerable Adults for further details.</p>
	<p><i>Procedure for the reporting of child protection or welfare concerns to TUSLA</i></p>	<p>IADT has adopted a standard reporting form (see <a href="#">Appendix 4</a>) for making reports concerning child or vulnerable adult abuse. The more detail that is included in this form, the easier it will be to assess an allegation, concern or disclosure of abuse.</p> <p>See <a href="#">Section 2.5</a> of the IADT Policy on the Protection of Children and Vulnerable Adults for further details.</p>
	<p><i>Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons</i></p>	<p>The list of mandated people will be updated once every two years or earlier, if circumstances require. See <a href="#">Appendix 6</a> of the IADT Policy on the Protection of Children and Vulnerable Adults for further details.</p>
	<p><i>Procedure for appointing a relevant person</i></p>	<p>The Designated Liaison Person (DLP), or, in their absence, the Deputy Designated Liaison Person, has been assigned responsibility for ensuring that this policy is promoted and implemented. The Deputy Designated Liaison Person will take over the responsibilities of the DLP if that person is unavailable for an extended period. The DLP will act as a resource to any member of the Institute who has child or vulnerable adult protection queries or concerns. They will also be responsible for reporting allegations of child or vulnerable adult abuse to An Garda Síochána or TUSLA, as appropriate.</p> <p>The names of the DLP and Deputy DLP are:</p>

		<table border="1"> <tr> <td><b>DLP</b></td> <td>Denise Mc Morrow Denise.McMorrow@iadt.ie</td> </tr> <tr> <td><b>Deputy DLP</b></td> <td>Joan Broderick/ Suzanne Keily Joan.Broderick@iadt.ie Suzanne.Keily@iadt.ie</td> </tr> </table> <p>See <a href="#">Section 1.13</a> of the IADT Policy on the Protection of Children and Vulnerable Adults for further details.</p>		<b>DLP</b>	Denise Mc Morrow Denise.McMorrow@iadt.ie	<b>Deputy DLP</b>	Joan Broderick/ Suzanne Keily Joan.Broderick@iadt.ie Suzanne.Keily@iadt.ie
<b>DLP</b>	Denise Mc Morrow Denise.McMorrow@iadt.ie						
<b>Deputy DLP</b>	Joan Broderick/ Suzanne Keily Joan.Broderick@iadt.ie Suzanne.Keily@iadt.ie						
<b>Implementation</b>	We recognise that implementation is an on-going process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service.						
This Child Safeguarding Statement will be reviewed <b>every 24 months (2 years)</b> , or as soon as practicable after there has been a material change in any matter to which the statement refers.							
<b>Signed by Registrar:</b>							
	<b>Andrew Power, Registrar</b>		<b>Date</b>				
For queries, please contact Dr Andrew Power, Relevant Person under the Children First Act 2015							
<b>Email</b>	<a href="mailto:andrew.power@iadt.ie">andrew.power@iadt.ie</a>	<b>Phone</b>	01 239 4606				

## Appendix 2 Awareness of IADT's Policy for the Protection of Children and Vulnerable Adults

### Awareness of IADT's Policy for the Protection of Children and Vulnerable Adults Form



#### Statement

I have read IADT's Policy for the Protection of Children and Vulnerable Adults and agree to abide by its contents.

There is no reason why I would be considered unsuitable to work with children and vulnerable adults or young people.

**Staff/Student Name** *(please print)*

**Signature**

**Date**

**Department/Faculty**

**Staff/Student Number**

*This form must be retained by the signatory's Faculty/Department*

## Appendix 3 Parental/Guardian Consent Form for Students under 18 years of age

Parental/Guardian Consent Form for Students under 18 years of age			
<b>Consent Form for Permission to Attend</b> <i>(specify event)</i>			
<b>Student's Name</b>			
<b>Student's Address</b>			
<b>Student's Date of Birth</b>			
<b>Student's Contact Mobile Number</b>			
<b>Student's Email Address</b>			
<b>Student's Gender</b> <i>(tick as appropriate)</i>		<b>Male</b>	<b>Female</b>
<b>Other relevant information</b> <i>(Please mention any medical conditions, special needs or dietary requirements of which IADT should be made aware)</i>			
<b>Name of Parent/Guardian/Carer</b>			
<b>Relationship to the Student</b>			
<b>Parent/Guardian/Carer Address</b>			
<b>Parent/Guardian/Carer Mobile Number</b>			
<b>Permission Granted</b>		<b>Please tick the following boxes below (whichever applies)</b>	
I give permission for the student named above to travel to the event specified above.			
I give permission for the student named above to stay overnight in relation to the specified event on the following dates			
I understand that there will be suitable supervision for the specified event.			
<b>Signature of Parent/Guardian/Carer</b>			
<b>Date</b>			
<b>Signature of Student</b>			
The IADT contact person for the specified event is <b>[insert name]</b> and they may be contacted over the duration of the said event at <b>[insert mobile phone number]</b>			
This form must be completed and returned to <i>(Specify organiser/point of contact with IADT)</i>			

