

Rev.	Author(s)	Reviewed by	Approved by	Issue Date	Amendment
01	Geraldine Murphy	SMT	SMT	21/1/2014	Statement developed to meet OSi's obligations under the Child First Act 2015 which came into force with effect from December, 2017
02					
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## Introduction

The Child First Act 2015 defines organisations that provide relevant services under Schedule 1 of the Act which includes

“5. Any work or activity which consists of the provision of –

(a) educational, research, training, cultural, recreational, leisure, social or physical activities to children”

The Ordnance Survey Act 2001 mandates OSi to:

*(2) OSi's functions shall include all such tasks as are necessary to fulfil its general function including, but without prejudice to the foregoing, the following:*

*(c) to provide mapping and related geographic information to the public and private sectors in support of social, economic, legislative, educational, security, business and administrative functions and requirements.*

OSi engages with minors (children under 18 years of age) through school tours, presentations and visits, school competitions, promotion stands and also facilitates Transition year students with work experience accommodations on OSi premises. As a family friendly organisation, OSi also facilitates a children’s Christmas party at OSi Headquarters for staff members.

Therefore, the Child First Act 2015 obliges OSi to carry out a risk assessment and produce this Safeguarding Statement. While it is not possible to remove, all risks, it is imperative upon us to put in place the policies and procedures to manage and reduce risk to the greatest possible extent, and to provide an environment within which the activities that involve minors can be carried out in a safe, non-discriminatory and respectful way.

OSi recognise the right of children to be protected from harm while they are on the premises and/or availing of transition work experience. Ordnance Survey Ireland are committed to safeguarding the children who avail of our services and to provide a safe environment in which they can learn and develop. We are therefore committed to child centred practice in all our work with children and full compliance with the Child First Act 2015 and our duty of care.

Harm is defined in the Act as “any potential for harm to a child while availing of the service”. Section 2 of the Act further defines harm as follows:

*“harm means in relation to a child –*

*(a) Assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or*

*(b) Sexual abuse of the child,*

*Whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances or otherwise.”*

The management and staff of Ordnance Survey Ireland (OSi) recognise that the welfare of children who engage with OSi through school visits, Transition Year work experience programmes etc. is paramount and OSi will endeavour to safeguard children by:

- Implementing procedures to recognise, respond to and report concerns about children's protection and welfare
- Implementing a code of behaviour for employees of OSi
- Ensuring a safe recruitment procedure
- Implementing a procedure to respond to accidents and incidents
- Implementing a procedure to respond to complaints
- Implementing procedures to respond to allegations of abuse and neglect against staff members

As part of this statement, the OSi will:-

- Appoint a Designated Liaison Person for dealing with child protection concerns and a Deputy
- Provide induction training on the Child Safeguarding statement to all new staff
- Ensure that staff undertake the Children First elearning training.
- Provide supervision and support for staff in contact with children
- Share information about the Child Safeguarding Statement with parents/guardians, schools and students
- This statement will be reviewed by the Designated Liaison Person each time an incident is reported or every 2 years, whichever is sooner.
- Work and cooperate with the relevant statutory agencies as required.

It is the responsibility of all OSi Staff to ensure the safety, protection and well-being of children while availing of OSi services. Therefore all staff are required to read, understand and sign-off on this statement.

Colin Bray  
CEO  
Ordnance Survey Ireland

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### **OSi Child Safeguarding Statement**

*I have read and understood my obligations with regard to the OSi Child Safeguarding Statement*

\_\_\_\_\_  
*Name (in BLOCK CAPITALS)*

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

*Date:* \_\_\_\_\_

*Department:* \_\_\_\_\_

(Please return slip to Human Resources to be placed on your personnel file, thank you)

### **Keeping Children Safe from Harm while availing of OSi Services**

The risks associated with OSi's activities with minors have been assessed and policies and procedures have been developed to mitigate these risks and are stated here in this Child Safeguarding Statement. The Risk Assessment is available at Appendix 1 of this Safeguarding Statement.

The identified policies and procedures include:

#### **Child Safeguarding Awareness Training**

Organisational Awareness training will be sourced and provided for all staff during 2018. This Statement will also be placed on the OSi website and internet, including the numbers for the Duty Social Work Team and the Gardaí. Staff will have to forward a written confirmation of having read and understood the Safeguarding statement. All new employees will be briefed on all elements of this Child Safeguarding Statement and the Code of Behaviour as part of the induction process.

