



**Child Protection Policy
The Irish in France Association
Paris May 2018**

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Child Protection Policy Statement

The Irish in France Association (IIFA) recognises that young people are a vital part of the association and aims to provide a safe and welcoming environment with fun activities for our members. The association is committed to safeguarding the well-being of all the children and young people with whom we come into contact.

Our policy on child protection relies heavily on the guidelines provided in “Children First – National Guidance for the Protection and Welfare of Children and Our Duty to Care: the Principles of Good Practice for the Protection of Children and Young People.” (Department of Children and Youth Affairs, 2011).

The board recognises that the welfare of children is paramount and our association will endeavour to safeguard children by:

- Having procedures to report any concerns for children’s safety and welfare
- Having a code of behaviour for board members and volunteers
- Having a procedure to respond to accidents
- Having a procedure to respond to complaints

As part of the policy this service will:

- Appoint a designated liaison person (DLP) for dealing with child protection concerns
- Develop a clear strategy to ensure the protection of children during association events
- Develop procedures for the use of digital imagery of children taken at association events for promotional use and publication, including dissemination and restriction of use on social media
- share information about the child protection policy and good practices with families and children
- review the groups’ child protection policy and practices on a regular basis

This policy will be reviewed in January every year, or earlier if deemed necessary.

What is child protection?

Child protection is the response to the different ways in which a young person's or child's physical, emotional, intellectual and spiritual health are damaged by the actions of another person.

Child Protection Strategy

Trips/Outings

- When organising a trip/outing make sure a trip/outing slip is completed. This includes details about the trip and a section for parents to give their consent. These slips must be returned before the event takes place and must be brought on the trip with the completed group information/consent forms. (If a group information/consent form has not already been completed for a child or young person, then it will need to be completed).
- Ensure that there is adequate insurance for the work and activities.
- The presence of professional first aid team may be required.

Personal/Personnel Safety

- A group of children or young people under sixteen should not be left unattended at any time.
- Avoid being alone with an individual child or young person for a long time. If there is a need to be alone with a child or young person (e.g. first aid or he/she is distressed) make sure that another worker knows where you are and why.
- At no time should a volunteer or member arrange to meet a young person away from the activity without someone else being there.

Child Safety

- Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.
- Make sure that all workers and assistants know:
 - The emergency telephone numbers
 - Where the first aid kit is
 - Who is responsible for First Aid and how to record accidents or injuries in the incident book
 - What to do in the event of a fire or other emergency
- Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child go with another adult unless the parent has informed you that this will happen and you confirm that it is the relevant adult.
- If private cars are used for an outing, the drivers must be approved by the Board, be properly insured, have rested before driving, and should have clean licenses. There should always be at least one other responsible person (16 or over) in each vehicle. All vehicles should be fitted with full seatbelts, not just lap belts. Full seatbelts should always be used.

Under normal circumstances, volunteers or members should only give a lift home to a young person from group activities if the parents of the young person have specifically asked for them to do so. (If members are asked to give a young person or child a lift home, they are not obliged to do so, it is left to their discretion).

Digital imagery and social media

The use of cameras, smart phones and other recording devices is a normal part of social activities which are organized by the IIFA.

The IIFA recognizes the responsibility in the protection of digital imagery of children members and the publication of images on social media platforms used by the association. The following procedures have been put in place:

- Where possible stock images or footage should be used when advertising upcoming events
- Where a photo is used containing a child the name should not be affixed.
- Where the name of a child is used a photo should not be used.
- The activity and not the child should not be the focus of the photograph or the movie.
- Where images or movies of a child are to be used as part of the promotion of IIFA activities, permission should be sought from the parents and child.
- Children photographed should be appropriately dressed and not engaged in activities that could be perceived as inappropriate.
- If at any time, the child or parent / guardian wishes images or their details to be removed from the IIFA website or social media page(s) the administrators should be contacted and the images or their details should be removed within seven days.

Designated Liaison Person (DLP)

The IIFA has appointed Michael Moran as the designated Liaison Person (DLP). If any member has any child safety concerns, they should discuss them with her/him. He she will take the following responsibilities:

- Ensure the policy is being put into practice
- First point of contact for child protection issues
- Keeping a record of any concerns expressed about child protection issues
- Bringing any child protection issues to the attention of the Board
- in the event of an emergency to contact the emergency services

Code of Behavior

We in IIFA believe that a child centred-approach is the best when working with children. All members should have a clear understanding of what is acceptable with respect to their behaviour with children.

We aim to do this by

- Valuing and respecting **all** children as individuals
- Listening to children
- Encouraging children
- Promoting positive behaviour
- Having an accident/incident policy

We do not:

- Engage in or allow inappropriate touching in any form
- Verbally abuse or physically punish any child

- Condone bullying or abusive behaviour
- Undertake intimate care needs without consulting and agreeing arrangements with the child and parents
- Engage in practices which demean children

Confidentiality

It is the policy of IIFA Service to keep confidential all personal information about member families. However, an exception to this is when child protection concerns arise, in which case the organisation cannot keep such information secret. In this situation information will be shared on a 'need to know' basis in the best interest of the protection and welfare of the child. Sharing of information for the protection of child is not a breach of confidentiality or data protection. Parents and children have a right to know if personal information is being shared, unless doing so could put the child at further risk.

Reporting & Complaints Procedures

Any concerns related to child safety should be reported to the DLP. In the absence of the DLP, a member of the Board should be contacted.

Where there is a concern that a child has gone missing this information will be reported immediately to the emergency services.

We undertake to ensure all complaints are taken seriously and dealt with fairly and confidentially. We will endeavour to quickly and informally resolve complaints through discussion with the parents and members as appropriate. Parents will be made aware that there is a complaints procedure in operation and will receive a copy as part of the child protection policy.

Procedure to be followed:

If a parent/guardian wishes to make a complaint the following procedures should apply:

- Parents should inform verbally a member of the Board who will notify the DLP
- If the issue cannot be resolved verbally, then the parents should put their complaint in writing to the Chairperson of the Board.
- The Board may then nominate a committee member to meet with the parents to try and resolve the issue at minimum by the next working week.
- If the issue remains unresolved, it may be necessary for a third party to mediate the complaint.
- Written records of discussion and agreements made will be kept of this meeting and copies made available to parents, manager/leader, or other involved staff (as appropriate).

Appendix A Emergency contact numbers

Services	Number
Ambulance (Samu)	15
Pompiers / Fire Brigade	18
Police	17
Chairperson IIFA	+33 6 8451 4202 (Paul Lynch)
Designated Liaison Person	+33 6 1617 3134 (Mick Moran)

Appendix B Example of an incident report form

Name and role of person completing this form:
Signature of person completing this form:
Date:

Incident

Date and time of incident:
Name and contact details of person/s involved in the incident:
Name and contact details of parent or guardian of person/s involved in the incident:
Description on the incident:

Witnesses (include contact details):

Reporting of the incident to IIFA

Incident reported to:	Date:
How (this form, email, in person etc):	

Follow up action

Description of actions to be taken:
