



**Crois Dhearg na hÉireann**  
**Irish Red Cross**

## *Safeguarding Policy Statement and Procedures*

## Safeguarding Policy Statement

### Introduction

It is the Policy of the Irish Red Cross to ensure that young people are protected and kept safe while they are in the care of staff and members of the Irish Red Cross. Core to this is mutual respect between adults and young people.

#### We work towards this by:

1. Promoting the general welfare, health and full development of young people and protecting them from harm;
2. Recognising that young people have rights as individuals and treating them with dignity and respect;
3. Applying a thorough procedure for all activities involving young people including meetings, training and events including residential and day trips;
4. Adopting and consistently applying a thorough and clearly defined method of recruiting staff and volunteers for the Irish Red Cross;
5. Training staff and volunteers so as to minimise opportunities for young people to suffer harm;
6. Using "Children First" as a base reference point;
7. Referring all suspicions of Child Abuse to the designated person within the organisation;
8. Ensuring that the designated person, in consultation with the Irish Red Cross National Safeguarding Committee will refer any suspicions of Child Abuse or an offence raised to them to the relevant Social Work Department of the Health Service Executive and/or to An Garda Síochána as appropriate;
9. Ensuring that where concerns are raised that do not meet reasonable grounds for reporting, the Irish Red Cross National Safeguarding Committee (NSC) in consultation with the National Safeguarding Officer (NSO) will make recommendations as to any action that should be taken in order to protect the safety and welfare of young people.
10. When required and to maintain the safety and welfare of young people the NSO may act without reference to the NSC and as soon as possible contact the NSC
11. This policy applies to all members and all staff of the Irish Red Cross and to any contractors engaged by the Irish Red Cross either on a voluntary or paid basis.
12. The current designated National Safeguarding Officer for the Irish Red Cross is Sandra Stanley. Contact: 087 275 3333 and email address is [nso@redcross.ie](mailto:nso@redcross.ie).

## **Safeguarding within the Irish Red Cross Policy and Procedures**

The Irish Red Cross is committed to the protection of the safety and welfare of all our volunteers and those with whom we come in contact with during the provision of our services. In our contact with young people, a huge amount of good work is undertaken by dedicated members with the support and assistance of staff.

The Irish Red Cross respects and promotes the principles of equality and diversity and works with all young people in a culturally sensitive way within the context of the Irish Constitution and law and the UN Convention on the Rights of the Child.

### **The purpose of this Policy is:**

1. to ensure the safety and welfare of all young people with whom we come in contact with both as members and recipients of our services;
2. to support our members and staff in their work;
3. to improve current practise to safeguard young people from abuse or harm;
4. To provide all members and staff with the training, skills and knowledge to enable them to protect themselves and the young people with whom they work.

The Board of Directors has overall responsibility for the implementation and overview of the Irish Red Cross Safeguarding Policy. This is carried out through the Irish Red Cross National Safeguarding Committee which:

1. Oversees the Irish Red Cross Safeguarding Policy;
2. In consultation with the National Safeguarding Officer ensures the safety and welfare of young people in the organisation and that of the members and staff who work with them;
3. Ensures that Safeguarding Awareness training is made available to all members over 18;
4. Ensures that our policy is reviewed regularly and updated in line with changing legislation and guidelines;
5. Ensures correct procedures are followed in the event of an allegation being made.

The National Safeguarding Officer reports directly to the Secretary General who in return reports to the Board of Directors where necessary on matters concerning Safeguarding.

A staff member is appointed as National Safeguarding Officer for the Irish Red Cross. This person functions as the National Designated Person for the purposes of reporting any allegations to the statutory authorities. In the absence of the National Safeguarding Officer, any member of the National Safeguarding Committee may act as his/her deputy. A named member will be designated for each period of absence. Said designate is named in writing by the NSO to the Secretary General and each notification is held on file.

### **The Role of the National Safeguarding Officer is as follows:**

1. In conjunction with the NSC to provide information, training and advice on safeguarding within the Irish Red Cross;
2. Being an immediate contact point for members in relation to safeguarding concerns, which includes overseeing an out of office hours contact service;
3. Ensuring that accurate records of all Safeguarding Awareness Training carried out and of any safeguarding concerns that are raised are maintained;
4. Liaising with the Statutory Authorities and/or the Gardai Síochána regarding safeguarding issues;
5. Making referrals to the Statutory Authorities on behalf of the Irish Red Cross where reasonable grounds for concern exist;
6. In conjunction with the National Safeguarding Committee, keeping the organisation informed about current developments relating to safeguarding including legislation changes.

### **Confidentiality Statement**

- All information disclosed in relation to safeguarding issues should be treated in a confidential manner. Information should be shared on a “need to know” basis in the best interests of the young person. Sharing information in this regard is not a breach of confidentiality but is considered best practise.
- It is important to know that parents and young people have a right to know if personal information is being shared unless doing so could put the young person at further risk.
- All records in relation to safeguarding concerns are kept in a safe and confidential manner. Access to these records is restricted to the National Safeguarding Officer, the Secretary General of the Irish Red Cross and the National Safeguarding Committee. On written request such files will be provided to the Statutory Authorities.



## Definitions of Abuse

The Children First Guidelines define abuse in four categories as follows:

- Neglect
- Emotional
- Physical
- Sexual

The definitions for each of these categories are as follows:

- **Neglect**: an omission where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to affection from adults and medical care.
- **Emotional**: when a child's need for affection approval, consistency and security are not met. Emotional abuse is normally to be found in the relationship between a care-giver and a child.
- **Physical**: any form of non-accidental injury which results from a wilful or neglectful failure to protect a child.
- **Sexual**: when a child is used by another person for his or her gratification or sexual arousal or for that of others.

## Other Forms of Abuse

There are other forms of behaviour that may not be defined as abuse but could cause concern to Irish Red Cross members working with young people. The abuse spectrum has been expanded in recent years to cover not just the aforementioned categories but also recognising other examples of abuse that include: Bullying, Peer Abuse, Organisational Abuse, Cyber Bullying, E-Bullying and different forms of internet abuse. While they may not be generally included in the aforementioned categories of abuse, it should be noted that in their extreme forms, they would be regarded as abuse.