#### **Garda Vetting**

In 2018 Garda vetting will be sought for Business & Marketing staff who are directly involved with educational/promotional activities with minors. Any new recruits/transfers to this area of work will also be garda vetted before interacting with schools. Visiting schools and premises visited by OSi staff should be given a copy of the OSi Child Safeguarding statement and advised that staff directly involved have undergone a Garda vetting procedure. A copy of the garda vetting certificate will be placed on individual's personnel file.

It should be noted that on occasions, members of OSi staff are directly approached to speak/present on mapping at local schools. Those approached should advise the school that they have not been vetted by the Gardaí for that purpose and it is a matter for that particular school to evaluate the risk e.g. speaking in a teacher/direct supervised class where there is no one to one direct contact with minors.

Garda vetting will also be required for the volunteers who facilitate at the Children's' Christmas Party. However, it should be noted that the safety of the children who avail of this event are first and foremost the responsibility of their parents/guardians and that children attending should be supervised and accompanied while on the Headquarter campus to ensure an enjoyable and safe event for all.

#### **Transition Year Work Experience**

In recent times, due to work pressures and reduced numbers of staff, OSi have not been in a position to accommodate and engage directly with schools to facilitate Transition Year students. However, family members of staff, our merging partners and parent Department have been facilitated. In order to mitigate any risk it is imperative that this experience is facilitated in an open-plan office environment.

There is to be no One to One training in private offices and no training is to take place on Fieldwork duties off-site with one member of staff. A work schedule detailing the work identified for the Transition Year experience, where it is to occur and with whom is to be provided to Human Resources before the Transition Year arrangement can be agreed to. The school/parent/guardian

should also be provided with a copy of the OSi safeguarding statement. A sample work schedule is available at Appendix 2. The OSi Regional Offices, when engaged in Transition Year work experiences must forward in advance to Human Resources, a similar work schedule in an open plan office environment.

The OSi Designated Liaison Person is: **Insert Name, Post and Contact Details of L1 Corporate Governance Manager. *Until this position is filled this role will be filled by the Principal Officer of each Department who will take responsibility for this Statement within their Department.***

The Deputy Designated Liaison Person is: **Ms. Susan Gavin, Level 3B Health & Safety Advisor, Tel: No. 01 8025386**

The role of the DLP is to:

- Provide information and advice on child protection and welfare concerns and issues to the staff of OSi
- Be accessible to all staff
- Ensure that they are knowledgeable about child protection and welfare and that they undertake any training considered necessary to keep updated on new developments including the Always Children First Training and/or other relevant training as identified
- Ensure that the Child Safeguarding Statement and procedures of OSi are followed
- Be responsible for reporting concerns about the protection and welfare of children to TUSLA Child & Family Agency or to An Garda Síochána
- Ensure that appropriate information is included in the report to the Child & Family Agency and that the reported is submitted in writing (under confidential cover) using the Standard Report form (see link at Appendix (3))
- Liaise with the Child & Family Agency, An Garda Síochána and other agencies as appropriate
- Keep relevant people within the organisation informed of relevant issues, whilst maintaining confidentiality
- Ensure that an individual case record is maintained of the action taken by OSi, the liaison with other agencies and the outcome
- Advise the organisation of child protection training needs
- Maintain a central log or record of all child protection and welfare concerns in OSi.

### **Recognising, Responding and Reporting Concerns about a Child's welfare or possible abuse**

In accordance with the Act,

- Everyone must be alert to the possibility that children with whom they are in contact may be suffering from abuse or neglect.
- An Tusla, The Child and Family Agency, should always be informed when a person has reasonable grounds for concern that a child may have been, is being or is at risk of being abused or neglected. Child protection concerns should be supported by evidence that indicates the possibility of abuse or neglect.
- A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable, should also be communicated to the Child and Family Agency.
- The guiding principles in regard to reporting child abuse or neglect may be summarised

as follows:

*(I) the safety and well-being of the child must take priority*

*(II) reports should be made without delay to An Tusla, the Child and Family Agency.*

