



Child Protection Policy

1. Context	2
2. Purpose	2
3. Benefits	2
4. Scope	2
5. Principles	3
6. Definitions	3
7. Policy	4
7.1 Trinity's Duties in Relation to Child Protection	4
7.2 Child Protection Officer	5
7.3 Obligation to Report	7
Obligation to report abuse	7
Duty of confidentiality	10
Duty to Trinity personnel against whom an allegation of abuse is made	10
7.4 Obligation to Conduct a Risk Assessment	12
7.5 Obligation to Produce a Child Safeguarding Statement	12
7.6 Arrangements with Partner Organisations	14
7.7 Referral of Potential Volunteers to External Organisations	14
7.8 Provision of Child Protection Training	15
8. Responsibility and Implementation	15
9. Related Documents	15
10. Document/version Control for New/Revised Policies	16
 Appendices: Table to Provide Guidance to Appendices	 17
Appendix A – Code of Behaviour for Trinity Personnel Working, Learning or Volunteering with Children	18
Appendix B – Safe Recruitment Practices for Employees	21
Appendix C.1 – Safe Recruitment Practices for Volunteers	22
Appendix C.2 – Registration form	23
Appendix C.3 – Volunteer reference form	24
Appendix D – Safe Recruitment Practices for Students on Placements or Students Undertaking Research with Children	26
Appendix E – Safe Management Practices and Policies with Regard to Children	27
Appendix F – Guidelines on How to Respond to Accidents Involving Children	29
Appendix G – Guidelines on Child Abuse, Neglect	30
Appendix H – Standard Reporting Procedure	33
Appendix I – Tusla Dublin Contact Details (as of April 2022)	34
Appendix J – Risk Assessment Template	35
Appendix K – Child Safeguarding Statement Template	36
Appendix L – Trinity College Dublin Child Safeguarding Statement	38



1. Context

Trinity College Dublin, the University of Dublin, hereafter referred to as Trinity, is committed to providing the best possible care for children under its care and supervision. To that end, it has adopted this Child Protection Policy which is designed to promote best practice in child protection within Trinity. This policy sets out the requirements and obligations of Trinity under the *Children First Act 2015*. It is based also on the recommendations contained in the following publications:

- Children First: National Guidance for the Protection and Welfare of Children (Department of Children and Youth Affairs, 2017) + Addendum (2019)
- Guidance on Developing a Child Safeguarding Statement (Tusla, 2017)
- Child Safeguarding: A Guide for Policy, Procedure and Practice (Tusla, 2019).

2. Purpose

The purpose of this policy is to ensure that Trinity meets its statutory obligations under the *Children First Act 2015* and to ensure as far as practicable that children and young people under its care and supervision are kept safe from harm. Its statutory obligations include the following:

- To report the actual or suspected 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;
- To keep children safe from harm while they are using Trinity's services or engaging with Trinity personnel, students or volunteers as part of a programme of study or research;
- To carry out a risk assessment to identify whether a child or young person could be harmed while using Trinity's services;
- To develop a Child Safeguarding Statement that outlines the policies and procedures that are in place to manage the risks which have been identified;
- To appoint a relevant person to be the first point of contact in respect of Trinity's Child Safeguarding Statement.

3. Benefits

The benefit of this policy is to ensure that a provider of a relevant service at Trinity shall ensure, as far as practicable, that each child availing of the service from the provider is safe from harm while availing of that service. Where harm does occur, this policy will ensure that the provider will know what action to take in response.

4. Scope

This policy shall complement existing child protection policies and procedures adopted by individual academic and administrative units in the University and shall be reviewed at least once every three years by the University's Child Protection Officer and the Dean of Students. In the event of any conflict between this policy and existing child protection policies adopted by individual academic and administrative units in Trinity, Trinity shall apply whichever policy is considered by the Child Protection Officer to provide the best protection for children and where both policies provide equal measures of protection, the University's policy shall apply.



5. Principles

Trinity's Child Protection Policy is based on the following principles which were developed within the framework of the *Children First Act 2015* and the Tusla recommendations referred to in Section 1 of this policy:

- In all matters relating to children, the best interests and welfare of children is of paramount importance.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians/carers and families but where there is conflict, the child's welfare comes first.
- Children have a right to be heard, listened to and to be taken seriously and taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives.
- Within the context of this policy which is designed to protect children from abuse, parents/guardians/carers have a right to respect, and should be consulted and involved in matters concerning their children. In particular, parents/guardians should be informed if the University's Child Protection Officer intends to report concerns of possible child abuse or neglect to the relevant authorities unless providing such information to the parents/guardians might place the child at risk.
- Actions taken to protect a child should not in themselves be abusive or cause the child unnecessary distress and every action and procedure should consider the overall needs of the child.
- The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made.
- Effective child protection requires familiarity with child protection legislation, guidelines and procedures and clarity of responsibility for staff and students who have substantial unsupervised access to children as part of their work, formal studies or Trinity affiliated extra-curricular activities.

6. Definitions

In this policy,

'abuse' refers to physical, sexual or emotional abuse or neglect and is further defined in section 1 of Appendix G of this policy;

'bullying' is repeated aggression, whether verbal, psychological or physical, that is conducted by an individual or group against others;

'child' is any person under the age of 18 other than a person under the age of 18 who is or has been married. The categories of children protected by this policy include:



- children with whom staff and students work in an academic, support or voluntary capacity;
- children who are the participants in academic research;
- children using Trinity facilities such as the Day Nursery and Trinity Sport's facilities;
- children attending summer schools or other programmes organised for children by Trinity;
- children attending Open Days;
- children (registered students) living in on-campus accommodation or accommodation at Trinity Hall and children staying in guest accommodation on campus and at Trinity Hall during the vacations;
- children on work experience placements in Trinity, e.g., Transition Year students;
- children visiting the University for any other reason;
- children at risk of whom members of the Trinity community, acting in their capacity as University employees, students or volunteers, become aware, e.g. siblings of Trinity students;
- children who are registered students under the age of 18.

'College support services' means the College Health Service, the Student Counselling Service and the Disability Service (including occupational therapy supports);

'Trinity personnel' may, depending on the context, include members of staff, students and volunteers;

'student' means any registered student in Trinity, any student given permission by the Senior Lecturer/Dean of Undergraduate Studies either to intermit studies or to go off books, and any SU or GSU sabbatical officer;

'volunteer' means any student or member of staff or other person who engages in extra-curricular activity with any Trinity body or with any student club or society recognised by or affiliated to the University which entails or may entail access to children.

'risk' means any potential for harm to a child while availing of a service at Trinity.

7. Policy

7.1 TRINITY'S DUTIES IN RELATION TO CHILD PROTECTION

7.1.1 In discharge of its duty to safeguard children, Trinity undertakes to:

- promote the general welfare, health, development and safety of children;
- adopt a code of behaviour for employees/students working, learning or volunteering with children – see Appendix A;



- adopt and consistently apply safe and clearly defined methods of recruiting, selecting or assigning staff, volunteers and students on placements or undertaking research with children – see Appendices B, C and D respectively;
- adopt and consistently apply safe management policies and practices with regard to child protection – see Appendix E;
- raise awareness within Trinity about potential risks to children's safety and welfare;
- develop effective procedures for responding to accidents and complaints involving children – see Appendix F;
- develop procedures to provide specific guidance to staff and volunteers who may have reasonable grounds for concern about the safety and welfare of children involved with the University;
- appoint a Child Protection Officer to act as a liaison with outside agencies and a resource person to any staff member or volunteer who has child protection concerns.

7.1.2 In particular, staff in the College support services who are treating a person with a mental health and/or addiction problem must also consider the welfare and safety of any children in the person's family. Where it is considered that a person's mental health and/or addiction problems have serious implications for the safety and welfare of children, this information must be reported to the University's Child Protection Officer who has responsibility for contacting the relevant State agencies and/or head of academic unit/line manager as appropriate.

7.1.3 Staff in the College support services professionally assessing a person with a known history of harming or abusing children must consider the potential risk to any children with whom this person may have contact. Where the individual concerned is deemed to present a current risk to children, this information must be reported to the University's Child Protection Officer who has responsibility for contacting the relevant State agencies and/or head of academic unit/line manager as appropriate.

7.2 CHILD PROTECTION OFFICER

7.2.1 Trinity will nominate a Child Protection Officer to act as a liaison with outside agencies and as a resource person to any staff member or volunteer who has child protection concerns.

7.2.2 The Child Protection Officer is responsible for the implementation of Trinity's Child Protection Policy and the procedures should include the name of this person, their role and responsibilities and how they can be contacted. The Child Protection Officer is responsible, in particular, for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or



abuse are referred promptly to the designated person in Tusla – Child and Family Agency, hereinafter Tusla, or in the event of an emergency and the unavailability of Tusla, to An Garda Síochána.

