



Ifrah Foundation

Safeguarding Guidelines

Designated Liaison Personnel - Ifrah Foundation Designated Liaison Person:

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Safeguarding Guidelines Contents

Safeguarding Guidelines Statement.....	3
Definitions of abuse	4
Reporting Procedure in respect of suspected abuse.....	7
Duty Social Work Teams.....	8
Role of the Designated Liaison Person (DLP)	9
Guidance on Confidentiality	9
Record Keeping.....	12
Recruitment	10
Safe Management of Workers.....	11
Procedures for Responding to Allegations of Abuse Against Workers	12
Code of Behaviour between Workers and Children.....	12
Parental Involvement/ Sharing Information.....	14
Involving Children/Sharing Information	14
Complaints Procedures for Workers, Parents and Children.....	19
Trips Away.....	16
Accidents/Incidents Procedure.....	16
 APPENDIX ONE - Parental/Guardian Consent Form	 17
 APPENDIX TWO – Standard Report Form.....	 18
 APPENDIX THREE - Acceptance of the Ifrah Foundation Safeguarding Guidelines.....	 20
 APPENDIX FOUR - Incident/accident report form	 20
 APPENDIX FIVE - Good Practice Guidelines	 21
 Appendix SIX – Further Information on Recognising Abuse.....	 22
 APPENDIX SEVEN - Protection for Persons Reporting Abuse.....	 22
 APPENDIX EIGHT - Anti-Bullying Policy when working with children/young people	 23
 APPENDIX NINE - Seven International Ethical Principles for Working with Children and Young people and vulnerable adults	 28

Glossary of Terms:

Child: Means a person under the age of 18 years other than a person.

Vulnerable Adult: A vulnerable adult is defined as an individual age 18 or older who has the functional, mental, or physical inability to care for themselves.

DLP: Designated Liaison Person

DDL: Deputy Designated Liaison Person

Organisation: Includes but is not limited to individuals/groups/agencies that provide services to people

Parents: Refers to all parents, guardians and carers

SRF: Standard Report Form for reporting child protection and/or welfare concerns

1. Safeguarding Statement

Who are these guidelines for?

These guidelines apply to everyone involved with Ifrah Foundation. This includes staff, interns, contractors, volunteers, and Board Members (hereafter referred to as 'representatives'). All stakeholders are obliged to familiarise themselves with this document. Everyone must be alert to the possibility that children and vulnerable persons with whom they are in contact may be experiencing abuse or have been abused in the past.

It must be recognised at the outset that status the Ifrah Foundation is an Irish registered charity that operates predominantly in Somalia, a country in which Female Genital Mutilation is not illegal and where the children and women are not entitled to the same legal and protection and equality status as exists in Ireland. The Ifrah Foundation advocates for the legal prohibition of Female Genital Mutilation and for all necessary protective and equality legislation.

Why Safeguarding Guidelines?

All organisations involved with children and vulnerable adults have an obligation to provide them with the highest possible standard of care in order to promote their well-being and safeguard them from abuse. Organisations may also be legally responsible for their failure to provide adequate care and safeguards for children in their care

Primarily the Ifrah Foundation has these guidelines:

1. To safeguard all children, young people and vulnerable adults who engage with Ifrah Foundation representatives.
2. To give effect to relevant legislation in this regard.

Aim and Purpose of this Safeguarding Guidelines

1. To relay the seriousness of following safeguarding procedures where representatives engage with children, young people and vulnerable adults.
2. To be aware of best practice guidelines application and laws in the country where they are working.
3. To be aware of when, and how to report concerns.

