



Code of Behaviour for the Protection and Safeguarding of Children in Public Libraries

Final Draft

DONEGAL COUNTY COUNCIL




**Comhairle Contae
Dhún na nGall**
Donegal County Council

Local Government Management Agency

2014

Donegal Local Authority

Donegal Local Authority		
Code of Behaviour for the Safeguarding and protection of children in public libraries		
Approved by	Eileen Burgess <i>Eileen Burgess</i>	
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** Please note that this Final Draft Code of Behaviour shall be updated on the enactment of the Children First Legislation.*

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1. Introduction

Library employees and volunteers shall read these Code of Behaviour in conjunction with:

Donegal County Council's Child Protection Policy

Employees and volunteers shall be familiar with the content of the Policy and Code of Behaviour.

2. Scope

This Code of Behaviour shall apply to all Library Services employees and volunteers whose role involves contact with children in Donegal County Council Library Services.

3. Responsibility

All library employees and volunteers who have to interact with children in the performance of their duties.

4. Code of behaviour in relation to children

All third parties, visiting authors, performers etc. shall be issued with an introductory pack which contains information about Donegal Local Authority's policies regarding the Council's ethos for working with children.

4.1 Local Authority code of behaviour in relation to Children

- Donegal Local Authority is committed to a child-centred approach to its work with children and young people in all services and activities as operated by the Authority.
- Donegal Local Authority aims to create an environment in which children are listened to, given a sense of belonging, and kept safe; parents are supported and encouraged; and employees and volunteers who work with children and young people are supported and protected.

- All of Donegal Local Authority's activities involving children shall be guided by what is best for children. Children's activities shall be conducted in a safe, positive and encouraging atmosphere. Standards of excellence should extend to personal conduct.

4.2 Local Authority's child-centred approach

Donegal Local Authority's child-centred approach means to:

- Treat all children equally
- Listen to and respect children
- Involve children as appropriate
- Provide encouragement, support and praise (regardless of ability)
- Use appropriate language (verbal and physical)
- Have fun and encourage a positive atmosphere
- Offer constructive criticism when needed
- Treat all children as individuals
- Respect a child's personal space
- Use age-appropriate teaching aids
- Lead by example
- Be aware of child time limitations e.g. school/exams when scheduling activities
- Create an atmosphere of trust
- Be aware of the *Equal Status Act 2000-2010* which relates to discrimination based on nine grounds:
 - Gender
 - Civil Status
 - Family Status
 - Age
 - Race
 - Religion
 - Disability
 - Sexual Orientation
 - Membership of the Traveller community

- Use all information in respect of children only for the purpose for which it is given, subject to child protection concern(s).

5. Definitions

5.1 Child

Person who has not attained 18 years of age, excluding a person who is or has been married.

5.2 Employee

Any person who works for a local authority under a contract for employment. This contract may be expressed or implied and be oral or in writing. An employee may be employed full time or part time or in a temporary capacity.

5.3 Concern

“A ‘concern’ within the context of this policy is defined as the knowledge or suspicion that a child is at risk of or has been subjected to abuse or neglect. Such concerns shall be supported by a evidence or indicators of abuse and/or neglect”.

5.4 Contractor

Any individual, employer or organisation whose employees undertake work for a fixed or other sum and who supplies the materials and labour (whether their own labour or that of another) to carry out such work, or supplies the labour only on behalf of a local authority.

5.5 Volunteer

Any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual. This can include formal activity undertaken through public, private and voluntary organisations as well as informal community participation.

6. Risk Assessment

6.1 Risk Assessment

The Children First Bill, 2014 (scheduled for enactment 2014) shall oblige organisations to carry out a risk assessment in order to develop their Child Safeguarding Policies and Procedures. As part of the Safety, Health and Welfare at Work Act (2005), Section 19 requires employers to undertake a risk assessment so as to identify, assess and manage risks to employee safety, health and welfare.

6.2 Generic Child Protection and Safeguarding Risk Assessment

A generic corporate risk assessment (see Appendix I) is available to support employees and line managers to consider the risks that could undermine the protection and safeguarding of children when interacting with the local authority and its employees. It assists in identifying, assessing, managing and reviewing the key risks and it will inform the development of risk assessments for specific locations, specific activities and specific groups such as children, teenagers etc. Further sample risk assessment templates in relation to specific activities for children may be developed. A sample Activity Risk Assessment is also available ((see Appendix I).

7. Code of Behaviour

The following Code of Behaviour is intended to assist employees and volunteers when dealing with difficult situations in public libraries involving children and young people.

All organisations, including local authorities, providing services for children or that are in regular direct contact with children shall ensure that they comply with *Children First: National Guidance for the Protection and Welfare of Children*¹.

7.1 Recognising Child Abuse

Child abuse can often be difficult to identify and may present in many forms. Early detection is important.

Employees/volunteers who have a suspicion or concern about abuse of any child they encounter in a library should without delay report this to the Donegal Local Authority's Designated Child Protection Liaison Officer & Deputy Child Protection Liaison Officer:

-Rosemary McClafferty, Three Rivers Centre, Lifford, Tel: 074 91 72264.

¹ Department of Children and Youth Affairs. *Children First: National Guidance for the Protection and Welfare of Children*. Government Publications, 2011.

When conveying concerns to the Child Protection Liaison Officer, the employee/volunteer shall complete the Incident Report Form (see Appendix II) and forward same to the Child Protection Liaison Officer without delay.

The Child Protection Liaison Officer(s) shall report the information to the Child and Family Agency, who in turn, notifies An Garda Síochána. In an emergency, a report is made directly to An Garda Síochána. When an allegation is made against an employee/volunteer the Library Manager and Director of Corporate Services (Human Resources)/Head of Human Resources shall be informed immediately and action shall be taken to ensure that no child is exposed to unnecessary risk.

The person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the Child and Family Agency or An Garda Síochána. Under no circumstances will any individual library member or employee or volunteer attempt to intervene or deal with the problem of abuse alone.

7.2 Steps to be taken by library employees/volunteers

- Avoid situations where library staff may be in a vulnerable position.
- Direct the child to the toilet, but do not accompany the child into the toilet.
- Avoid initiating physical contact with children.
- Never allow children to sit on your knee during story time.
- In a difficult situation involving a child, try and ensure another member of staff is present.
- Do not accompany a child out of the library in search of a parent. Keep them safe until a parent or carer returns.
- Contact An Garda Síochána if you have cause to believe that the child has been abandoned/forgotten.
- Do not make arrangements to directly contact a child outside the library either by phone or through electronic or social media.
- Do not do things of a personal nature for a child that the child could do for him/herself.

7.3 Unsupervised/Unaccompanied Children in Libraries

Children are the legal responsibility of their parents and carers who should accompany their children whilst at the library. There are situations when young children visit the library unaccompanied.

Whilst not wishing to discourage children from visiting the library, staff should take reasonable steps to ensure the safety of the child and to inform parents/carers of their responsibilities.

If you become aware of a very young child or a child whom you feel is not competent to be alone in the library, you should try to ascertain from the child where their parent/carer is and when he/she is expected to return. You may also be approached by a child who is distressed or alone.

- Where possible try to avoid being left alone with a child. Try to ensure colleagues are present when you are dealing with unaccompanied children.
- Encourage the child to remain in the library until you have been able to contact a parent or carer.
- Try to contact the parent/carer; see if the child can give you an address or telephone number; check registration details to see if the child or a parent/carer is a library member.

If attempts to contact the parent/carer fail, see if the child can give you the details of a relative or close family friend to contact. Ensure that you release the child to a parent or carer.

If all attempts to contact the parent or carer fail:

- Contact the Gardaí
- Report all incidents to the Donegal Local Authorities Designated Child Protection Liaison Officer & Deputy Child Protection Liaison Officer:
- **Rosemary McClafferty**, Three Rivers Centre, Lifford, Tel: 074 91 72264.
- All incidents should be recorded at the earliest opportunity on the incident report form (see Appendix II) and sent to:
 - Donegal Local Authority's Designated Child Protection Liaison Officer(s) (detailed above) and
 - the relevant senior manager:
- **Donna Cavanagh (Quinn)**, Senior Executive Librarian, Public Library Services, Central Library, Letterkenny, Tel: 074 91 24950 or 087 6847239 (Work)

Or

- **Maureen Kerr**, Senior Executive Librarian, Library Administration, Donegal County Library, Rosemount Lane, Letterkenny, Tel: 074 91 21968.