7.2.3 The role of the Child Protection Officer is to:

- Establish contact with the senior member of the Tusla social work team responsible for child protection and welfare in Trinity's catchment area;
- Provide information and advice on child protection within the University;
- Ensure that Trinity's child protection policy and procedures are followed and reviewed at least once every three years;
- Report reasonable allegations or suspicions of child abuse to Tusla, any other relevant statutory authority and/or An Garda Síochána and maintain Trinity records in relation to any such report (except in those cases where responsibility for reporting such allegations or suspicions and maintaining appropriate records rests with partner organisations as described in section 7.6 below). The Child Protection Officer shall also report to the appropriate College Officer any reasonable suspicion or allegation of child abuse or neglect held or made in respect of a member of the Trinity personnel, the appropriate College Officer being, in the case of a student, the Junior Dean, in the case of an academic member of staff, the Senior Dean, and in the case of a non-academic member of staff, the Director of Human Resources;
- Convene meetings of such staff as are deemed appropriate to advise the Child Protection Officer on, e.g. how to assess an allegation of child abuse made against a student or member of staff and what steps, if any, to take to protect children apart from referring the allegation to Tusla/Gardaí, etc. Participants in such meetings are to be bound by the requirements of this policy, specifically in relation to the duty of confidentiality;
- If the University's Child Protection Officer intends to report concerns of suspected child abuse to the civil authorities, inform the parents/guardians of a child of concerns that their child may have been harmed or abused and that the matter will be reported to the authorities unless it is the case that so notifying the parents/guardians might pose a risk of harm to the child or any other child. A decision not to inform the parents/guardians should be recorded in writing together with the reasons for not doing so and the relevant civil authorities should be notified that the parents/guardians have not been informed;
- Ensure appropriate information is available at the time of referral of child protection concerns to the appropriate authorities and that the referral is confirmed in writing, under confidential cover;
- Liaise with Tusla Social Work Services/An Garda Síochána and other agencies as appropriate;



- Ensure that an individual case record is maintained of the action taken by Trinity, the liaison with other agencies and the outcome;
- Ensure that any person reporting alleged child abuse is aware of the supports available to them from Trinity;
- Advise Trinity personnel of child protection and welfare training needs to meet their child protection obligations under the Act;
- Ensure that clear procedures in relation to record keeping of child protection and welfare concerns are in place and are operating effectively, taking appropriate account of the need to ensure that such records are kept confidential and securely stored in compliance with data protection legislation, specifically the *EU General Data Protection Regulation 2016 (GDPR)* and *Data Protection Acts 1988-2018*. The University's Records Management Policy and Data Protection Policy provide guidance on secure records management and data protection at Trinity.

7.2.4 Where the Child Protection Officer decides not to make a formal report to Tusla and/or An Garda Síochána, they shall keep a record of the concerns on file, shall record the reasons for not reporting the matter and shall give the person who made the initial report a clear written statement of the reasons why a formal report is not being made to the civil authorities. That person should also be advised that if they remain concerned about the situation, they are free as individuals to consult with, or report to, the State authorities – see below paragraph 7.3.1 – and that the provisions of the *Protections for Persons Reporting Child Abuse Act 1998 (updated to 1 February 2019)* (<https://revisedacts.lawreform.ie/eli/1998/act/49/front/revised/en/html>) apply once they communicate 'reasonably and in good faith'.

7.3 OBLIGATION TO REPORT

Obligation to report abuse

- 7.3.1** Tusla should always be informed when a person has reasonable grounds for concern that a child may have been, is being, or is at risk of being, abused or neglected. The guiding principles in regard to reporting child abuse are as follows:
1. The safety and well-being of the child or young person must take priority over concerns about adults against whom an allegation may be made.
 2. Reports should normally be made without delay to the University's Child Protection Officer who will relay them promptly to Tusla and/or the Gardaí where there are reasonable grounds for concern. Where a person is concerned that a child may be at immediate risk or where such a person is dissatisfied with Trinity's response to an allegation of abuse or neglect, they



should consult with or report to Tusla, contact details for which (as at April 2022) in the Dublin area are set out in Appendix I or the Gardaí at any Garda station. For contact details for Tusla child protection and welfare services nationally (as of April 2022), see here - <https://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/>

3. While the basis for concern must be established as comprehensively as possible, it is not the role of the Child Protection Officer to investigate or interview relevant parties in relation to suspected child abuse or neglect.

Guidelines on defining, identifying and responding to child abuse or neglect are set out in Appendix G.

7.3.2 The following examples constitute reasonable grounds for concern:

- (i) specific indication from the child that they were abused;
- (ii) an account by a person who saw the child being abused;
- (iii) evidence, such as *an injury or behaviour* which is consistent with abuse and unlikely to be caused another way;
- (iv) an injury or behaviour which 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, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- (v) consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

A suspicion which is not supported by any objective indication of abuse or neglect would not constitute a reasonable suspicion or reasonable grounds for concern.

- 7.3.3** Subject to paragraph 7.3.2 above, concerns should be reported to the University's Child Protection Officer or other Mandated Person at the University either directly or through the child protection officer of the relevant College club, society, or unit, (although where the concern arises in the context of an arrangement with a partner organisation as described in section 7.6 below, the concern should be reported to the Child Protection Officer of the partner organisation). Schedule 2 of the *Children First Act 2015* specifies the classes of persons as Mandated Persons for the purposes of the Act, see <https://www.irishstatutebook.ie/eli/2015/act/36/schedule/2/enacted/en/html#sched2>. The Child Protection Officer should maintain a list of Mandated Persons at the University. If the University's Child Protection Officer or Mandated Person considers that there are reasonable grounds for concern, they should promptly



notify Tusla and/or the Gardaí. Where the Child Protection Officer or Mandated Person has reasonable grounds for considering that a child is or has been abused, they should, where appropriate, also inform the child's family of their concerns.

- 7.3.4** The person reporting a concern about child abuse should be kept informed by the University's Child Protection Officer about the post-disclosure process, so that they can be reassured about what to expect. Such a person should also be informed by the Child Protection Officer of the supports available to them through the College Health Service, Student Counselling Service or Employee Assistance Programme as appropriate.
- 7.3.5** In accordance with the national guidelines, everyone must be alert to the possibility that children with whom they are in contact may be being abused or neglected. Any Trinity personnel making a report of suspected child abuse or neglect may contact the Child Protection Officer for information about the supports available to them from the University through the Employee Assistance Programme or the Student Counselling Service. It is important to note that the *Protections for Persons Reporting Child Abuse Act, 1998 (updated to 1 February 2019)* provides that a person who reports child abuse "reasonably and in good faith" to an appropriate person, i.e., designated officers of Tusla, the Health Service Executive (HSE) or to members of the Gardaí (designated officers also include persons authorised by the Chief Executive Officer of Tusla to receive and acknowledge reports of mandated concerns about a child from mandated persons under the *Children First Act 2015*) or, in the case of an employee, to an appropriate person in the employee's organisation, cannot be sued for damages. This means that, even if a reported suspicion of child abuse proves unfounded, the person accused of abuse who took legal proceedings would have to prove that the person reporting the abuse had acted unreasonably and in bad faith in making the report. In addition, a person who makes a report in good faith and in the child's best interests may also be protected at common law by the defence of qualified privilege. However deliberately making a false report of child abuse to the authorities is an offence under the 1998 Act.
- 7.3.6** Where an adult makes a disclosure to staff in the College support services of abuse that occurred during their childhood, it is essential to establish whether there is any current risk to any child who may be in contact with the alleged abuser revealed in such disclosures. If any such risk is deemed to exist, the allegation should be reported to Tusla without delay.



- 7.3.7** The link to download or complete online a Standard Form for Reporting Child Protection and/or Welfare Concerns to Tusla is to be found at Appendix H.

Duty of confidentiality

- 7.3.8** All information or allegations regarding a child protection concern should be shared only on "a need to know" basis in the best interests of the child. No undertakings regarding secrecy can be given. Those working with a child and family should make this clear to all parties involved although they can be assured that all information will be handled taking full account of legal requirements.

Ethical and statutory codes concerned with confidentiality and data protection (including the University's Records Management Policy and Data Protection Policy) provide general guidance. They are not intended to limit or prevent the exchange of information between different professional staff who have a responsibility for ensuring the protection of children. The provision of information to the statutory agencies for the protection of a child is not a breach of confidentiality or data protection.

It must be clearly understood that information which is gathered for one purpose must not be used for another without consulting the person who provided that information.

The issue of confidentiality should be part of the general training of staff who work with children. Trinity staff who process personal data in the course of their duties are required to successfully complete the College Data Protection Training Module.

Duty to Trinity personnel against whom an allegation of abuse is made

- 7.3.9** Trinity will investigate in a timely and thorough manner any disclosures, reports of abuse or matters arising from recruitment and employment checks. Contemporaneous notes of conversations must be taken where possible, and always kept secure. It is important that Trinity personnel do not discuss disclosures or reports of abuse with others unless specifically authorised by the Child Protection Officer, by this policy, by the University's Garda Vetting policies or by the Child Protection Procedures. All Trinity personnel will act in accordance with this policy and in line with the Child Protection Procedures. Failure to do so may result in disciplinary action.

- 7.3.10** If an allegation against a member of Trinity personnel has been made, all action will be guided by the rules of natural justice and the procedural and contractual



arrangements in force at the time. The most important consideration to be taken into account by the Child Protection Officer and the University is the protection of children, and their safety and well-being must be a priority. However, the University also has duties to any member of Trinity personnel against whom allegations of child abuse or neglect are made. Such allegations may be erroneous or malicious. Therefore any allegation of abuse must be dealt with sensitively and the accused person treated fairly. This includes the right not to be judged in advance of a full and fair enquiry.

Where an allegation is not referred on by the Child Protection Officer to Tusla and/or An Garda Síochána, Trinity will ensure that the reputation and career prospects of Trinity personnel concerned are not adversely affected by reason of the complaint having been brought against them. The member of Trinity personnel will be offered counselling and any other support necessary to restore their confidence and morale. The member of Trinity personnel who made the complaint should be reassured that the University management appreciates that the complaint was made in good faith. However, where it is found that a report of abuse was brought maliciously, the member of Trinity personnel who made the complaint should be dealt with under the relevant disciplinary procedures.

- 7.3.11** The appropriate College Officer as defined in 7.2.3 shall make every reasonable effort to advise the person against whom an allegation of child abuse or neglect has been made of the following:
- the fact that an allegation has been made against them; and
 - available details of the nature of the allegation.

The person accused shall be afforded an opportunity to respond and shall be told that their response may also have to be passed on to Tusla if there is a reasonable ground for the allegation.

- 7.3.12** The follow up of an allegation of abuse or neglect against a member of Trinity personnel shall be made in consultation with Tusla and An Garda Síochána. An immediate meeting should be arranged with these two agencies for this purpose. In the event of an emergency (i.e. where a child's immediate safety is deemed to be at risk) or non-availability of Tusla for any reason, a report should be made immediately to An Garda Síochána at any Garda station.

- 7.3.13** It is important to note if an allegation is made against a member of Trinity personnel, that there are two procedures to be followed:
- i) the reporting procedure in respect of the allegation;



- ii) where appropriate, the relevant University disciplinary procedures applicable to staff and students as set out in *The 2010 Consolidated Statutes of Trinity College Dublin and of the University of Dublin*. Any internal investigation under University disciplinary procedures would generally be paused pending the outcome of an external investigation.

The Child Protection Officer or Mandated Person has responsibility for reporting the allegation to Tusla and the Gardaí. Responsibility for operating the relevant University disciplinary procedures is determined by the Statutes.

7.4 OBLIGATION TO CONDUCT A RISK ASSESSMENT

7.4.1 Under the *Children First Act 2015*, a risk assessment must be undertaken of any service being used by children or young people at Trinity. This assessment considers the potential for harm to come to children while they are in Trinity's care. The risk assessment should examine all aspects of the services being provided from a safeguarding perspective to establish whether there are any practices or features of the services that have the potential to put children at risk. It should be noted that risk in this context is the risk of abuse and not general health and safety risk. This risk assessment forms the basis for drafting a Child Safeguarding Statement as set out in section 7.5 to outline how these risks will be managed.

7.4.2 The risk assessment process should enable Trinity to:

- Identify potential risks;
- Develop policies and procedures to minimise risk by responding in a timely manner to potential risks;
- Review whether adequate precautions have been taken to eliminate or reduce these risks.

See Appendix J for a template to assist with the carrying out of a risk assessment.

7.5 OBLIGATION TO PRODUCE A CHILD SAFEGUARDING STATEMENT

7.5.1 Under section 11 of the *Children First Act 2015* Trinity is required to complete a Child Safeguarding Statement. This is a written statement that specifies the services being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a child availing of the service(s) is safe from harm. An overall Child Safeguarding Statement shall be provided by Trinity as well as individual Child Safeguarding Statements by individual units providing services to children, see paragraph 7.5.4.



- 7.5.2** Under section 11(3) of the *Children First Act 2015*, a Child Safeguarding Statement is to be developed by Trinity that includes the written risk assessment and the procedures that are in place that will:
- Manage any risk identified;
 - Investigate an allegation against any staff member about any act, omission or circumstance in respect of a child availing of the service at Trinity;
 - Select and recruit staff who are suitable to work with children;
 - Provide information and training to staff on child protection and safeguarding issues;
 - Enable staff members, whether mandated persons or otherwise, to make a report to Tusla in accordance with the Act or any guidelines issued by the Minister for Children and Youth Affairs under section 6 of the Act;
 - Maintain a list of persons in Trinity who are mandated persons under the Act;
 - Appoint a University Child Protection Officer (acting as designated liaison person) for the purposes of the Act.
- 7.5.3** Trinity's Child Safeguarding Statement is to be made available to all staff members and to be displayed publicly and made available to parents and guardians, Tusla and members of the public upon request.
- 7.5.4** Under section 11 of the *Children First Act 2015*, and as a subsidiary to Trinity's overall Child Safeguarding Statement, each individual unit of service at Trinity where any service is being provided to children is required to complete a separate Child Safeguarding Statement. This is a written statement that specifies the services being provided and the principles and procedures to be observed in order to ensure, as far as practicable, that a child availing of the service(s) is safe from harm. A designated owner of the Statement should be identified who will be responsible for its development and review. The Statement must be displayed in a prominent space at the place where the service operates. The template in Appendix K should be used as the basis for developing this Statement.
- 7.5.5** The institutional and individual Child Safeguarding Statements must be reviewed every two years, or sooner by the Statement owner if there has been a material change in any of the issues to which it refers. Trinity's Child Safeguarding Statement is set out in Appendix L.



7.6 ARRANGEMENTS WITH PARTNER ORGANISATIONS

- 7.6.1** Any agreement or arrangement entered into by Trinity for the placement of Trinity students as part of their formal education in circumstances in which the students may encounter children must be subject to the conditions that the organisation providing the placement has full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place and that that organisation will notify the University Child Protection Officer of any complaints of which the organisation is aware made against a Trinity student concerning child welfare issues.
- 7.6.2** Where it is proposed that Trinity students organized through a College club or society should work with children as part of an arrangement with a partner organisation in the wider community, such an arrangement must be approved by the Central Societies Committee (CSC) or by Trinity Sport as appropriate and must be subject to the conditions that the partner organisation has full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place and that the partner organisation will notify the University Child Protection Officer of any complaints of which the organisation is aware made against a Trinity student concerning child welfare issues.
- 7.6.3** Where it is proposed that Trinity students organized through College programmes or services such as Trinity Access Programme, Bridge to College, Civic Engagement Officer, etc., should work with children as part of an arrangement with a partner organisation in the wider community, such an arrangement must be subject to the conditions that the partner organisation has full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place and that the partner organisation will notify the University Child Protection Officer of any complaints of which the organisation is aware made against a Trinity student concerning child welfare issues.

7.7 REFERRAL OF POTENTIAL VOLUNTEERS TO EXTERNAL ORGANISATIONS

- 7.7.1** Where members of the Trinity community interested in volunteering are put in contact with external community voluntary organisations through any Trinity unit, club or society, the external community voluntary organisation has full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place. Screening, vetting or background checks will not be conducted by



Trinity for this purpose and irrespective of any referral, it remains the responsibility of the community voluntary organisation to operate safe recruitment procedures and take all due care to ensure that any volunteers accepted are suited to the roles assigned, particularly where the volunteers have access to children.

7.7.2 Should a member of Trinity staff explicitly act as a referee in support of the application of a person to volunteer with an external community voluntary organisation, this reference should be understood as reflecting the referee's personal interactions with the applicant only and is not indicative of the position of Trinity College as a whole.

7.7.3 A member of Trinity staff asked to provide a reference for a member of Trinity personnel seeking to engage in voluntary work that may involve regular or ongoing unsupervised access to children must consult with the Child Protection Officer before providing such a reference.

7.8 PROVISION OF CHILD PROTECTION TRAINING

7.8.1 The Child Protection Officer should undertake any training considered necessary to keep updated on new developments. In addition, Trinity staff and volunteers will be trained appropriately in child protection procedures. The Child Protection Officer will work with line management and appropriate bodies such as the Central Societies Committee (CSC), Trinity Sport Union and the University Civic Engagement Officer to identify specific groups of staff, students and volunteers who may require training.

New employees shall be informed of this policy at induction and students shall be informed during Orientation Week.

Trinity personnel who sanction the participation of volunteers in University activities involving children must inform such volunteers of this policy.

8. Responsibility and Implementation

The University's Child Protection Officer and the Dean of Students are responsible for monitoring the implementation of this policy at an institutional level. The Head of School/Unit/Division or Director of Trinity Research Institute is responsible for local implementation of the policy where any service is being provided to children.

9. Related Documents

The following documents provide guidance related to this policy:

- [Children First Act 2015](#)



- [Children First: National Guidance for the Protection and Welfare of Children \(Department of Children and Youth Affairs, 2017\) + Addendum \(DCYA, 2019\)](#)
- [Guidance on Developing a Child Safeguarding Statement \(Tusla, 2017\)](#)
- [Child Safeguarding: A Guide for Policy, Procedure and Practice \(Tusla, 2019\)](#)

A number of additional child protection and safeguarding information resources are available at: <https://www.tusla.ie/children-first/publications-and-forms/>

10. Document/version Control for New Policies

The Child Protection Officer and the Dean of Students are responsible for reviewing this policy at least once every three years and report to the Student Life Committee.

Approved by: College Board

Date policy approved: 29th February 2012

Date of next review: 2025/2026

Officer responsible for review: Child Protection Officer and Dean of Students

Document Control for Revised Policies

10.1 Date of initial approval: 29th February 2012

10.2 Date revised policy approved: 16th November 2022

10.3 Date policy effective from: 16th November 2022

10.4 Date of next review: Academic Year 2025/2026



APPENDICES

Table to Provide Guidance to Appendices

The below table provides a summary of the Appendices and whether they are relevant to Staff, Students or Volunteers. This table is intended for guidance purposes only.