## Welfare

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children can be abused in many settings, in a family, institution or community setting, by those known to them, or more rarely a stranger. There are different types of abuse and a child may suffer more than one of them. But many concerns that come to the TULSA are focused

around welfare rather than abuse. Much research has shown the improved outcomes where early intervention is put in place to assist families that may be experiencing difficulties. In 2007 around half of the referrals to Social Work Services were deemed welfare concerns.

The difference between welfare and abuse is often a professional judgement made by the assessing social worker based on a number of factors, for example the level of severity or frequency of some concerns, it is useful to look at the types of concerns that have been categorised as welfare concerns.

Many of these concerns do not look at the mistreatment of a child, per se, but factors in the child's or the family's lives that impact of the child's wellbeing, safety, security and/or development."

## **Bullying**

Increased levels of bullying amongst all age groups and in particular young people are a concern for organisations working with young people. The Irish Red Cross has become increasingly aware of the issue of bullying and the detrimental impact it may have on those involved, i.e. victims, perpetrators, families, bystanders and the Irish Red Cross in general. It is vital, therefore that all elements of the Irish Red Cross are equipped to deal with any instances of bullying and in doing so shall seek to counteract and prevent such unacceptable behaviour occurring or re-occurring.

## **What is Bullying?**

Bullying behaviour can be defined as repeated aggression be it verbal, psychological or physical conducted by an individual or group against others. The term "target" is used to describe the person or persons that are bullied.

Bullying contains seven key features:

1. An intention to be hurtful
2. The intention is carried out
3. The behaviour harms the target
4. The bully overwhelms the target with his or her power
5. There is often no justification for the action
6. The behaviour repeats itself again and again
7. The bully derives a sense of satisfaction from hurting the target

## **Peer Abuse**

Peer Abuse can be defined as the physical, mental, emotional or sexual mistreatment of a person by somebody else of the same peer and/or age group. Abusive behaviour perpetrated by young people must be taken seriously. Early referral and intervention is essential in all such instances.

## **E-Bullying/Cyber Bullying**

Action that results in deliberate tormenting, threatening and harassing.

## **Good Practice Guidelines**

Many young people participate in Irish Red Cross activities such as training, group work, fundraising, and for educational and recreational purposes on a regular basis. Young people also avail of first aid treatment, community service, instruction, at both primary and secondary school age and other services within the Irish Red Cross. Engaging with young people is a priority for the Irish Red Cross and this is only possible because of the commitment of volunteers.

### **The following Good Practice Guidelines aim to:**

- a) encourage safe and good practice for those who work with young people;
- b) to create a safe environment where the welfare of the young person is of paramount importance;
- c) to provide those who work with young people with guidance and information to ensure that a safe environment is created for both volunteers and young people;
- d) to ensure appropriate responses and procedures in the event of an allegation of abuse being made.

## **Recruitment and Training of Volunteers**

- A robust recruitment and training policy is important for all volunteers but particularly for those with access to young people and/or vulnerable persons.
- All members within the Irish Red Cross have the potential to have access to young people, therefore these good practice guidelines apply to all our volunteers.
- Prior to joining the organisation, all members must complete a membership application form (*Appendix 1*) which includes within it a declaration to the effect that there is no reason why they would be deemed unsuitable to have access to young people.



- Potential volunteers must supply the names of two referees, not relatives who will testify as to their character, suitability for the role and any other issues which may affect their ability to perform the tasks required. All references should be received in writing and may be confirmed by telephone.
- All volunteers must also complete a Garda Vetting Form (*Appendix 2*) in line with the current guidance and legislation, currently we vet members aged 16 or older.
- The Safeguarding Policy is available to all members, through the resource link.
- All members though their attendance at Irish Red Cross Safeguarding Awareness Training, consent to uphold and follow current IRC Safeguarding Policies and Procedures, all of which are available on the volunteer resource link.
- Volunteers should undertake Safeguarding Training at least every 5 years.

Should a volunteer be deemed unsuitable to work directly with young people in the Irish Red Cross, they will be informed of same by the Secretary General and have the right to appeal this decision. This decision can be taken when a volunteer joins initially or at any time during their membership but must be backed up by written documentation. The appeals procedure is the same as that which applies in our Garda Vetting Policy

### **General Guidelines for members (Procedures)**

- All members should adhere to their Branch Code of Behaviour (*Appendix 3*).
- Members and employees should not take one young person alone in a car on journeys unless absolutely unavoidable. If so inform a fellow leader/parent if journey is unavoidable
- While we recognise that sometimes it is appropriate for members/staff to work on a one to one basis with a child or young person, staff/ members should not spend excessive amounts of time alone with an individual child/young person. Where an adult needs to meet with a child/young person alone, the door should be left open and another adult informed of the meeting.
- There should be no unnecessary physical contact between an adult and a young person although there are times when for example, placing a hand on a distressed child/young to comfort him/her would be appropriate. Physical contact should only be in response to the needs of the child and should be appropriate to the age and the level of development of the child.



- Use of personal cameras including camera phones are not allowed unless the subject of the picture has been asked before the photo is taken. This applies to both young people and adults. Adult volunteers should never post inappropriate photos of young members on their social networking sites.
- In relation to social networking sites, adult members should not accept from, or make, friendships requests with young members under the age of 18 (an exception applies where the member is also a relative). This also applies to young people they encounter in their role as an Irish Red Cross member. The above applies to personal social networking sites. The Irish Red Cross has a number of organisational social networking sites and all members are entitled to be members of these.
- Any email or mobile phone contact between adult members and young members should be for the purposes of passing information about Irish Red Cross activities and should not relate to personal issues.

### **Guidelines on Enrolment for young members (Procedures)**

- All young members must complete the standard Irish Red Cross membership application form.
- Parental and medical consent forms should be completed on enrolment and should be repeated annually. These cover weekly meetings. *(Appendix 4)*
- Additional consent forms are required for specific activities.
- New members and parents should be aware of, and sign, the Branch Code of Behaviour. This should be repeated on an annual basis.

### **Ratios of adults to young people (Procedures)**

- 2 adults for the first eight young people is compulsory and 1 extra adult is required for every additional 12 young people. A gender balance amongst leaders should apply where possible.
- Local circumstances, the ages of the young people, the experience of the members and staff should be taken into consideration.
- Safety, ability/disability of young people and the nature of the activities being undertaken may require that these ratios be reduced.
- When dealing with group members of mixed sex, it is important that there are sufficient adults of both sexes to properly manage all activities and areas of any premises in use.