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7.4 Unaccompanied children at closing time

- Ask the child are they waiting for a parent or carer to collect them, or are they expected to go home alone.
- Employees shall telephone the child's parent or carer from the library to clarify the situation if necessary.
- Wait with the child with another staff member present where possible.
- Under no circumstances should a child be escorted home by a member of the library staff.

When the parent does arrive he/she should be informed of Donegal Local Authority's policy on children in libraries and advised that any similar occurrences will be reported to the Child Protection Liaison Officer /Gardaí.

If all attempts to contact the parent or carer fail:

- Contact the Gardaí
- Report all incidents to the Donegal Local Authorities Designated Child Protection Liaison Officer(s):

- **Rosemary McClafferty**, Three Rivers Centre, Lifford, Tel: 074 91 72264.

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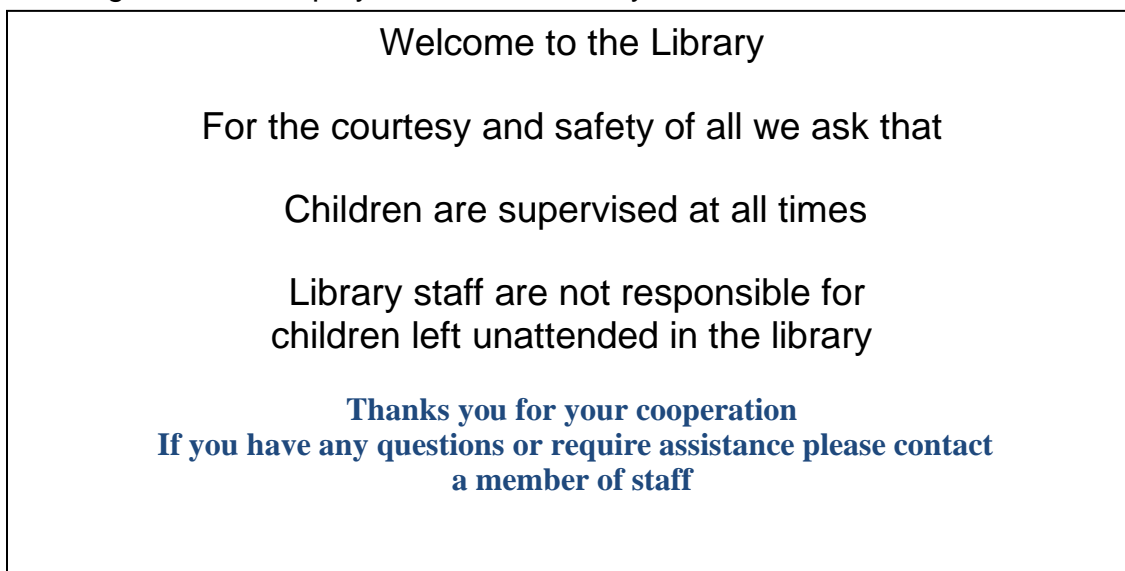
Or

- **Maureen Kerr**, Senior Executive Librarian, Library Administration, Donegal County Library, Rosemount Lane, Letterkenny, Tel: 074 91 21968.

7.5 Signage

In order to emphasise the need for parents to supervise children within the library, the following should be considered:

- A sign shall be displayed within the library.



- Confirmation at registration from parent should be recorded.
- If a particular child has been left unattended on previous occasions, it is important that library staff, as is their responsibility under Children First 2011, report any concerns about welfare issues of the child to the Donegal Local Authority's Designated Child Protection Liaison Officer(s).
- When the parent does arrive he/she should be informed of Donegal Local Authority's policy on children in our libraries and advised that any similar occurrences will be reported to the HSE/Gardaí.

If all attempts to contact the parent or carer fail:

- Contact the Gardaí
- Report all incidents to the Donegal Local Authorities Designated Child Protection Liaison Officer(s):

-Rosemary McClafferty, Three Rivers Centre, Lifford, Tel: 074 91 72264.