Where an activity involves a partner or external organisation, that organisation must take full responsibility for ensuring that appropriate child protection policies and practices complying with national legislation under the *Children First Act 2015* are in place and that the partner organisation will notify the University Child Protection Officer of any complaints of which the organisation is aware made against a Trinity student concerning child welfare issues, see section 7.6 of the policy.

	Appendix A – Code of Behaviour for Trinity Personnel Working, Learning or Volunteering with Children	Appendix B – Safe Recruitment Practices for Employees	Appendix C.1-3 – Safe Recruitment Practices for Volunteers	Appendix D – Safe Recruitment Practices for Students on Placements or Students Undertaking Research with Children	Appendix E – Safe Management Practices and Policies with Regard to Children	Appendix F – Guidelines on How to Respond to Accidents Involving Children	Appendix G – Guidelines on Child Abuse, Neglect	Appendix H – Standard Reporting Procedure	Appendix I – Tusla Dublin Contact Details (as of April 2022)	Appendix J – Risk Assessment Template	Appendix K – Child Safeguarding Statement Template	Appendix L – Trinity College Dublin Child Safeguarding Statement
Staff	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Student	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
Volunteer	✓		✓			✓	✓	✓	✓			✓



APPENDIX A - CODE OF BEHAVIOUR FOR TRINITY PERSONNEL WORKING, LEARNING OR VOLUNTEERING WITH CHILDREN

Trinity employees, students and volunteers in contact with children should:

- Be familiar with and follow the University's policies on child protection, dignity and respect, mental health, and social networking and social media, and the role of the statutory agencies Tusla and An Garda Síochána with primary responsibility for child protection and welfare, and participate in related induction and training programmes provided within the unit/activity.
- Treat all children fairly and as individuals.
- Treat all children equally and with dignity, sensitivity and respect.
- Be inclusive of children with special needs.
- Provide encouragement, support and praise (regardless of ability).
- Listen carefully to what children say and want to say.¹
- Involve children in decision-making where appropriate and encourage feedback.
- Respect each child's boundaries, personal space and privacy and help them to develop their own sense of rights as well as helping them to know what they can do if they feel there is a problem.
- Physical contact of a comforting and reassuring nature is a valid way of expressing concern and care for children, where such contact is acceptable and comfortable to all persons concerned. Physical contact should be open (never secretive or hidden), occur for a good reason and should be initiated by the young person.
- Be sensitive to the risks involved in participating in some contact sports and exercise - particular caution in areas such as swimming pools, showers, etc.
- Be visible to others when working with children whenever possible.²
- Be sensitive to the possibility of becoming over involved or spending a great deal of time with any one young person.³
- Prepare a child with whom you have worked over a period of time for the conclusion of the interaction.
- Use age-appropriate activities, teaching aids and materials.
- Set an example of appropriate behaviour (use of language, appropriate dress, etc.).

¹ If dealing with a disclosure of child abuse, ask questions only for the purpose of clarification. Be supportive but do not ask leading questions or seek intimate details beyond those volunteered by the child. Detailed investigative interviews will, if necessary, be carried out by Tusla staff or members of An Garda Síochána.

² It is recognised that Trinity staff may, on occasion, have to meet on their own with registered students under the age of 18 in order to respect the student's right to privacy and confidentiality.

³ Any concerns in this regard should be discussed with a supervisor or experienced colleague. Similarly, any long term 'helping' or 'support' relationships that arise in one's work, learning or volunteering situation should also be reviewed on a regular basis.



- Agree boundaries on behaviour and related sanctions with children and their organisation leaders/primary carers from the outset.
- Challenge and report inappropriate or potentially abusive behaviour. Seek assistance when required.
- Encourage children to report cases of bullying and bring complaints of bullying to the attention of the appropriate line manager, activity coordinator or University Child Protection Officer.
- Record and report any incidents, accidents or child protection concerns to the appropriate person.
- **Avoid** using sarcasm, discrimination, negative criticism, or labeling.⁴
- **Avoid** using language or behaviour of a sexual, suggestive or inappropriate nature in front of children.
- **Avoid** doing things of a personal nature for children that they can do for themselves.
- **Avoid** being alone with a child where this is practicable. If necessary, consider leaving the door slightly ajar or informing another adult that you will be alone in the room with the individual in question.
- **Avoid** giving lifts to individual young people, especially for long car journeys.
- **Do not** single out a particular child for unfair favouritism, criticism, ridicule or unwelcome focus or attention.
- **Never** physically punish or verbally abuse a child or act in ways intended to shame, humiliate, belittle or degrade.
- **Do not** exchange personal contact details with children unless this is required by the activity.⁵
- **Do not** add a child with whom you are working as a friend on Facebook or other social network medium.
- **Do not** take a child to your own home or room, especially where they will be alone with you.
- **Do not** allow or engage in suggestive remarks, gestures or touching of a kind which could be misunderstood.
- **Do not** provide children with alcohol, cigarettes or illegal drugs.
- **Do not** permit abusive youth peer activities such as bullying.
- **Do not** allow any physically rough or sexually provocative games, or inappropriate talking or touching, by anyone in any group for which you have responsibility.
- **Do not** trivialise or exaggerate child abuse issues.
- **Do not** believe a disclosure “could never happen to me”.

⁴ If you think that something you said may have caused offence or upset, then try to address it in a sensitive manner.

⁵ Should your work, volunteering or learning activity require the exchange of contact details, use only a mobile phone number or e-mail address and, except where the child is a registered student under the age of 18, obtain the written consent of the child’s primary carer.



- **Do not** 'do nothing' in relation to a child protection concern and if you consider that a child is at immediate risk, contact Tusla or the Gardaí immediately (24 hours per day) (see Appendix I for contact details).
- **Do not** under any circumstances attempt to deal with any problems alone. Never promise to keep a secret in relation to a child protection concern.



APPENDIX B - SAFE RECRUITMENT PRACTICES FOR EMPLOYEES

Para. 1 - Trinity will provide a clear definition of the role of employees, clarifying and agreeing expectations regarding the role of a new worker and identifying the minimum level of personal qualities and skills required to fill the post.

Para. 2 - Trinity staff working with children shall be trained appropriately in child protection procedures and the University's Child Protection Officer shall work with appropriate bodies in the University to identify specific groups of staff who require such training.

Para. 3 - Trinity College Dublin commits to upholding the highest possible standards in recruitment of employees as laid out in the University Recruitment Procedures (available here - <https://www.tcd.ie/hr/resourcing/index.php>).

Para. 4 - In addition to the rigours of the recruitment process and verification of references, as mandated by the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016*, all job applicants who are intended to be employed in an area where they will have unsupervised access to children and/or vulnerable adults in the course of their employment/engagement must submit to vetting and be required to complete the e-vetting forms which are available from Trinity's Human Resources. The vetting process will be carried out by Trinity's Human Resources in accordance with the Vetting/Foreign Police Certification Policy for Staff, see <https://www.tcd.ie/media/tcd/about/policies/pdfs/hr/procedure07a-gardavetting.pdf>.

Para. 5 – The University will ensure that applicants for employment with Trinity that entails having unsupervised access to, or contact with, children or mentally impaired people are aware of section 26 of the *Sex Offenders Act 2001* which makes it an offence for a sex offender convicted of offences committed in Ireland or abroad to apply for work or to perform a service which involves having unsupervised access to, or contact with, children or mentally impaired people without telling the prospective employer or contractor that [s/he is] a sex offender. The term 'mentally impaired' is defined in section 5 of the *Criminal Law (Sexual Offences) Act 1993* as 'suffering from a disorder of the mind, whether through mental handicap or mental illness, which is of such a nature or degree as to render a person incapable of living an independent life or of guarding against serious exploitation.'



APPENDIX C.1 – SAFE RECRUITMENT PRACTICES FOR VOLUNTEERS

1 Volunteers who will have access to children shall adhere to the child protection policies and practices in place and comply with the legislation under the *Children First Act 2015*. They will complete and submit a registration form, the information included on which shall be reviewed and stored in such a way as to respect the applicant's right to confidentiality. A sample registration form is set out in Appendix C.2.

It should also be noted that section 26 of the *Sex Offenders Act 2001* which makes it an offence for a sex offender convicted of offences committed in Ireland or abroad to apply for work or to perform a service which involves having unsupervised access to, or contact with, children or mentally impaired people without telling the prospective employer or contractor that [s/he is] a sex offender is applicable to voluntary work.

2 All candidates for voluntary work which entails regular or ongoing unsupervised access to children shall be subject to Garda Vetting under the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016* which must be submitted in advance of commencing voluntary activity that includes access to children. Whether or not volunteers may work in a supervised capacity before their Garda Vetting has come through is at the discretion of the individual volunteer programme. Trinity is obliged to obtain vetting disclosures in relation to any volunteers carrying out relevant work with children or vulnerable adults. No volunteer may have regular or ongoing unsupervised access prior to the Garda Vetting coming through satisfactorily. No volunteer should be placed in the role of activity leader or supervisor or equivalent unless their Garda Vetting has come through satisfactorily.

If the information provided on the Garda Vetting form or the response from the National Vetting Bureau raises a concern in relation to the volunteer's suitability to work with children, the procedures outlined in the University's Vetting/Foreign Police Certification Policy for Staff will come into operation and in serious cases, the volunteer may be asked to withdraw from the volunteering programme or activity and/or undertake not to volunteer with any other organisation or programme which would involve access to children or vulnerable persons.