## First Aid (Procedures)

- Treat a child in the company of another person, ideally another adult.
- If it is necessary to remove clothing the consent of the young person should be sought where possible.
- During First Aid Training, ensure that members are dressed appropriately for floor tests.
- During Casualty Simulation, ensure welfare of members is adhered to at all times.

## Safe Management of Activities (Procedures)

For the safe management of all activities it should be ensured that:

- emergency numbers are displayed in the venue being used;
- at least one adult leader must be a designated and trained first-aider (first aid certificates must be current);
- a properly stocked first aid kit must be available at all times, both while in a fixed premises and on outings and trips;
- an incident/accident book should be maintained (*Appendix 5*)
- an up to date contact list should be kept for all young members, leaders and parents;
- a check should be made with head office to ensure that insurance is in place for all activities.

## Trips away from home -General guidelines (Procedures)

- Adequate and safe transport arrangements will be made.
- There must be adequate insurance cover for the activities being undertaken.
- Parent/guardian consent will be obtained for each participant, prior to the trip.
- Parents/guardians will be fully informed of the programme or timetable for the event and will receive a copy of the programme.
- Parents will be given full contact details of the centre/hotel/accommodation and also of the staff/ member in charge of the event.
- Accommodation will be provided in single sex rooms, and dormitories will not be shared with non-group members. Those aged 18 years and over should not sleep in the same rooms as those under 18
- A pre-visit is recommended.

- All staff and volunteers of the Irish Red Cross, who participate on a residential event with young people, must have undergone Garda vetting. `
- Expectations and Roles of Leaders and young people should be clear in advance of the trip.
- The Irish Red Cross have a system in place for recording any accidents or incidents.

## **Dealing with challenging or disruptive behaviour**

Members and staff who deal directly with young people will be given guidance and support in dealing with difficult behaviour. Where instances of challenging or disruptive behaviour occur with young people, a record will be kept of this where the instance requires the intervention of a volunteer or worker or where the safety and well-being of others are at risk. In an incident of such behaviour, two adults should be present in dealing with the situation and should complete the incident/accident report form

## **Reporting Procedures in respect of Child Abuse**

The Irish Red Cross has put in place a standard reporting procedure for dealing with disclosures, concerns or allegations of child abuse.

## **Responsibility to Report Child Abuse**

Everyone must be alert to the possibility that young people with whom they are in contact may be experiencing abuse or have been abused in the past. This is an important responsibility for volunteers and staff when working with young people.

## **The guiding principles in regard to reporting child abuse are summarised as follows:**

- the safety and well-being of the young person must take priority;
- Reports should be made without delay to the National Safeguarding Officer who will make a report to TULSA /Gardaí where there is reasonable grounds for concern *(Appendix 6)*.
- While the basis for concern must be established as comprehensively as possible, the role of the Irish Red Cross is not to investigate.



## **The reporting procedure for dealing with disclosures, concerns or allegations of child abuse is outlined in the following steps:**

- The volunteer/staff member who has received a disclosure of child abuse or who has concerns about abuse should bring it to the attention of the National Safeguarding Officer immediately. They should document their concerns.
- The National Safeguarding Officer will assess and review the information that has been provided. The National Safeguarding Officer will consult with the National Safeguarding Committee within a maximum period of two weeks. The National Safeguarding Officer may contact the Health Service Executive for informal advice relating to the allegation, concern or disclosure;

## **After consultation with the National Safeguarding Committee and the National Safeguarding Officer will then take one of two options:**

1. Report the allegation, concern or disclosure to TUSLA /Gardaí
2. Not make a formal report to the HSE/Gardaí but keep a record of the concerns on file. The reasons for not reporting the allegation, concern or disclosure will be clearly recorded. The volunteer/employee who made the initial report will be informed, in writing, if a formal report is not being made to the HSE and it is open to him/her to make a formal report themselves directly to the relevant authority if they feel this is necessary.

In an emergency, a report should be made directly to An Garda Síochána. If this is done directly by the volunteer, the National Safeguarding Officer should be informed immediately (an emergency is defined as a situation where there is a real and genuine belief that the young person is at risk of immediate harm).

In making a report on suspected or actual child abuse, the individual must ensure that the first priority is always for the safety and welfare of the young person and that no young person is ever left in an un-safe situation.

Parents/guardians of the young person will be informed of the allegation, concern or disclosure unless doing so is likely to endanger the young person. This must always be done in consultation with the National Safeguarding Officer.



## **Information required when making a report**

The volunteer/staff members should give as much information as possible to the National Safeguarding Officer. The National Safeguarding Officer, in conjunction with the NSC may gather further information as necessary to decide if there are reasonable grounds for concern. If reasonable grounds for concern exist, the National Safeguarding Officer will complete the Standard Reporting Form to TUSLA

## **Confidentiality**

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

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

It is vital to remember the safeguarding Concerns should be reported directly to the National Safeguarding Officer. Confidentiality means that the volunteer does not disclose any information to other members of the Irish Red Cross.

## **The Protections for Persons Reporting Child Abuse Act, 1998**

This Act provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Safeguarding Officer, to TUSLA or An Garda Síochána (*Appendix 7*).

## **Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012**

This Act provides that a person commits an offence if he or she knows that a serious offence has been committed against a child and has information which he or she knows or believes might materially assist in securing the apprehension and prosecution or conviction of the offender for that offence and fails without reasonable excuse to disclose that information as soon as practicable to a member of the Gardai Síochána (*Appendix 8*).

## **Retrospective Disclosures by Adults (Procedures)**

In recent years there have been increasing numbers of disclosures by adults of abuse which took place during their childhood. These revelations often come to light in the context of the adults attending

counselling. In these situations it is essential that consideration is given to the current risk to any child who may be in contact with the alleged abuser.

If a retrospective disclosure is made to any member of the Irish Red Cross, they should deal with it in the same manner as any other disclosure, that is, report it to the NSO within the Irish Red Cross who will assess if any current risk is deemed to exist. Support and advice may be given to the person who made the disclosure even if a current risk is not deemed to exist.