4. To engage in training and up-skilling of how to protect from abuse.

Key Principles of Best Practice in Safeguarding

The key principles that should inform best practice in Safeguarding are:

1. The welfare of our children and vulnerable people is paramount.
2. Early intervention and support should be available to promote the welfare of children and families, particularly where they are vulnerable or at risk of not receiving adequate care or protection.
3. Parental / Guardian consent for the Ifrah Foundation to engage with the child is required. Consent Form in Appendix 1
4. A proper balance must be struck between protecting children and vulnerable adults, respecting the rights and needs of parents/carers and families. Where there is a conflict, the vulnerable persons welfare must come first.
5. Children and vulnerable adults have a right to be heard, listened to and taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions that may affect their lives. Where there are concerns about a child and vulnerable adults welfare, there should be opportunities provided for their views to be heard independently of their parents/carers.
6. Parents/carers have a right to respect and should be consulted and involved in matters that concern their family.
7. Factors such as the child or vulnerable persons' family circumstances, gender, age, stage of development, religion, culture and race should be considered when taking protective action. Intervention should not deal with the child or vulnerable persons in isolation; the child and vulnerable adults circumstances must be understood within a family context.
8. The criminal dimension of any action must not be ignored.
9. Children and vulnerable adults should only be separated from parents/carers when alternative means of protecting them have been exhausted. Re-union should be considered in the context of planning for the child and/or vulnerable adults future.
10. The prevention, detection and treatment of abuse or neglect requires a coordinated multidisciplinary approach, effective management, clarity of responsibility and training of personnel in organisations.

How to keep children and vulnerable adults safe - organisational approach

As an organisation, a core function of the Ifrah Foundation is to keep children and vulnerable adults safe. This will be done in the following ways:

1. By promoting the general welfare, health, development and safety of children and vulnerable adults;
2. By adopting and consistently applying a safe and clearly defined method for recruiting and selecting staff and volunteers;
3. By developing guidance and procedures for staff and volunteers who may have reasonable grounds for concern about the safety and welfare of children and vulnerable adults involved with the organisation;
4. By identifying a Designated Liaison Person (DLP) to act as liaison with outside agencies.

5. By raising awareness within the organisation about potential risks to children's safety and welfare;
6. By developing effective procedures for responding to accidents and complaints;
7. By ensuring a record of Safeguarding concerns is kept, and in a secure location. Ifrah Foundation cooperate with the relevant authority on the sharing of their records where a child welfare or protection issues arises.

2. Definitions of Abuse

Definition and Recognising Abuse

Child and vulnerable adult abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child and/or vulnerable adult may be subjected to one or more forms of abuse at any given time. Further advice is available in Appendix 6.

Definition of 'neglect'

1. Neglect can be defined in terms of an *omission*, where the person suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.
2. Harm can be defined as the ill-treatment or the impairment of the health or development of a child.
3. Whether it is *significant* is determined by the person's health and development as compared to that which could reasonably be expected of a person at their stage.
4. Neglect generally becomes apparent in different ways *over a period of time* rather than at one specific point. For example, a person who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A person whose height or weight is significantly below or above average may be being deprived of adequate nutrition. A person who consistently misses school may be being deprived of intellectual stimulation and social skills.

The *threshold of significant harm* is reached when the person's needs are neglected to the extent that his or her well-being and/or development are severely affected.

Definition of 'emotional abuse'

Emotional abuse is normally to be found in the *relationship* between a parent/carer and a child or vulnerable person rather than in a specific event or pattern of events. It occurs when a child's or vulnerable person's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples may include:

1. the imposition of negative attributes, expressed by persistent criticism, sarcasm, hostility or blaming;
2. conditional parenting in which the level of care shown is made contingent on his or her behaviours or actions;
3. emotional unavailability of the parent/carer;
4. unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child or vulnerable person;
5. premature imposition of responsibility on the child or vulnerable person; unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way;
6. under- or over-protection of the child or vulnerable person;
7. failure to show interest in, or provide age-appropriate opportunities for, the child or vulnerable person's cognitive and emotional development;
8. use of unreasonable or over-harsh disciplinary measures;
9. exposure to domestic violence;
10. exposure to inappropriate or abusive material through new technology.

Emotional abuse can be manifested in terms of the child or vulnerable person's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment,

unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The *threshold of significant harm* is reached when abusive interactions dominate and become *typical* of the relationship.

Definition of Physical & Emotional Abuse

Physical abuse 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.