- Any reasonable concern or suspicion of abuse or neglect must elicit a response. Ignoring the signals or failing to intervene may result in ongoing or further harm to the child.
- Section 176 of the Criminal Justice Act 2006 introduced the criminal charge of reckless endangerment of children. It states:

*‘A person, having authority or control over a child or abuser, who intentionally or recklessly endangers a child by – (a) causing or permitting any child to be placed or left in a situation which creates a substantial risk to the child of being a victim of serious harm or sexual abuse, or (b) failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation, is guilty of an offence.’*

The penalty for a person found guilty of this offence is a fine (no upper limit) and/or imprisonment for a term not exceeding 10 years.

**A concern could come to your attention in a number of ways:**

- A child tells you or indicates that she/he is being abused. This is called a disclosure (see Appendix 3) for guidance on responding to a disclosure from a child.
- An admission or indication from the alleged abuser
- A concern about a potential risk to children posed by a specific person, even if the children are unidentifiable
- Information from someone who saw the child being abused
- Evidence of an injury or behaviour that is consistent with abuse and unlikely to be caused in any other way
- Consistent indication over a period of time that a child is suffering from emotional or physical neglect
- An injury or behaviour which is consistent with abuse, but an innocent explanation is given
- Concern about the behaviour or practice of a colleague

**Procedures for responding to a Child Protection or Welfare Concern**

- Under no circumstances should a child be left in a situation that exposes him or her to harm or risk pending Child & Family Agency intervention. In the event of an emergency and the unavailability of a Duty Social Worker, the DLP will contact An Garda Síochána
- If the child has made a disclosure, a written record will be made. If there are other grounds for concern that the child has been abused or neglected, a written record will be made
- If there are reasonable grounds for concern (see Appendix 5) the DLP will complete the Standard Report Form without delay and send it to the Duty Social Work Team in An Tusla, the Child & Family Agency at

<b>Duty Social Work Team, Tusla – Child &amp; Family Agency</b>	<b>An Garda Síochána</b>
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<p><b>OSi Headquarters, Dublin.</b>  Child &amp; Family Agency  86 – 189 Lakeshore Drive,  Airside Business Park, Swords  Co. Dublin. Tel: 01 – 8708000</p> <p><b>Kilkenny:</b>  Child &amp; Family Agency,  Yellow Hse., Wester Road, Clonmel,  Co. Tipperary. Tel: 052 6177302</p> <p><b>Cork:</b>  Child &amp; Family Agency, Referrals  Section, Floor 2, Blackpool, Cork.  Tel: 021 4927190</p> <p><b>Ennis:</b>  Child &amp; Family Agency, Unit 3,  St. Camillus Hospital, Shelbourne Rd.,  Limerick. Tel: 061 588688</p> <p><b>Tuam:</b>  Child &amp; Family Agency, 25 Newcastle  Rd., Galway. Tel: 091 546235</p> <p><b>Sligo:</b>  Child &amp; Family Agency, Markievicz Hse.,  Barrack St., Sligo. Tel: 071 9155133</p> <p><b>Longford</b>  Child &amp; Family Agency, Athlone Health  Centre, Coosan Rd., Athlone, Co.  Westmeath. Tel: 0906 483106</p>	<p>Cabra Garda Stn., Nephin Road, Dublin 7  D07 XN61  Tel: 01 6667400</p> <p>Kilkenny Garda Stn.,  Dominic Street, Kilkenny, Co. Kilkenny  R95 R291. Tel: 056 7775000</p> <p>Blackrock Garda Stn., Blackrock, Cork City,  T12 KH30. 021 4536690</p> <p>Ennis Garda Stn., Abbey St.,  Ennis, Co. Clare. V95 TR83. Tel: 065 6848100</p> <p>Tuam Garda Stn., Abbeytrinity Rd., Tuam,  Co. Galway, H54 T998. Tel: 093 70840</p> <p>Sligo Garda Stn., Pearse Rd., Sligo,  Co. Sligo, F91 E372. Tel: 071 9157000</p> <p>Longford Garda Stn., Battery Rd., Longford,  Co. Longford. N39 VE84. Tel: 071 9157000</p>
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- If the concern is urgent and the child is in immediate danger, the report to the Child & Family Agency will be made by telephone and followed up with the completed Standard Report Form.
- In the event of an emergency and the unavailability of a Duty Social Worker, the DLP will contact An Garda Síochána.
- The DLP may use the process of informal consultation with the Duty Social Work Team to discuss the response to a child protection and welfare concern and whether or not it warrants reasonable grounds for concern. Informal consultation is carried out without providing the name of the family or the child. If advised to do so, a formal report will be made.
- The DLP will record information about the concern, informal consultation (if carried out) and details regarding if and when the parents/guardians were informed