### **Action to be taken when an allegation is made against a member or staff member (Procedures)**

Where an allegation pertaining to a safeguarding concern is made against a member of the Irish Red Cross, there are two procedures that the Irish Red Cross will put in place:

1. The reporting procedure in respect of the child
2. The procedure for dealing with the volunteer

**If an allegation is made against a volunteer of the Irish Red Cross the following steps will be taken:**

- The allegation will be assessed by the National Safeguarding Officer to establish if there are reasonable grounds for concern and whether a formal report will be made to the statutory authorities, at this point. The National Safeguarding Officer will consult with the National Safeguarding Committee and may wish to contact TULSA for advice on the issue.
- Depending on the nature of the allegation, it may be necessary to refer to the Garda Vetting Policy and for the Authorised Signatory to request that the volunteer/staff member complete a new Garda Vetting form.
- The safety of the child is the first priority of the Irish Red Cross and all necessary measures will be taken to ensure that the child is safe. The measures taken will be proportionate to the level of risk.
- The Irish Red Cross will ensure that no other young people are at risk during this period and will inform other relevant agencies or parents/carers as appropriate.
- The measures which can be taken to ensure the safety of young people can include the following: suspension of duties of the person accused, re-assignment of duties where the accused will not have contact with young people, working under increased supervision during the period of the investigation or other measures as deemed appropriate. Any such measure will be taken by the relevant officer/leader of the Irish Red Cross under advice from the National Safeguarding Officer, however the Board of Directors reserve the right to place the person on Administrative Leave from all Irish Red Cross activities pending a satisfactory outcome. The responsibility for safeguarding lies with the National Safeguarding Officer, should an officer/leader fail



to follow the advice of the National Safeguarding Officer, they are then deemed to assume that responsibility.

- The National Safeguarding Officer will notify the volunteer in writing that an allegation has been made and what the nature of the allegation is. The volunteer has a right to respond to this and this response should be documented and retained.
- The Irish Red Cross will ensure that the principle of 'natural justice' will apply whereby a person is considered innocent until proven otherwise.
- The person against whom the allegation is made will need support during this period and the Irish Red Cross will provide advice on how to access the relevant support services. Peer support will be offered to both the young person involved and the person against whom the allegation has been made. The same person will not support both parties. Support for the person against whom the allegation has been made will be external to the organisation.

## **Allegations against an Employee (Procedures)**

Where an allegation is made against an employee of the Irish Red Cross the above procedures will apply with the following amendments. The Secretary General will be responsible for implementing any procedural actions required in relation to the employee under advice from the National Safeguarding Officer.

If there is an allegation or suspicion in relation to the Secretary General, the Chairman of the Irish Red Cross, under advice from the National Safeguarding Officer, will deal with all procedural aspects relating to the Secretary General.

If there is an allegation or suspicion in relation to the National Safeguarding Officer, the Secretary General will deal with all aspects of the case, including the reporting procedure. The Secretary General will seek advice from the National Safeguarding Committee.

## **Communicating Our Policy**

- The Irish Red Cross will keep parents and guardians informed of all aspects of the programmes that their child is involved in.
- A copy of our Safeguarding Policy is available on our website or on request.
- The Irish Red Cross Safeguarding Policy Statement should be displayed in all premises where our activities take place.
- It is our practice to inform parents/guardians in the event of a child disclosing an incident of abuse, before referring to the statutory authorities, unless this could put the child in danger.
- Young people will be given a fact sheet about our Safeguarding Policy and our complaints procedure with their membership cards. This will also be available on our website and the Irish Red Cross Youth Facebook page.

- Consultation will take place with young people on a national level at the bi-annual National Youth Forum.
- When communicating about our Safeguarding Policy we will use alternative methods of communication where the audience has communication difficulties.

## **Complaints Procedure in relation to Child Safety and Protection**

The IRC is committed to ensuring the safety and welfare of all young people with whom we work. The IRC has put in place a complaints procedure to cover any situations which may arise, when young people or their parents/guardians are not happy with the way the young people were treated by the IRC. Complaints regarding the safety and welfare of young people should be directed to the National Safeguarding Officer in the Irish Red Cross. Other complaints should be directed to the person with whom the young person dealt with or the relevant senior volunteer/staff member (*Appendix 9*).





**Crois Dhearg na hÉireann**  
**Irish Red Cross**

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**T** +353 1 642 4600 **F** +353 1 661 4461  
**E** membership@redcross.ie  
**W** www.redcross.ie

# ADULT MEMBERSHIP APPLICATION FORM

Please complete this form in order to apply for your membership of the Irish Red Cross.  
 Once completed please return with the appropriate fee and recent photograph.  
 Photos can be attached to this form or emailed to membership@redcross.ie.

**Full membership of the Irish Red Cross will be issued when induction and screening has been completed.**  
**We will be in touch with more information regarding the induction process on receipt of this application.**  
**While awaiting full membership there are activities and training which you will be able to get involved in –**  
**your local branch will be able to provide you with more details.**

Please contact membership@redcross.ie if you require any further information.

Please affix photo  
 or email to:  
 membership@redcross.ie

Please complete using **BLOCK CAPITALS**

Date  /  /

Area

Branch

If you do not know your local branch please contact us and we can assist you.

Surname

First Name

Title: Mr. ☐ Mrs. ☐ Ms. ☐ tick as applicable Other

Address

Eircode

## CONTACT DETAILS

Home Tel

Mobile Tel

Email

## PERSONAL INFORMATION

Date of Birth  /  /

Male ☐ Female ☐

## WHAT KIND OF ACTIVITIES ARE YOU INTERESTED IN?:

- |                                |                          |
|--------------------------------|--------------------------|
| Event First Aid                | <input type="checkbox"/> |
| Emergency Response             | <input type="checkbox"/> |
| Rescue Teams                   | <input type="checkbox"/> |
| Cardiac First Responder Groups | <input type="checkbox"/> |
| Helping you to Care            | <input type="checkbox"/> |
| Skin Camouflage Service        | <input type="checkbox"/> |
| Therapeutic Hand Care Service  | <input type="checkbox"/> |
| Visitation Programme           | <input type="checkbox"/> |
| Youth on the run               | <input type="checkbox"/> |
| Positive Mental Health         | <input type="checkbox"/> |
| Leadership Programmes          | <input type="checkbox"/> |
| Branch Administration          | <input type="checkbox"/> |
| Fundraising                    | <input type="checkbox"/> |
| Youth Services                 | <input type="checkbox"/> |
| Other (please specify)         | <input type="checkbox"/> |

## ALL APPLICANTS AGED 16 YEARS AND OVER ARE REQUIRED TO SUBMIT A GARDA VETTING FORM.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or, are you at present the subject of criminal investigation? **YES** ☐ **NO** ☐

**If you answered 'Yes' provide full details on a separate sheet.** A 'Yes' answer to the questions in this part does not necessarily mean your application will be refused. It may lead to further inquiries.