Physical & emotional abuse can involve:

1. severe physical punishment;
2. beating, slapping, hitting or kicking;
3. pushing, shaking or throwing;
4. pinching, biting, choking or hair-pulling;
5. terrorising with threats;
6. observing violence;
7. use of excessive force in handling;
8. deliberate poisoning;
9. suffocation;
10. fabricated/induced illness;
11. allowing or creating a substantial risk of significant harm.

Definition of Sexual Abuse

Sexual abuse occurs when a person is used by another person for his or her gratification or sexual arousal, or for that of others. Examples of sexual abuse include:

1. exposure of the sexual organs or any sexual act intentionally performed in the presence of the child or vulnerable person;
2. intentional touching or molesting of the body of a child or vulnerable person whether by a person or object for the purpose of sexual arousal or gratification;
3. masturbation in the presence of the child or vulnerable person or the involvement of the child or vulnerable person in an act of masturbation;
4. sexual intercourse with the child or vulnerable person, whether oral, vaginal or anal;
5. sexual exploitation of a child or vulnerable person, which includes inciting, encouraging, propositioning, requiring or permitting a child or vulnerable person to solicit for, or to engage in, prostitution or other sexual acts.
6. Sexual exploitation also occurs when a child or vulnerable person is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means.
7. It may also include showing sexually explicit material to children or vulnerable persons, which is often a feature of the 'grooming' process by perpetrators of abuse;

Signs and Symptoms of Abuse - Some indicators include, but are not limited to:

Neglect

- Children persistently left alone without adequate care or supervision
- Malnourishment, lack of food or erratic feeding
- Lack of adequate clothing
- Inattention to basic hygiene
- Lack of protection and exposure to danger
- Non-organic failure to thrive
- Failure to provide adequate care for the child's medical and developmental problems
- Exploited, overworked

Emotional Abuse

- Rejection
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation (e.g. fun and play)
- Lack of continuity of care
- Continuous lack of praise and encouragement
- Serious over-protectiveness
- Inappropriate non-physical punishment
- Family conflicts and/or violence
- Inappropriate expectations of a child relative to his/her age and stage of development

Physical Abuse

- Bruises
- Fractures
- Burns/scalds
- Abrasions/lacerations
- Excessive force in handling
- Shaking violently
- Deliberate poisoning
- Failure to thrive

Sexual Abuse

- Noticeable and uncharacteristic change in behaviour
- Hints about sexual activity
- Age-inappropriate understanding of sexual behaviour or use of language
- Unusual reluctance to join in normal activities that involve undressing
- Separation anxiety
- Depression, isolation, anger
- Running away, missing school
- Self-harm, suicide attempts, eating disorders

- Drug, alcohol, solvent abuse

3. REPORTING PROCEDURE IN RESPECT OF CHILD/VULNERABLE ADULT ABUSE

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

DEALING WITH A DISCLOSURE OF ABUSE

In the event of a child/young person/vulnerable person disclosing an incident of abuse it is essential that this is dealt with sensitively and professionally by the Ifrah representative involved. The following are guidelines to support the representative in this:

- React calmly;
- 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;
- Ask questions for clarification only. Do not ask leading questions;
- Check back with the child/young person that what you have heard is correct and understood;
- Do not express any opinions about the alleged abuser;
- Record the conversation as soon as possible, in as much detail as possible. Sign and date the record;
- Ensure that the child/young person understands the procedures which will follow;
- Pass the information to the DLP, do not attempt to deal with the problem alone;
- Treat the information confidentially.