- All incidents should be recorded at the earliest opportunity on the incident report form (see Appendix II) and sent to:
 - Donegal Local Authority's Designated Child Protection Liaison Officer(s) (detailed above) and
 - the relevant senior manager (s):

- **Donna Cavanagh (Quinn)**, Senior Executive Librarian, Public Library Services, Central Library, Letterkenny, Tel: 074 91 24950 or 087 6847239 (Work)

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7.6 Registration

The following shall be added to the registration of membership process, both online and in print.

Guarantor (if under 15)

Should the applicant fail to do so, I promise to pay for any items lost or damaged by him/her. I agree that the supervision of my child is my responsibility while on the library premises.

Name

(Block Letters, Surname first)

Address:

Email Address Phone

Guarantor's Date
Signature

Relationship

Parent/Guardian (Please specify)

**Supervision of children is the responsibility of parents/guardians

ID provided Yes No

Internet permission Yes No

7.7 Organised events/activities for children in public libraries

General health and safety considerations must be borne in mind. Refer to:

- Donegal Local Authority's Health and Safety Risk Assessment/Safe Systems at Work for Event Management.
- Obligations under the Employment Equality Acts (1998 – 2011) and Equal Status Acts (2000 – 2012) shall also be taken into consideration. In providing services employees shall not discriminate against any child on the basis of the nine grounds detailed in the Acts.
- Obligations under the Disability Act 2005 shall also be taken into consideration.
- Ensure there is compliance with the requirements of the library's fire certificate and any recommendations or requirements of the fire authority and the premises' insurers.
- Ensure there is awareness of the library's first aid arrangements.

The following considerations should be made:

- Suitable numbers of adults shall be available to supervise the event².
- If a class or group is visiting, teachers and Special Needs Assistants (SNAs) shall stay with the group and assume responsibility for the supervision of the group while in the library.
- When using outside speakers/entertainers, a member of staff shall remain with the group where possible.
- Determine a maximum attendance figure, based on staff, space and the type of activity. If there is any doubt about the ability to control numbers, a ticketing system shall apply.
- Pre-registration/booking forms shall be used for library organised events for children.
- Pre-registration/booking forms for events shall allow a column to opt out of photographs that may be taken.

² Refer to Donegal Local Authority's Health and Safety Risk Assessment/Safe systems at work for Event Management.

Publicity shall specify the age range of the children at which the event is aimed. It shall clearly state starting and finishing times. All publicity should note that photographs may be taken and a Consent Form (Appendix III) shall need to be completed. Publicity shall state:

Welcome to the Library

For the courtesy and safety of all we ask that

Children are supervised at all times

Library staff are not responsible for children
left unattended in the library

Thanks you for your cooperation
**If you have any questions or require assistance please contact
a member of staff**

7.8 Evacuation of the library

Refer to Donegal Local Authority's Health and Safety Risk Assessment/Safe systems at work for Evacuation.

A site map clearly displaying the location of the library's assembly point shall be displayed in the library.

All library staff shall be familiar with fire evacuation guidelines and a nominated member of library staff should be responsible for checking that no children are left in the library or related spaces (open meeting rooms, toilets etc.) if the library has to be evacuated.

In the event of an evacuation any unaccompanied children shall be led by staff to the assembly point. Following the evacuation, staff should attempt to contact the parent/guardian of the unaccompanied child to come and collect the child.

In the event of an evacuation during an organised library activity for children, staff must lead children to the assembly point where the booking sheet should be used to determine whether all children attending the event have been safely evacuated.

7.9 Surveying and consultation

As libraries undertake more consultation work, staff should be aware of sensitivities regarding talking to children. If you are surveying children in focus groups or more detailed consultation, you do need permission from parents or the adults acting in loco parentis. Make sure that you provide adequate information and notice to ensure parents are kept informed.

If your survey gives rise to statistical data only, there will be no data protection concerns. However, if you are collecting information from which a child could be identified, you will need the consent of the parent/carer. If you are visiting an outside group (such as a school) ensure that they have adequate notice and information so that they can inform the parents and children.

- Do not interview children alone in a separate room. Ensure that all one-to-one interviews with children are in public places.
- Remember, if you want to survey or consult in a public place you may need to get permission, e.g. from Shopping Centre Management.