**Procedure when a referral is not made to An Tusla, the Child & Family Agency**

- Not all concerns will meet the reasonable grounds for concern (See Appendix 4). In this case, the concern and any informal consultation will be documented and kept confidentially and securely.
- The DLP will inform the member of staff, or student who raised the concern that it is not being referred in writing, indicating the reasons. The DLP will advise the individual that they may make a report themselves or contact the Duty Social Work Team and that the provision of the *Protection for Persons Reporting Child Abuse Act, 1998* will apply i.e. provides protection from civil liability and penalisation by an employer where reports are made to designated officers in the HSE or to An Garda Síochana reasonable and in good faith.

**Informing parents/guardians about child protection and welfare concerns**

- Good communication with parents/guardians is very important in ensuring best outcomes for children and any concerns about the health and well-being of a child will always be discussed with parents/guardians from the outset.
- **When a child protection concern is being reported to the Child & Family Agency, good practice indicates that parents/guardians should be informed about the report unless doing so may put the child at further risk.** The DLP may seek advice from the Child and Family Agency Social Work Department in relation to this.

**Responding to a Retrospective Disclosure by an Adult of abuse as a child**

- In relation to retrospective disclosures, it is imperative that all child protection concerns are examined and addressed.
- An increasing number of adults are disclosing abuse that took place during their childhood. If a staff member becomes aware of a retrospective concern they should follow the reporting procedure and speak with the DLP. If any risk is deemed to exist to a child who may be in contact with an alleged abuser, the OSi should report the concern to An Tusla, the Children and Family Agency without delay.
- Information about relevant support services may be provided to the adult if appropriate.

**Confidentiality Policy:**

The effective protection of a child depends on the willingness of staff who are involved with children to share and exchange relevant information. It is therefore critical that there is a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information.

All information regarding a concern or assessment of child abuse or neglect should be shared on a 'need to know' basis in the interests of the child with the relevant statutory authorities. No undertakings regarding secrecy can be given. Those working with a child should make this clear to all parties involved, although they can be assured that all information will be handled taking full account of legal requirements.



Ethical and statutory codes concerned with confidentiality and data protection provide general guidance. These codes are not intended to limit or prevent the exchange of information between different professional staff with a responsibility for ensuring the protection and welfare of children. The provision of information to the statutory agencies for the protection of a child is not a breach of confidentiality or data protection.

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

### **Allegations of Abuse or Neglect against Employees, Students**

The protection and welfare of children who engage with OSi are paramount and their safety and well-being is the priority. However, the OSi also has a duty and responsibility as an employer, in respects of its employees. It is important to note that there are two procedures to be followed when an allegation of abuse or neglect is made against an employee:

1. Reporting procedure in respect of any child protection and welfare concern
2. The procedure in respect to the allegation against the employee.

In general, it is the Designated Liaison Person who is responsible for reporting the matter to An Tusla (as per the reporting procedure) while the employer is responsible for addressing the employment issues

If the concern meets the reasonable grounds for reporting then it should be referred without delay to An Tusla. The allegation must meet the reasonable grounds for reporting of a concern. Informal consultation with An Tusla may be used to determine if reasonable grounds are present. All staff in OSi should be aware of who to contact should they become aware of an allegation of abuse or neglect against any employee in OSi. Written records should be kept, if a disclosure is made by a child, a written record of the disclosure should be made as soon as possible by the person receiving it. Where an allegation of abuse or neglect is made by an adult, a written record of the allegation should be made and a written statement should be sought from this person.

Where an employer becomes aware of an allegation of abuse by an employee while executing their duties, an employer should privately inform the employee of the following:

- (i) The fact that an allegation has been made against him/her
- (ii) The nature of the allegation.