3.1 Reporting Procedure

The reporting procedure for dealing with disclosures, concerns or allegations of child abuse by an Ifrah representative is outlined in the following steps:

- The representative who has received a disclosure of child abuse or who has concerns of abuse, should bring it to the attention of the **DLP** immediately. Ifrah Foundation DLP is Leonie Kerins, Leonie@ifrahfoundation.org + 353 87 7447961

If the DLP is not available, the Deputy DLP (DDL P) will act in their stead. The DDL P is Ifrah Ahmed, Founder & Programme Director, ifrah@ifrahfoundation.org + 252 617 349455

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- The DLP will assess and review the information that has been provided.
- After consultation with the relevant authority in the country where the event has occurred, the DLP will then take one of two options:
 1. Report the allegation, concern or disclosure to the relevant authority.
 2. Not make a formal report but keep a record of the concerns on file. The reasons for not reporting the allegation, concern or disclosure will be clearly recorded. The representative who made the initial report will be informed if a formal report is not

being made and it is open to him/her to make a formal report themselves, directly to the relevant authority if they feel this is necessary.

- Where a formal report is made the DLP will then liaise with the Police.

3.2 Social Worker Support

A team of dedicated social workers is available to hear concerns and provide front-line services to children and families. These teams are available depending on where you are located. In Ireland, contact details can be found here: <https://www.tusla.ie/get-in-touch/duty-social-work-teams/>. In Somalia, there is a network of NGOs supporting child protection, with the support of UNICEF. There is also a growing cohort of social workers. In the first instance, a referral to a local social worker should be done. If appropriate, and if a social worker is not available, a referral should be made to the [Somali Women's Development Centre](#).

In an emergency a report should be made directly to the Police

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 or vulnerable persons and that no one is ever left in an un-safe situation. Parents/guardians will be informed of the allegation, concern or disclosure unless doing so is likely to endanger the child or vulnerable persons.

Information required when making a report

The more information which is gathered and put together on the Standard Reporting Form (see Appendix 2) the easier it will be to assess an allegation, concern or disclosure of abuse. Reports, which are made anonymously, will be followed up but this may take longer and will make it more difficult for the professionals involved to assess the situation. If a person is unsure about the case, it may be useful to talk over the issue with the DLP before making an official report.

4. Role of the Designated Liaison Person (DLP)

The DLP in Ifrah Foundation has the ultimate responsibility for ensuring that the Safeguarding Guidelines of the Ifrah Foundation is promoted and implemented. The Deputy DLP of the Ifrah Foundation will assume these responsibilities if the DLP is unavailable for a significant amount of time.

The role of the DLP involves the following duties:

- To be familiar with principles of good practice for the protection of children, young people and vulnerable persons and to have responsibility for the implementation and monitoring of the Safeguarding Guidelines of the Ifrah Foundation;
- To receive reports of alleged/suspected or actual abuse and act on these in accordance with the guidelines;
- To ensure that training is provided for all new and existing staff in the Ifrah Foundation on the safeguarding Guidelines;
- To build a working relationship with the relevant statutory services. In Ireland that is Health Service Executive, police and other agencies, as appropriate; In Somalia, the local Social Worker, Somali Women's Development Centre and UNICEF.

- To ensure that supports are put in place for the young person and/or vulnerable persons, employees or volunteers in cases of allegations being made;
- To keep up to date and undertake relevant training on child protection guidelines and practice, in order to ensure the relevance and appropriateness of the Ifrah Foundation's guidelines and procedures in this area;
- To review the Ifrah Foundation guidelines and procedures on child protection on a regular basis and amend as appropriate;
- To ensure that systems are in place for recording and retaining all relevant documentation in relation to child protection issues.

5. Guidance on Confidentiality

All organisations should ensure that clear procedures in relation to record-keeping of Safeguarding concerns are in place and are operating effectively, taking appropriate account of the need to ensure that such records are kept securely.

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.

In principle, we cooperate with the relevant authorities on the sharing of their records where a safeguarding issue arises.

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

The Protections for Persons Reporting Abuse

In Ireland, the law provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith'. Parents, children and vulnerable adults have a right to know if personal information is being shared, unless doing so could increase risk. The provision of information to the statutory agencies for the protection of a person is not a breach of confidentiality or data protection. All parties will be assured that information will be handled confidentially, sensitively and in line with any legal requirements. Further information is available in Appendix 7.