7.10 Dealing with unacceptable behaviour

Donegal Local Authority's aim to provide a high quality of service in a safe and secure environment. In order to achieve this, all users are asked to note that the following behaviour will not be accepted in any of our facilities:

- Behaviour which is disruptive and interferes with the use and enjoyment of the facility by others.
- Harassment of staff or members of the public by use of abusive, racist, obscene or threatening language.
- Use of violence or threat of violence toward staff and/or members of the public.
- Malicious damage to and/or theft of Donegal Local Authority's property.
- The use of alcohol and illicit drugs while using Donegal Local Authority's facilities.
- Smoking within Donegal Local Authority's premises.
- Personal property being left unattended while using Donegal Local Authority's facilities.

It is important to deal with such situations calmly and quietly and to avoid putting yourself or others in danger. When dealing with a disruptive child it is recommended that where possible more than one employee or volunteer be present. In extreme cases where staff have concerns about their own safety or the safety of a child, it may be necessary to call the Gardaí.

Children who engage in unacceptable behaviour and who are unaccompanied in the library will be given the opportunity to phone a parent to come and collect them. If they refuse to do so, their behaviour will result in the immediate withdrawal of library facilities. If attempts to contact the parent/carer fail, see if the child can give you the details of a relative or close family friend to contact. Ensure that you release the child to a parent or carer.

If all attempts to contact the parent or carer fail:

- Contact the Gardaí
 - Report all incidents to the Donegal Local Authorities Designated Child Protection Liaison Officer(s):
 - **Rosemary McClafferty**, Three Rivers Centre, Lifford, Tel: 074 91 72264.
 - All incidents should be recorded at the earliest opportunity on the incident report form (see Appendix II) and sent to:
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 - the relevant senior manager (s):
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- Or
- **Maureen Kerr**, Senior Executive Librarian, Library Administration, Donegal County Library, Rosemount Lane, Letterkenny, Tel: 074 91 21968.
 -

A warning letter may be sent to the parent/guardian stating that further disruptions may result in withdrawal of facilities or services to the child.

Instances of disruptive behaviour that require the intervention of the employee, and which put at risk the safety and well being of others, must be documented.

The report shall describe:

- The programme or activity running at the time;
- What happened?
- Who was involved?
- Where and when it happened;
- What was said, if significant;
- Any injury to person or property;
- How the situation was resolved;
- An Incident Report Form shall be completed (see Appendix II).

7.11 Photographing children in the library

Care should be taken to seek consent (see Appendix III: consent form) when taking photographs of children in the library. The main reasons are to protect children's identity and to prevent images of children being manipulated on the Internet. There are a few Codes of Behaviour which should be followed:

- Never identify a child in a photograph by name in any circumstance, including publicity, posters or website.
- Never use a photograph of an individual child or children without seeking the consent of the parent(s).
- Generally it is acceptable to use large group shots where it is impossible to identify an individual child. These should be captioned very generally, e.g. 'storytime'.

7.12 Use of the Internet and Social Media

Refer to Donegal Local Authority's *Acceptable Use Policy and Code of Behaviour* and *Social Media Policy*.

Donegal Local Authority's Internet and social media policies outline the risks to children and young people using Internet facilities, including potential access to pornographic sites and chat lines.

Computer access, including World Wide Web and email access, to children is at all times dependent on having a valid membership card obtained after a parental consent has been given.

There may be specific concerns relating to children and adults using computers in a communal area. Care should be taken to prevent adults striking up inappropriate relationships and/or conversations with children. Where possible, a number of public access terminals should be designated for children's use and located close to a staff area where they can be more easily supervised.

7.13 Lone Working

Refer to Donegal Local Authority's Health and Safety Risk Assessment/Safe Systems at Work Policy for Lone Working.

Some library employees work alone for considerable periods of time on a regular basis, particularly at some locations, such as smaller branch libraries and on some mobile library vans.

Library employees shall always ensure that their behaviour is appropriate to the age and maturity of the child or young person concerned and that their conduct does not give rise to comment or speculation.

When in the public area, employees working alone in branch libraries shall ensure that they remain in areas where they can be seen and heard by library users.

7.14 Work experience students

To enable both employees and students to have a positive view of work experience, library staff should always ensure that students are not left to deal with the public unsupervised. Where students are provided with the opportunity to participate in work experience, the library shall seek to ensure that the student is not placed in a position of risk in the work environment and does not pose a risk to others.