- ✓ I confirm that nothing within my personal or professional background deems me unsuitable for a position which involves working with young people or vulnerable adults;
- ✓ I understand that I will be required to adhere to the Principles of the Red Cross and Red Crescent Movement;
- ✓ I understand that I will be bound by the Constitution and Operating Rules of the Irish Red Cross;
- ✓ I declare that the above information is true and I agree to accept the terms and conditions of membership of the Irish Red Cross.

Signed

Date  /  /

Please also complete the detail overleaf. This information is for the Irish Red Cross **ONLY**





I enclose Cash or Cheque/Postal Order made payable to the Irish Red Cross for: tick as applicable

Where possible please avoid posting cash.

### INITIAL JOINING FEE (18+ YEARS)

First Year                      €15.00     ☐

Please note there will be a €10 annual renewal fee thereafter.

### CHECKLIST:

ID Photograph                      ☐

Completed Application form                      ☐

Completed Garda Vetting Application                      ☐

Membership Fee enclosed                      ☐

### IRISH RED CROSS PRIVACY POLICY

We hold information about our members.

It is not our policy to pass names, addresses or contact details of our members to third parties for their use. As a member of the Irish Red Cross we may write to you occasionally to keep you updated on current projects and appeals.

If you do not wish us to send this information to you, please tick this box.     ☐

Or please debit my Mastercard/Visa with the amount specified:

Card Holder's Name

Card Number

Expiry Date   /

CVV Number    last three digits on back of card

The work of the Irish Red Cross is guided by the seven Fundamental Principles of the International Red Cross and Red Crescent Movement:

**HUMANITY** The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours in its international and national capacity to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation, and lasting peace amongst all people.

**IMPARTIALITY** It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

**NEUTRALITY** In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage in controversies of a political, racial, religious, or ideological nature.

**INDEPENDENCE** The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

**VOLUNTARY SERVICE** It is a voluntary relief organisation not prompted in any manner by desire for gain.

**UNITY** There can only be one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

**UNIVERSALITY** The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

### OFFICE USE ONLY

Membership Number         Payment Method: CHQ ☐ CH ☐ PO ☐ CC ☐ :

Photo enclosed: Yes ☐ No ☐ GV form enclosed: Yes ☐ No ☐

Membership Card Issued on:   /   /

Name on Cheque:  Cheque No:

Sort Code:  Account No:

**PLEASE RETURN TO: IRISH RED CROSS, 16 MERRION SQUARE, DUBLIN 2, D02XF85**





## YOUTH MEMBERSHIP APPLICATION FORM (4 – 17 YEARS)

Please complete this form in order to apply for your membership of the Irish Red Cross. Once completed please return with the appropriate fee and recent photograph. Photos can be attached to this form or emailed to membership@redcross.ie.

**Full membership of the Irish Red Cross will be issued when induction and screening has been completed. We will be in touch with more information regarding the induction process on receipt of this application. While awaiting full membership there are activities and training which you will be able to get involved in – your local branch will be able to provide you with more details.**

Please contact membership@redcross.ie if you require any further information.

Please affix photo  
or email to:  
membership@redcross.ie

Please complete using **BLOCK CAPITALS**

Date  /  /

Area

Branch

If you do not know your local branch please contact us and we can assist you.

Surname

First Name

Title: Mr. ☐ Ms. ☐ tick as applicable Other ☐

Address

Eircode

### PERSONAL INFORMATION

Date of Birth  /  /

Male ☐ Female ☐

### PARENT/GUARDIAN'S CONTACT DETAILS

Home Tel

Mobile Tel

Email

### WHAT KIND OF ACTIVITIES ARE YOU INTERESTED IN?:

- |                                     |                          |
|-------------------------------------|--------------------------|
| Event First Aid                     | <input type="checkbox"/> |
| Emergency Response                  | <input type="checkbox"/> |
| Rescue Teams                        | <input type="checkbox"/> |
| Cardiac First Responder Groups      | <input type="checkbox"/> |
| Helping you to Care                 | <input type="checkbox"/> |
| Skin Camouflage Service             | <input type="checkbox"/> |
| Therapeutic Hand Care Service       | <input type="checkbox"/> |
| Visitation Programme                | <input type="checkbox"/> |
| Youth on the run                    | <input type="checkbox"/> |
| Teddy Bears programme (4 - 9 Years) | <input type="checkbox"/> |
| Positive Mental Health              | <input type="checkbox"/> |
| Leadership Programmes               | <input type="checkbox"/> |
| Branch Administration               | <input type="checkbox"/> |
| Fundraising                         | <input type="checkbox"/> |
| Youth Services                      | <input type="checkbox"/> |
| Other (please specify)              | <input type="checkbox"/> |

### ALL APPLICANTS AGED 16 YEARS AND OVER ARE REQUIRED TO SUBMIT A GARDA VETTING FORM.

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or, are you at present the subject of criminal investigation? **YES** ☐ **NO** ☐

**If you answered 'Yes' provide full details on a separate sheet. A 'Yes' answer to the questions in this part does not necessarily mean your application will be refused. It may lead to further inquiries.**

- ✓ I confirm that nothing within my personal or professional background deems me unsuitable for a position which involves working with young people or vulnerable adults;
- ✓ I understand that I will be required to adhere to the Principles of the Red Cross and Red Crescent Movement;
- ✓ I understand that I will be bound by the Constitution and Operating Rules of the Irish Red Cross;
- ✓ I declare that the above information is true and I agree to accept the terms and conditions of membership of the Irish Red Cross.

Signed  Parent/Guardian's signature  Date  /  /



I enclose Cash or Cheque/Postal Order made payable to the Irish Red Cross for: tick as applicable

Where possible please avoid posting cash.