For Somalia, REPEAT CHRIS PARAGRAPH FROM BEGINNING OF DOC

6. RECORD KEEPING

The DLP and the DDLP are responsible for keeping all relevant records related to safeguarding are kept securing and are the only officers who have access to these records.

These include any complaints about the safety and welfare of children/young people/vulnerable adults brought to the attention of the Ifrah Foundation will be securely maintained;

SHARING OF INFORMATION

All agencies dealing with children must have a policy of cooperating on the sharing of their records where a welfare or protection issue arises.

It must be clearly understood that information 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 training necessary for staff who work in the area of Safeguarding and the general training of staff in organisations that work with children/vulnerable adults. Each organisation should have a written policy in this regard.

7. Recruitment

In engaging staff, contractors (long term, short term or event based) or volunteers for the Ifrah Foundation recruitment procedures will include seeking 2 references and stating that the referee does not know of a reason the person should not work with children/vulnerable young people.

Safe Management of Workers

Training All representatives of the Ifrah Foundation will be expected to participate in relevant training from time to time. Those working directly with children/young people/vulnerable adults must have received some training on the issue of Safeguarding. Additionally, they must acknowledge that they have read, understood and accepted these guidelines by signing the form in Appendix 3.

Where young people, under 18 years, are assisting in the work of the Ifrah Foundation, they will receive appropriate information on the Ifrah Foundation Safeguarding Guidelines at a level suitable to their age and experience. These young people will always work in partnership with or under the supervision of an adult.

Supervision and Support will be available via line managers. For staff who have experienced a disclosure in relation to abuse or welfare, effective additional support will be made available to them.

9. Procedures for Responding to Allegations of Abuse Against Ifrah Foundation employee **ACTION TO BE TAKEN WHEN AN ALLEGATION IS MADE AGAINST AN EMPLOYEE**

Where an allegation of abuse is made against an employee of the Ifrah Foundation, there needs to be two named people to deal with two separate procedures for:

- the child/vulnerable adult
- the employee (HR/organisational disciplinary procedures).

In the case of the allegation being against an employee of the Ifrah Foundation, the same person will not deal with both the young person and the alleged abuser. Currently, as the only employees are the DLP and the DDLP, the involvement of Board members will be required.

Employment/contractual issues will be dealt with separately.

If there is an allegation or suspicion in relation to either the DLP or DDLP of the Ifrah Foundation, the Chairperson of the Ifrah Foundation will deal with all aspects relating to the DLP or DDLP of the Ifrah Foundation, including the reporting procedure.

If an allegation is made against an employee of the Ifrah Foundation the following steps will be taken:

- The Chair of the Ifrah Foundation will deal with all aspects of the case relating to the employee.
- The allegation will be assessed by the DLP 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 DLP may wish to contact TÚSLA or an equivalent Somali organisation for advice on the issue.
- The safety of the child is the first priority of the Ifrah Foundation 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 parents of the child will also be informed, unless doing so compromises the safety of the child.
- Ifrah Foundation will ensure that no other children/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 children and 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 children/young people, working under increased supervision during the period of the investigation or other measures as deemed appropriate.
- If a formal report is being made, the Chair will notify the employee that an allegation has been made and what the nature of the allegation is. The employee has a right to respond to this and this response should be documented and retained.
- Ifrah Foundation will ensure that the principle of 'natural justice' will apply whereby a person is considered innocent until proven otherwise.
- Ifrah Foundation will work in co-operation with police agencies and TÚSLA and any decisions on action to be taken in regard to the employee will be taken in consultation with these agencies.
- The person against whom the allegation is made will need support during this period and Ifrah Foundation will provide advice on how to access the relevant support services.

In the case of an allegation being made against a volunteer, contractor or other representative within the Ifrah Foundation the DLP will follow the normal reporting procedures to the relevant bodies in the country where the issue arose. It will be the responsibility of the DDLP of the Ifrah Foundation to deal with a representative against whom an allegation has been made. The Chair of the Board will also be notified in this circumstance and may take further action, in consultation with the Board.