When making arrangements for work experience, the school, college or training organisation should be informed of the relevant child protection Code of Behaviour in place in the library and copies should be supplied as necessary.

It is the responsibility of the school, college or training organisation to provide insurance to cover the duration of work experience. The school, college or training organisation is responsible for preparing the student for his or her work experience and to ensure that the parent (or person with parental responsibility) has given consent to the work placement.

7.15 National Vetting Legislation

The National Vetting Bureau Act, 2012 provides a legislative basis for the mandatory vetting of persons who wish to undertake certain work or activities relating to children and /or vulnerable persons.

Persons who have on-going contact with children and/or vulnerable persons, in the provision of local authority services (paid or voluntary), other than those who assist 'occasionally' or in the course of a family or personal relationship, are required to be vetted. All library employees and volunteers are subject to garda vetting.

For further guidance refer to:

- National Vetting Bureau (Children and Vulnerable Persons) Act, 2012.

7.16 Third parties and contractors

It is the responsibility of each organisation providing services on behalf of or with the support of the local authority to ensure/demonstrate that it has proper child protection policies and Code of Behaviour in place, including appropriate vetting procedures of relevant employees to be involved in the activity/service where there is direct contact with children and/or vulnerable persons on an on-going basis.

If the proposed activity includes children or young persons under 18 years, each organisation shall have in place the following:

- A child protection policy in line with *Children First*³.
- Information/training plan to support the *Child Protection Policy* and in line with *Children First*³.

If the proposed activity includes children (person who has not attained 18 years of age) and/or vulnerable persons (see definition Appendix IV), each organisation shall have in place the following:

- Appropriate vetting procedures in line with the National Vetting Bureau Act, 2012.

³ Department of Children and Youth Affairs. *Children First: National Guidance for the Protection and Welfare of Children*. Government Publications, 2011.

Appendix I: Generic Risk Assessment (Corporate); Protection and Safeguarding of Children

Activity:		Protection and safeguarding of children					
					Risk Assessment after application of Control Measures		
Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	Control Measures	Responsible Person	
1	Non compliance with legislation, policy and procedure by employees & volunteers	Category A worker (providing specified services)	4	5	20	1. Identify compliance universe. 2. Undertake risk assessment & document same. 3. Implement policies procedures, training, monitoring & audit to support compliance with legislation, codes of practice, standards & guidance, & LA policy. 4. Implement change as required following monitoring and/or audit findings. 5. Obtain documented consent where appropriate. 6. Inform through appropriate signage, media notification, etc that children under certain ages should not be left unsupervised by parents/guardians as otherwise the statutory body/ies (Child and Family Agency/An Garda Síochana/other) will be	Assign responsibility to appropriate employee such as: Designated Child Protection Liaison Officer at corporate level & Director & Line Manager at directorate & operational level
2	Weaknesses in systems and structures for the selection and appointment of employees	Corporate	5	5	25		
3	System failure/s for the safeguarding of children e.g. failure to report internally or externally a child protection concern	Corporate	2	4	8		
4	Harm to children and vulnerable persons as a result of failure to act on reports of incidents, concerns, complaints, suspected breaches of legislation, codes of practice, standards and guidance	Corporate	2	5	10		
5	Learning from investigations and reports is not implemented and required culture change is not sustained	Corporate	2	5	10		
6	Breakdown in communication systems with statutory agencies	Corporate	2	2	4		

Activity:		Protection and safeguarding of children					
		Risk Assessment after application of Control Measures					
Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	Control Measures	Responsible Person	
7	Failure to undertake or deficits in risk assessment	Corporate	2	2	4	informed without delay.	
8	Exposure of children to hazardous environments in the local authority	Corporate	3	3	9	7. Record all concerns, complaints, incidents and near misses. 8. Notify IPB Insurance of serious incidents which have the potential to result in an investigation and/or claim against the LA. 9. Implement systems analysis review investigation following serious incidents or where there is evidence of increasing trends in concerns, complaints, incidents and/or near misses.	
9	Appointment of employees and volunteers without completing Garda Vetting procedures	Corporate	2	5	10		
10	Weaknesses in the management and supervision of employees and volunteers	Corporate	2	4	8		
11	Training for employees & volunteers on responsibilities for safeguarding of children not provided	Corporate	3	4	12		
12	Breach of confidentiality and data protection of reported or suspected safeguarding of children concerns	Corporate	2	5	10		