### YOUTH ANNUAL MEMBERSHIP FEE (4 – 17 YEARS)

One Year                      €5.00                      ☐

### CHECKLIST:

ID Photograph ☐

Completed Application form ☐

Completed Garda Vetting Application ☐

Membership Fee enclosed ☐

### IRISH RED CROSS PRIVACY POLICY

We hold information about our members.

It is not our policy to pass names, addresses or contact details of our members to third parties for their use. As a member of the Irish Red Cross we may write to you occasionally to keep you updated on current projects and appeals.

If you do not wish us to send this information to you, please tick this box. ☐

Or please debit my Mastercard/Visa with the amount specified:

Card Holder's Name

Card Number

Expiry Date   /

CWV Number    last three digits on back of card

The work of the Irish Red Cross is guided by the seven Fundamental Principles of the International Red Cross and Red Crescent Movement:

**HUMANITY** The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours in its international and national capacity to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation, and lasting peace amongst all people.

**IMPARTIALITY** It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavours to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

**NEUTRALITY** In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage in controversies of a political, racial, religious, or ideological nature.

**INDEPENDENCE** The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

**VOLUNTARY SERVICE** It is a voluntary relief organisation not prompted in any manner by desire for gain.

**UNITY** There can only be one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

**UNIVERSALITY** The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

### OFFICE USE ONLY

Membership Number         Payment Method: CHQ ☐ CH ☐ PO ☐ CC ☐ :

Photo enclosed: Yes ☐ No ☐ GV form enclosed: Yes ☐ No ☐

Membership Card Issued on:   /   /

Name on Cheque:  Cheque No:

Sort Code:  Account No:

**PLEASE RETURN TO: IRISH RED CROSS, 16 MERRION SQUARE, DUBLIN 2, D02XF85**





**Crois Dhearg na hÉireann**  
**Irish Red Cross**

## **IRISH RED CROSS PROOF OF IDENTIFICATION FOR GARDA VETTING**

Before we can process your Garda Vetting Form, it is a Garda Vetting requirement that you complete an Identification Check. This form along with copies of your ID and your fully completed Garda Vetting form should be sent to Garda Vetting Section of the Irish Red Cross 16 Merrion Square, Dublin 2, D02 XF85.

### **Section 1 (to be completed by Applicant) ALL FIELDS ARE MANDATORY – FORM WILL BE RETURNED IF INCOMPLETE**

Identification Details (to be verified by Garda Vetting Section of the Irish Red Cross)

Full Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No: \_\_\_\_\_

Branch (if known): \_\_\_\_\_

Area (if known): \_\_\_\_\_

### **Section 2 (provide copies of original documents to a minimum value of 100 points, see List of acceptable documents)**

**Note:** It is an offence to knowingly make a false statement for the purpose of obtaining, or enabling another person to obtain a Disclosure.

### **Section 3 (Role Being Vetted for)**

Please select one role currently involved in or applying for

General Volunteer	
Uniformed / First Aid Section Volunteer	
Health & Social Care Volunteer	
Youth Volunteer	
Other (Please specify)	

Return Completed ID Validation form (along with copies of ID) and Garda Vetting form in an envelope marked 'Private and Confidential' to:

Garda Vetting Section, Irish Red Cross, 16 Merrion Square, Dublin 2, D02 XF85



**Crois Dhearg na hÉireann**  
**Irish Red Cross**

<b>List of Acceptable Documents (100 points minimum required)</b>		
<b>Identification Document</b>	<b>Points</b>	<b>Please Tick</b>
Irish Driving Licence (New Card Version)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish Certificate of Naturalisation	50	
Birth Certificate	50	
Garda National Immigration Bureau (GNIB) Card	50	
National Identity Card for EU / EEA / Swiss Citizens	50	
Irish Driving Licence or Learner Permit (old paper format)	40	
Employment ID **		
* ID card issued by Employer (with name and address)	35	
* ID card issued by Employer (name only)	25	
Letter from Employer (within last two years)*		
*Confirming Name and Address	35	
P60   P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old.	35	
Printed online bills are acceptable. Mobile bills are not acceptable		
Public Services Card   Social Services Card   Medical Card *	25	
* With Photograph	40	
Bank / Building Society / Credit Union Statement	35	
Credit   Debit Cards   Passbooks (only one per institution)	25	
National Age Card (issued by An Garda Síochána)	25	
Membership Card **		
*Club, Union or Trade, Professional Bodies	25	
*Educational Institution	25	
Correspondence ***		
*From an Educational Institution   SUSI   CAO	20	
*From an insurance Company regarding an active policy	20	
*From a Bank/Credit Union or Government Body or State Agency	20	
<b>CHILDREN UNDER 18 YEARS</b> (any one of the following)		
Passport (from country of citizenship)	100	
Birth Certificate	100	
Written statement by the Principal confirming attendance at educational institution on a letter head of that institution	100	
<b>RECENT ARRIVAL IN IRELAND</b> (less than 6 weeks)		
Passport (from country of citizenship)	100	
<b>Vetting Subject is unable to achieve 100 points**</b>		
Affidavit witnessed by a Commissioner for Oaths	100	
<b>TOTAL POINTS</b>		

Return Completed ID Validation form (along with copies of ID) and Garda Vetting form in an envelope marked 'Private and Confidential' to:

Garda Vetting Section, Irish Red Cross, 16 Merrion Square, Dublin 2, D02 XF85



## **Guidelines for completing Vetting Invitation Form (NVB 1)**

Please read the following guidelines before completing this form.

### **Miscellaneous**

The Form must be completed in full using **BLOCK CAPITALS** and writing must be clear and legible.

The Form should be completed in ball point pen.

Photocopies will not be accepted.

All applicants will be required to provide documents to validate their identity.

If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. Please note that where the applicant is under 18 years of age the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

### **Personal Details**

Insert details for each field, allowing one block letter per box.

For Date of Birth field, allow one digit per box.

Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.

Please allow one digit per box for your contact number.

The Current Address means the address you are now living at.

The address fields should be completed in full, including Eircode/Postcode. No abbreviations.

### **Role Being Vetted For**

The role being applied for must be clearly stated. Generic terms such as "Volunteer" will not suffice.

### **Declaration of Application**

The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.





