



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 or the consent of a legal guardian 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.