Activity:		Protection and safeguarding of children					
					Risk Assessment after application of Control Measures		
	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	Control Measures	Responsible Person
13	Key stakeholders are not aware of requirements for safeguarding of children	Corporate	4	4	16		
14	Employee not supported in the event of an allegation received of misconduct or abuse	Corporate	2	5	10		

Sample Activity Risk Assessment; Protection and Safeguarding of Children

Name of Activity:		Location:		Who may be at risk?	
Identify hazards, risks and rate the risks 1. Divide activity into tasks 2. Identify the hazards and associated risks for each task 3. List risk controls already in place 4. Determine a risk rating using the Risk Rating Matrix below					
Task	Hazard	Risks	Risk Rating before Controls (Risk Rating Matrix Overleaf)	Control Measure	

Risk Assessment Completed by:		Approval of Risk Assessment:	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	

NB. Proceed with activity where the results of the Risk Assessment determine the level of risk is minimal, and/ or there are adequate control measures in place.

Risk Rating Matrix

		Severity				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

Likelihood	Almost certain	Is expected to occur in most circumstances
	Likely	Will probably occur in most circumstances
	Possible	Could occur at some time
	Unlikely	Not likely to occur in normal circumstances
	Rare	May occur only in exceptional circumstances

Severity	Insignificant	Injuries not requiring first aid
	Minor	First aid required
	Moderate	Medical treatment required
	Major	Hospital admission required
	Severe	Death or permanent disability to one or more persons

Appendix II: Incident Report Template

Donegal County Council's Child Protection Policy

INCIDENT REPORT FORM CONFIDENTIAL

TYPE OF INCIDENT _____

OCCURRED ON: DATE / / TIME

REPORTED ON: DATE / / TIME

LOCATION: _____

EVENT / ACTIVITY: _____

Particulars of

Incident _____

Relevant Child Details

Witness Details (if appropriate)

Name: _____	Name _____
Address: _____	Address: _____
_____	_____
_____	_____
Tel: _____ DOB <u> </u> / <u> </u> / <u> </u>	Tel: _____

WERE GARDAÍ CONTACTED Yes No Date / /

WAS SECURITY CONTACTED Yes No Date / /

WERE MEDICAL PERSONNEL CONTACTED Yes No Date / /

WAS PARENT / GUARDIAN CONTACTED Yes No Date / /

If yes, provide brief details:

Please submit to the Child Protection Liaison Officer and the relevant senior manager(s) as stated in 7.10 in this document. [~~Department~~]

Any supporting evidence or other relevant documentation should be attached to this form.

Appendix III: Consent form

Donegal County Library, Donegal Local Authority. Tel: 0749153900

Permission to use a photograph of your child.

Dear Parent /Guardian

Please confirm if you give your permission:

For your child to be photographed by library staff in the library Yes / No

For the photograph of your child to be used:

in local press Yes / No

in library social media promotion Yes / No

in other library publications* Yes / No

* The child will not be identified /named in any library materials but will be named in photos going to the local press.

Name of child _____

Signature of Parent: _____

Date: _____

Conditions of use

We will not use the personal details or names (which means first name and surname) of any child or adult in a photograph on our website or in any of our printed publications.

We will not include personal email or postal addresses, or telephone or fax numbers, on our website or in printed publications.

If we use photographs of individual children, we will not use the name of that child in the accompanying text or photo caption. This includes access to social media and online promotion.

If we name a child in the text, we will not use a photograph of that child to accompany the article.

We may use group or class photographs or footage with very general labels, such as 'storytime'.

If images are taken by local press/media or parents/guests, Donegal Library Service will not have control of these images.

Appendix IV: Definition of Vulnerable Person (National Vetting Bureau Act, 2012)

“vulnerable person” means a person, other than a child, who -

- (a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- (b) has an intellectual disability,
- (c) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- (d) has a physical disability,

which is of such a nature or degree -

- (i) as to restrict the capacity of the person to guard himself or herself against harm by another person, or
- (ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.