**Crois Dhearg na hÉireann**  
**Irish Red Cross**

Garda Vetting Section,  
Irish Red Cross,  
16 Merrion Square,  
Dublin 2,  
D02 XF85

**Your Ref:**

\_\_\_\_\_

Form NVB 1

## Vetting Invitation

## Section 1 – Personal Information

**Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.**

**Forename(s):**[illegible]

**Middle Name:**

[illegible]

**Surname:**

[illegible]**Date Of Birth:**[illegible]**Email Address:**[illegible]**Contact Number:**[illegible]**Role Being Vetted For:**[illegible][illegible]**Current Address:**

**Line 1:**

[illegible]

**Line 2:**

[illegible]

**Line 3:**

[illegible]

**Line 4:**

[illegible]

**Line 5:**

[illegible]**Eircode/Postcode:**[illegible]

## Section 2 – Additional Information

**Name Of Organisation:**

Irish Red Cross

**I have provided documentation to validate my identity as required *and***

I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box ☐

### Applicant's

**Signature:**

--

Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

**Note:** Please return completed form to Garda Vetting Section, Irish Red Cross, 16 Merrion Square, Dublin 2, D02 XF85 or email form to [gardavetting@redcross.ie](mailto:gardavetting@redcross.ie). An invitation to the e-vetting website will then be sent to your Email address.



**Crois Dhearg na hÉireann**  
**Irish Red Cross**

Garda Vetting Section,  
Irish Red Cross,  
16 Merrion Square,  
Dublin 2,  
D02 XF85

Your Ref:

--

Form NVB 1

## Vetting Invitation Youth

### Section 1 – Personal Information

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):

Middle Name:

Surname:

Date Of Birth:

D	D	/	M	M	/	Y	Y	Y	Y										
---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--

Parent / Guardian

Email Address:

Parent / Guardian

Contact Number:

Role Being Vetted For:


Current Address:

Line 1:

Line 2:

Line 3:

Line 4:

Line 5:

Eircode/Postcode:


### Section 2 – Additional Information

Name Of Organisation:

Irish Red Cross

I have provided documentation to validate my identity as required *and*

I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Please tick box ☐

Applicant's  
Signature:

--

Date:

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Note: Please return completed form to Garda Vetting Section, Irish Red Cross, 16 Merrion Square, Dublin 2, D02 XF85 or email form to [gardavetting@redcross.ie](mailto:gardavetting@redcross.ie). An invitation to the e-vetting website will then be sent to your Email address.





## Appendix 3

### **IRISH RED CROSS** **TEMPLATE CODE OF BEHAVIOUR FOR ADULTS/LEADERS**

The 'Code of Behaviour' has being designed to ensure all leaders and members are treated equally and to ensure your safety and enjoyment at all Irish Red Cross activities in accordance with the Irish Red Cross Safeguarding Policy.

Please discuss with your fellow leaders and make the required adjustments according to feedback received.

Please read the following carefully and sign to show you agree to the following:

#### Communication

- ❖ Treat all members equally and with respect
- ❖ Use appropriate language when dealing with members and leaders
- ❖ Be aware of body language when dealing with leaders/members/parents
- ❖ Respect members/ leaders views and opinions
- ❖ Familiarise yourself with youth members 'code of behaviour' and ensure all members adhere to it

#### Safe management of activities

- ❖ Ensure each member has returned the required consent form by the agreed deadline
- ❖ Be aware of ratio of leaders to youth members
- ❖ Leaders should be honest about their capability of partaking in physical activities and appropriate ratios must be maintained throughout all activities.
- ❖ Avoid one-on-one scenarios between you and youth members
- ❖ Ensure all events/activities are Pre planned and have a contingency plan
- ❖ Ensure Head office is made aware of all trips/day outs organised
- ❖ Ensure there is appropriate and adequate supervision at all activities/events
- ❖ Ensure facilities are adequate and fit for their needed purpose
- ❖ Make sure all activities are covered by Red Cross Insurance (if in doubt please contact Head Office)
- ❖ Notify leader in charge or other leader in good time if you are unable to attend group meeting or day out so that ratio of leaders to youth members is not affected
- ❖ Respect the Seven Principles of the International Red Cross and Red Crescent Movement.

## Appendix 3

### **IRISH RED CROSS** **TEMPLATE CODE OF BEHAVIOUR FOR ADULTS/LEADERS**

Residential – in addition to the above safe management of activities points

- ❖ Ensure Pre planning takes place
- ❖ Ensure appropriate sleeping arrangements for all members and leaders
- ❖ Consumption of alcohol or drugs is not permitted,
- ❖ No smoking in front of members, only smoke in designated area

Transport

- ❖ Ensure transport is appropriate and adequate for number of youths
- ❖ Ensure all members and leaders are aware of departure times and leaders be there at least 10 minutes before departure time
- ❖ Ensure there is adequate supervision (exclude driver)
- ❖ Avoid transporting youth members in your own car

Intimate Care Issues

- ❖ Ensure that all records of youths (i.e. health, special requirements) are stored correctly and information is shared on a need to know basis
- ❖ Ensure as a leader you are aware of any special needs of youth members
- ❖ If possible ensure there is gender sensitivity in relation to intimate care issues

**It is recommended that all leaders are familiar with Safeguarding training and have completed at least Level 1 Safeguarding Training.**

If you suspect or are made aware of any Child Abuse issues keep a record and report/ discuss any concerns with the Safeguarding Officer in accordance with Safeguarding Policy.

I \_\_\_\_\_ have read the following code of behaviour and agree to follow the above rules and procedures.

Leaders' signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix 4

### Parental Consent for Irish Red Cross members (under 18) attending events

Area: \_\_\_\_\_ Branch \_\_\_\_\_

Event; \_\_\_\_\_

Dates: \_\_\_\_\_ Leader in charge: \_\_\_\_\_

### Participants Details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone o: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Special Diet (if any) \_\_\_\_\_

Medical Condition (if any) \_\_\_\_\_

Medication (if any) \_\_\_\_\_

Name, Address and telephone of GP \_\_\_\_\_

---

***I confirm that I have given consent for my child named above to attend the above event.***

In the case of medical emergency or injury I give my consent for my son/daughter to receive urgent medical attention until such time as I can be contacted. I understand that every effort will be made to contact me as soon as possible should such an eventuality arise.