The employee will be afforded the opportunity to respond, the response should be noted and passed onto An Tusla with the formal report.

All stages of the process should be recorded. An investigation may be required and this will be carried out by an independent investigator. The terms of reference defining the scope of the investigation, including indicative timelines, should be agreed between the investigator and the Human Resources Manager before commencement of the investigation and copied to the relevant

parties. While it is recognised that the length of the investigation may be dependent on the complexity of the case, the number of witnesses etc., generally the time limit for the investigation should not, except in exceptional circumstances, exceed 3 months. Whether or not the matter is to be reported to An Tusla, the Human Resources Manager is always informed of an allegation of abuse or neglect against an employee. It is essential that at all times the matter is treated in the strictest confidence and that the identity of the employee is not disclosed, other than as required under the procedures within this policy. Protective measures may be required while the allegation is being investigated. The principles of natural justice, the presumption of innocence and fair procedures should be adhered to. It is very important to note protective measures are intended to be precautionary and not disciplinary. The Designated Liaison Person will maintain regular and close liaison with An Tusla and/or An Garda Síochána and ensure that no action by OSi frustrates or undermines any investigation.

Further action will be guided by employment legislation, the contract of employment and other OSi policies including the Disciplinary Code and the advice of the independent investigation. Legal advice will also be sought when dealing with allegations of abuse or neglect against an employee.

### **Parent/Guardians and Allegations of Abuse or Neglect Against Employees**

Parents/Guardians have the right to contact An Tusla to report an allegation of abuse about the employee of OSi. Parents/Guardians of children who are named in an allegation of abuse will be kept informed of actions planned and taken, having regard to the rights of others concerned. **If there is any concern that a child may have been harmed, the parents/guardians should be informed immediately.**

### **Record Keeping**

Where there are child protection or welfare concerns, observations/records will be kept on an ongoing basis and information shared with An Tusla as appropriate. These records will be held by the Designated Liaison Person and stored with the correct procedures in place for archiving records. All records should be managed in line with the OSi Data Protection Policy and General Data Protection Regulations.

### **Code of Behaviour**

OSi staff are reminded of their obligations under the Code of Standards and Behaviour and the Dignity at Work policy. A code of behaviour setting out the standard expected from all employees on what is acceptable behaviour and what is not acceptable will be developed in 2018 by the Designated Liaison person. This code will be used to:

- explain to new staff how we work with children and what is acceptable
- explain to parents/guardians what they and their child can expect from employees in OSi
- create a shared understanding of best practice
- challenge an employee when practice is not at an acceptable standard

- as a training tool

The code of behaviour will be attached to Appendix 5 of this Child Safeguarding statement once revised and developed by the DLP and approved by the Senior Management Team.

### **Responding to Complaints**

- OSi undertake to ensure all complaints are taken seriously and dealt with fairly, impartially and confidentially.
- OSi will endeavour to quickly and informally resolve complaints through discussion with parents/guardians/schools and members of staff as appropriate.
- Parents/guardians /schools will be made aware that there is a complaints procedure in operation
- If OSi find that that an error has occurred or that a process can be improved, we will change the way we do things to avoid making the same error in the future.
- Complaints can be made by parents, guardians and other advocates on behalf of children.
- If a parent/guardian/school is not satisfied with any aspect of OSi while engaged with minors they are requested to resolve the issue informally through discussion with the relevant manager.
- If the problem persist, re-occurs or the parent/guardian /school is not satisfied with the response, the complaint should be put in writing to the Designated Liaison Person.
- The DLP will then arrange to meet with the Parents/guardians/school to try and resolve the issue. Most complaints are resolved at this stage. However, if there are other or more serious issues arising from the complaint or it cannot be resolved then both sides may agree the need for a third party to mediate in relation to the complaint.
- Written records of discussion and agreements made will be kept of this meeting and copies made available to parents/guardians, school and other involved staff as appropriate.
- All complaints will be dealt in a timely manner.
- Depending on the nature of the complaint the Disciplinary Code may also be followed.