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## Appendix 4 Standard Form for Reporting Child/Vulnerable Adult Abuse to DLP

*This form is to be completed by the DLP or Deputy DLP only.*

<b>Standard Form for Reporting Child/Vulnerable Adult Abuse to DLP</b>		
<b>Details of Child/Vulnerable Adult</b>		
<b>Name</b>		
<b>Address</b>		
<b>Age and Date of Birth</b>		
<b>Class</b>		
<b>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)</b>		

<b>Details of person(s) allegedly causing concern in relation to the Child/Vulnerable Adult</b>	
<b>Name</b>	
<b>Occupation</b>	
<b>Address</b>	
<b>Relationship to Child/Vulnerable Adult</b>	
<b>Additional Information that may be relevant</b>	
<b>Details of Person reporting Concerns</b>	
<b>Name</b>	
<b>Occupation</b>	
<b>Address</b>	
<b>Contact Number</b>	
<b>Nature and extent of contact with child/vulnerable/family</b>	
<b>Details of Person completing the form</b>	
<b>Name</b>	
<b>Occupation</b>	
<b>Date</b>	

## Appendix 5 Letter to Parents/Guardians/Carers



Name  
Address

Date

Dear Parent/Guardian/Carer

It has come to my attention that [insert name here], who has recently registered as an undergraduate student in IADT is currently under the age of 18. As you may be aware, a child is defined as a person under the age of 18 years. Whilst IADT owes a duty of care to all of its students, it has a particular responsibility to safeguard the welfare of any individual under the age of 18 who, under Irish law, is determined as being a child. IADT has developed a policy and procedures around the protection of children which are based on the **Children First: National Guidance for the Protection and Welfare of Children**. This policy can be viewed on <https://www.dcy.gov.ie/documents/Publications/ChildrenFirst.pdf>.

These procedures promote best practice in child protection within IADT. All members of the Institute Community (both staff and students) must ensure that they always work in an open environment and that they avoid being alone with a child. However, there are some instances where a staff member may, from time to time, require a meeting with your child to give feedback on assessments or in the case of student support. This may necessitate them being alone with your child for a short period of time.

In addition, the nature of some aspects of academic programme content in IADT may be more appropriate to adult recipients, any such content will relate specifically to the approved aims, objects and learning outcomes of the programme concerned.

This letter is for information purposes. If you require further information on any of the above do not hesitate to contact me.

Yours sincerely

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[Insert Name]  
Head of Academic Registry

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## Appendix 6 List of Mandated Persons

Schedule 2 of the Children First Act 2015 specifies the following classes of persons as Mandated Persons for the purposes of the Act:

<b>1</b>	Registered medical practitioner within the meaning of section 2 of the Medical Practitioners Act 2007
<b>2</b>	Registered nurse or registered midwife within the meaning of section 2(1) of the Nurses and Midwives Act 2011
<b>3</b>	Physiotherapist registered in the register of members of that profession
<b>4</b>	Speech and language therapist registered in the register of members of that profession
<b>5</b>	Occupational therapist registered in the register of members of that profession
<b>6</b>	Registered dentist within the meaning of section 2 of the Dentists Act 1985
<b>7</b>	Psychologist who practises as such and who is eligible for registration in the register (if any) of members of that profession
<b>8</b>	Social care worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register of that profession
<b>9</b>	Social worker who practises as such and who is eligible for registration in accordance with Part 4 of the Health and Social Care Professionals Act 2005 in the register (if any) of that profession
<b>10</b>	Emergency medical technician, paramedic and advanced paramedic registered with the Pre-Hospital Emergency Care Council under the Pre-Hospital Emergency Care Council (Establishment) Order 2000 (S.I. No. 109 of 2000)
<b>11</b>	Probation officer within the meaning of section 1 of the Criminal Justice (Community Service) Act 1983
<b>12</b>	Teacher registered with the Teaching Council
<b>13</b>	Member of An Garda Síochána
<b>14</b>	Guardian ad litem appointed in accordance with section 26 of the Child Care Act 1991
<b>15</b>	Person employed in any of the following capacities: <ul style="list-style-type: none"><li>– Manager of domestic violence shelter</li><li>– Manager of homeless provision or emergency accommodation facility</li></ul>