10. Code of Behaviour between Representatives and Children

Representatives should always engage positively toward children, young people and vulnerable adults, and should always show *unconditional positive regard*. This means accepting and respecting others as they are without judgment or evaluation. Representatives should work in an open and transparent manner – letting children, young people and parents know the structure and content of programmes. When working with groups ensure proper supervision and ratios of adults to children depending on age, ability and activities involved. If working within another organisation (as a contractor) agree a code of practice and how child protection procedures will be managed

Appropriate/Inappropriate media products

- Only age-appropriate language, material, media products (such as camera phones, internet, video) and activities should be used when working with children, young people and vulnerable adults. Sexually explicit or pornographic material is never acceptable.
- Permission must be sought from parents and children for using photography, video, internet. Develop a clear procedure for the use of these media products.

Physical Contact

- The physical integrity of children and young people must be respected at all times.
- Representatives must not engage in inappropriate physical contact of any kind, including rough physical play, physical reprimand and horseplay (tickling, wrestling). Any kind of physical punishment is unlawful. This should not prevent appropriate contact in situations where it is necessary to ensure the safety and well-being of a child (for example, where a child is distressed or in need of medical attention)

Equality

- A commitment must be shown to treat all children equally

Record Keeping and Reporting

- A written record of organisers, supervisors, employees and volunteers in attendance at events, such as meetings, gatherings, activities, should be kept.
- An Incident Report Form (Appendix 4) should be completed in the event of an accident or incident relating to a child. MOVE TO RECORD KEEPING IN SECURE PLACE

Boundaries

- Representatives should be sensitive to the possibility of becoming over involved or spending a great deal of time with any one person. They need to be clear about the purpose and nature of their relationship with any person e.g. whether the relationship is constructive in building up the independence and autonomy of the young person or is being used to satisfy some need or desire of the worker.
- Where a representative has a concern about the nature of a particular relationship involving themselves or another representative or young person, they should discuss it with a supervisor or experienced colleague. Similarly, long term 'helping' or 'support' relationships that arise in one's work situation should also be reviewed on a regular basis.

11. Parental Involvement/ Sharing Information

KEEPING PARENTS AND GUARDIANS INFORMED

The Ifrah Foundation will keep parents and guardians informed of all aspects of any programme that includes direct work with children/ young people/vulnerable adults. It is our policy to share information relating to the programme of activities, transport to and from events, etc. with the parents/guardians. It is standard to have a consent form for all Ifrah Foundation related activities.

It is our practice to inform parents/guardians first in the event of a person disclosing an incident of abuse, unless this could put that person in danger.

12. Involving Children/Vulnerable Adults and Sharing Information

KEEPING CHILDREN/VULNERABLE ADULTS INFORMED

- Inform children/vulnerable adults of the safeguarding guidelines in an age appropriate manner
- Inform children/vulnerable adults of rights, complaints and right to be listened to in an age appropriate manner
- Share information about the organisation with the children/vulnerable adults in a way that they can understand
- Communication tools and resources to be employed with children/vulnerable adults who have communication difficulties.

13. Complaints Procedures for Representatives, Parents and Children

COMPLAINTS PROCEDURE IN RELATION TO CHILD SAFETY AND PROTECTION

The Ifrah Foundation is committed to ensuring the safety and welfare of all children/young people with whom we work. The Ifrah Foundation has put in place a complaints procedure to cover any situations which may arise, when children/young people or their parents/guardians are not happy with the way the children/young people were treated by the Ifrah Foundation.

Refer to our Website for complaints procedure

14. Trips Away

It is not the Ifrah Foundation practice to have trips away involving minors. Should this occur, the guidelines will change to reflect best practice.

15. Accidents/Incidents Procedure

Mitigants that are in place include

- Guidelines in place to call the local emergency numbers

APPENDIX ONE - Parental/Guardian Consent Form

For Participation in the _____ of /at/with the Ifrah Foundation This parental consent covers the regular meetings of the _____ working group over the period of its term of office. Any exceptional travel will require an additional form to be completed by the parent/guardian.