### **Social Media Use**

OSi engages with social media to promote its business. A social media policy is in place which includes the following:

*“The key point to remember is where there is any doubt as to whether information (whether in the form of documents, photos, video or audio) is not appropriate for uploading then it should NOT be used until advice is sought from the relevant contact point as listed below.”*

Photographs of promotions with schools are occasionally used but do not identify specific children, photographs of children who engage with OSi services will not be placed on social media without the express permission of their parents/guardians and approved photographs will be taken with OSi cameras and no employee will use their own personal device to take images of children. All staff will

be advised that images of children are covered by Data Protection Legislation and personal devices and mobile phones will not be used to take photographs while working with children.

**List of Appendices:**

- Appendix 1: OSi Risk Assessment - Child First Act 2015
- Appendix 2: Sample Work Schedule
- Appendix 3: Standard reporting Form and Guidance Notes
- Appendix 4: Reasonable Grounds for concern
- Appendix 5: Revised Code of Standards and Behaviour (to be developed by DLP and added to this statement)

Appendix 1: OSi Risk Assessment - Child First Act 2015

No	Description of Risk	Risk Category	Risk Impact	Risk Likelihood	Risk Rating	Previous Rating	Date Last Reviewed	Preventative Controls in Place	Recommended Action Plans
1	<b>Engagement of Transition Year Students for work experience on OSi premises.</b>								
	OSi has not engaged with schools directly to facilitate transition year work experience due to staff reductions and work pressure. However, staff have facilitated family members and the organisation has facilitated families of our merging partners and our parent department. Human Resources are not always notified of such undertakings and therefore an approved work schedule i.e. suitable work in open plan areas in team settings cannot be guaranteed. This creates a very high risk under the Child First Act 2015	<b>Operational</b>	<b>4</b>	<b>3</b>	<b>12</b>	<b>0</b>	<b>31/01/18</b>	<p>The following preventative controls are to be put in place:</p> <p>All staff are made aware of the Child First process</p> <p>Relevant Staff are appropriately trained in correct procedures and the OSi Child Safeguarding Statement</p> <p>OSi will have a policy and procedures in respect of minors undertaking work experience</p> <p>On Induction to OSi all TY students will</p> <ol style="list-style-type: none"> <li>1) be given a copy of the OSi Child Safeguarding Statement, which will be explained to them in detail in relation to TY placements</li> <li>2) be given the name and contact details of and be introduced personally to a staff member in the relevant area who will be a contact person for the, accessible at all reasonable hours, to raise</li> </ol>	<p>Organisation decision on whether Transition Year Work Experience is to continue.</p> <p>If <b>NO</b> all staff in organisation to be informed.</p> <p>If <b>YES</b> a Child Safeguarding Statement to be developed to set out the correct policies and procedures that need to be put in place to ensure that OSi meets all its obligations under the Child First Act 2015.</p> <p>Appropriate Training to be sought and information briefings to staff</p>

No	Description of Risk	Risk Category	Risk Impact	Risk Likelihood	Risk Rating	Previous Rating	Date Last Reviewed	Preventative Controls in Place	Recommended Action Plans
								any issues/concerns around abuse, bullying, inappropriate behaviour or any issue of concern to the TY	
2	<b>Educational Trips/Visits and School Competitions including:</b>								
	<ul style="list-style-type: none"> <li>Offsite visits to schools activities</li> <li>Use of on-site facilities for visiting groups with minors</li> <li>Participation in social media competitions for minors</li> <li>Visiting groups with pupils/minors with special needs</li> <li>Students undertaking training in OSi</li> <li>Summer students under the age of 18 availing of summer work placements</li> <li>Use of video/photography/other media to record visits by minors</li> </ul> <p>The risks that arise include harm to a child while visiting OSi, harm not being recognised by staff due to lack of awareness, harm not being reported properly and promptly by OSi personnel. Risk of harm due to inadequate supervision of children while visiting OSi, Risk of harm due to inappropriate relationship/communications between staff member and child including the use of social media, texting, digital device or other. Risk of</p>	<b>Operational</b>	<b>4</b>	<b>3</b>	<b>12</b>	<b>0</b>	<b>31.1.18</b>	<p>As above, and</p> <p>All relevant staff to have obtained Garda Vetting prior to participating in any visit to OSi or external off-site visit.</p> <p>OSi to have clear procedures in respect of Organisational visits which include minors or vulnerable adults</p> <p>OSi will have an up-to-date Health &amp; Safety Policy</p> <p>The Child Safeguarding Statement and procedures will clearly outline the protocols with regard to reporting concerns about children’s protection and welfare</p> <p>OSi has a code of conduct for staff which will be revised to reflect the Child First Act 2015 obligations</p>	<p>As above, and</p> <p>Garda Vetting for staff interacting directly with minors in this area of work</p> <p>Develop/Revise and implement the supporting policies and procedures and awareness training.</p>