3 The University affiliated volunteer-involving activity or programme, (which includes volunteering within Trinity Centres and administrative areas), shall ensure that before commencing any activity with children, all volunteers receive an induction appropriate to their role and are made familiar with the relevant child protection legislation, policies and procedures and the standards of conduct which are expected of them when working with children as per the Code of Behaviour (Appendix A).



Appendix C2 – Registration form

Confidential

Surname _____

Forename _____

Course and Year (if student) _____

School/Unit and Position (if staff) _____

*Address (if not a current student/staff member) _____

Date of Birth: _____

Tel. No. _____

College E-mail Address: _____

****Can you commit to this voluntary activity for (*specify commitment required e.g. two hours each week during Michaelmas term between 6pm and 8pm on a Monday*)? Yes/No**

Under section 26 of the *Sex Offenders Act 2021* it is an offence for a sex offender convicted of offences committed in Ireland or abroad to apply for work or to perform a service which involves having unsupervised access to, or contact with, children or mentally impaired people.

Can you confirm that this does not apply to you? **Yes/No**

Is there any reason why you cannot or should not work with children? **Yes/No**

I, _____, am aware of my rights as a Trinity College Dublin Volunteer and agree to uphold my corresponding responsibilities as set out in the TCD Volunteer Charter*** when volunteering with _____ (NAME OF PROJECT/ORGANISATION).

To the best of my knowledge, all information within this application is accurate and correct.

Name

Date

[Use electronic signature if submitting online; written signature and date if submitting as a hard copy.]

* A letter from a referee must accompany your registration form if you are not a current student/staff member. Your referee must be your current employer or social worker or a current staff member of Trinity College.

** Optional.

*** <https://www.tcd.ie/civicengagement/assets/pdf/volunteer-guides/TCD-Volunteer-Charter2018.pdf>

Personal data will be processed in compliance with data protection legislation. Further information is available at www.tcd.ie/privacy.



Appendix C.3 – Volunteer reference form

Confidential

(Insert name of applicant seeking to become a volunteer)

has expressed an interest in becoming a volunteer with this club/organisation and has given your name as a referee.

This post involves substantial access to children and as an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children or young people?

	(please tick✓)
Yes	
No	

If you have answered **yes**, we will contact you in confidence.

If you are happy to complete this reference, all information contained on the form will remain confidential, subject to compliance with statutory obligations and will only be shared with the applicant's immediate supervisor, should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person. **Please note that information provided by you is liable to be released to the subject of the reference, where a request is made under relevant legislation, including the *Freedom of Information Act 2014* and the *EU General Data Protection Regulation 2016 (GDPR)*.**

How long have you known this person?

In what capacity?



What attributes does this person have which you would consider makes them a suitable volunteer?

How would you describe their personality?

Please rate this person on the following (please tick✓)

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Motivation of Others					
Energy					
Trustworthiness					
Reliability					

Signed: _____

Date: _____

Occupation: _____



APPENDIX D - SAFE RECRUITMENT PRACTICES FOR STUDENTS ON PLACEMENTS OR STUDENTS UNDERTAKING RESEARCH WITH CHILDREN

Para.1 - Any student offered a place on a course that requires students to undertake placements with external agencies which will bring them into contact with the public and in which they will assume positions of trust shall be required to undergo police vetting in accordance with the legislative requirements of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016*.

Para.2 - Any student undertaking research with children shall likewise be required to undergo police vetting in accordance with the legislative requirements of the *National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016*.

Para.3 - All applicants for placements or research positions that entail work with children shall be required to sign Garda Vetting forms.

Undergraduate applicants must complete the following forms:

- Vetting Invitation Form (NVB1)
- Student Vetting Declaration Form (TCD_V1)
- Parental Consent Form (only required if a student is under 18 years of age)

These forms may be downloaded from the orientation website at <https://www.tcd.ie/students/orientation/undergraduates/garda-vetting.php>. If a student has lived outside of Ireland for more than 6 months since the age of 18 they must provide Police Certificates for all such countries. Forms for undergraduate students are returned to the Academic Registry which initiates the request with the National Vetting Bureau on the student's behalf. The student will be asked to complete an online Garda Vetting Form. Once the form has been processed and if successful, the Academic Registry will issue a Garda Vetting Disclosure to the student.

Postgraduate applicants will receive the Garda Vetting forms via their school of study.

Para.4 - In the event that a student fails to complete the Garda Vetting Procedure, or the University deems the student unfit for a placement or for undertaking research with children based on information provided through the vetting process, the offer of the place on the course or the offer to undertake research with children will no longer be valid and will be withdrawn.

Para.5 - A student will not be permitted to participate on any placements or in any research with children until the student receives the Vetting Disclosure.



APPENDIX E - SAFE MANAGEMENT PRACTICES AND POLICIES WITH REGARD TO CHILDREN

1 - Where Trinity students organized through a University club or society work with children as part of an arrangement with a partner organisation in the wider community, responsibility for compliance with the legislation and for ensuring safe management practices and policies with regard to children lies with the partner organisation. In all other cases where staff and/or students engage with children, responsibility for ensuring such compliance with the legislation and safe management practices and policies rests with Trinity.

2 - Insofar as is possible, Trinity staff, clubs and societies shall keep a record of relevant medical details, any special needs and emergency contact telephone numbers, for each child with whom they are working. Records shall also be kept of attendance, accidents, consent forms and any complaints or grievances relating to such children. Appropriate care shall be taken of such records having regard to safeguarding the privacy of the children and maintaining the security of confidential personal data. Processing of personal data (i.e. data which relates to an individual who can be directly or indirectly identified from the data) should be carried out in compliance with data protection legislation and in accordance with the University's Records Management Policy and Data Protection Policy.

3 - Health and safety: College must ensure that premises being used by children comply with prescribed health and safety standards. In particular, there must be sufficient heating and ventilation; all toilets, shower areas and washing facilities being used must be up to standard; fire precautions must be in place; there must be adequate first aid facilities and equipment and access to a phone; equipment must be checked regularly and insurance cover must be adequate.

4 - Supervision of children (other than students): Children must be properly supervised in all activities. In particular, children should not normally be left unattended; insofar as is possible, adequate numbers of Trinity personnel of both sexes should be available to supervise activities; such personnel must know at all times where children are and what they are doing; any activity using potentially dangerous equipment must have constant adult supervision; and dangerous behaviour must not be tolerated. Written parental consent must be obtained before children may use potentially dangerous equipment. If the activities involve travelling, safe methods of transport must be used; adequate insurance covering all aspects of the trip must be provided and written parental consent for each individual trip must be obtained. If the activities involve staying away from home overnight, Trinity personnel must obtain any information about the children that may be relevant to staying away overnight, such as allergies, medical problems or special needs; appropriate and well supervised sleeping arrangements must be provided; and such personnel must ensure respect for the privacy of children in dormitories, changing rooms, showers and toilets.



5 – Discipline: The use of discipline with children should, as far as possible, be in the form of positive reinforcement and should comply with the University’s policy on Dignity and Respect. Sanctions should be implemented fairly and firmly and not used as threats, and children should be helped to understand why they are being imposed. Trinity personnel should be trained for coping with disruptive and challenging behaviour and more than one worker or volunteer should be present when such behaviour is being dealt with. In relation to challenging behaviour, a record should be kept in an incident book describing what happened, the circumstances, who was involved, any injury to person or property and how the situation was resolved.

6 - Supervision and support of Trinity personnel: Staff and volunteers should be consulted by managers or club/society leaders at least once a year about the operation of child protection practices and a brief, written record should be kept of the outcome of the discussion. The University should also maintain a system of written review of Trinity personnel so that they can be given recognition for the good work they are doing and be helped to develop their skills further.

7 - Children as research participants: Parental consent must be obtained before any research activity is conducted with children. Any research activity must respect the child’s right to confidentiality and comply with any relevant code of ethics applicable to the type of research being conducted. Researchers must undergo Garda vetting where they may be working alone with children. Information provided to participants or the guardians of participants in research involving children should state that the researcher(s) operate under the University’s Child Protection Policy.

8 - Photographs and images: Where Trinity personnel wish to use photographs, film or video of children, the consent of the children and their parents/guardians/carers must be obtained and all such media must be stored safely. Trinity personnel should be aware of the risk of people taking inappropriate images of children in vulnerable positions, particularly at sporting events, and should immediately report any concerns to the Child Protection Officer.



APPENDIX F - GUIDELINES ON HOW TO RESPOND TO ACCIDENTS INVOLVING CHILDREN

Procedures for dealing with accidents and complaints involving children should ensure that:

- Emergency numbers are prominently displayed.
- Everyone knows where the nearest phone is.
- Someone has knowledge and/or training to deal with foreseeable medical and accidental incidents.
- The first aid box is easy to find.
- There is access to incident reporting on IProtectU (see <https://iprotectu.tcd.ie/dashboard>).
- There is a formal complaints procedure for children and parents/guardians.
- Trinity personnel know what information will be needed.

Emergency Response Plan procedures are outlined here: <https://www.tcd.ie/media/tcd/estates-and-facilities/pdfs/EmergencyResponsePlan.pdf>



APPENDIX G - GUIDELINES ON CHILD ABUSE, NEGLECT

1 - Defining abuse and neglect

Abuse may consist of physical, sexual or emotional abuse or neglect.