Name of Child / Young Person/Vulnerable Adult: _____

Address: _____

Date of Birth: _____

Gender (circle as appropriate): Male Female

Contact Phone Number(s): _____

Name of School / Organisation: _____

Other Relevant Information

(Please mention any medical conditions, special needs or dietary requirements)

Contact details for parent/guardian

1. Name _____

Daytime phone number: Code _____ Local No. _____

Home phone number: Code _____ Local No. _____

Mobile number: _____

Email: _____

2. Name _____

Daytime phone number: Code _____ Local No. _____

Home phone number: Code _____ Local No. _____

Mobile number: _____

Email: _____

I agree to allow the child named above to attend meetings of the _____ working group of the Ifrah Foundation during the period _____ to _____. I understand that there will be suitable supervision while the young people are in the care of the Ifrah Foundation. I understand that the proceedings may be photographed/videoed and used for promotional purposes.

Signed: _____ Name (block letters) _____ (Guardian)

(Guardian) one parent/guardian suffice

Signed: _____ (Young person/Vulnerable adult)

Address: _____ Date: _____

Phone No. Code ____ Local No. _____

APPENDIX TWO -Standard Report Form



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

FORM NUMBER: CC01:01:01

STANDARD REPORT FORM

(For reporting CP&W Concerns)

A. To Principal Social Worker/ Designate: _____

1. Date of Report _____

2. Details of Child

Name:			Male	☐	Female	☐
Address:		DOB			Age	
		School				
Alias		Correspondence address (if different)				
Telephone		Telephone				

3. Details of Persons Reporting Concern(s)

Name:		Telephone No.	
Address:		Occupation	
		Relationship to client	
Reporter wishes to remain anonymous ☐		Reporter discussed with parents/guardians ☐	

4. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported	- Mother	Yes ☐	No ☐
	- Father	☐	☐
Comment _____			

5. Details of Report

(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)

STANDARD REPORT FORM

(For reporting CP&W Concerns)

6. Relationships

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone No's:		Telephone No's:	

7. Household composition

Name	Relationship	DOB	Additional Information e.g. School/ Occupation/ Other:

8. Name and Address of other personnel or agencies involved with this child

	Name	Address
Social Worker		
PHN		
GP		
Hospital		
School		
Gardaí		
Pre-School/ Crèche/YG		
Other (specify):		

9. Details of person(s) allegedly causing concern in relation to the child

Relationship to child:	Age	Male ☐	Female ☐
Name:	Occupation		
Address:			

10. Details of person completing form

Name:	Occupation:
Address:	Telephone No's:
Signed	Date:

APPENDIX THREE - 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 with? _____

Any follow up required? _____

Please attach any additional information if required _____

Signature: _____

Date: _____

Name (block letters): _____

APPENDIX FOUR- Seven International Ethical Principles for Working with Children, Young people and vulnerable adults

1. Value and respect each child or young person or vulnerable adult as an individual in his/her own right, in his/her role as a member of his/her family, and in his/her role as a member of the community s/he lives in;
2. Respect the relationship of the child or young person or vulnerable adult to his/her parents, his/her siblings, other members of his/her family and other significant persons, taking account of his/her natural ties and interdependent rights and responsibilities;
3. Facilitate the optimal growth and development of each individual child or young person or vulnerable adult to achieve his or her potential in all aspects of functioning;
4. Help each child or young person or vulnerable adult for whom he or she bears responsibility by preventing problems where possible, by offering protection where necessary, and by providing care and rehabilitation to counteract or resolve the problems faced;
5. Use information appropriately, respecting the privacy of children, young people and vulnerable adult, maintaining confidentiality where necessary, respecting the right of children and young people to be informed of matters concerning themselves, and avoiding the misuse of personal information;
6. Oppose at all times any form of discrimination, oppression or exploitation of children, young people and vulnerable adult, and preserve their rights;
7. Maintain personal and professional integrity, develop skills and knowledge in order to work with competence, work co-operatively with colleagues, monitor the quality of services, and contribute to the development of the service and policy and thinking in this field.