No	Description of Risk	Risk Category	Risk Impact	Risk Likelihood	Risk Rating	Previous Rating	Date Last Reviewed	Preventative Controls in Place	Recommended Action Plans
	harm due to minors having inappropriate access/using computers, social media, phones and other devices while visiting OSi. Risk of harm to children who have particular vulnerabilities. Risk of harm due to inadequate code of behaviour. That the student will disclose to OSi staff that they are being harmed and that this disclosure will not be appropriately reported to Tusla.							OSi has a policy and procedures for the administration of First Aid.  OSi has an ICT policy in respect of usage of ICT by visitors including minors  OSi has a policy in respect of mobile phone usage.	
3	<b>Children's' Christmas Party / Children living onsite</b>								Awareness Training for all OSi staff
	Inadequate supervision of children who should be accompanied at all times by their parents/guardians when attending the Christmas Party.	<b>Social</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>31.1.18</b>	Email invite to Children's Christmas party to highlight the following...  <i>"Please note: The safety of the children who avail of this event are first and foremost the responsibility of their parents/guardians. Children attending should be supervised and accompanied while on the Headquarter campus at all times to ensure an enjoyable and safe event for all"</i>	Garda Vetting for volunteers

**Appendix 2**

**Sample Work Schedule:**

Date	Area Of work	Staff members involved
Day 1	<ul style="list-style-type: none"> <li>• Microsoft Excel – how to record and edit data and write formulas.</li> <li>• Map Tacking – how to use Map Tracking Production Center</li> <li>• Radius Vision – how to understand and interpret County Boundary Dataset</li> <li>• FME – how to translate data from GFO to Shape format and enrich data.</li> <li>• Map Genie and how to interpret old 25” maps</li> </ul>	
Day 2	<ul style="list-style-type: none"> <li>• Assisting and learning about GPS data capture &amp; measurement.</li> <li>• Polygon data, structures and layers.</li> <li>• Field work and training.</li> </ul>	
Day 3	<ul style="list-style-type: none"> <li>• An overview of our range of publications</li> <li>• An overview of the systems used in producing small scale paper maps and digital imagery for various customers</li> <li>• Showing how the Mercator publication system works</li> <li>• Hands on experience of working with the Mercator system</li> <li>• overview of where OSi get our information from, both internally and from outside sources</li> </ul>	
Day 4	<ul style="list-style-type: none"> <li>• Explaining Digital image capture,</li> <li>• Processing of the digital imagery</li> <li>• Aerial triangulation</li> <li>• Stereo imagery</li> </ul>	
Day 5	<ul style="list-style-type: none"> <li>• Height models</li> <li>• Topographical data collection</li> </ul>	



**Appendix 3:****Standard Reporting Forms and Guidance Notes**

The Standard Reporting form is available at the following link:

[http://www.tusla.ie/uploads/content/Child\\_Protection\\_and\\_Welfare\\_Report\\_Form\\_FINAL.docx](http://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.docx)

**Child Protection and Welfare Report Form (CPWRF) – Guidance Notes – November 2017:**

Tusla – Child and Family Agency has a statutory responsibility under the Child Care Act 1991 and the Child and Family Agency Act 2013 to promote the protection and welfare of children. Tusla therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

**Reports should generally be made using the electronic Child Protection and Welfare Report Form, which is available at <http://www.tusla.ie/children-first/publications-and-forms/>**

This report form is for use by:

- Any professional, individual or group involved in services to children, including Tusla personnel, who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.
- Professionals and individuals involved in the provision of child protection and welfare related services in the community who have service contracts with Tusla.
- Mandated persons under the Children First Act 2015, as specified in Schedule 2 of the Act.
- Designated Liaison Persons in any organisation.
- Any member of the public who has a child protection or welfare concern which they believe should be reported to Tusla.

