



Child Protection Policy

We in the Corrandulla Community Resource Centre Ltd., are committed to a practice, which protects children from harm, therefore we adhere to the “Children First National Guideline for the Protection & Welfare of Children”. Staff and volunteers in this organization accept and recognize our responsibilities to develop awareness of the practices, which cause children harm. We will endeavor to safeguard children by:-

- ❖ A Child Protection Policy Statement
- ❖ Having a child protection reporting procedure for staff and volunteers.
- ❖ By having selected a designated person and a support person to follow these procedures.
- ❖ Having a statement of confidentiality and recording procedures.
- ❖ Having good codes of behaviour for staff and volunteers
- ❖ A safe recruitment and selection procedure (see Employment policy).
- ❖ Procedures for dealing with staff allegations.
- ❖ General complaints procedure
- ❖ Accident procedures
- ❖ Induction Programme for staff and volunteers

When an incident occurs and a Resource Centre staff member is concerned about any child being neglected or physically, emotionally or sexually abused it must be reported to the Resource Centre manager immediately. Then the reporting member of staff and the Resource Centre manager should fill out a report in our own incident book or fill out the proper form. These reports are confidential and must be kept in a secure place, i.e. locked filing cabinet and are kept totally confidential. If the Resource Centre manager is in need of support, then she will contact the Galway City and County Committee in confidence. The Resource Centre manager and the support person will look at and discuss the report and if they are worried about the child they will ring the duty officer in the HSE and discuss the matter further with them. If it is decided that a formal complaint will be made the proper form should be filled out carefully by the reporting person and the manager, to include a factual description of the child’s behaviour / appearance, without comment or interpretation making sure to give the exact words of the child. The family must also be informed that we are making a formal referral to the HSE about their child. The Resource Centre should do all in its power to support the child and its family throughout the ordeal. If it is deemed not necessary to make a formal referral to the HSE a copy of the report must still be kept and a close eye on the child and a sensitive chat with the parents by the manager to discuss any changes in the behaviour of the child or any unexplained bruises / marks.

The Resource Centre Manager: Christine Taylor.

Support Person: Catherine Forde

Adopted at a meeting of Corrandulla Community Resource Centre Ltd. / Board of Directors

Date _____

Date _____

By _____

Manager

By _____

Chairperson