	<ul style="list-style-type: none"> <li>– Manager of asylum seeker accommodation (direct provision) centre</li> <li>– Addiction counsellor employed by a body funded, wholly or partly, out of moneys provided by the Oireachtas</li> <li>– Psychotherapist or a person providing counselling who is registered with one of the voluntary professional bodies</li> <li>– Manager of a language school or other recreational school where children reside away from home</li> <li>– Member of the clergy (howsoever described) or pastoral care worker (howsoever described) of a church or other religious community</li> <li>– Director of any institution where a child is detained by an order of a court</li> <li>– Safeguarding officer, child protection officer or other person (howsoever described) who is employed for the purpose of performing the child welfare and protection function of religious, sporting, recreational, cultural, educational and other bodies and organisations offering services to children</li> <li>– Child care staff member employed in a pre-school service within the meaning of Part VIIA of the Child Care Act 1991</li> <li>– Person responsible for the care or management of a youth work service within the meaning of section 2 of the Youth Work Act 2001</li> </ul>
<b>16</b>	<p>Youth worker who:</p> <ul style="list-style-type: none"> <li>– Holds a professional qualification that is recognised by the National Qualifications Authority in youth work within the meaning of section 3 of the Youth Work Act 2001 or a related discipline</li> <li>– Is employed in a youth work service within the meaning of section 2 of the Youth Work Act 2001</li> </ul>
<b>17</b>	Foster carer registered with the Agency
<b>18</b>	A person carrying on a pre-school service within the meaning of Part VIIA of the Child Care Act 1991

## Appendix 7 Glossary

<b>Child Safeguarding</b>	Child safeguarding involves ensuring safe practice and appropriate responses by staff and volunteers to concerns about the safety or welfare of children, should these arise. It is about protecting the child from harm, promoting their welfare and, in doing so, creating an environment which enables children and young people to grow, develop and achieve their full potential.
<b>Child Safeguarding Statement</b>	As defined in the Children First Act 2015, this is a statement which includes a written assessment of risk of harm to children and the measures that will be taken to manage any identified risks.
<b>Guiding principles and child safeguarding procedures</b>	Previously referred to as child protection and welfare policy and procedures, the procedures an organisation has in place to safeguard children from harm and reduce the risks to children of being harmed.
<b>Child or young person</b>	A person under the age of 18 years, who is not or has not been married.
<b>Vulnerable Adult</b>	A vulnerable adult is a person aged 18 years or over who may require assistance to care for themselves, or protect themselves from harm or from being exploited. This may be because they have a disability (either mental health, intellectual or physical), a sensory impairment, are old and frail, or have some other form of illness.
<b>Child Protection and Welfare Report Form</b>	Form for use in reporting suspected or alleged abuse or welfare concerns to TUSLA (available at <a href="http://www.tusla.ie">www.tusla.ie</a> ).
<b>Children First: National Guidance for the Protection and Welfare of Children</b>	National, overarching guidance for the protection and welfare of children, published by the Department of Children and Youth Affairs. The current version was published in 2017.
<b>Designated Liaison Person (DLP)</b>	A resource to any staff member who has a child protection concern. DLPs are responsible for ensuring that reporting procedures are followed correctly and promptly and act as a liaison person with other agencies (see Children First: National Guidance).
<b>Mandated person</b>	As defined in the Children First Act 2015, mandated persons have a statutory obligation to report concerns which meet or exceed a particular threshold to TUSLA and to cooperate with TUSLA in the assessment of mandated reports, where requested to do so.
<b>Named person</b>	A person appointed by an organisation to lead the development of guiding principles and child safeguarding procedures and for ensuring that policies and procedures are consistent with best practice as detailed in this Guide.
<b>Organisation</b>	Any department/sector/body/agency/organisation whether private, public or voluntary. Provider – as defined in the Children First Act 2015, ‘means, in relation to a relevant service, a person(a) who provides a relevant service, and (b) who, in respect of the provision of such relevant service— (i) employs (whether under contract of employment or