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. The threshold of harm, at which you must report to Tusla under the *Children First Act 2015*, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Emotional abuse is normally to be found in the *relationship* between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for attention, affection, approval, consistency and security are not met. The *threshold of significant harm* is reached when abusive interactions dominate and become *typical* of the relationship between the child and the parent/carer. The threshold of harm, at which you must report to Tusla under the *Children First Act 2015*, is reached when you know, believe or have reasonable grounds to suspect that a child has been, is being, or is at risk of being assaulted and that as a result the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others. (In this context, it should be noted that the age of consent to sexual intercourse is 17.)

It is worth noting that child abuse may occur over the internet. The internet may be used in such a way as to inflict emotional abuse and may also, in some circumstances, lead to physical and/or sexual abuse.

Sexual abuse to be reported under the *Children First Act 2015* (as amended by section 55 of the *Criminal Law (Sexual Offences) Act 2017*) is defined as an offence against the child, as listed in Schedule 3 of the *Children First Act 2015*.

Neglect can be defined in terms of an *omission of care*, where the child suffers significant physical harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. *Harm* can be defined as the ill-treatment or the impairment of the health



or development of a child. A reasonable concern for the child's welfare would exist when neglect becomes typical of the relationship between the child and the parent or carer. This may become apparent where you see the child over a period of time, or the effects of neglect may be obvious based on having seen the child once. The threshold of harm, at which you must report to Tusla under the *Children First Act 2015*, is reached when you know, believe or have reasonable grounds to suspect that a child's needs have been neglected, are being neglected, or are at risk of being neglected to the point where the child's health, development or welfare have been or are being seriously affected, or are likely to be seriously affected.

2 - Guidelines on how to respond to suspected child abuse

When abuse is disclosed to a member of staff, student or volunteer engaged in Trinity activity or in activity recognised by or affiliated to Trinity, they must:

- React calmly, as over-reacting may alarm the young person and compound feelings of anxiety and guilt.
- Listen carefully and attentively; take the young person seriously.
- Reassure the young person that they have taken the right action in talking to you.
- Do not promise to keep anything secret.
- Inform whoever has made the disclosure that the information cannot be kept completely confidential as it will have to be passed on to the appropriate authorities.
- Do not ask the young person to repeat the story unnecessarily.
- Ask questions only for the purpose of clarification. Be supportive, but do not ask leading questions or seek intimate details beyond those volunteered by the child. Detailed investigative interviews will, if necessary, be carried out by Tusla staff or members of An Garda Síochána.
- Check with the young person to ensure that what has been heard and understood by you is accurate.
- Do not express any opinions about the alleged abuser.
- Record the conversation as soon as possible, in as much detail as possible (use the child's own words – do not synopsise).
- Sign and date the record.
- Explain and ensure that the young person understands the procedures which will follow (explanation should be age-appropriate).
- Inform the Child Protection Officer of the relevant College club, society or unit or the University Child Protection Officer about the disclosure immediately (not more than 24 hours afterwards). The Child Protection Officer of a club, society, or unit should treat the matter as an urgent priority and liaise with the University's Child Protection Officer. Where the disclosure is made in the context of an approved arrangement with a partner organisation in the wider community whereby Trinity students work with children as part of a formal placement or volunteer with children as part of the student's extra-



curricular activity, the Child Protection Officer of the partner organisation should be informed immediately.

- Treat the information confidentially, subject to the requirements of the legislation.
- Do not take any further action or discuss the matter further with anyone else unless advised otherwise.

3 – Signs and symptoms of child abuse, neglect

Guidance in relation to the signs and symptoms of child abuse or neglect may be found in Chapter 2 of *Children First National Guidance for the Protection and Welfare of Children (2017)* available here - <https://www.tusla.ie/children-first/children-first-guidance-and-legislation/>.

Guidance on the reporting of mandated concerns, and the criteria for reporting may be found in Chapter 3 of *Children First National Guidance for the Protection and Welfare of Children (2017)*.



APPENDIX H – STANDARD REPORTING PROCEDURE

A Report Form for the reporting of child protection and welfare concerns to Tusla can be completed online using the [Tusla Portal](https://www.tusla.ie/services/child-protection-welfare/concerns/), or downloaded from <https://www.tusla.ie/services/child-protection-welfare/concerns/>. In cases of emergency, or outside office hours, reports should be made directly to An Garda Síochána.



APPENDIX I – TUSLA DUBLIN CONTACT DETAILS (as of April 2022)

Also listed on the Tusla website (www.tusla.ie).

You can report your concern in person, by telephone or in writing — including by email — to the local social work duty service in the area where the child lives. You can find contact details for the Tusla social work teams on the Tusla website (www.tusla.ie).

If you think a child is in immediate danger of harm and you are unable to contact Tusla, you should contact the Gardaí.

Dublin social work teams are listed at <https://www.tusla.ie/services/child-protection-welfare/contact-a-social-worker/dublin/>. See also below:

Dublin South Central Dedicated Contact Point

Child and Family Agency, Bridge House, Cherry Orchard Hospital, Dublin 10

Tel: 087 3981713

Dublin South East Dedicated Contact Point

Child and Family Agency, Unit 9, Nutgrove Retail Park, Churchtown, Dublin 14

Tel: 01 9213400

Dublin South West Dedicated Contact Point⁶

Building 2, Vista Primary Care Centre, Ballymore Road, Naas, Co Kildare. W91 HT2X

Tel: 045 839300

Dublin North City Dedicated Contact Point

Child and Family Agency, Wellmount Health Centre, Wellmount Park, Finglas, Dublin 11

Tel: 01 8567704

Dublin North Dedicated Contact Point

Child and Family Agency, 180-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin.

Tel: 01 8708000

⁶ Dublin South West is located in a Tusla Area comprising of Dublin South West, Kildare and West Wicklow. The duty social work office covering Dublin South West is located in Kildare.



APPENDIX J – RISK ASSESSMENT TEMPLATE

As part of the risk assessment process, the service provider should reflect on what specific risks arise as a result of the service they provide and how these risks can be managed. The following steps in the template are a guide to help providers at Trinity to consider where the potential for risk lies and how these risks can be managed. After the risk assessment has been completed, a Child Safeguarding Statement is required to be developed that outlines the policies and procedures which are in place to manage the risks that have been identified.

1. Identity potential risks

Who or what might cause harm to children or young people using your service?
Make sure all persons in the service, including children, are involved in this process.
Different people will have different perceptions of what is a risk.

2. Rank each risk

Rank each risk in terms of low, medium and high risks. To help rank each risk, consider the likelihood of the risk occurring and how serious the consequences could be.

3. Control and manage the risks

Who owns the risk? Assign risk owners. What current controls are in place to reduce the risk? What future actions must be done to reduce the risk? What else do you need to do about the risk?

4. Monitor and review

Are the controls effective? Are the actions effective?



APPENDIX K: CHILD SAFEGUARDING STATEMENT TEMPLATE

Based on the Child Safeguarding Statement template provided in the Tusla Guidance on Developing a Child Safeguarding Statement.

1. Name of service being provided	
2. Nature of service and principles to safeguard children from harm <i>(Briefly outline what your service is, what you do and your commitment to safeguard children. Specify the principles that you will observe to keep children safe from harm while they are availing of your service.)</i>	
3. Risk assessment <i>(Confirm that you have carried out an assessment of any potential for harm to a child while availing of your services. List below the areas of risk identified and the list of procedures for managing these risks.)</i>	
Risk identified	Procedure in place to manage risk identified
1.	
2.	
4. Procedures <i>(This section to contain the following text. As this is only a sample list, you will need to add to this list as appropriate, based on the outcome of your risk assessment.)</i> Our Child Safeguarding Statement has been developed in line with requirements under the <i>Children First Act 2015</i> , the <i>Children First: National Guidance</i> , and <i>Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice</i> . In addition to the procedures listed in our risk assessment, the procedures listed in the University's Child Safeguarding Statement apply.	
5. Implementation <i>(At a minimum, reviews must be carried out every 24 months. The provider is the individual with overall responsibility for the service.)</i> We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed on _____, or as soon as practicable after there has been a material change in any matter to which the statement refers.	



Signed: _____
(Provider)

Provider's name and contact details

For queries, please contact _____ (*provide name of Relevant Person, first point of contact regarding the Child Safeguarding Statement*).



APPENDIX L: TRINITY COLLEGE DUBLIN CHILD SAFEGUARDING STATEMENT

Trinity College Dublin

CHILD SAFEGUARDING STATEMENT

1. Introduction

The purpose of this Child Safeguarding Statement is to ensure that Trinity College Dublin meets its statutory obligations under the *Children First Act 2015* and ensures as far as practicable that children and young people under its care and supervision are kept safe from harm. It is to be read in conjunction with Trinity's Child Protection Policy.

2. Name of service being provided

Trinity College Dublin, hereinafter Trinity, is a community of scholars, made up of students, academic staff, administrative and professional staff. It is the provider of undergraduate and postgraduate education and is recognised as one of Europe's leading research-intensive universities and its research continues to address issues of global societal and economic importance.

3. Nature of service and principles to safeguard children from harm

Trinity is a Relevant Service as set out in Schedule 1 of the *Children First Act 2015*. Trinity admits students who may be aged under 18. Trinity also provides services to children through its day nursery, sporting activities, holiday camps, cultural activities, work placements and many other activities, which permit children to remain on campus for periods without their parents.