I understand that the Irish Red Cross presumes that both parents/guardians who have signed below have the right to sign consent forms for the child in question and to authorise requests to leave early, leave with someone other than a parent etc. I understand that it is my duty to inform the leader in charge in writing if this is not the case.

Mother/Guardian (1) Name: (Block Capitals) \_\_\_\_\_

Mother/Guardian (1) Signature: \_\_\_\_\_

Father/Guardian (2) Name: (Block Capitals) \_\_\_\_\_

Father/Guardian (2) Signature: \_\_\_\_\_

Address: \_\_\_\_\_



## Appendix 5

### Incident/accident report form

Name of event/meeting where the incident/accident occurred:

\_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_

Briefly describe what happened: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who was involved: \_\_\_\_\_

\_\_\_\_\_

Any injury sustained? \_\_\_\_\_

\_\_\_\_\_

Who dealt with the situation? \_\_\_\_\_

\_\_\_\_\_

How was it resolved/dealt? \_\_\_\_\_

\_\_\_\_\_

Any Witness:

Name: \_\_\_\_\_ Contact Details: \_\_\_\_\_

Any follow up required? \_\_\_\_\_

\_\_\_\_\_

Please attach any additional information if required \_\_\_\_\_

Signature: \_\_\_\_\_

Name (block letters): \_\_\_\_\_

## Appendix 6

### Reasonable Grounds for Concern

**The following examples would constitute reasonable grounds for concern:**

- 1) A specific indication from a child that he or she has been abused
- 2) An account by a person who saw the child being abused
- 3) Evidence, such as an injury or behaviour that is consistent with abuse and unlikely to have been caused in another way.
- 4) An injury or behavior that is consistent both with abuse and with an innocent explanation, but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, and other indications of abuse and/or dysfunctional behaviour.
- 5) Consistent indication, over a period of time that a child is suffering from emotional or physical neglect.
- 6) Admission or indication by someone of an alleged abuse.

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

## Appendix 7

### Protection for Persons Reporting Child Abuse

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to the HSE or An Garda Síochána. This means that even if a reported suspicion of child abuse proves unfounded a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

This protection applies to organisations and to individuals. It is considered therefore that organisations should assume full responsibility for reporting suspected child abuse to the appropriate authorities. Reports to the HSE/**TULSA** and to the Gardaí should be made by the National Safeguarding Officer, as per the organisation’s policy and guidelines.

*Section 3 (1) of the Act states:*

*“3. (1) A person who apart from this section, would be so liable shall not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that-*

*(a) a child has been or is being assaulted, ill-treated, neglected or sexually abused, or*

*(b) a child’s health development or welfare has been or is being avoidably impaired or neglected,*

*unless it is proven that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person”.*



## Appendix 8

### **Protection for persons under The Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012**

The above 2012 Act makes it an offence for a person if he or she knows that a serious offence has been committed against a child and has information which he or she knows or believes might materially assist in securing the apprehension and prosecution or conviction of the offender for that offence and fails without reasonable excuse to disclose that information as soon as practicable to a member of the Gardai.

Apart from sexual assaults, serious offences include assaults causing harm, threats to cause serious harm, reckless endangerment or cruelty to children, false imprisonment or allowing children to be used for child pornography. The person who withholds the information can use as a defence that the parent or guardian of the abused child was of the view that the commission of a serious offence should not be disclosed to the Gardai and that the withholder knew of and relied on that view. However the defence cannot be used unless the parent or guardian had reasonable grounds for forming his or her view and in so doing acted bona fides in the best interests of the child; it cannot be used either if the parent or guardian is a family member or the abuser of the child.

Another defence that can be used by the person withholding information is if he or she knew of and relied upon the view of a medical practitioner, psychologist or social worker treating the abused child that no disclosure should be made to the Gardai; the same limitations to the defence apply here as well.

## **APPENDIX 9**

### **Complaints Procedure in relation to working with young people**

The Irish Red Cross is committed to ensuring the safety and welfare of all young people with whom we come in contact with. We also try to ensure that young people have a positive and enjoyable experience when involved with the Irish Red Cross.

This complaints procedure aims to cover any situation which may arise, when young people or their parents/guardians are not happy with the way the young people were treated while they were involved in activities with the Irish Red Cross.

#### **Who can make a complaint?**

Complaints can be made by:

- young people who are members of the Irish Red Cross;
- their parents/guardians;
- volunteers/staff members of the Irish Red Cross;
- other advocates on behalf of young people.

#### **How to make a complaint**

1. If the complaint is in relation to the safety and welfare of young people the complaint should be made to the National Safeguarding Officer in the Irish Red Cross.
2. Other complaints should be made to the person with whom the young person dealt with. Alternatively you can make this complaint to the relevant senior officer or senior staff member in the Irish Red Cross.

#### **Information you need to provide**

Complaints can be made orally or in writing. By providing the following information you can help to speed up the investigation of your complaint.

- The name and address of the young person affected and the activity which they engaged in.

- If the complaint is being made by a parent/guardian or other adult, the name and address of the parent/guardian or other adult;
- Exactly what you are dissatisfied with;
- The name of any volunteers/staff members who you have dealt with in relation to the matter.
- If your complaint is complicated, you may find it best to put it in writing so that no important detail is overlooked. Remember to enclose copies of all relevant documentation/correspondence with the complaint.
- If you have special needs that may affect your ability to make a complaint, please let us know at the earliest opportunity. We will make every effort to assist you.

#### **Our standards for dealing with complaints**

- If the complaint relates to the safety and welfare of a young person, it will be examined in accordance with good practice in relation to the safety and welfare of young people;
- We will treat your complaint properly, fairly and impartially and in the best interests of the young person;
- We promise that making a complaint will have no implications for your dealings with the Irish Red Cross;
- A volunteer/staff member other than those originally involved will examine your complaint;
- We will examine and review your complaint and send a reply to you within 20 working days of the receipt of your complaint. Where it is not possible to meet this target, we will inform you and continue to do so until the matter is resolved;
- If the complaint is upheld, we will apologise for any mistreatment of the young person, explain what happened and put it right wherever possible;
- We will change the way we do things to avoid making the same mistake in future.

#### **Can you appeal?**

If you are unhappy about the outcome of the review you can appeal the matter to the Board of Directors of the Irish Red Cross within a month of the review. The decision of the Board of Directors is final.