	<p>otherwise) one or more than one other person to undertake any work or activity that constitutes a relevant service,</p> <p>(ii) enters into a contract for services with one or more than one other person for the provision by the person of a relevant service, or</p> <p>(iii) permits one or more than one other person (whether or not for commercial or other consideration and whether or not as part of a course of education or training, including an internship scheme) to undertake any work or activity, on behalf of the person, that constitutes a relevant service’.</p>
<b>Retrospective Abuse Report Form (RARF)</b>	Form for use in reporting to TUSLA suspected or alleged retrospective abuse or welfare concerns, on adults who allege childhood abuse (available at <a href="http://www.tusla.ie">www.tusla.ie</a> ).
<b>Relevant person</b>	As defined in the Children First Act 2015, ‘means a person who is appointed by a provider of a relevant service to be the first point of contact in respect of the provider’s Child Safeguarding Statement’.
<b>Relevant service</b>	As defined in the Children First Act 2015, ‘means any work or activity specified in Schedule 1 [of that Act]’.
<b>TUSLA</b>	TUSLA is Ireland’s Child and Family Agency, the lead, statutory organisation for safeguarding children in Ireland. Worker and volunteer – inter alia, any staff, volunteer, member of any board of management, student engaged in an organisation to provide services to children or families.

## Appendix 8 Child Safeguarding – Relevant Legislation

There are a number of pieces of legislation relevant to the safeguarding of children. The following indicative list is not intended to be comprehensive but rather to give a sense of the breadth and wide array of relevant legislation.

<b>Child and Family Agency Act 2013</b>	<a href="http://www.oireachtas.ie/documents/bills28/acts/2013/a4013.pdf">http://www.oireachtas.ie/documents/bills28/acts/2013/a4013.pdf</a>
<b>Child Care Act 1991</b>	<a href="http://www.irishstatutebook.ie/eli/1991/act/17/enacted/en/print.html">http://www.irishstatutebook.ie/eli/1991/act/17/enacted/en/print.html</a>
<b>Children Act 2001</b>	<a href="http://www.irishstatutebook.ie/eli/2001/act/24/enacted/en/pdf">http://www.irishstatutebook.ie/eli/2001/act/24/enacted/en/pdf</a>
<b>Children First Act 2015</b>	<a href="http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf">http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf</a>
<b>Criminal justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012</b>	<a href="http://www.irishstatutebook.ie/eli/2012/act/24/enacted/en/pdf">http://www.irishstatutebook.ie/eli/2012/act/24/enacted/en/pdf</a>
<b>Criminal Justice Act 2011, Section 176: Reckless Endangerment of Children</b>	<a href="http://www.irishstatutebook.ie/eli/2011/act/22/enacted/en/html">http://www.irishstatutebook.ie/eli/2011/act/22/enacted/en/html</a>
<b>Data Protection Act 2018</b>	<a href="http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html">http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html</a>
<b>Domestic Violence Act 2018</b>	<a href="http://www.irishstatutebook.ie/eli/2018/act/6/enacted/en/html">http://www.irishstatutebook.ie/eli/2018/act/6/enacted/en/html</a>
<b>Education (Welfare) Act 2000</b>	<a href="https://www.oireachtas.ie/documents/bills28/acts/2000/a2200.pdf">https://www.oireachtas.ie/documents/bills28/acts/2000/a2200.pdf</a>
<b>Education Act 1998</b>	<a href="http://www.irishstatutebook.ie/eli/1998/act/51/enacted/en/pdf">http://www.irishstatutebook.ie/eli/1998/act/51/enacted/en/pdf</a>
<b>Freedom of Information Act 2014</b>	<a href="http://www.irishstatutebook.ie/eli/2014/act/30/enacted/en/pdf">http://www.irishstatutebook.ie/eli/2014/act/30/enacted/en/pdf</a>
<b>National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2106</b>	<a href="http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/pdf">http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/pdf</a>
<b>Non-Fatal Offences against the Person Act 1997</b>	<a href="http://www.irishstatutebook.ie/eli/1997/act/26/enacted/en/pdf">http://www.irishstatutebook.ie/eli/1997/act/26/enacted/en/pdf</a>
<b>Protected Disclosures Act 2014</b>	<a href="http://www.irishstatutebook.ie/eli/2014/act/14/enacted/en/pdf">http://www.irishstatutebook.ie/eli/2014/act/14/enacted/en/pdf</a>
<b>Protections for Persons Reporting Child Abuse Act 1998</b>	<a href="http://www.irishstatutebook.ie/eli/1998/act/49/enacted/en/pdf">http://www.irishstatutebook.ie/eli/1998/act/49/enacted/en/pdf</a>