Trinity adheres to the following principles to safeguard children in its care from harm:

- In all matters relating to children, the best interests and welfare of children is of paramount importance.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents/guardians/carers and families but where there is conflict, the child's welfare comes first.
- Children have a right to be heard, listened to and to be taken seriously and taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives.
- Within the context of the Child Protection Policy which is designed to protect children from abuse, parents/guardians/carers have a right to respect, and should be consulted and involved in matters concerning their children. In particular, parents/guardians should be informed if the University's Child Protection Officer



intends to report concerns of possible child abuse or neglect to the relevant authorities unless providing such information to the parents/guardians might place the child at risk.

- Actions taken to protect a child should not in themselves be abusive or cause the child unnecessary distress and every action and procedure should consider the overall needs of the child.
- The safety and well-being of the child must take priority over concerns about adults against whom an allegation may be made.
- Effective child protection requires familiarity with child protection legislation, guidelines and procedures and clarity of responsibility for staff and students who have substantial unsupervised access to children as part of their work, formal studies or Trinity affiliated extra-curricular activities.



4. Risk assessment

A high-level risk assessment has been conducted of all activities at the university that pose a risk of potential for harm to a child while availing of the University's services/activities. Below is a list of risks identified and the list of procedures for managing these risks.

Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
Teaching involving children, e.g. transition year programmes. It is recognised that there is a small percentage of students that may be under 18 years of age on starting first year.	Risk of a child being harmed by a member of Trinity staff due to insufficient safeguarding measures in place.	Robust recruitment procedures in place for staff and volunteers who will have unsupervised access to children and/or vulnerable adults in the course of their employment/engagement including mandatory vetting as mandated by the <i>National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016</i> .	Recruitment and admissions documentation to include links to the Child Protection Policy and Child Safeguarding Statement for all staff and students to raise awareness of the child protection procedures in place at Trinity. Email to be issued to Heads of School, DUTLs and School Administrative Managers to request that for any regular teaching activities that involve children that are under 18 outside of the normal curriculum, that they consider whether it is necessary to compile a Child Safeguarding Statement that sets out child protection procedures and a risk assessment aligned to the University's policy as well as putting in place a designated child protection contact person. They will also be asked to consider if child protection training needs to be completed by any staff, volunteers or students involved with teaching activities outside of the curriculum that involve children.	Vice-Provost/CAO	Low
Teaching involving children, e.g. transition year programmes. It is recognised that	Risk of indicators of harm not being recognised by Trinity staff due to lack of awareness of information contained in the Child Protection Policy and lack of training.	Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy. Trinity staff working with children are trained appropriately in child protection procedures	Recruitment and admissions documentation to include links to the Child Protection Policy and Child Safeguarding Statement for all staff and students to raise awareness of the child protection procedures in place at Trinity.	Vice-Provost/CAO	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
there is a small percentage of students that may be under 18 years of age on starting first year.		and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training.	Email to be issued to Heads of School, DUTLs and School Administrative Managers to request that for any regular teaching activities that involve children that are under 18 outside of the normal curriculum, that they consider whether it is necessary to compile a Child Safeguarding Statement that sets out child protection procedures and a risk assessment aligned to the University's policy as well as putting in place a designated child protection contact person. They will also be asked to consider if child protection training needs to be completed by any staff, volunteers or students involved with teaching activities outside of the curriculum that involve children.		
Teaching involving children, e.g. transition year programmes. It is recognised that there is a small percentage of students that may be under 18 years of age on starting first year.	Risk of harm not being reported properly by Trinity staff due to lack of awareness of reporting procedures.	Robust procedures for the reporting of abuse in place and a designated University Child Protection Officer appointed.	Recruitment and admissions documentation to include links to the Child Protection Policy and Child Safeguarding Statement for all staff and students to raise awareness of the child protection procedures in place at Trinity. Email to be issued to Heads of School, DUTLs and School Administrative Managers to request that for any regular teaching activities that involve children that are under 18 outside of the normal curriculum, that they consider whether it is necessary to compile a Child Safeguarding Statement that sets out child protection procedures and a risk assessment aligned to the University's policy as well as putting in place a designated child protection contact person. They will also be asked to consider if child protection training needs to be completed by any staff, volunteers or students involved with teaching	Vice-Provost/CAO	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
			activities outside of the curriculum that involve children.		
Research involving children.	Risk of a child being harmed by a member of Trinity staff or research student conducting research that involves children due to insufficient safeguarding measures in place.	<p>Researchers (staff and students) must undergo Garda vetting where they may be working alone with children as mandated by the <i>National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016</i>.</p> <p>Parental consent must be obtained before any research activity is conducted with children. Any research activity must respect the child's right to confidentiality and comply with any relevant code of ethics applicable to the type of research being conducted.</p>		Dean of Research	Low
Research involving children.	Risk of indicators of harm not being recognised by Trinity staff due to lack of awareness of information contained in the Child Protection Policy and lack of training.	Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy.	Recruitment and admissions documentation to include links to the Child Protection Policy and Child Safeguarding Statement for all staff and students to raise awareness of the child protection procedures in place at Trinity.	Dean of Research	Low
Research involving children.	Risk of harm not being reported properly by Trinity staff due to lack of awareness of reporting procedures.	<p>Robust procedures for the reporting of abuse in place and a designated University Child Protection Officer appointed.</p> <p>Trinity staff working with children are trained appropriately in child protection procedures and this is managed and monitored by the Secretary's Office. The University's Child Protection Officer works with appropriate bodies in the University to identify specific groups of staff who require such training.</p>	Recruitment and admissions documentation to include links to the Child Protection Policy and Child Safeguarding Statement for all staff and students to raise awareness of the child protection procedures in place at Trinity.	Dean of Research	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
Student work placements that involve children.	Risk of a child being harmed by a Trinity student on a work placement due to insufficient safeguarding measures in place.	Any student offered a place on a course that requires students to undertake placements with external agencies which will bring them into contact with children and in which they will assume positions of trust shall be required to undergo Garda vetting in accordance with the legislative requirements of the <i>National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016</i> . All applicants for placements or research positions that entail work with children shall be required to sign Garda Vetting forms.	Recruitment and admissions documentation to include links to the Child Protection Policy and Child Safeguarding Statement for all staff and students to raise awareness of the child protection procedures in place.	Heads of Schools whose programmes facilitate and require student work placements involving children	Low
Children's holiday camps (e.g. Trinity Sport) and clubs (e.g. Walton Club)	Risk of a child being harmed by a member of Trinity staff or volunteer participating in summer camps due to insufficient safeguarding measures in place.	Robust recruitment procedures in place for staff and volunteers who will have unsupervised access to children and/or vulnerable adults in the course of their employment/engagement including mandatory vetting as mandated by the <i>National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016</i> . Procedures are in place regarding the supervision of children, with the University Child Protection Policy setting out that children must be properly supervised in all activities. In particular, children should not normally be left unattended; insofar as is possible, adequate numbers of Trinity personnel of both sexes should be available to supervise activities; such personnel must know at all times where children are and what they are doing.	Email to be issued to Heads of School, DUTLs, School Administrative Managers and Heads of Unit to request that for any regular activities such as summer camps and clubs that involve children that are under 18 outside of the normal curriculum, that they consider whether it is necessary to compile a Child Safeguarding Statement that sets out child protection procedures and a risk assessment aligned to the University's policy as well as putting in place a designated child protection contact person. They will also be asked to consider if child protection training needs to be completed by any staff, volunteers or students involved with children's holiday camps and clubs.	Head of Sport and Recreation Heads of School where programmes are run that involve children outside of the normal curriculum Heads of Unit where programmes are run that involve children outside of the normal curriculum	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
Children's holiday camps (e.g. Trinity Sport) and clubs (e.g. Walton Club)	Risk of indicators of harm not being recognised by Trinity staff or volunteers due to lack of awareness of information contained in the Child Protection Policy and lack of training.	Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy.	Email to be issued to Heads of School, DUTLs, School Administrative Managers and Heads of Unit to request that for any regular activities such as summer camps and clubs that involve children that are under 18 outside of the normal curriculum, that they consider whether it is necessary to compile a Child Safeguarding Statement that sets out child protection procedures and a risk assessment aligned to the University's policy as well as putting in place a designated child protection contact person. They will also be asked to consider if child protection training needs to be completed by any staff, volunteers or students involved with children's holiday camps and clubs.	Head of Sport and Recreation Heads of School where programmes are run that involve children outside of the normal curriculum Heads of Unit where programmes are run that involve children outside of the normal curriculum	Low
Children's holiday camps (e.g. Trinity Sport) and clubs (e.g. Walton Club)	Risk of harm not being reported properly by Trinity staff or volunteers due to lack of awareness of reporting procedures.	Robust procedure for the reporting of abuse in place and a designated University Child Protection Officer appointed.	Email to be issued to Heads of School, DUTLs, School Administrative Managers and Heads of Unit to request that for any regular activities such as summer camps and clubs that involve children that are under 18 outside of the normal curriculum, that they consider whether it is necessary to compile a Child Safeguarding Statement that sets out child protection procedures and a risk assessment aligned to the University's policy as well as putting in place a designated child protection contact person. They will also be asked to consider if child protection training needs to be completed by any staff, volunteers or students involved with children's holiday camps and clubs.	Head of Sport and Recreation Heads of School where programmes are run that involve children outside of the normal curriculum Heads of Unit where programmes are run that involve children outside of	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
				the normal curriculum	
Work placements at Trinity that involve children (e.g. transition year students, school visits)	Risk of a child being harmed by a member of Trinity staff while participating in a work placement at Trinity due to insufficient safeguarding measures in place.	Children attending the University as part of a school visit are accompanied by teacher(s) or a guardian. Robust recruitment procedures in place for staff who will have unsupervised access to children and/or vulnerable adults in the course of their employment/engagement including mandatory vetting as mandated by the <i>National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016</i> .	Email to be issued to Heads of School, DUTLs, School Administrative Managers and Heads of Unit to request that for any regular work placements that involve children that are under 18 outside of the normal curriculum, that they consider whether it is necessary to compile a Child Safeguarding Statement that sets out child protection procedures and a risk assessment aligned to the University's policy as well as putting in place a designated child protection contact person. They will also be asked to consider if child protection training needs to be completed by any staff, volunteers or students involved with work placements that involve children.	Heads of School where work placements are run that involve children outside of the normal curriculum Heads of Unit where work placements are run that involve children outside of the normal curriculum	Low
Work placements at Trinity that involve children (e.g. transition year students, school visits)	Risk of indicators of harm not being recognised by Trinity staff due to lack of awareness of information contained in the Child Protection Policy and lack of training.	Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy.	Email to be issued to Heads of School, DUTLs, School Admin Managers and Heads of Unit to request that for any regular work placements that involve children that are under 18 outside of the normal curriculum, that they consider whether it is necessary to compile a Child Safeguarding Statement that sets out child protection procedures and a risk assessment aligned to the University's policy as well as putting in place a designated child protection contact person. They will also be asked to consider if child protection training needs to be completed by any staff, volunteers or students involved with work placements that involve children.	Heads of School where work placements are run that involve children outside of the normal curriculum Heads of Unit where work placements are run that involve children outside of the normal curriculum	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
Work placements at Trinity that involve children (e.g. transition year students, school visits)	Risk of harm not being reported properly by Trinity staff due to lack of awareness of reporting procedures.	Robust procedure for the reporting of abuse in place and a designated University Child Protection Officer appointed.	Email to be issued to Heads of School, DUTLs, School Admin Managers and Heads of Unit to request that for any regular work placements that involve children that are under 18 outside of the normal curriculum, that they consider whether it is necessary to compile a Child Safeguarding Statement that sets out child protection procedures and a risk assessment aligned to the University's policy as well as putting in place a designated child protection contact person. They will also be asked to consider if child protection training needs to be completed by any staff, volunteers or students involved with work placements that involve children.	Heads of School where work placements are run that involve children outside of the normal curriculum Heads of Unit where work placements are run that involve children outside of the normal curriculum	Low
On-campus Accommodation and Accommodation in Trinity Hall used by Children (e.g. in the summer months).	Risk of a child being harmed by a member of Trinity staff while staying in on-campus accommodation or accommodation at Trinity Hall due to insufficient safeguarding measures in place.	All under 18s staying in on-campus accommodation during the summer months must be accompanied by a parent or guardian/group leader. Regarding under 18s staying in Trinity Hall both during the academic term (mainly from the US) and from language schools over the summer period, all Assistant Wardens are Garda vetted as mandated by the <i>National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016</i> . Security and Estates and Facilities staff coming on site at Trinity Hall are Garda vetted. Many accommodation staff have also been Garda vetted prior to taking up employment.		Head of Accommodation and Warden of Trinity Hall	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
On-campus Accommodation and Accommodation in Trinity Hall used by Children (e.g. in the summer months).	Risk of indicators of harm not being recognised by Trinity staff due to lack of awareness of information contained in the Child Protection Policy and lack of training.	Guidelines on defining, identifying and responding to child abuse or neglect are set out in the University's Child Protection Policy.		Head of Accommodation and Warden of Trinity Hall	Low
On-campus Accommodation and Accommodation in Trinity Hall used by Children (e.g. in the summer months).	Risk of harm not being reported properly by Trinity staff due to lack of awareness of reporting procedures.	Robust procedure for the reporting of abuse in place and a designated University Child Protection Officer appointed.		Head of Accommodation and Warden of Trinity Hall	Low
Day Nursery	Risk of a child being harmed by a member of Day Nursery staff due to insufficient safeguarding measures in place.	Robust recruitment procedures in place for Day Nursery Staff including mandatory vetting as mandated by the <i>National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016</i> . Child Safeguarding Statement and risk assessment in place at Day Nursery.		Day Nursery Manager	Low
Day Nursery	Risk of harm from unannounced visitors to services (e.g. maintenance/repairs/deliveries) due to insufficient safeguarding measures in place.	Robust recruitment procedures in place for Day Nursery Staff including mandatory vetting as mandated by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016. Child Safeguarding Statement and risk assessment in place at Day Nursery.		Day Nursery Manager	Low
Day Nursery	Risk of indicators of harm not being recognised by Day Nursery due to insufficient Child Protection Training and information.	Robust recruitment procedures in place for Day Nursery Staff including mandatory vetting as mandated by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016. Child Safeguarding Statement and risk		Day Nursery Manager	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
		assessment in place at Day Nursery.			
Day Nursery	Risk of harm not being reported properly by Day Nursery staff due to lack of awareness of reporting procedures.	Robust recruitment procedures in place for Day Nursery Staff including mandatory vetting as mandated by the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016. Child Safeguarding Statement and risk assessment in place at Day Nursery.		Day Nursery Manager	Low
Counselling services availed of by those under 18 years of age.	Risk of a child being harmed by a member of Counselling Service staff due to insufficient safeguarding measures in place.	Child Safeguarding Statement and risk assessment in place at Counselling Service. Garda vetting completed by Counselling staff before start date as mandated by the <i>National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016</i> and confidentiality agreement signed. Counselling Service policy is to ensure at least 2 clinicians are on-site at all times while clients are present.		Director of Counselling	Low
Counselling services availed of by those under 18 years of age.	Risk of indicators of harm not being recognised by Counselling Service staff due to insufficient Child Protection Training and information.	Tusla Online Child protection training completed by staff of Counselling Service (trainees & volunteers). All core clinical staff attend weekly team meetings where child protection issues are discussed. All clinicians are required to attend regular clinical supervision.		Director of Counselling	Low