Please fill in as much information and detail as is known to you. This will assist Tusla and the Social Work Department in screening the report, assessing the level of risk to the child or the support services required, and when necessary in assigning a priority status to the case. If the information requested is not known to you, please indicate this by putting a line through the question. It is likely that a social worker will contact you to discuss your report. In section 6 of the form, you must indicate whether the report is a mandated report and, if so, your category of profession under "Mandated Person's Type".

Tusla aims to work in partnership with parents/guardians and others. If you are making this report in confidence, you should note that Tusla cannot guarantee absolute confidentiality for the following reasons:

- A Court could order the information be disclosed.
- Under the Freedom of Information Acts 1997 and 2003, the Freedom of Information Commissioner may order that information be disclosed.
- Any individual against whom allegations of abuse are made has a right to fair procedures; however at times this right may need to be secondary to the protection of children at risk. The right of fair procedure applies equally to adults, adolescents and children who have allegations made against them.

You should also note that in making a 'bona fide report', you are protected under the Protection for Persons Reporting Child Abuse Act, 1998.

**Consideration must also be given to responsibilities under the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012, which are in addition to any reporting requirements under the Children First Act 2015 or Children First: National Guidance.**

If you are unsure if you should report your concerns, please telephone the Tusla duty social worker and discuss your concerns with them see page 7 for contact details.

**Appendix 4:****Reasonable grounds for concern**How do I report a concern about a child?

When should I report a concern about a child to Tusla?

You should always inform Tusla if you have reasonable grounds for concern that a child may have been, is being, or is at risk of being abused or neglected.

You can report your concern in person, by telephone or in writing to the local social work duty service in the area where the child lives. You can find contact details for the Tusla social work teams on page 7.

It is not necessary for you to prove that abuse has occurred to report a concern to Tusla. All that is required is that you have reasonable grounds for concern. It is Tusla's role to assess concerns that are reported to it. If you report a concern, you can be assured that your information will be carefully considered with any other information available and a child protection assessment will be carried out where sufficient risk is identified.

Reasonable grounds for a child protection or welfare concern include:

- Evidence, for example an injury or behaviour, that is consistent with abuse and is unlikely to have been caused in any other way
- Any concern about possible sexual abuse
- Consistent signs that a child is suffering from emotional or physical neglect
- A child saying or indicating by other means that he or she has been abused
- Admission or indication by an adult or a child of an alleged abuse they committed
- An account from a person who saw the child being abused

If you are concerned about a child but unsure whether you should report it to Tusla, you may find it useful to contact Tusla to informally discuss your concern. This provides an opportunity to discuss the query in general and to decide whether a formal report of the concern to Tusla is appropriate at this stage. If the concern is below the threshold for reporting, Tusla may be able to provide advice in terms of keeping an eye on the child and other services that may be more suitable to meeting the needs of the child and/or family.

What will I be asked?

To help Tusla staff assess your reasonable concern, they need as much information as possible. You should provide as much relevant information as you can about the child, his/her home circumstances and the grounds for concern. These could include:

- The child's name, address and age
- Names and addresses of parents or guardians
- Names, if known, of who is allegedly harming the child or not caring for them appropriately
- A detailed account of your grounds for concern (e.g. details of the allegation, dates of incidents, and description of injuries)
- Names of other children in the household
- Name of school the child attends
- Your name, contact details and relationship to the child

You should give as much information as possible to social workers at an early stage so that they can do a full check of their records. For instance, they can see if the child and/or a sibling have been the subject of a previous referral, or if an adult in the household had previous contact with the child protection

services. It also helps social workers to prioritise cases for attention, as they are not in a position to respond immediately to all cases. However, they will always respond where a child is in immediate danger or at high risk of harm. It will also help Tusla to decide if another service would be more appropriate to help meet the needs of the child, i.e. a community or family support service rather than a social work service.

Can a report be made anonymously?

While it is possible to report a concern without giving your name, it may make it difficult for Tusla to assess your concern. All information that you provide will be dealt with in a professional manner. While Tusla cannot guarantee confidentiality, in general it will not reveal the names of members of the public who report suspected child abuse without their permission.