Activity/Setting	Risk(s) Identified	Mitigation	Future actions	Owner	Rank
Counselling services availed of by those under 18 years of age.	Risk of harm not being reported properly by Counselling Service staff due to lack of awareness of reporting procedures.	All staff undergo induction re policy and procedures. All core clinical staff attend weekly team meetings where child protection issues are discussed. All clinicians are required to attend regular clinical supervision.		Director of Counselling	Low
Events involving the public including children (e.g. Trinity week, public lectures and exhibitions) and campus visits (e.g. campus tours, Book of Kells/Old Library)	Risk of a child being harmed by a member of the Trinity community due to insufficient safeguarding measures in place.	24-hour College Security on campus. School groups of children accompanied by teacher(s)/guardians. Risk assessment of events are required.	Include section on the University's Event Safety Management Plan template seeking information on whether under 18s are likely to attend events and that if so, confirmation that a risk assessment has been conducted to assess if there is any risk of harm to them and mitigations in place to address these. Include link to Child Protection Policy on the template.	Faculty Deans or Heads of Schools running events Heads of Units running events	Low
Communications involving children (photos, social media, videos, etc.)	Risk of Trinity personnel, or photographers/videographers on behalf of Trinity, inappropriately taking images of children without parental/guardian consent due to lack of understanding of consent procedures and Code of Behaviour.	Where Trinity personnel wish to use photographs, film or video of children, the consent of the children and their parents/guardians/carers must be obtained and all such media must be stored safely. Code of behaviour set out in the University's Child Protection Policy.		Director of Public Affairs and Communications	Low



5. Procedures

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

- The procedures for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our activities/services as set out in the Child Protection Policy, section 7.3.
- The procedures for the safe recruitment and selection of workers and volunteers to work with children as set out in the Child Protection Policy, Appendices B, C.1, C.2 and C.3.
- The procedures for the safe recruitment of students on placements or undertaking research with children as set out in Appendix D of the Child Protection Policy.
- The procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm as set out in the Child Protection Policy, section 7.8. Guidelines on identifying child abuse and neglect are provided in Appendix G of the policy.
- The procedure for the reporting of child protection or welfare concerns to Tusla as set out in the Child Protection Policy, section 7.3.1 and guidelines on defining, identifying and responding to child abuse or neglect as set out in Appendix G of the policy.
- The Child Protection Officer will keep a list of Mandated Persons at the University in accordance with the legislation.
- The University has appointed the Child Protection Officer (Designated Liaison Person) and Relevant Person to be the first point of contact in respect of this Child Safeguarding Statement. The role and responsibilities of the Child Protection Officer are set out in section 7.2 of the policy.

6. Implementation

We recognise that implementation is an ongoing process. Trinity 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 activities and services. This Child Safeguarding Statement will be reviewed on a bi-annual basis or as soon as practicable after there has been a material change in any matter to which the statement refers.



The Provost as head of the University has overall responsibility for the implementation of this Child Safeguarding Statement.

Signed:

Dr Linda Doyle
Provost and President

Date: 17 November 2022

For queries, please contact Victoria Butler, Child Protection Officer, butlerv@tcd.ie